



# MEMORANDUM

City Manager's Office

**DATE:** June 5, 2020  
**TO:** Mayor and Council  
**THROUGH:** Steve McHarris, City Manager *Steve McHarris*  
**FROM:** Ashwini Kantak, Assistant City Manager  
**SUBJECT:** Novel Coronavirus/COVID-19 Update #15

**The health of our employees, residents, and businesses remains the highest priority for the City of Milpitas.**

## Overview:

The City of Milpitas continues to implement its response to the outbreak of the novel coronavirus and the COVID-19 disease in Santa Clara County, in collaboration with the Santa Clara County Department of Public Health. The previous Council update on May 28 discussed updated guidance from the State and County, the City's Pilot Mobile Testing Initiative, the Small Business Assistance Subcommittee and updates from the Santa Clara County Library District.

On June 1, the County's Public Health Officer announced an [updated Shelter-in-Place order](#) effective today, June 5. This order will remain in effect until the Health Officer amends or rescinds it.

The new order expands the businesses that are permitted to operate. These include:

- Outdoor dining at restaurants and other facilities that prepare and serve food, subject to limitations/social distancing;
- Retail and shopping centers for in-store shopping, subject to limitations/social distancing;
- Childcare, summer camps, summer school, and all other educational or recreational programs for all children, in stable groups of up to 12 children;
- All manufacturing, warehousing, and logistics, subject to limitations/social distancing;
- House cleaning and other no-contact in-home services;
- Low contact/no contact service businesses such as shoe repair, watch repair, and other similar services, subject to limitations/social distancing; and
- All pet grooming.

The new order also permits additional activities, including:

- Outdoor small ceremonies and religious services, in groups no larger than 25;
- All outdoor recreational activities that do not involve physical contact, with social distancing, including swimming pools, hiking, tennis, golf;
- Camping, subject to limitations/social distancing; and
- Drive-in Theaters and other car-based gatherings.

The new order also amends the [Small Construction Project Safety Protocol](#) and [Large Construction Project Safety Protocols](#), respectively. The changes in the protocols include:

- The threshold for an essential infrastructure project subject to the Large Construction Project Safety Protocol has changed from five to 20 workers. All essential infrastructure projects with less than 20 workers present at the jobsite at a time are now subject to the Small Construction Project Safety Protocol;
- The Small Construction Project Safety Protocol now specifies the steps that must be taken if a worker at a construction site tests positive for COVID-19; and
- Both Protocols now state that COVID-19 cases associated with construction must be immediately reported to the County Public Health Department by both telephone and email.

There are no changes to the Social Distancing Protocols for businesses.

As the lead agency on public health, the County is regularly updating its guidance, which is available in five different languages and can be viewed [here](#). The County also has a [data dashboard](#) that is updated with all the latest information. The City continues to work closely with the County to ensure the safety and security of our community.

### **Key Updates:**

#### **Outdoor Dining**

City staff have developed [Temporary Outdoor Dining Guidelines](#) to allow Milpitas restaurants to temporarily create or expand outdoor dining areas consistent with the current County Public Health Order effective June 5, 2020. Local restaurants are required to [register](#) their outdoor dining area with the Planning Department. Staff has posted the guidelines and application on the City's website and will inform restaurant owners about the application process through the City's Constant Contact email listserv. Staff will inform residents about outdoor dining opportunities through social media and encourage them to support local restaurants and businesses. The allowance for temporary outdoor dining will remain in effect until the County Health Order is modified or lifted, or as directed by the City Council.

#### **Milpitas Small Business Loan Program**

On June 2, 2020, the Small Business Assistance subcommittee recommended, and the City Council approved, a \$200,000 Milpitas Small Business Loan Program with Enterprise Foundation and Kiva to act as fiscal agent of the program. Community Development Block Grant (CDBG) funding is being reviewed for the loan program for City Council consideration in mid-June.

#### **County-Wide Eviction Moratorium**

The County of Santa Clara's eviction moratorium has been extended through July 28, 2020. This temporary moratorium bans evictions for non-payment of rent or no-fault evictions when the tenant has suffered a substantial loss of income and/or substantial out-of-pocket medical expense due to the COVID-19 pandemic. Tenants now have up to 6 months after the moratorium expires or terminates to repay at least 50% of the past-due rent, and up to 12 months after the moratorium expires or terminates to repay in full the past-due rent. This temporary eviction moratorium applies to residential tenants and small business commercial tenants. Links to the County-Wide Eviction Moratorium are available on the County of Santa Clara website.

### **COVID-19 Testing**

On June 2, City Council directed staff to support expanded hours at the County's fixed COVID-19 testing site in Milpitas, located at the Milpitas Library parking garage, through August 7. The expanded hours will be 8 AM to 5 PM, seven days per week, including holidays. The County has also expanded criteria for testing. Asymptomatic patients, patients without appointments, patients without health insurance, or with coverage other than through Santa Clara Valley Medical Center are eligible for testing. Individuals interested in booking an appointment can do so through the [County's website](#).

As per Council direction, City staff will also continue the mobile testing program through August 7 at City facilities, elder care facilities, and mobile home parks.

A dedicated phone line (408-586-3434) has been set up to provide the community with information on the testing program and other COVID-19 resources. The City will conduct broad outreach to the community about mobile testing, including locations for each week. Information will be shared in English, Spanish, Vietnamese, and Chinese.

### **Recreation Programs**

The new orders from the County affect the City's Recreation programs. Based on the recent Health Order, the County of Santa Clara has permitted public swimming pools and subsequent programs where there is no physical contact to resume on June 5. However, the Public Health order released on June 4 by the State of California still prohibits the opening and public use of Community centers, including public pools, playgrounds, and picnic areas, gyms and fitness studios. Per the County guidance, cities are to follow the more conservative order in case of discrepancies.

Recreation and Community Services is planning for initiation of day camps under strict social distancing and safety protocols on June 29. It is anticipated that camps will run through the summer until the scheduled school year begins in mid-August. Additionally, all City-run recreation camps through June 19 are cancelled, with refunds to be issued automatically. Contractor-run camps and classes are cancelled through the month of June, unless the camp/class can be held virtually. All swim lessons are cancelled through the month of June.

The City will continue to monitor the State Health Order and await the restriction lift on public pools. Staff are working on protocols and program schedules so we can re-open as quickly as possible after the state order is lifted.

### **Great Plates Program**

The Great Plates Program is fully in operation and is providing meals to 621 residents in Santa Clara County each week from Monday through Friday. City staff has promoted the program through the City's COVID-19 webpage. There are currently 37 Milpitas residents enrolled, resulting in Milpitas having the third-highest participation rate in the County. The program has run for three weeks and is currently slated to end on June 10<sup>th</sup>. The Governor has requested FEMA funding to extend the program.

### **Milpitas Response and Preparations**

The City of Milpitas continues to operate at Stage 5 (Extremely High Response) of our Pandemic Management Plan. Operating at Stage 5 translates into the suspension of all non-essential City programs and services, the closure of City facilities, and full activation of the City's Emergency Operations Center (EOC).

Our City's response will enable us to fulfill the four priorities of our Pandemic Response Plan:

1. **Protecting Our People:** Ensuring the safety and well-being of our employees.
2. **Continuity of Essential City Operations:** Sustaining delivery of critical City services.
3. **Effective Communication:** Ensuring timely and consistent communication internally with our employees and externally with our community.
4. **Support the Santa Clara County Public Health Department:** Provide resource and communication support to assist the County Public Health Officer, the County, and all our partners in mutual commitment to protect the people of our communities.

### **Current Status on City Services and Operations:**

All City facilities are closed to the public until further notice. The Office of Emergency Services continues to operate the Emergency Operations Center (EOC) at a full activation level.

- **Police Department Public Lobby:** The Milpitas Police Department lobby is open during business hours, 8 AM to 5 PM. Supplemental safety measures are in place to ensure the safety of our staff and visitors. Community members can contact the non-emergency number (408-586-2400) for any further questions related to the re-opening of the Department lobby.
- **Public Meetings:** City Council meetings will continue to be set up for Council and required staff to call in. Due to the State's relaxation of the Brown Act, there will be no publicly accessible gathering space arrangements. The public may livestream the meeting on the City's [Website](#), [Facebook](#), and [YouTube channel](#), as well as virtually provide [public comments](#) during the meeting. The majority of Board, Commission, and Committee meetings are cancelled or postponed until further notice. Accommodations are being made to hold any essential meeting virtually.
- **City Employees:** The City is continuing to have employees work in person or remotely on essential services and other City functions. City staff has developed a self-check protocol that enables the safety of all employees. The protocols apply to all employees who are regularly coming to work to perform an essential service and may interact with the community or with other employees. Each City Department is responsible to coordinate the process for their respective employees. The self-check protocols are based on guidance from the Center for Disease Control and Prevention and will be updated according to any changes to CDC guidance.
- **Permit Center and Inspection Services:** Although the Permit Center located at City Hall is closed for in-person services, staff continues to provide permit and plan review services via email, website information, telephone, and tele or web conferencing. All construction is currently allowed as indicated in the latest Santa Clara County Public Health Order. Construction activities must comply with either the [Small Construction Project Safety Protocol](#), or [Large Construction Project Safety Protocol](#), depending on the project category.

- **Recreation and Community Services:** All Park playgrounds are taped off and closed to the public. Tennis courts will be opened to the public on June 5, as per the new Public Health Order. Parks are available for passive recreation. All community programs and gatherings are cancelled until further notice, including private rentals in City facilities and park picnic areas. The Senior Center remains closed for programming. The center offers “to-go” lunches, as a continuation of its Senior Nutrition Lunch Program.
- **Other City Services:** Water, sewer, stormwater, and traffic signal operation services continue to operate at normal levels. Staff also continues to provide maintenance services for facilities, fleet, parks, enhanced cleaning for some City facilities, emergency services for trees and streets, and Underground Service Alert services for construction projects that are allowed under the County order. Staff continues to work with Milpitas Sanitation to ensure adequate staffing is available for solid waste collection in the City. Public Works staff are also working to ensure compliance with local, state, and federal regulations for all public works services. The City has established a virtual Utility Call Center from employees’ homes to ensure continuity of services. Meter reading staff will continue to respond to water service calls and maintain the City’s meter reading schedule.
- **Volunteers:** The City’s Milpitas Volunteer Program (MVP) continues to recruit volunteers for various community support efforts during the COVID-19 pandemic. Community members looking to register as a volunteer and receive regular monthly updates on local volunteer needs can [visit our volunteer page](#).
- **Community Partnerships:** The City continues its community partner outreach to provide first responders with needed protective equipment, including hand sanitizer, sanitizing wipes, non-latex gloves, N95 face masks, and simple face masks in their original packaging. All donations for first responders can be dropped off at any Milpitas fire station.

**Public Information:**

The City will continue to update its [COVID-19 webpage](#) that has been established specifically for information about coronavirus. We will also be providing regular public updates through our social media accounts on Facebook, Nextdoor, and Twitter.