



MEMORANDUM

City Manager's Office

DATE: June 12, 2020
TO: Mayor and Council
THROUGH: Steve McHarris, City Manager *Steve McHarris*
FROM: Ashwini Kantak, Assistant City Manager
SUBJECT: Novel Coronavirus/COVID-19 Update #16

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 June 5 discussed updated guidance from the County, Outdoor Dining, COVID-19 Testing, Recreation Programming, the Milpitas Small Business Loan Program, and the extension of the County-wide Eviction Moratorium.

On June 5, President Trump signed into law [H.R. 7010](#) - the Paycheck Protection Program Flexibility Act (PPPFA). This act changes several provisions in the original Paycheck Protection Program (PPP) loan program that was part of the CARES Act. The PPPFA provides flexibility through these changes:

- Extends the time to spend PPP proceeds from eight to 24 weeks or December 31, 2020, whichever is earlier;
- Reduces the percentage of the PPP proceeds that must be spent on payroll costs from 75 percent to 60 percent;
- Extends the time to rehire employees and restore wages from June 30 to December 31, 2020;
- Provides up to 10 months after the PPP period ends to apply for loan forgiveness;
- Continues availability of payroll tax deferral regardless of loan forgiveness;
- Extends the repayment term on new PPP originated on or after June 5 from two years to five years; and
- Extends the deadline for applying for a PPP from June 30 to December 31, 2020, subject to the availability of PPP loan funds.

[PPP loans](#) can still be used for payroll costs (including benefits), interest on mortgage obligations, rent and utilities.

On June 10, the County issued a new order on [testing](#). The new order is requiring hospitals and clinics to offer COVID-19 testing to all persons with or without COVID-19 symptoms who have been exposed to COVID-19 or who are at higher risk of exposure such as those who:

- work in high-risk settings;
- frequently or routinely traveling by mass transit; or
- attending a mass gathering of 100 or more individuals in the 14 days prior to presenting for testing.

As a part of the latest County order, the Public Health Officer also released [guidance](#) for use of shared outdoor swimming pools. Guidance includes information on maintaining social distancing, general pool use, and oversight.

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:

COVID-19 Mobile Testing

As of this week, the Milpitas Fire Department's mobile testing unit has administered more than 400 tests. Testing locations include five board and care facilities, and two senior mobile home parks.

County Public Health Order Enforcement

The Fire Marshal's Office continuously inspects and enforces the County Public Health Order, including the Fire Code & other associated Departmental Requirements where applicable. When the current County Order became effective last Friday, the Great Mall opened with twelve retail merchants and one Food Court eatery. To date, fifty-four stores and six Food Court eateries have opened at the Great Mall.

Business Resource Webpage

The City's COVID-19 business resource [webpage](#) has been updated to reflect new information relevant to our business community. Key updates include information on the City's small business loan program, a Small Business Crisis Hotline Guide, Silicon Valley Clean Energy Customer Relief & Community Resiliency Programs, Milpitas Temporary Outdoor Dining, as well as outside resources from State, Federal, and Private Sector Organizations.

Drive-Through Food Distribution

On June 6, the Second Harvest Food Bank held its latest Drive-Through Food Distribution event at the Milpitas High School. Close to 40 volunteers served 690 households in need. This was an increase of 90 households from the last distribution. The site will continue to be open on the first and third Saturdays of each month through August 1.

Great Plates Program

The Great Plates Program is fully in operation and has provided 16,294 meals to 937 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 51 Milpitas residents enrolled, an increase of 20 since last week. FEMA has extended funding for the program until July 10th.

Senior Center Nutrition Lunch Program

The Senior Center continues to offer "to-go" lunches during the COVID-19 pandemic. During the week of June 1–June 5, the Senior Center served a total of 460 "to-go" meals to seniors for an average of 92 meals served a day. To date, 96 seniors have formally registered for the Senior Nutrition Program since the Shelter-in-Place Order was started in March.

Meals on Wheels

Since the Shelter-in-Place Order, the Senior Center has enrolled 132 senior participants in the local Meals on Wheels (MOW) program through the County of Santa Clara. Seniors enrolled in the Meals on Wheels Program receive 14 meals a week plus a few grocery items delivered to their home. Staff continues to make personal phone calls to regular participants and the broader Senior Center membership regarding the Meals on Wheels program seeking to arrange healthy meal delivery to vulnerable seniors who are sheltered in-place.

Friendly Visitors

Our Senior Center staff facilitate Friendly Visitor calls approximately once a week to check-in with our senior members and also to connect them to any of our remote, over-the-phone services, such as Case Management, Senior Adults Legal Assistance (SALA), AARP Tax Assistance, etc. As of May 26, twenty-two (22) participants have signed-up to receive weekly calls from staff. Additionally, the Institute on Aging offers a 24-hour toll-free Friendship Line for older adults who may be feeling isolated, lonely, anxious, depressed or even suicidal. Seniors can call anytime at (800) 971-0016. This valuable resource is being given to the Senior Center members who are receiving phone calls from our staff.

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 are open, 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.