

MEMORANDUM

Office of the City Manager



DATE: September 25, 2020
TO: Mayor and Council
THROUGH: Steve McHarris, City Manager *Steve McHarris*
FROM: Ashwini Kantak, Assistant City Manager *Ashwini Kantak*
SUBJECT: Novel Coronavirus/COVID-19 Update #24

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 September 18 discussed updates to State Legislation and Funding related to worker's protection packages, permanent supportive housing grants as well as easing of administrative burdens and tax credits for small businesses affected by COVID-19.

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:

State Legislation

On September 23, Governor Gavin Newsom signed an executive order to extend authorization for local governments to halt evictions for commercial renters impacted by the COVID-19 pandemic through March 31, 2021 and address a variety of issues in response to the pandemic.

To protect local health officers and other public health officials on the front lines of the fight against the virus, the order permits these individuals to participate in the Secretary of State's address-confidentiality program. The order also allows the Department of Managed Health Care to gather information to assess the impacts of the pandemic on health care providers and health care service plans. The full detail of the Governor's executive order can be found [here](#).

County Updates

On September 21, the County of Santa Clara announced an improved online portal for COVID-19 test information. Sign-ups are now available seven days in advance. Appointments can now be made at the rotating city-based sites in San Jose, Milpitas, Morgan Hill, Santa Clara, Los Gatos, Palo Alto and Gilroy a week in advance, and five days in advance at the ongoing Santa Clara County Fairgrounds operation. Appointments can be made at www.sccfreetest.org.

The County of Santa Clara has enhanced its COVID-19 outreach efforts to residents and businesses in the county – especially in areas disproportionately impacted by COVID-19 – to inform and encourage essential workers and residents about best practices to protect themselves and prevent the spread of the virus.

As part of the County's continuing commitment to the health of essential workers, the Community Health & Business Engagement Team (CHBET) began canvassing this month and members have visited more than 3,300 businesses and spoken with nearly 1,400 unique workers. Created through a proposal introduced by Board of Supervisors President Cindy Chavez, the CHBET program aims to contain the spread of COVID-19, especially in the hardest-hit communities. For more information visit: <https://www.sccgov.org/sites/covid19/Pages/press-release-09-23-20-Outreach-Hardest-Hit.aspx>

City of Milpitas Updates

COVID-19 Testing

The City of Milpitas halted its mobile testing unit due to the urgent response required by the SCU Lightning Complex fires. Based on available staffing, mobile testing services are expected to resume shortly, information about this will be shared through the City's website and social media sites. The County operates a fixed testing site at the Milpitas Library, Monday through Friday, 8:30 a.m. - 5:00 p.m. For more information about Santa Clara County testing options in Milpitas, visit the County's COVID testing website: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx#milpitas>

Milpitas Small Business Spotlight

As businesses across throughout Milpitas find creative ways to grow and adapt their businesses during COVID-19, a Shop Local program known as the Spotlight will provide an opportunity for 15 local small businesses to create a 90-second promotional video featuring their business. The Milpitas community nominated over 60 of their favorite small businesses. On September 25, the Office of Economic Development held a lottery to select 15 businesses to be "in the Spotlight." The promotional videos will be shown across the City's social media channels and a copy of the video will be given to the selected business. Please visit this [website](#) for more information.

Manufacturing Day 2020

The Office of Economic Development, in partnership with the Economic Development and Trade Commission, will host a virtual panel discussion with local advanced manufacturing employers on Friday, October 9, from 10-11:30 am. The panel will highlight the importance of the manufacturing sector in Milpitas during COVID-19 and emphasize ways to strengthen this sector as outlined in the Economic Development Strategy. More information to follow.

Playgrounds Re-opening

Milpitas Park playgrounds will re-open on Monday, September 28. Everyone is required to wear face masks and maintain a six-foot distance from people outside their immediate household. If the playground is too crowded, residents are requested to come back another time. If anyone is sick or may have been exposed to someone who has COVID-19, please stay home.

Pools Re-opening

Milpitas Sports Center Pools will be reopening on Thursday, October 1 for lap swim and water aerobics programs. Pools will be open three days a week. County protocols require different management of the pools to ensure public safety that include but are not limited to: use of pool by reservation only (no drop

in use), limited pool capacities in lanes and water exercise and no locker room or deck shower use. Milpitas Sports Center Members will be able to reserve their lane and water exercise slots starting Monday, September 28.

Friendly Visitors

Our Senior Center staff facilitate Friendly Visitor calls approximately once a week to check-in with senior members and also connect them to any remote, over-the-phone services, such as Case Management, Senior Adults Legal Assistance (SALA), AARP Tax Assistance, etc. To date, twenty-three (23) participants have signed-up to receive weekly calls from staff.

Virtual Programs

Pumpkins in the Park Drive-Thru and Virtual Event. This year the annual Pumpkins in the Park has been modified to fit the times. Residents can get their very own Pumpkins in the Park Event Kit and celebrate Halloween at home. Kits will include a pumpkin carving kit, stencils, candy and of course a pumpkin to carve. When they are done carving their pumpkin, they can either send a photo to rrodriguez@ci.milpitas.ca.gov by October 24th or tag us on social media with #MilpitasPumpkins.

On Wednesday September 30th from 5pm to 6pm, the Milpitas Teen Center staff will be presenting a Volunteer Workshop. This workshop will cover volunteer opportunities for high school students both virtually and in person, to assist them in completing their hours for graduation and college applications. The Financial Workshop provided by Patelco Credit Union has been moved to Wednesday October 7th from 5pm-6pm. This workshop will go over the beginning stages of banking and this also one of a four-part series that Patelco will be offering to our virtual Teen participants over the next four months.

The Virtual Kids' Clubhouse now has 19 participants registered. This program will provide participants and families with an opportunity to have virtual after school programming either Monday through Thursday or Monday, Wednesday Thursday. Homework help, enrichment activities, virtual fieldtrips, special guest presentations and demonstrations are just a few of the exciting activities lined-up. This program starts on Monday, September 28th and will run through December 17th.

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.

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.
- **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 in Santa Clara County. However, construction activities must implement mandatory risk reduction measures

and comply with the [Mandatory Directive for Construction Projects](#). For detailed City service descriptions, refer to the latest [Permit Center and Inspection Services Information Flyer](#).

- **Recreation and Community Services:** All community programs and gatherings remain 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](#).

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.