

MEMORANDUM

City Manager's Office



DATE: March 10, 2020
TO: Mayor and City Council
THROUGH: Steve McHarris, Interim City Manager *Steve McHarris*
FROM: Ashwini Kantak, Assistant City Manager
SUBJECT: **Novel Coronavirus / COVID-19 Update**

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

OVERVIEW

The City of Milpitas continues to prepare its response and plans regarding 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 March 4 discussed the potential severity of the issue and the City's protective and preventative measures. In light of the increased local spread of COVID-19, the County since then has updated its guidance for the general public, schools, businesses, and public agencies. This includes new guidance for large events, at-risk and sick individuals, and the general public.

This week the County also announced the first death from COVID-19, an adult woman in her 60s, who had been hospitalized in Mountain View for several weeks, with other medical issues. She was the first person in the County confirmed to be infected with COVID-19 without any known history of international travel or contact with a traveled or infected person. This suggests she contracted COVID-19 from a local community contact. On behalf of Milpitas and our residents, we offer our deepest condolences to her family and friends.

This is a rapidly evolving situation that is changing daily. The County is regularly updating its guidance, which can be viewed [here](#).

MILPITAS RESPONSE AND PREPARATIONS

- City staff has been working on preparing contingency plans for our community, including an **updated Pandemic Response Plan, Continuity of Operations Plans for essential City services, and a plan for briefing City employees** as local conditions continue to evolve. The Milpitas Office of Emergency Services expects to have the Pandemic Response Plan and Continuity of Operations Plans completed by Thursday, March 12.
- **City Council and Planning Commission meetings will proceed as scheduled.** However, City staff is developing alternative ways for community members to effectively provide their comments, questions, and feedback to reduce the need for gathering at public meetings. This includes providing mechanisms for these bodies to receive public comments during livestreaming of their meetings. All upcoming Community Budget meetings will now be held to an online format rather than in-person in accordance with the County's guidance regarding large public events.

- **All City events scheduled for the near future and having an expected large attendance are now canceled or indefinitely postponed.** This policy is in accordance with County Public Health Department guidance, and the City will operate under this guidance for scheduling on a rolling 30-day window and continue until it is deemed safe to resume large gatherings. Please check our Recreation Department's Special Event page [here](#) for the most up-to-date list of canceled events.
- **Some Recreation programs are also canceled until further notice.** This especially affects larger programs where participants would be in close contact and programs that primarily serve community members who are at special risk of Coronavirus, such as our senior citizens. On March 9, a [letter](#) outlining changes to programs and classes was sent to Senior Center members; updated information on programs and classes is also available on the City's website.

CITY EMPLOYEES

The Continuity of Operations Plans for essential City services will identify employees needed to perform these functions. To ensure the safety of these employees, the Pandemic Response Plan will include guidance for employees to safely interact with the public, to take time off from work as needed to care for themselves and their families, and to work remotely, if required.

Human Resources (HR) continues to provide regular employee services and employee operations. In addition, HR has been diligently working on cross referencing employee related policies that may overlap between, Memorandum of Understanding's (MOU's), Standard Operating Procedures (SOP's) and the Personnel Rules and Regulations with the Pandemic Response Plan. HR is vetting the policy information through the City Attorney's Office, Best Best and Krieger (BBK).

HR will be creating a Frequently Asked Question's (FAQ's) List as a quick resource guide for employees relating to sick leave, vacation leaves, training and teleworking. The FAQ list will be sent to the employees and posted on the City's intranet site MINT on March 10; regular updates will be sent to employees on Tuesdays and Fridays of every week until the COVID-19 threat subsides.

Currently, the City is looking at a limited duration arrangement for teleworking and is working on a policy to provide guidance on how employees may be able to perform their regular duties, obligations and responsibilities remotely.

The City will send out HR updates to employees through the City Manager's Office and as needed will inform the five employee Bargaining Units within the City of Milpitas of any necessary information.

COLLABORATION

The City is working closely with the Milpitas Unified School District to ensure coordination of information, planning, and communication to the community. The City and the District issued a joint media release on Friday, March 6, that outlined our mutual efforts to help mitigate the spread of COVID-19 ([joint release](#)).

The City is also coordinating with County Public Health Department on its evolving response plans and information so that the Milpitas community is represented and that we have current information. We will continue to follow the County's guidance as it continues to be updated.

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 on Tuesdays and Fridays (or more often as needed) through our social media accounts on Facebook, Nextdoor, and Twitter.