

Half Moon Bay Staff,

I know there is a deep concern about the spread of COVID-19, also known as coronavirus. I ensure you that the Department Head Team has been working together nonstop to make decisions that affect not only the staff, but the entire Coastside community. The situation is evolving daily, even hourly. As of the information we have today, this is our current plan for operations and staffing moving forward. This could change at any time as new information develops and adjustments need to be made. We ask for staff's patience as we work through the developments each day.

First and foremost, as individuals, it is important for each one of us to minimize our own risk of being infected by taking preventative measures within and outside of work and our homes. It is as simple as washing your hands frequently, not touching your face, coughing or sneezing into a tissue and then throwing the tissue in the trash, avoiding crowded places if you are at a higher risk, and staying home if you are sick. For a full list of the actions you can take, visit the Centers for Disease Control and Prevention (CDC) [coronavirus disease prevention and treatment](#) website.

At work, please take extra precautions when dealing with the public and keep your desk areas clean. The City has Lysol wipes and other cleaners available for surfaces and office equipment. We've asked our janitorial service to also institute extra cleaning procedures. Utilize sleeves or paper towels as much as possible when opening doors, etc.

As of Monday, we are CLOSING public counters at City facilities to reduce risk. We will be allowing residents to call and schedule phone appointments if needed. If a face-to-face meeting is absolutely essential, speak with your department head about appropriate protocols and location.

I'm sure many of you are wondering about staffing procedures and potential scenarios. As of right now, we have no known cases of COVID-19 on the Coastside. We do understand that the world is operating under a mitigation stance, versus containment, which attributes to our decision to close public counters. If any staff believes they are an at-risk individual, or are concerned about their physical or mental well-being, please speak to your department head about potential special arrangements, including possible self-quarantine. Employee requests will be handled on a case-by-case basis and are at the Department Head's discretion to maintain operations. In addition, Human Resources is currently working on specific protocols to maintain consistent practices in these decisions.



Lisa and I will be holding four mandatory staff meetings next week (pick one, but please come to one) to dive into this further and share any additional staffing updates as more research is conducted. Sara will schedule the meetings on Monday for either Wednesday or Thursday. We will hold one each on the 1st Floor of City Hall, the 2nd Floor of City Hall, at the Annex, and at the Corp Yard. Please select your preferred meeting with Sara, as we do not want more than 10 people at each meeting.

The following is an excerpt from the Mayor's letter to the public regarding changes in operations. Please feel free to reach out to any of the Department Heads with any questions. Again, we are evaluating daily, and anything is subject to change at any time.

In partnership,

Bob Nisbet, City Manager

Operationally, the City has made the following adjustments to City Services:

1. **All City events** from now until May 1, 2020 are cancelled or postponed (please see www.hmbcity.com/covid19 for a complete list – Earth Day, the NET citizens academy, Census Night Out, Ocean View Park ribbon cutting, and other events are included).
2. **All recreation programming and facility rentals** are cancelled until May 1, 2020.
3. **Boys & Girls Club programming** at the Ted Adcock Community Center is cancelled until May 1, 2020.
4. The **Second Harvest Food Bank will remain operational**, however, may be moved into the parking lot in an open-air environment.
5. **All Parks & Recreation Commission meetings and any committee meetings** are cancelled until May 1, 2020.
6. The **public counters at City facilities will be CLOSED** effective March 16, 2020 until further notice. Appointments by phone will be available. To schedule an appointment, please call (650) 726-8250.
7. The **Lobby of the Ted Adcock Community Center will remain open** during regular business hours for public restroom and water fountain use.
8. The **City Council meeting scheduled for March 17, 2020** and the **Planning Commission meeting scheduled for March 24, 2020** are still scheduled but will take place with alternate methods for public participation. Additional information will be available on the agendas for those meetings. We highly encourage everyone, especially those at-risk, to watch from home utilizing Channel 27, Granicus online streaming, and Facebook live (one in English, one in Spanish). Comments may be submitted to the City Clerk via email at jblair@hmbcity.com prior to or during the meeting, via Facebook live during the



meeting, or via a dedicated phone line at (650) 477-4963 (English) and (650) 445-3090 (Spanish) during the meeting.

9. **City Parks will remain open**, but users are cautioned to use their best judgment. City maintenance staff will institute enhanced cleaning protocols throughout parks.
10. The City Council is scheduled to declare a **Local State of Emergency** at its March 17, 2020 meeting as a way to allow the City to start maintaining a list of costs incurred due to COVID-19 in the chance that federal money becomes available in the future. As of this date, **there are still no confirmed cases on the Coastside**. This is merely a method to recoup costs if necessary.