City of Cupertino March 15, 2020

COVID-19 Response Plan

***Engaged partnership*** means that leaders at all levels collaborate to develop shared response goals and align capabilities. This collaboration is designed to prevent any level from being overwhelmed in times of crisis.

***Tiered response*** refers to the efficient management of incidents, so that such incidents are handled at the lowest possible jurisdictional level and supported by additional capabilities only when needed.

***Scalable, flexible, and adaptable operational capabilities*** are implemented as incidents change in size, scope, and complexity, so that the response to an incident or complex of incidents adapts to meet the requirements under ICS/NIMS management by objectives. The ICS/NIMS resources of various formally defined resource types are requested, assigned and deployed as needed, then demobilized when available and incident deployment is no longer necessary.

[***Unity of effort***](https://en.wikipedia.org/wiki/Unity_of_effort)***through unified command*** refers to the ICS/NIMS respect for each participating organization's [chain of command](https://en.wikipedia.org/wiki/Command_hierarchy) with an emphasis on seamless coordination across jurisdictions in support of common objectives. This seamless coordination is guided by the "Plain English" communication protocol between ICS/NIMS command structures and assigned resources to coordinate response operations among multiple jurisdictions that may be joined at an incident complex.

***Readiness to Act***: "It is our collective duty to provide the best response possible. From individuals, households, and communities to local, tribal, State, and Federal governments, national response depends on our readiness to act."[[2]](https://en.wikipedia.org/wiki/National_Response_Framework#cite_note-2)

Response Priorities

* ***Safeguarding People*** – members of the Cupertino community and City employees are cared for and are communicated with on an ongoing basis.
* ***Safeguarding Assets*** – all City assets are to be protected and brought to a state of functional readiness for reactivation after the emergency response is over.
* ***Safeguarding Resources*** – ensuring that the time spent on the response activity and losses agency experiences are properly recorded such that the agency can obtain (typically) financial resources from the State or Federal agencies, should they become available.
* ***Safeguarding the Environment*** – ensuring the City (typically physical, but now virtual as well) is free from disorder, other related emergencies, and/or malfeasance.

Current Posture – March to April 30, 2020

* Council, Commission, and Committee Meetings
  + March 17, 2020 City Council meeting will be in Community Hall using an adjusted maximum occupancy of 30 and using social distancing practices.
  + City Council meetings after that will be delivered remotely adhering to the Brown Act guidance provided in the Governor’s Executive Order.
  + All Commission meetings are cancelled with the except of the Planning Commission and related Committees; the Environmental Review Committee and the Design Review Committee. More discussion on this topic is coming.
* City Services
  + Administrative Services
    - Business License Counter is closed to walk in appointments. Service is being provided remotely.
    - Prepares the weekly (?) financial report documenting the City’s losses to the County and State.
  + Community Development
    - Permit Center is closed to walk in support. Service is being provided remotely.
    - On-site inspections are being provided remotely where possible.
  + Information Technology
    - Facilitating the maxiflex posture for employees such that community services and continue to be supported.
    - Continuous monitoring for the prevention of cybersecurity breaches and to the extent possible, cyberattacks.
  + Office of the City Manager
    - City Clerk is open to requests for public information.
  + Parks and Recreation
    - Senior Center staff, including caseworkers, are continuing to maintain contact with the seniors who request it. All initial contact with members has been established.
  + Public Works
    - Citywide maintenance is suspended. Skeleton crew has been established and an on call system put in place for any emergencies or urgent situations that might come up.
* City-Owned Facilities
  + City Hall – closed.
  + Quinlan Community Center – closed.
  + Sports Center – closed.
  + Senior Center – closed.
  + Library – closed.
  + Black Berry Farm – closed, however, picnic area reservations are continuing.
    - Lifeguard training and other training will occur in preparation for the summer programs.
  + McClellan Ranch Park
    - Education Center – closed.
    - 4H and Audubon XXXX
  + Parks
    - All remain open
* City Programming is cancelled except where noted above.
* Private Events are cancelled through April 30, 2020. No discussion of when rescheduling can start.

Future Posture – Beyond April 30, 2020