



## ADMINISTRATIVE SERVICES DEPARTMENT

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Date: March 16, 2020

To: City of Cupertino Employees

From: Deborah Feng, City Manager

Kristina Alfaro, Director of Administrative Services

Re: **COVID-19 Emergency Closure Plan**

Today, the County of Santa Clara—as well as six other jurisdictions—issued a “Shelter in Place” order beginning on March 17, 2020, at 12:01 a.m. and ending on April 7, 2020, at 11:59 p.m. The City of Cupertino will continue to provide services to the community while taking precautions to help slow the spread of COVID-19. The City has closed all of its facilities to the public and will be moving forward with minimal staff serving essential function during this period. Your Department Head will discuss these functions and the affected positions with you.

This memo identifies the next steps regarding the order:

- Employees, whether full-time or part-time, identified as having a nonessential function during this time will be placed on **paid Administrative Leave effective March 17, 2020, thru April 7, 2020**, unless the employee has work to complete that can be done remotely. Employees are not be required to use their leave banks while the order is in effect.
- Employees identified as having an essential function, and who can telecommute, must conduct their work remotely. These employees will receive **regular pay in accordance with Memorandums of Understanding (MOUs) or Administrative Rules and Regulations**.
- Employees identified as having essential functions who cannot telecommute **are required to show up to a worksite** that would ensure CDC and Health Department guidelines are followed to minimize COVID-19 exposure.
- Any employee currently on another form of leave—for example, but not limited to, FMLA, Disability, or Workers’ Compensation—will remain in that leave

status and will **not be eligible** for paid Administrative Leave.

- Employees who are sick or must care for a sick family member or must attend a doctor's appointment not related to COVID-19, must utilize sick leave in accordance with rules and regulations as described in MOUs or the Administrative Rules and Regulations.
- Employees planning on taking a vacation during the order will be required to report those hours as vacation or other applicable leave hours.
- During the Shelter in Place order, part-time active employees may use accrued sick leave or continue to work if there is work available that can be completed remotely. If neither of these options are available, part-time employees may file for unemployment with State of California.
- Regular check-in times may be established during the order by supervisors to serve as opportunities to share information and updates.
- The City is in the process of creating a page on our intranet to provide updates to employees with computer and internet access.
- The City encourages employees to stay at home as much as possible during this closure in order to slow the spread of COVID-19.

The following is a preliminary list of questions and answers that we hope will address some of your concerns:

1. **How do I know what my work status is right now?** Department Heads and Managers will communicate your status with you.
2. **Can I come to work to fetch my computer and important belongings?** Yes, you may come to work to get your belongings.
3. **What does it mean if I am placed on paid administrative leave?** If you are placed on paid administrative leave, this means you have not been designated to provide essential in-person services and that no appropriate telework has been identified for you. You will be paid your regular wage and will not be required to use your leave bank hours during this initial three-week period. Staff members on paid administrative leave are required to remain local and accessible by phone. Staff on paid administrative leave must also be ready to perform telework or report to work if notified that appropriate telework or essential work has been identified. You should also remain at home as much as possible in accordance with the County order to slow the spread of the virus. All City of Cupertino personnel are Disaster Service Workers and may be required to report to work if

conditions change.

4. **What else can I do to help?** There are several ways that you can help:
- Do not come to work sick: If you are sick, stay home and self-quarantine. Follow your doctor's advice.
  - Limit contact with others: The purpose of this order is to reduce exposures as much as possible and to keep people healthy. Please stay home as often as possible.
  - Be patient: It will take the City a few days to establish support and services for this new business model. Many normal avenues of business will be interrupted. Work creatively with your team.

We will continue to update our employees as often as possible. We understand that you may have additional questions, and we encourage you to send them to us. If you have questions for Human Resources, please email [hrlist@cupertino.org](mailto:hrlist@cupertino.org), or call (408) 777-3227.

We are in this together and we will get through it together.

Thank you,

Deb and Kristina