



## SPECIAL MEETING AGENDA MINUTES

**Date:** 3/11/2020  
**Time:** 5:00 p.m.  
**Location:** City Council Chambers  
701 Laurel St., Menlo Park, CA 94025

### Special Session

#### A. Call To Order

Mayor Taylor called the meeting to order at 5:12 p.m.

#### B. Roll Call

Present: Carlton, Combs, Mueller, Nash, Taylor  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

#### C. Pledge of Allegiance

Mayor Taylor led the Pledge of Allegiance.

#### D. Presentations and Proclamations

##### D1. Presentation: City response to novel coronavirus (COVID-19)

City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, and Deputy City Manager Justin Murphy made the presentation.

**ACTION:** Motion and second (Mueller/ Carlton) to add urgency Resolution No. 6550 to the agenda for consideration and action, passed unanimously.

City Councilmember Mueller exited the chambers at 5:50 p.m.

- Lynne Bramlett spoke in support of the urgency and seriousness of the COVID-19 pandemic and the need to focus on seniors, homeless, and disabled persons.
- Pamela Jones spoke in support of the information released by City Council and staff and the option of online meeting participation. Jones also suggested ways to lessen the spread of COVID-19.
- Peter Carpenter spoke on concerns of the regional effects of COVID-19.
- Ian Danforth provided data on COVID-19.

City Councilmember Mueller reentered the chambers at 6:02 p.m.

The City Council discussed approaches to scaling down city services, deep cleaning of facilities, and cancellation of all advisory body meeting (with the exception of City Council and Planning Commission). The City Council received clarification on the Brown Act legislation, Senate Bill 330

projects and timelines, and directed staff to immediately suspend all non-essential city services, with the exception of childcare and senior center on Monday.

- Peter Carpenter spoke in support of delegating the city manager to close non-essential/emergency services.

**ACTION:** Motion and second (Carlton/ Taylor) to approve urgency Resolution No. 6550, passed unanimously (Attachment).

The City Council discussed future consideration of an eviction moratorium.

## **E. Adjournment**

Mayor Taylor adjourned the meeting at 7:16 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of April 7, 2020.

# Keeping the workplace safe

## Encourage your employees to...

### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...



- They are feeling sick
- They have a sick family member in their home

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping the school safe

## Encourage your faculty, staff, and students to...

### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...



- They are feeling sick
- They have a sick family member in their home

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# Keeping the home safe

## Encourage your family members to...

### All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

### Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping commercial establishments safe

## Encourage your employees and customers to...

### Practice good hygiene



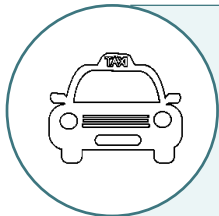
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

### For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces