



MEDIA RELEASE
FOR IMMEDIATE RELEASE
MARCH 16, 2020

Contact: Tim Ogden, City Manager

STATEMENT ON COVID – 19

BRENTWOOD, CA – During this unprecedented time, the City of Brentwood remains committed to taking steps to limit the risk of COVID-19 transmission.

At 4pm today, I declared a local emergency proclamation (attached) based on the latest Contra Costa Health Services Order (attached), and a staff summary of it (attached). The City Council will meet in a special session tomorrow to ratify the proclamation declared.

In doing so, City Hall and most City Offices will be shut down starting tomorrow until April 7, 2020. This closure includes the Senior Center, Community Center, and Municipal Services Center to the public. Parks remain open. During this time, all essential services, and sufficient personnel remain in place and the safety of our public remains a top priority.

Now is the time to strictly adhere to orders from County Health about closures and social distancing, and ensure you are practicing proper hygiene, reducing non-essential travel and meetings, supporting local essential businesses in the best way you can, preparing but not panicking, and looking out for your elderly neighbors who may need extra assistance during this time. Specific information will be forthcoming related to the essential city services that remain open and any associated schedules and limitations.

Questions on COVID-19 should be directed to public health officials, and reference their website for daily updates: <https://www.coronavirus.cchealth.org/>. Additional information on City Services is attached to this release and will be made available on the City's website: www.brentwoodca.gov.

Thank you for your patience as we continue serving our community as best as we can during this time.

Tim Ogden
City Manager

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**A PROCLAMATION BY THE EMERGENCY SERVICES
DIRECTOR OF THE CITY OF BRENTWOOD REGARDING THE
EXISTENCE OF A LOCAL EMERGENCY DUE TO THE
SPREAD OF A SEVERE ACUTE RESPIRATORY ILLNESS
CAUSED BY A NOVEL CORONAVIRUS DESIGNATED AS
COVID-19**

WHEREAS, the California Emergency Services Act (Government Code Sections 8550, et seq.) authorizes the proclamation of a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist; and

WHEREAS, per Government Code Section 8630, such an emergency may be proclaimed by the governing body or by an official designated by ordinance adopted by the governing body; and

WHEREAS, Section 2.16.060(A)(1) of the Brentwood Municipal Code empowers the City Manager as the Director of Emergency Services to proclaim a local emergency when the City of Brentwood ("City") is affected or likely to be affected by a public emergency and the City Council is not in session; and

WHEREAS, a local emergency proclamation is a prerequisite for requesting state or federal assistance; and

WHEREAS, the City Council must ratify this proclamation within seven calendar days or after such seven-day period, this proclamation will have no further force and effect; and

WHEREAS, the Director of Emergency Services of the City hereby finds that:

1. A novel (new) coronavirus (named "COVID-19") was first detected in China in December 2019.
2. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) confirmed reports from Washington state of the first U.S. resident with a COVID-19 infection.
3. On January 30, 2020, the World Health Organization declared the COVID-19 outbreak a Public Health Emergency of International Concern.
4. On March 4, 2020, Governor Gavin Newsom declared a state of emergency in California due to the number of confirmed cases of COVID-19 in the State.
5. On March 10, 2020, the Contra Costa County ("County") Board of Supervisors declared the existence of a local emergency in the County caused by the introduction of COVID-19 and, among other things, its contribution to the shortage of essential health care supplies.
6. On March 11, 2020, the World Health Organization made the assessment that COVID-19 can be characterized as a pandemic.
7. Also on March 11, 2020, the Governor announced that California public health officials determined that gatherings of more than 250 people should be postponed or canceled across the state until at least the end of March and, among other things, that certain provisions of the State Government Code pertaining to teleconferenced local government meetings were suspended.
8. On March 13, 2020, the President of the United States declared that the outbreak of COVID-19 constituted a national emergency.
9. On March 14, 2020, the County Health Officer issued Order No. HO-COVID19-01, prohibiting an event or convening that brought together 100 or

more individuals at the same time in a single room or single indoor or outdoor confined or enclosed space.

10. On March 15, 2020, the CDC issued guidance recommending that for the next eight weeks, organizers cancel or postpone in-person events that consist of 50 people or more throughout the United States.
11. On March 16, 2020, the County Health Officer issued an order directing individuals living in the County to shelter at their place of residence unless they are required to engage in certain essential activities, work for essential businesses, or provide essential governmental services.
12. The March 16, 2020 Order also directs all businesses and governmental agencies to cease non-essential operations at physical operations in the County; prohibits all non-essential gatherings of any number of individuals; and orders cessation of all non-essential travel. A complete copy of the March 16, 2020 Order is attached as Exhibit "A."
13. The health, safety, and welfare of Brentwood residents, businesses, visitors, and staff is of utmost importance to the City, and additional future measures may be needed to protect the community.
14. The efforts required to prepare for, respond to, mitigate, and recover from the increasing spread of COVID-19 have imposed, and will continue to impose, extraordinary requirements and expenses on the City, requiring diversion of resources from day-to-day operations.
15. In addition to the above facts, conditions, or threatened conditions caused by COVID-19 including, but not limited to, potential isolation and quarantines of residents, employees, businesses, and public safety workers, give rise to conditions of extreme peril to the safety of persons and property within the City.
16. These conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City.
17. The City Council of the City of Brentwood is not in session and cannot immediately be called into session; and

WHEREAS, the above findings necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS PROCLAIMED THAT:

1. A local emergency now exists throughout the City.
2. During the existence of the local emergency, the powers, functions, and duties of the Director of Emergency Services shall be those prescribed by state law, ordinances, and resolutions of this City and by the City of Brentwood Emergency Operations Plan.
3. Until further notice, all non-essential City facilities are closed or significantly limited to the public, and all non-essential City sponsored meetings and events are cancelled or postponed to a future date.
4. The normal City goods and service procurement requests and purchase practices are stayed during this period of emergency, and the City's emergency procurement practices will be put into effect.

5. That this proclamation will be ratified within the next seven days by the City Council and will be reviewed at least every sixty days until termination is proclaimed by the City Council.
6. This proclamation will become effective immediately.

DATE AND TIME:

3/16/20 4:05pm



Tim Y. Ogden, Director of Emergency Services



**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF CONTRA COSTA DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO
PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR
ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR
ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES;
EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM
THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND
SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT;
DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO
CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN
THE COUNTY; PROHIBITING ALL NON-ESSENTIAL GATHERINGS
OF ANY NUMBER OF INDIVIDUALS; AND ORDERING CESSATION OF
ALL NON-ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA (“HEALTH OFFICER”) ORDERS:

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
2. All individuals currently living within Contra Costa County (the “County”) are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may





leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus.





Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order also is issued in light of the existence of 29 cases of COVID-19 in the County, as well as at least 258 confirmed cases and at least three deaths in the seven Bay Area jurisdictions jointly issuing this Order, as of 5 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 10, 2020 Resolution of the Contra Costa County Board of Supervisors declaring the existence of a Local Emergency in Contra Costa County.
9. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
10. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a





- health care professional, or obtaining supplies they need to work from home.
- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.
- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically





exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.

- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;





- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;
 - xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.





- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to or return from a place of residence outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
 - j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.
12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
13. Copies of this Order shall promptly be: (1) made available at Office of the Director of Health of Contra Costa County, 1220 Morello Ave, Martinez CA 94553; (2) posted on the County Public Health Department website www.cchealth.org; and (3) provided to any member of the public requesting a copy of this Order.



ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR
PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



EXHIBIT A
**OFFICE OF
THE DIRECTOR**
1220 Morello, Suite 200
Martinez, CA 94553
Ph (925) 957-5403
Fax (925) 957-5401

14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
15. Questions or comments regarding this order may be directed to Contra Costa Health Services at 1-844-729-8410.

IT IS SO ORDERED:

Chris Farnitano, MD
Health Officer of the County of Contra Costa County



Dated: March 16, 2020

Ori Tzvieli, MD, Deputy Health Officer





COVID-19 SUMMARY

In the interest of updating our community and maintaining the health and safety our Brentwood residents, workers, and our business community, we are sharing the official **Shelter In Place Order of the Health Officer of the County of Contra Costa**, issued March 16, 2020 ([link](#)) which will become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the County Health Officer.

All individuals currently living within Contra Costa County (the “County”) are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses.

Essential Activities

For purposes of this Order, individuals may leave their residence only to perform any of the following “**Essential Activities**.” People at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care. Individuals may:

- Engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), and may obtain medical supplies or medication, visit a home health care professional, or obtain supplies needed to work from home.
- Obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
- Engage in outdoor activity, provided the individuals comply with Social Distancing Requirements.
- To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
- To care for a family member or pet in another household.
- Individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary



healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.

- Individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements to the fullest extent possible.

Essential Government Functions

For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. All Brentwood essential personnel will continue to protect and serve the interests of our community throughout the Order.

Essential Businesses

All businesses with a facility in the County, except Essential Businesses, are required to cease all activities except for those businesses that need to perform Minimum Basic Operations. The County is requesting that all businesses allow for remote work capabilities, when at all possible. Essential businesses are encouraged to stay open and continue to operate, which would include:

- Healthcare Operations and Essential Infrastructure;
- Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
- Food cultivation, including farming, livestock, and fishing; Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- Newspapers, television, radio, and other media services;



- Gas stations and auto-supply, auto-repair, and related facilities;
- Banks and related financial institutions;
- Hardware stores; Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- Businesses providing mailing and shipping services, including post office boxes;
- Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
- Laundromats, dry cleaners, and laundry service providers;
- Restaurants and other facilities that prepare and serve food, but **only for delivery or carry out.**
- Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
- Businesses that supply products needed for people to work from home;
- Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
- Businesses that ship or deliver groceries, food, goods or services directly to residences;
- Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- Home-based care for seniors, adults, or children;
- Residential facilities and shelters for seniors, adults, and children;
- Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
- Childcare facilities providing services that enable employees exempted in this Order to work as permitted.



Maintaining Minimum Basic Operations at a Non-Essential Business

Business not listed as an “Essential Business” are required to cease business operations. Non-Essential Businesses and employees are allowed to perform minimum necessary activities, while meeting the Order’s Social Distancing Policies to the extent possible. Basic Operations only include:

- Necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or related functions.
- Any minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

Travel

All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities is prohibited.

People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.



CITY SERVICES DEPARTMENTAL INFORMATION FOR COVID-19

COMMUNITY DEVELOPMENT

Permit Center – The City's Permit Center on the first floor of City Hall is closed to the public through April 7th, unless extended by public declaration. During this period, staff will not be available to directly assist the public except as described below.

Community Enrichment – To report a possible code violation, please use the City's Brentwood Connect application. A link to the app is:

<https://www.brentwoodca.gov/gov/police/contact/report.asp>

Housing – For any general questions regarding the City's affordable housing programs, please email: selias@brentwoodca.gov

Planning – For any general planning or zoning related questions, please email:

planning@brentwoodca.gov

Passports - Appointments for the processing of any passports are cancelled through April 7th. Any persons who currently have a passport appointment prior to April 7th will have to reschedule their appointment on the City's website. Anyone wishing to make a new appointment to process a passport should also go to the website to make their appointment. The link to the website is:

<https://www.brentwoodca.gov/gov/admin/clerk/passport.asp>

Major Residential and Commercial Projects – Although City Hall is closed, staff will be available to conduct plan checks and site inspections for current major residential and commercial projects. Contractors wishing to schedule an inspection should use the City's designated call line. For any general permit or inspection related questions, please email: building@brentwoodca.gov

FINANCE AND INFORMATION SYSTEMS

Utility payments may be made online, over the phone, by mail or using one of our drop boxes, located outside of City Hall and the Senior Center. Please see

<https://brentwoodca.gov/gov/finance/util/pay.asp> for a full list of ways that payments can be made. For service questions or requests please contact us at 925.516.5415 or via email at ubmessages@brentwoodca.gov.

Payments in person, if necessary, may be made at City Hall. Only 1 customer will be permitted inside the payment center at one time and social distancing of 6 feet will be enforced.

Business Licenses –You may renew your Business Tax Certificate online at

<https://brentwoodca.gov/gov/finance/license/default.asp>. Please email us at BTCmessages@brentwoodca.gov with any questions.



Accounts Payable – Accounts Payable will continue processing invoices.

To mitigate the economic impacts caused by the COVID-19 pandemic, the City wants to highlight a variety of State and National programs and efforts to support small businesses and their workers.

ECONOMIC DEVELOPMENT

Economic Development Division staff is available for business phone consultations during the COVID-19 emergency shelter-in-place declaration. Please contact any of the following to discuss any support the City can provide:

Terrence Grindall
Assistant City Manager
925.516.5181
tgrindall@brentwoodca.gov

Peggy Berglund
Senior Analyst
925.516.5187
pberglund@brentwoodca.gov

Josh Ewen
Senior Analyst
925.418.2418
jewen@brentwoodca.gov

State of California

- [State of California Employment Development Department \(EDD\) Webpage Summary of Programs Available to Impacted Businesses and Workers](#)
- [State of California Governor's Office of Business and Economic Development \(GoBiz\) Summary of Available Programs](#)

HUMAN RESOURCES AND RISK MANAGEMENT

Staff will be available at 925.516.5191 or humanresources@brentwoodca.gov to provide essential services to City employees and the public.



PUBLIC WORKS

In accordance with the latest Contra Costa Health Services requirements to minimize the spread of COVID-19, the Public Works Corporation Yard will be closed to the general public effective today. Despite this closure, essential Public Works staff will be working and available during normal hours to respond to urgent phone messages. We want to assure our customers that our water treatment facilities, wastewater treatment facilities, garbage/recycling/green waste services, and critical street, traffic, and facility maintenance services will continue to operate to provide high quality essential services, and to protect the health and safety of our community.

PARKS AND RECREATION

Facilities Closed:

- Brentwood Community Center
- Brentwood Education & Technology Center
- Brentwood Senior Activity Center
- Sunset Park Athletic Complex
- Rentable Picnic Areas within Parks

Administrative Services:

- Parks and Recreation Department Voice Mail – 925.516.5444

Voice mails left at 925.516.5444 will be monitored regularly by Admin staff and routed accordingly.

- Parks and Recreation Department Email – ParksAndRecreation@brentwoodca.gov

Emails will be monitored regularly by Admin staff and routed for response accordingly.

- Until further notice, staff will no longer be collecting Utility Bill payments in the drop box at the Brentwood Senior Activity Center. Utility Bill payments should be dropped off at City Hall, 150 City Park Way.

Parks Maintenance:

- Routine landscape maintenance will continue to be performed by the City's landscape maintenance and tree maintenance contractors.
- Landscape Maintenance Work Orders received by phone or through the internet - Work orders will be routinely monitored by a member of the Parks Maintenance Division. Employee will assess priority and assign task and follow-up accordingly. Emergency work orders can be called in to the Standby Phone number at (925) 382-5346.



Recreation Programming:

- All cancellations for classes, programs, special events, and rental cancellations through April 7th are already being communicated to renters, participants, and user groups. As the date may be extended for facility closures and cancellations, Recreation division staff will be in contact with those groups/renters/participants involved on an ongoing basis as updates for the shelter in place end date become available.
- Registrations for courses with start dates after April 7th can still be completed online at <https://apm.activecommunities.com/brentwoodparksandrec/Home> .

Commission Meetings:

- Arts Commission, Park and Recreation Commission, Youth Commission, and Brentwood Neighborhood Committee meetings are cancelled until further notice.

POLICE DEPARTMENT

The Police Department lobby located at 9100 Brentwood Blvd. will be closed until April 7, 2020, or until further notice. Citation sign offs and VIN verifications at the Police Department will not be done at this time. Vehicle releases will be completed by on duty police sergeant as time allows. Fingerprinting services will not be offered during this period.

We will not stop investigating crimes or making arrests, however we will be modifying our response to some situations. Cold property crimes and other non-urgent, non-life-threatening issues will be handled either on-line or by phone calls from officers. We are asking the citizens to help us in implementing some practical measures to contain the spread of this virus and ensure the health and safety of our community:

1. We encourage residents to use our online reporting system to report non-urgent crimes that are not in progress. The types of reports that may be reported on line are: Harassing phone calls, hit and runs, identity theft, Informational reports, lost property, supplemental reports, thefts (property value under \$950), thefts from vehicles, unauthorized use of credit card, Vacation Watch requests, vandalism, vandalism to vehicle, and custody order violations. The link to access the online reporting system is <https://www.brentwoodca.gov/gov/police/reporting/report.asp>.
2. All non-urgent crimes, or issues not mentioned above will be handled by officers via phone calls in lieu of an in-person police response. In cases where an in-person response is necessary (evidence collection, suspect contact, etc.), the Health Services recommended social distance guidelines will be adhered to.
3. During this period, only limited property will be released from the Evidence Division, and by appointed only.



4. All in progress crimes and in-progress emergencies will be handled as usual. We will continue to be aggressive on apprehending people who are in our city committing crimes.
5. We will be suspending citizen ride-alongs and police department tours/visitors until further notice. No meetings involving the public will be held inside the Police Department building during this time.
6. Police Department Website <https://www.brentwoodca.gov/gov/police/default.asp>

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