



## PHYSICAL DISTANCING PROTOCOL

### Signage

- Place a sign at each public entrance of the facility to inform all employees and court users that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; not shake hands or engage in any unnecessary physical contact; wear a face covering.
  - Post a copy of this Physical Distancing Protocol at each public entrance to the facility.
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### Measures to Protect Employee Health

- Staff who can fully carry out their work duties from home have been directed to do so.
  - All employees have been instructed not to come to work if sick.
  - All desks or individual work stations are separated by at least six feet.
  - Break rooms, bathrooms, and other common areas are frequently disinfected.
  - Disinfectant and related supplies are available to all employees.
  - Hand sanitizer is available to all employees.
  - Soap and water are available to all employees.
  - Implemented the California Public Health Department's mandate to wear face coverings that cover the nose and mouth inside any indoor public space at all times, which includes court buildings.
  - Provide such face coverings to employees, if needed.
  - Copies of this Protocol have been distributed to all employees.
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### Measures to Prevent Crowds from Gathering

- Limit the number of court users in the facility at any one time to allow for court users and employees to easily maintain at least six-foot distance from one another at all practicable times.
  - Sheriff Deputies at the front entrance directed to assist Court staff in monitoring and controlling the number of court users in the facility set forth above is not exceeded.
  - Public drop box available for submitting non-urgent documents to the court.
  - Implemented e-Delivery for submission of documents to the court that allows for the majority of documents to be submitted digitally to the court for civil and family law cases.
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### **Measures to Keep People at Least Six Feet Apart**

- Placing signs outside the courthouse reminding people to be at least six feet apart, including when in line.
  - Placing tape or other markings at least six feet apart in public areas inside the facility and at public entrances with signs directing court users to use the markings to maintain distance.
  - Placing tape or other markings used to discourage use of adjacent seating, wherever possible.
  - All employees have been instructed to maintain at least six feet distance from court users and from each other, except employees may momentarily come closer when necessary to facilitate a court process.
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### **Measures to Prevent Unnecessary Contact**

- e-Delivery for submission of documents to the court.
  - Many services provided remotely and online.
  - Protective barriers installed to prevent direct contact with court users.
  - Sheriff Deputies facilitating reduced contact and physical distancing.
  - Public drop box available for submitting non-urgent documents to the court.
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### **Measures to Increase Sanitization**

- Soap and water, or effective disinfectant is available in all public and employee bathrooms.
  - Disinfecting all payment portals, pens, and styluses after each use.
  - Disinfecting all high-contact surfaces frequently.
  - Increased custodial staffing.
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You may contact Macy Dippert, Human Resources Manager at (916) 408-6104 or Court Administration at (916) 408-6186 with any questions or comments about this Protocol.