

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN

## EMPLOYEE COVID-19 GUIDELINES

Please read before commencing work. If you have any questions or concerns, please see your supervisor or contact Human Resources.

### **FACE COVERINGS:**

- Face coverings are available to all employees upon request.
- Employees may bring in their own face coverings.
- Face coverings must be worn at all times by Court employees.
- In the following circumstances, face coverings are not required:
  - When an employee is alone in a room.
  - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - For employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or when communicating with a hearing-impaired person, alternatives will be considered on a case-by-case basis.

### **GLOVES:**

- Gloves are available for all employees upon request.
- Employees are not required to wear gloves.

### **HAND SANITIZER/WIPES:**

- Hand sanitizer and wipes are available to all employees upon request.
- Employees are encouraged to frequently wash their hands with soap and water.
- Wipe down surfaces before using and minimize contact as much as possible.

### **PHYSICAL DISTANCING:**

- Employees should maintain a distance of at least six (6) feet between people.
- Employees should utilize phone and email to minimize face-to-face communication with coworkers, and not congregate outside work cubicles.
- Employees should use video or teleconferencing for meetings when possible.
- Employees should hold in-person meetings, and trainings in large conference rooms where physical distancing is possible.
- Employees should practice physical distancing when using breakrooms and taking breaks and lunch.
- It is recommended that employees do not eat lunch together.
- Employees should maintain the recommended social distance of 6 feet between individuals while on the elevator by utilizing the physical distancing signage.
- While waiting for the elevator, be mindful of others around you and maintain a 6-foot perimeter between one another and the elevator door. Please allow those leaving the elevator to get off before getting on.
- Do not use your hands to hold open elevator doors, or touch your face and then touch any part of the elevator.
- After you have exited the elevator, wash/sanitize your hands before returning to your desk/workstation.

### **EMPLOYEE HYGEINE:**

- Use respiratory etiquette (i.e., covering coughs and sneezes with a tissue, cloth, or sleeve, not the hands).
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. If hands are visibly dirty, then soap and water should be used instead of hand sanitizer.
- Avoid shaking hands and hugging, and touching your eyes, nose, or mouth.
- Avoid eating lunch together and do not share food.
- Disinfect frequently touched surfaces on a regular basis.

### **EMPLOYEE-COVID-19 SYMPTOMS/RETURN TO WORK:**

- Employees who become sick at work must notify their supervisor immediately and go home.
- Employees who become sick at home must not come into work, and notify their supervisor immediately.
- Employees diagnosed with COVID-19 or exposed to someone with COVID-19 must notify the Court immediately.
- Employees must provide a note from their health care provider releasing them to return to work.

### **PUBLIC ACCESS:**

- The Court will be providing masks to the public.
- The Court will be performing temperature checks at all locations, and all persons must clear the temperature check in order to enter the courthouse.
- Until further notice, seating will remain blocked off in lobby areas and courtrooms (jury box excluded) to accommodate social distancing.
- Railings, elevators, counters and restrooms will be regularly sanitized.
- Until further notice, counters/windows will remain closed.
- Until further notice, documents are to be submitted to the Court by drop box or mail. Documents received by 5:00 p.m. will be considered filed that same day.
- Self-help clinics and mediation appointments will be limited, until further notice, to accommodate social distancing.

**Thank you in advance for your cooperation in helping us keep each other healthy by adhering to these guidelines, and please stay at home if you are sick!**