



SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN JOAQUIN COVID-19 RECOVERY GUIDELINES

Revised 05-12-2020



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Superior Court of California, County of San Joaquin is closely monitoring federal, state, and local government policy changes, Centers for Disease Control and Prevention (CDC) guidelines, and public health advancements and will continue to update these guidelines as appropriate. The health and welfare of each court employee, contractor, and member of the public that enters our facilities are paramount in the decisions that are made as these guidelines are implemented. This document will be updated periodically as the situation dictates.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

San Joaquin County COVID-19 Scorecard

COVID-19 Last Updated on 5/11/2020

County Profile



San Joaquin Statistics

Select a county to view county-specific metrics.

Or, select a county:



- San Joaquin county has a population of 782,545, which is 1.95% of California.
- There are approximately 2.1 COVID-19 patients per reporting hospital in the county.

Cases

Population	Positive Cases	Deaths
782,545	620	29

Hospitals

# of Hospitals Reporting	# of Hospital Beds	Positive Patients	Suspected Patients
7	1,114	15	15

Equipment Distributed

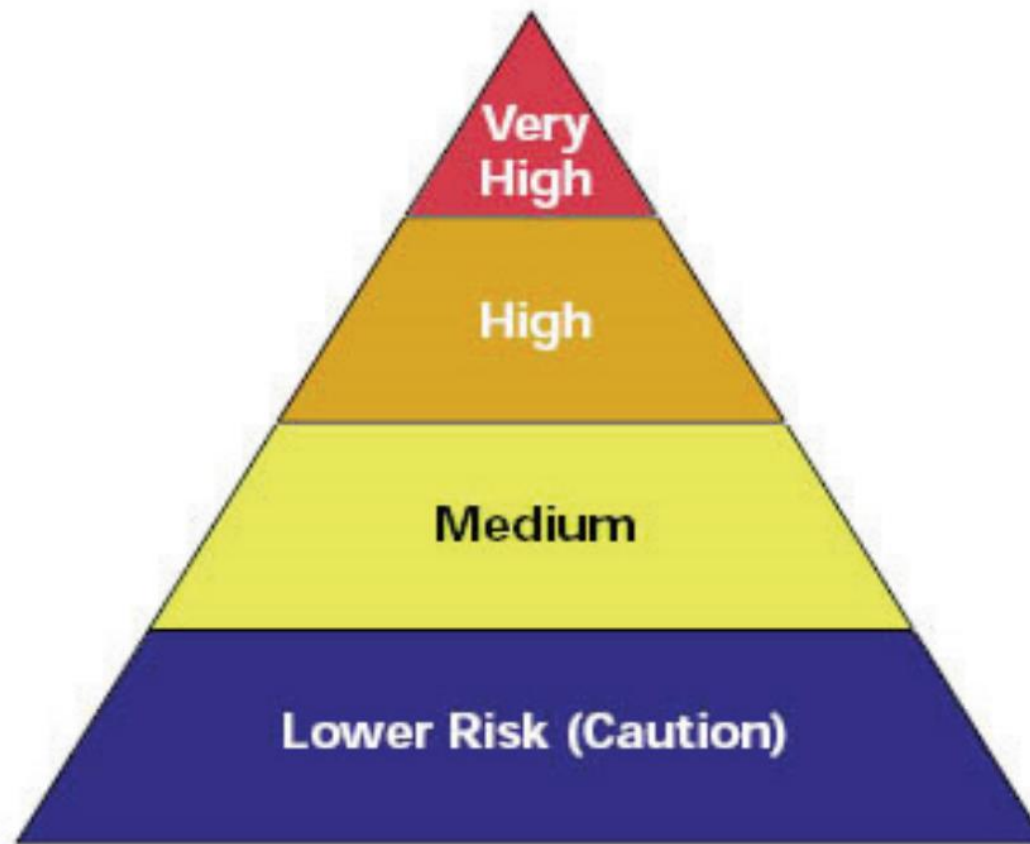
N-95 Respirators	Procedure Masks	Gowns	Face Shields	Gloves
139,034	391,370	46,002	52,680	381,400

*Visit the [Cal OES](#) for updates and additional information.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Occupational Risk Pyramid for COVID-19



The Court is at the Medium Exposure Risk Level

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).ⁱ

ⁱOccupational Safety and Health Administration's [Guidance on Preparing Workplaces for COVID-19](#).



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Criteria Used for Reopening

- **Facility Exposure:**

No COVID-19 confirmed in the Court facility for 14 days

- **Community Cases:**

Sustained downward trending average of cumulative daily COVID-19 case counts over a 14 day period.

- **Community Action:**

Rescission of local restrictive movement and shelter-in-place orders

Note: If conditions significantly worsen or there is a resurgence of local COVID-19 cases a reevaluation is required.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Policies based upon COVID-19 response lessons learned, are in place regarding:

- Ensure maximum Social Distancing in Court Facilities
- Notification, isolation, and contact tracing procedures
- Sanitation and disinfection of common and high-traffic areas
- Ensure that the Court has an adequate supply of PPE
- Signage for maximum social distancing in all facilities and areas of the Court
- Create shifts to segregate staff

Ask employees to work with supervisors to stay home if they feel ill, self-monitor for indicative symptoms, and plan to return to work after consulting with a medical provider.

Implement policies and procedures for workforce contact tracing (where individual was present in facility and who they were in contact with) following an individual's positive COVID-19 test.

Implement alternative work schedule to maximize social distancing of employees.

Monitor the status of public infrastructure (i.e., transportation, medical, local businesses, restaurants, etc.) to determine if adjustments in operational approach need to be made.

Increase opportunity for telework.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Return to Work Shifts

OPTION 1 – Two Teams (1/2 Staff Assigned to Each Team) – 8-hour Shifts

	6/1/20	6/2/20	6/3/20	6/4/20	6/5/20	6/6/20	6/7/20	6/8/20	6/9/20	6/10/20	6/11/20	6/12/20	6/13/20	6/14/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
1	8	8	8	8	8	OFF	OFF	8	8	8	8	8	OFF	OFF	Team 2 off

	6/15/20	6/16/20	6/17/20	6/18/20	6/19/20	6/20/20	6/21/20	6/22/20	6/23/20	6/24/20	6/25/20	6/26/20	6/27/20	6/28/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
2	8	8	8	8	8	OFF	OFF	8	8	8	8	8	OFF	OFF	Team 1 off

	6/29/20	6/30/20	7/1/20	7/2/20	7/3/20	7/4/20	7/5/20	7/6/20	7/7/20	7/8/20	7/9/20	7/10/20	7/11/20	7/12/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
1	8	8	8	8	8	OFF	OFF	8	8	8	8	8	OFF	OFF	Team 2 off

	7/13/20	7/14/20	7/15/20	7/16/20	7/17/20	7/18/20	7/19/20	7/20/20	7/21/20	7/22/20	7/23/20	7/24/20	7/25/20	7/26/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
2	8	8	8	8	8	OFF	OFF	8	8	8	8	8	OFF	OFF	Team 1 off

Notes:

- Employees work 40 hours per week or 80 hours per pay period, every other pay period.
- No crossover or contact between teams. Provides plenty of time to disinfect workspaces and common areas.
- Sixteen (16) days between the last day in the pay period worked and next scheduled work day.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Return to Work Shifts

OPTION 2 – Three Teams (1/3 Staff Assigned to Each Team) – 8-hour Shifts

	6/1/20	6/2/20	6/3/20	6/4/20	6/5/20	6/6/20	6/7/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
1	8	8	8	8	8	OFF	OFF	Teams 2 and 3 off

	6/8/20	6/9/20	6/10/20	6/11/20	6/12/20	6/13/20	6/14/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
2	8	8	8	8	8	OFF	OFF	Teams 1 and 3 off

	6/15/20	6/16/20	6/17/20	6/18/20	6/19/20	6/20/20	6/21/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
3	8	8	8	8	8	OFF	OFF	Teams 1 and 2 off

	6/22/20	6/23/20	6/24/20	6/25/20	6/26/20	6/27/20	6/28/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
1	8	8	8	8	8	OFF	OFF	Teams 2 and 3 off

	6/29/20	6/30/20	7/1/20	7/2/20	7/3/20	7/4/20	7/5/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
2	8	8	8	8	8	OFF	OFF	Teams 1 and 3 off

	7/6/20	7/7/20	7/8/20	7/9/20	7/10/20	7/11/20	7/12/20	
Team #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
3	8	8	8	8	8	OFF	OFF	Teams 1 and 2 off

Notes:

- Employees work 40 hours per week, every three weeks.
- No crossover or contact between teams. Provides plenty of time to disinfect workspaces and common areas.
- Fifteen (15) days between the last day worked and next scheduled work day.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Return to Work Shifts

Return to work shifts help the Court to achieve:

- Maximum **SOCIAL DISTANCING** of six feet or more between people.
- Extend supply of **PERSONAL PROTECTIVE EQUIPMENT** for employees and judicial officers.
- **CONTINGENCY OF STAFF AVAILABLE** in case of confirmed exposure of COVID-19.
- Ability to **TRACE** an employee's contact with others, work area, etc., if employee is quarantined.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Personal Protective Equipment (PPE)

PPE in supply and providing to employees and judicial officers:

- Hand sanitizer – 2.5 – 40 to 60 oz. oz. bottles, 95 – 8 to 16 oz. bottles, and dispenser stands; 22 standing dispenser stations for lobby and public corridors.
- Gloves – 3,500 pairs each of medium, large and x-large.
- N95 and surgical masks – 194 N95 and 650 surgical masks.
- Disinfectant wipes – distributed and more on order.



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase One

Human Resources Considerations

ALL VULNERABLE INDIVIDUALS should work with supervisors to continue telework. Employees who live with or provide care for vulnerable individuals should do the same to the greatest extent possible to reduce chances that they could carry the virus to these vulnerable individuals.

Discuss **REASONABLE ACCOMODATION** options with supervisors for those who rely solely on public transportation or have other concerns.

To reduce risk, **PRIOR TO COMING INTO THE COURTHOUSE**, all individuals should conduct a health self assessment—this includes taking their own temperature. If an individual’s temperature is > 100.4º F, or if an individual is exhibiting other signs of COVID-19 infection per CDC guidance, the individual should self-report by calling their supervisors, stay home, and call his/her physician. Utilize the CDC Self-Checker to assist.

All individuals, **WHEN IN THE OFFICE**, should maximize physical distance from others. Six foot distancing should be observed in all offices, meetings, court proceedings, etc. Tape or other visible means to be used to demark 6-foot distances where practical.

MINIMIZE PERSONAL TRAVEL (i.e., leisure travel, non-business related) and adhere to CDC guidelines and local state orders regarding travel destination and potential for self-isolation upon return.

**COURT OPEN FOR ESSENTIAL OPERATIONS AND RESTRICTED ACCESS TO FACILITIES
(March 17, 2020 – May 28, 2020)**



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase One

Human Resources Considerations

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with court operations, keeping initial staffing to a minimum.

RETURNING EMPLOYEES should not include vulnerable/high-risk employees and others requiring reasonable accommodations. These employees should continue to telework.

Implement alternative work shifts to **MAXIMIZE SOCIAL DISTANCING**.

WORK WITH SUPERVISORS to identify employees who, due to vulnerability or other need for reasonable accommodation, need to continue telework.

Consider **REASONABLE ACCOMODATION** options for those who rely solely on **MASS TRANSIT/PUBLIC TRANSPORTATION** as this may put them at a higher risk of exposure.

**COURT OPEN FOR ESSENTIAL OPERATIONS AND RESTRICTED ACCESS TO FACILITIES
(March 17, 2020 – May 28, 2020)**



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase One

Human Resources Considerations

The following circumstances may be taken into account when **CONSIDERING REQUESTS TO TELEWORK AND USE LEAVE** by an employee. The employee:

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or is living with or caring for an individual who is.
- Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, or is living with or caring for an individual who has been advised to self-quarantine.
- Is considered “high-risk” where local health officials recommend such individuals remain at home due to concerns related to COVID-19, or is living with or caring for an individual who is.
- Is experiencing symptoms of COVID-19 and seeking a medical diagnosis, or is living with or caring for an individual who is.
- Is caring for a child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

**COURT OPEN FOR ESSENTIAL OPERATIONS AND RESTRICTED ACCESS TO FACILITIES
(March 17, 2020 – May 28, 2020)**



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase One

Facility Actions

If courthouse or facility is exposed to the virus, there will be a **DEEP CLEANING** of the facility prior to allowing employees back into the building.

If the courthouse or facility is currently physically **CLOSED TO THE PUBLIC**, it should remain so unless the local public health/public safety officials have reopened public facilities.

ENHANCED SCREENING at facilities will be implemented to mitigate possible employee exposure, including performing temperature checks and asking screening questions for anyone entering a court facility.

Coordinate with **COURT PARTNERS AND OTHER BUILDING SERVICE AND SUPPORT PROVIDERS** regarding modification of current security, building cleaning and maintenance services, and additional amenities (e.g., cafe, etc.).

Note: An elevated temperature may be a poor single indicator of whether a person has acquired COVID-19; moreover, individuals with COVID-19 may be asymptomatic and exhibit no signs of infection.

RESTRICTED ACCESS TO COURT FACILITIES.

**COURT OPEN FOR ESSENTIAL OPERATIONS AND RESTRICTED ACCESS TO FACILITIES
(March 17, 2020 – May 28, 2020)**



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase Two

Presiding Judge and Court Administration

[Governor's Declaration of Emergency](#) restrictions lifted

[San Joaquin County Public Health Order](#) (dated May 8, 2020)

[Chief Justice's Emergency Order](#) Expires

[Presiding Judge's Emergency Implementation Order](#) Expires

[Public Notice of Reestablishing Court Operation](#) is posted

Continue to **RELY ON LOCAL PUBLIC HEALTH AND CDC GUIDANCE** to inform your local medical based decisions.

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with court operations. Refer to Human Resource Considerations from Phase One.

ON-SITE COURT PROCEEDINGS AND OFF-SITE VISITS TO SUPERVISEES AND CLIENTS can be increased, continuing to use video- and tele-conferencing to the greatest extent possible. Face-to-face meetings should continue to try to limit gatherings to the minimum size needed, adhere to strict social distancing and hygiene protocols to include the use of face-coverings if 6-ft distancing cannot be maintained.

Continue to work with supervisors to consider **REASONABLE ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION** or have other personal requirements that need to be addressed.

Make operational preparations for a **SIGNIFICANT INCREASE IN FILINGS AND OTHER COURT PROCEEDINGS** (i.e., JURY) that will likely occur during this phase; emphasis should be on accepting filings remotely to the greatest extent possible. Jury proceedings can begin. Further guidance on this issue is being developed and will be provided.

**THE COURT WILL BE OPERATING WITH LIMITATIONS AND MAXIMUM USE OF TECHNOLOGY WITH CONTINUED RESTRICTED ACCESS TO COURT FACILITIES
MAY 28, 2020 – August 1, 2020***

**Dates are tentative and subject to change.*



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase Two

EMPLOYEES/INDIVIDUALS:

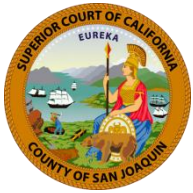
- **VULNERABLE INDIVIDUALS** return to work, but should practice 6-foot physical distancing, minimizing exposure to social settings.
- Everyone should consider minimizing time spent in crowded environments Practice social distancing while in the office and good hygiene habits.
- On-site Court Proceedings and off-site visits to supervisees and clients increased, continuing to use video- and tele-conferencing to the greatest extent possible.
- Face-to-face meetings should continue to try to limit gatherings to the minimum size needed, adhere to strict social distancing and hygiene protocols to include the use of face-coverings if 6-ft distancing cannot be maintained.

FACILITY ACTIONS:

- **CONTINUE ENHANCED SCREENING** at facilities.
- **DEEP CLEANING** for newly exposed areas should continue.
- Coordinate with Court partners and other building service and support providers.
- Large venues and commons can operate under limited 6-foot physical distancing protocols until CDC rescinds guidance and additional mitigation measures are approved government-wide.

**THE COURT WILL BE OPERATING WITH LIMITATIONS AND MAXIMUM USE OF TECHNOLOGY WITH CONTINUED RESTRICTED ACCESS TO COURT FACILITIES
MAY 28, 2020 – August 1, 2020***

**Dates are tentative and subject to change.*



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase Two

RESTRICTED ENTRY INTO THE COURTHOUSE:

To reduce the risk to the public, staff, and judicial officers, and to achieve maximum social distancing, entry into the courthouse will be limited to the following:

- Attorneys
- Parties/Defendants
- Law Enforcement
- Those filing or picking up restraining orders
- Witnesses
- Couriers

The Court will continue to take safety precautions to keep the public, court staff, judicial officers and others safe.

All persons who enter the courthouses will have their temperature taken by a temperature-scanning device. Any person who refuses to have their temperature taken, or has a temperature of 100.4° F or higher, will not be permitted to enter the courthouses.

**THE COURT WILL BE OPERATING WITH LIMITATIONS AND MAXIMUM USE OF TECHNOLOGY WITH CONTINUED RESTRICTED ACCESS TO COURT FACILITIES
MAY 28, 2020 – August 1, 2020***

**Dates are tentative and subject to change.*



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN

COVID-19 COURT SERVICES PLAN

Plan as of: May 4, 2020

- Telecommuting
 - Teleconferencing
 - Vulnerable people stay home
 - Social distancing
 - Only essential court services available and limit gatherings
 - Restricted courthouse access
 - Temperatures taken at weapon screening and deep cleaning
- Some telecommuting
 - Teleconferencing
 - Return to work with an alternative schedule to maximize social distancing
 - Social distancing
 - Limit gatherings
 - Jury trials
 - Online Dispute Resolution
 - Most court services restored
 - Restricted courthouse access temperatures taken at weapon screening and deep cleaning
- All employees are back
 - Court running as usual
 - Social distancing
 - No large gatherings
 - Monitor Federal and State guidelines

Phase 1

March 17, 2020 through May 28, 2020

Phase 2

May 28, 2020 through August 1, 2020*

**Dates are tentative and subject to change.*

Phase 3

August 1, 2020 through November 1, 2020*

**Dates are tentative and subject to change.*



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Phase Three

EMPLOYEES/INDIVIDUALS:

- **VULNERABLE INDIVIDUALS** resume all daily work/life activities with no need for additional precautionary measures.
- **PERSONAL TRAVEL** can fully resume without precautionary measure concerns.
- **NORMAL SOCIAL ACTIVITIES AND GATHERINGS** can resume.

PRESIDING JUDGE AND COURT ADMINISTRATION:

- **UNRESTRICTED STAFFING** of worksites.
- **ON-SITE PUBLIC FACE-TO-FACE ACTIVITIES AND SITE VISITS TO SUPERVISEES AND CLIENTS** can be fully resumed.
- Resume **FULL, UNRESTRICTED** operations and activities.

FACILITY ACTIONS:

- Terminate use of **ENHANCED SCREENING** at facilities.
- Coordinate with Court partners and other building service and support providers.
- **ALL ACCESS AND OPERATIONS** can operate without restrictions.

COURT RETURNS TO PRE-COVID 19 OPERATIONS WITH NO RESTRICTIONS

August 1, 2020 – November 1, 2020*

**Dates are tentative and subject to change.*



SUPERIOR COURT OF CALIFORNIA , COUNTY OF SAN JOAQUIN COVID- 19 RECOVERY GUIDELINES

Additional Recovery Information Links

Court Web Based Resources

[California Judicial Branch](#) Coronavirus updates and orders

[Superior Court of California, County of San Joaquin](#) Coronavirus updates, orders, and court operations information

Other Web Based Resources

[State of California](#) Coronavirus response, updates and orders

[San Joaquin County Public Health Department](#) Coronavirus updates and orders

[Center for Disease Control \(CDC\)](#) Coronavirus information and resources

[Occupational Safety and Health Administration \(OSHA\)](#) Coronavirus information for workers and employers

[World Health Organization](#) Coronavirus global information and resources

[Center for Infectious Disease Research and Policy](#) (University of Minnesota) additional analytical tools and resources