



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

240 Church Street, Salinas, California 93901 - (831) 775-5400
www.monterey.courts.ca.gov

JULIE R. CULVER
Presiding Judge
2020-2021

PAMELA L. BUTLER
Assistant Presiding Judge

CHRIS RUHL
Court Executive Officer

April 2020

Monterey County Superior Court – COVID 19 Safety Protocol

Monterey County Superior Court

All Court Locations

Signage:

☒ Signage has been posted at the public entrance of each facility to inform all employees and customers that they should:

- ☒ avoid entering the facility if they have a cough or fever;
- ☒ maintain a minimum six-foot distance from one another as you enter the facility;
- ☒ wear a face mask (**required**);
- ☒ sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and
- ☒ do not shake hands or engage in any unnecessary physical contact.

☒ Signage on Social Distancing requirements has been posted at each public entrance and inside of each Court facility.

Measures To Protect Employee Health:

- ☒ Everyone who can carry out their work duties from home has been directed to do so.
- ☒ All employees are asked not to come to work if sick.
- ☒ Prior to arriving at the courthouse, all individuals, including employees should conduct a self- assessment of their health and should stay home if they have **any** of the following symptoms:
 - Fever of 100.4 degrees Fahrenheit or greater
 - Cough
 - Sore Throat
 - Shortness of breath
- ☒ All desks or individual work stations are being separated by at least six feet.
- ☒ Break rooms, bathrooms, and other common areas are being disinfected at a minimum of twice a day.
- ☒ Disinfectant and related supplies are available to all employees from the Court's General

It is the mission of the Monterey County Superior Court to serve the public in a respectful, courteous and efficient manner promoting trust and confidence in the legal system by providing fair, equal and open access to justice.

Services division.

- ☒ Hand sanitizer effective against COVID-19 is available to all employees from the Court's General Services division.
- ☒ **Soap and water** are available to all employees in all restrooms and employee break rooms.
- ☒ Via prior CEO communication, all employees and security teams have been asked to follow Safety protocols.

Measures To Prevent Crowds From Gathering:

- ☒ Security protocols have been posted at the door to ensure that the maximum number of people in the facility do not exceed a number that could compromise social distancing.
- ☒ Attorneys are asked to wait outside the courtroom until their case is called.
- ☒ *When necessary*, a limited number of in custody defendants are brought into the courtroom following the social distancing policies.
- ☒ When possible, arraignments are being conducted by Video-Conferencing.
- ☒ Bailiffs and Entrance Screening security personnel enforce the social distancing policies.

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 visitor waiting areas including public entrances.
- ☒ All employees have been instructed to maintain at least six feet distance from customers and from each other.

Measures To Increase Sanitization in all Court facilities:

- ☒ Disinfecting wipes that are effective against COVID-19 are available near desks and work spaces.
- ☒ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, courtrooms, staff areas and anywhere people have direct interactions.
- ☒ Disinfecting all high-contact touch-point surfaces at a minimum of twice a day.

You may contact the following person with any questions or comments about this protocol:

Name: Steve Fischer, Facilities and Security Manager

Phone number: (831) 775-5654

Approved by:

Chris Ruhl
Court Executive Officer