



## COVID-19 Safety Plan

Effective December 4, 2020

In response to the novel coronavirus disease (COVID-19) pandemic, the Superior Court of California has developed a COVID-19 Safety Plan.

This Safety Plan provides a general framework that relies on engineering and administrative controls in conjunction with cleaning and disinfection practices to form a multiple barrier approach to reduce exposure and transmission to slow the spread of the COVID-19 virus. Simply put, people will be safer and businesses will be stronger when multiple barriers separate them from the virus.

Barriers include:

- Personal health & hygiene – be aware & stay home if you are sick and avoid touching your face
- Hand washing - effective and frequent
- Masking – face masks as recommended by CDC and in conjunction with Emergency Local Rule 2 (See Appendix A)
- Social distancing – aware of yourself and others, maintain 6 feet of separation
- Cleaning of workspace – effective and frequent
- Work planning – to maximize social distancing
- Personal Protective Equipment (PPE) – as appropriate
- Cleanable solid partitions where it is not possible to physically distance (such as Plexiglass barriers)

The Court provides training to all employees, contractors, subcontractors, suppliers, and court users/litigants who visit the courts on the multiple barrier approach and content of the plan along with the guidelines issued by the California Department of Public Health and local public health authorities (Kern County Public Health Department). The Court's Safety Team and Human Resources Department will be actively updating and managing the plan and our response as we receive new information or updated guidelines.

The Court's Safety Team (or designees) will be providing the training on the Plan and will be posting additional information at the work sites. The training will also include information from the Center for Disease Control and Prevention (CDC) and State and Local Public Health Department guidelines.

**PURPOSE OF PLAN**

The purpose of this Plan is to identify and communicate the Court's COVID-19 Safety Plan for protecting the health of all employees and court users/litigants.

It is the Courts responsibility to endeavor to provide safe facilities to those required to attend. To demonstrate commitment to the wellbeing of the community that the court serves—and to court staff, judges, and justice partners.

This Plan is effective immediately in response to the current COVID-19 pandemic.

**SYSTEM FOR COMMUNICATING**

Our goal is to ensure that we have effective two-way communication with our employees and litigants within the court and externally, in a form they can readily understand, and that includes the following information:

- Employees should report COVID-19 symptoms to Human Resources and possible hazards to the Safety Team.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures and policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing (See Appendix B)
- In the event we are required to offer testing because of a workplace exposure or outbreak, Human Resources will communicate the plan for offering testing and inform affected employees of the reason for the testing and should they test positive or develop symptoms, they should follow-up with Human Resources immediately.
- Information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 Safety Plan.
- The Court will provide notification to employees, court users/litigants, contractors, subcontractors, suppliers, and others visiting the business of any operational changes and will provide frequent updates throughout the course of the COVID-19 pandemic.
- Public Health updates, advisories, and alerts as conditions change.
- Updates to federal, state, and local guidance in the workplace.

**TRAINING AND INSTRUCTION**

The Court will provide effective training and informational and instructional training resources for employees to supplement site-specific training. This includes:

- Our COVID-19 Safety Plan to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face masks.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face masks and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face masks and the fact that face masks are not respiratory protective equipment - face masks are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

#### **RESPONSIBILITY OF MANAGERS AND SUPERVISORS**

All managers and supervisors must be familiar with this plan and are responsible for implementing and maintaining the COVID-19 Safety Plan in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand and be ready to direct questions from employees to Human Resources or the Safety Team. Managers and supervisors must set a good example by following this Plan, which includes the following actions:

- Ensure current employees are aware of the Plan and inform new employees of the Plan and processes specific to their department.
- Monitor and request disinfecting supplies and PPE when running low. This includes single use pens, hand sanitizer, disinfectant spray, paper towels, and gloves.
- Visually monitor employee safety behavior at regular intervals throughout the day.
- Immediately correct employee behavior when they do not adhere to the safety steps laid out in the Plan. Re-train employees who require frequent correction.
- Inform Court management of changes or pertinent modifications that may be needed to the plan or process as needed to increase effectiveness.
- Managers and supervisors are encouraged to engage the Court directly to participate in workplace hazard identification and evaluation concerns without the fear of reprisal by contacting the Human Resources Department or the Safety Team. Concerns can be submitted anonymously through the online court suggestion box or in a facilities request.
- Contact the Safety Team for written and graphic materials when available to increase visibility of policies to employees.

#### **RESPONSIBILITY OF EMPLOYEES**

To minimize the spread of COVID-19 at our worksites, everyone must play their part by being responsible for your own health. We are instituting various housekeeping, physical distancing, and other best practices at our worksite to prevent the spread of COVID-19. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Specific question about this plan or COVID-19 should be directed to Human Resources.

Employees are expected to follow the Kern County Superior Court COVID-19 Employee Action Plan (see Appendix C).

Employees are expected to contact Human Resources, if experiencing signs or symptoms of COVID-19, as described below. The following symptoms are consistent with COVID-19 and can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have any of these symptoms or a combination of these symptoms, you must stay home. Do not come to work until you are free of symptoms for at least 72 hours, without the use of medicine, as recommended by the CDC.

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough or sneeze into your elbow, not your hands. Then wash hands or use sanitizer
- Avoid close contact (standing within 6 feet) with others at all times
- Use a face mask or covering when you must have close contact with others.

Employees are encouraged to engage the Court directly to participate in workplace hazard identification and evaluation concerns without the fear of reprisal by contacting the Human Resources Department or the Safety Team. Concerns can be submitted anonymously through the online court suggestion box or in a facilities request.

#### **EMPLOYEE SCREENING**

Human Resources and the Safety Team have provided employee self-screening information to all employees. Employees are expected to self-screen in accordance to Kern County Public Health and CDC guidelines.

Any changes to the guidelines will be made available to all employees.

#### **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

The Court will implement the following in the workplace:

- Conduct workplace-specific evaluations using the Appendix D: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix E: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

#### **CORRECTION of COVID-19 HAZARDS**

Unsafe or unhealthy work conditions, practices or procedures that are reported and investigated by Human Resources or the Facilities Department will be documented on the Appendix E: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- Employees may submit a facilities request or suggestions through the suggestion box for Facilities and Human Resources to review. The severity of the hazard will be assessed, assigned, and corrected in a timely manner according to the availability of supplies.
- Deputy CEO of Facilities and DCEO of Human Resources will coordinate the efforts to correct hazards.
- Follow-up measures will be taken that may include notifying and addressing correction of hazards as determined by department.

#### **WORKSITE PROTECTIVE MEASURES GENERAL SAFETY POLICIES AND PROCEDURES**

##### **A FEW IMPORTANT REMINDERS ABOUT CORONAVIRUSES AND REDUCING THE RISK OF EXPOSURE:**

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, this can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Storing and using disinfectants in a responsible and appropriate manner according to the label. Not mixing bleach or other cleaning and disinfection products together—this can

cause fumes that may be very dangerous to breathe in. Keeping all disinfectants out of the reach of children.

- Do not stockpile disinfectants or other supplies provided by the court. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals used when you are cleaning and disinfecting. Additional PPE may be needed based on setting and product.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

### **ENGINEERING CONTROLS**

The following engineering controls are in place to isolate a person from hazards; these include altering the workspace to prevent exposure to the virus that causes COVID-19.

#### **PHYSICAL DISTANCING**

- Modifying the alignment of workstations to allow employees to maintain at least 6 feet distance from other persons. When not possible, employees should be as far from others as possible even while wearing a face mask. Momentary contact closer than 6 feet while in movement, such as in a hallway or aisle is acceptable while wearing a face mask.
- Drop box for payments prevent direct contact between court users/litigants making payments and employees. The only cash payments permitted are in Metro Traffic in which two (2) windows are open.
- Where possible, establishing physical barriers between coworkers and between employees and non-employees.
- Use strip curtains, plastic barriers, or similar materials to create impermeable dividers or partitions.
- Close or limit access to common areas where employees are likely to congregate and interact, such as break rooms, parking lots, and in entrance/exit areas.
- Use visual cues such as floor decals, colored tape, and signs to remind employees to maintain distance of at least 6 feet from others, including at their workstation and in break areas.
- Visual cues, signs, placed at the entry doors for everyone entering the courthouse to wear a face mask.
- Visual cues, signs placed in all common areas to social distance at least 6 feet.
- Visual cues, signs, placed at elevators to remind of social distancing and avoid overcrowding. With suggestions to wait for the next elevator or use available stairs or escalators when possible. Signs placed also remind occupants to minimize surface touching.
- Staggering break times to encourage social distancing.
- Cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it where it is not possible to physically distance (such as Plexiglass barriers).

Other controls in place include:

- Placing hand sanitizers with at least 60% alcohol in multiple locations throughout the courthouse for court employees and non-employees.
- Transaction windows have received plastic wrap placed to cover speak holes. Replaceable weekly.
- Employees are encouraged to request gloves and use them when handling money and paperwork.
- Shared pens removed from counters and replaced with individual single-use pens provided to court users.
- Maximize the amount of outside air to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold.

Those in charge of managing the HVAC systems for court facilities will maintain and adjust the systems as needed.

### **ADMINISTRATIVE CONTROLS**

Informational training and administrative policies to prevent the spread of COVID-19 and updates have been and continue being sent to all employees in a timely manner as they become available.

- All court employees have been provided a basic understanding of COVID-19, how the disease is thought to spread, what the symptoms of the disease are, and what measures can be taken to prevent or minimize the transmission of the virus that causes COVID-19.
- Information sent to all employees has included the importance of social distancing (maintaining a distance of 6 feet or more when possible), wearing face mask appropriately, covering coughs and sneezes, washing hands, cleaning and disinfecting frequently touched surfaces, not sharing personal items or tools/equipment unless absolutely necessary, and not touching their face, mouth, nose, or eyes.
- Employees are encouraged to go home or stay home if they feel sick. Employee sick leave policies consistent with public health guidance and available federal leave acts have been sent to all employees to ensure that employees are aware of and understand these policies.
  - Any employee is to contact Human Resources for a COVID related absence.
  - Employee charts of qualifying leaves available for themselves or family members has been sent via email and is available on the court's intranet page.
- Consideration has been taken to maintain small groups of employees in teams (cohorting) to reduce the number of coworkers each person is exposed to.
- Training sessions with groups of employees has been limited to allow for social distancing within the available training room.
- Communication provided to employees regarding potluck protocol information including best practices and alternatives.
- Enhanced cleaning protocols are in place to clean and disinfect frequently touched surfaces.

- If surfaces are visibly dirty, they are cleaned using a detergent or soap and water before being disinfected.
- Products used are EPA-registered external icon, diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, appropriate for surface disinfection.
- Cleaning and disinfecting products are available for all workstation surfaces and tools between court users/litigants (including podiums in the courtrooms).
- The payment process has been modified to be available by mail, drop box, or over the phone.
  - Payments by mail can include check, money order, or cashier's check.
  - In-person payments are available to customer by having envelopes available to place cash, check or money orders into the drop box. Drop box payments are collected throughout the day with the cashier posting payments daily by 3:30. The only exception are in the Metro Traffic Division, in which two (2) windows are open for cash payments.
  - Phone payments can be made by credit card.
- Employees are reminded to not share objects between themselves, or if shared tools or vehicles are required, ensure appropriate cleaning and disinfection is performed between users.
- Employees that elect to use PPE based on the hazard assessment and worker's specific job duties have received proper training. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use adjust, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE as required by CCR Title 8, section 3380. Employees should not share PPE.
- Employees are reminded that people may be able to spread the virus that causes COVID-19 even if they do not show symptoms. All close interactions (within 6 feet for longer than 15 minutes) with employees and others while not wearing a facial covering can be considered as a potential source of exposure.
- Signs and reminders are posted at entry doors and in strategic places providing instruction on social distancing, hand hygiene, use of face masks, and cough and sneeze etiquette. Signs are accessible for people with disabilities, easy to understand, and include signs for non-English speakers.
- Communication and training provided to employees has been made easy to understand, in preferred language(s) spoken or read by the employees and include accurate and timely information.
- Training has been reinforced with signs that have infographics, placed in strategic locations throughout court facilities. Some signs posted are from the CDC, which are translated into different languages.

### **FACE MASKS**

The use of a face mask is required as part of the Emergency Local Rule No. 2 for any person allowed or required to enter any Kern County Superior Courthouse building.

- A properly worn mask completely covers the nose and mouth of the wearer. A mask should:
  - Be secured to the head, with ties or ear loops.
  - Fit snugly but comfortably against the side of the face.
- Masks do not include face shields, gaiters, bandanas or scarves. Masks can be either manufactured or homemade and should be a solid piece of material without slits, vents, exhalation valves or punctures. Centers for Disease Control and Prevention guidance for attributes of acceptable masks is available at:  
<https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>
- The Court will provide employees with face masks upon request.
- Face masks should be worn over the nose and mouth when indoors, and when outdoors and within 6 feet of another person.

Exceptions include:

- When an employee is alone in a room.
- When eating or drinking, provided employees are at least six feet apart and, if indoors, outside air supply to the area has been maximized to the extent possible.
- When an employee cannot use a face mask due to a medical or mental condition and alternative arrangements have been worked out with the Human Resources Department.
- If hearing impaired or communicating with a hearing impaired person.
- Or when specific work tasks cannot be performed with a face mask.

Other measures to protect against COVID-19 infection must be implemented when face masks cannot be used. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face mask, face shield with a drape or other effective alternative, due to a medical or mental condition, with prior approval from Human Resources shall be tested at least twice weekly for COVID-19 in compliance with Cal/OSHA guidelines.

If a face shield with drape is authorized as an accommodation, the drape must be long enough to hit the middle of the employee's chest.

- Employees have been provided information on how to put on and take off face masks to avoid contamination.
- Face masks should be washed after each use.
- Employees should consider carrying a spare face mask.
- If the face mask becomes wet, visibly soiled, or contaminated at work, it should be removed and stored to be laundered later.
- Visitors to the workplace (such as service personnel) and contractors are also required to wear face mask.

- Employees have been provided information about job stress related to COVID-19 and ways to cope with that stress and the Employee Assistance Program (EAP) availability.
- Periodic inspections of the workplace may be conducted to ensure compliance with the Plan and will serve to check for new hazards.

### **HAND HYGIENE**

In order to implement effective hand sanitizing procedures, employees are provided enough time to wash and dry their hands, this includes:

- Evaluating handwashing facilities. Making sure restrooms have accessible sinks, soap, water, and a way for people to dry their hands (e.g., paper towels, hand dryer). Encouraging and allowing employees to wash their hands frequently with soap and water for at least 20 seconds each time.
- Providing effective hand sanitizer and paper towels/tissues in each department and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol). If soap and water are not available, employees should use hand sanitizer with at least 60% alcohol.
- Providing no touch wastebaskets at the employee workstations and in the restrooms.

### **SHARED TOOL, EQUIPMENT and PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items should be disinfected between uses by providing sanitizing materials, ensuring sanitizing materials are in adequate supply or by requesting to have an area disinfected by an available building service worker.

Sharing of vehicles will be minimized to the extent feasible. Prior to operating the vehicle, individual drivers will be responsible for sanitizing the vehicle's high-touch points (e.g., steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) with disinfecting supplies available in the vehicle.

The court will provide Personal Protective Equipment (PPE) and proper training to employees that elect to use PPE based on the hazard assessment and worker's specific job duties. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, adjust, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE as required by CCR Title 8. Section 3380.

Employees should not share PPE.

### **CLEANING AND DISINFECTION**

Aside from regular housekeeping, the Court has instituted an enhanced cleaning protocol that includes cleaning and disinfection of frequently used equipment and high touch surfaces (doorknobs, railings, etc.). Employees should regularly do the same in their personal work areas. Chemicals capable of disinfection must be used on surfaces to eliminate COVID-19. A Safety Data Sheet is readily available upon request.

### **ENHANCED CLEANING PROTOCOL**

Cleaning supplies are available for employees throughout the various court facilities while more frequently used areas receive cleaning and attention to disinfection in between use.

- Shared areas such as breakrooms, lunchrooms, restrooms and conference rooms will be cleaned at least once per day and can be requested to be cleaned before use by submitting a facilities request.
- High-touch surfaces, such as handrails, doorknobs, countertops, chairs, elevator buttons, handrails, handles, bathroom surfaces, tools, shared equipment and steering wheels are to be cleaned using disinfectants.
- Employees involved in the sanitation protocol will read and follow manufacturer instructions for cleaning and disinfection products used. Will wear gloves and other required PPE to begin the process of cleaning and disinfecting. When cleaning has finished, employees must remember to wash hands thoroughly with soap and water.
- Each chemical has an associated “contact time” listed on the directions according to manufacturer instructions. Surfaces must remain wet for this amount of time to effectively disinfect. Employees designated to disinfect will be trained on, and adhere to, listed contact times.

Should there be a COVID-19 case in the workplace; the court will implement the following procedure:

Disinfecting procedures can vary from the use of cleaning and disinfectant supplies to include the use of any available fogging disinfectant machines, depending on the area.

#### **REVIEW OF AREAS AND SPACES**

Some items can be moved (or removed completely) to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and some seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Reviews of available seating will be made to address social distancing.

#### **AREAS UNOCCUPIED FOR LONGER THAN 7 DAYS**

If a workplace area has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

#### **EXPOSURE PLAN**

##### **RECOGNIZING COVID-19 SYMPTOMS**

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact the Human Resources and go home, self-isolate, and contact your health provider.

NOTE: Work with the Human Resources Department to ensure the completion of necessary paperwork and for follow-up procedures.

##### **RESPONSE PROTOCOL FOR A CONFIRMED COVID-19 CASE**

In the event a worker or customer tests positive for COVID-19, the Court will

- Determine when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms

- Determine which employees have been exposed to COVID-19
- Notify employees of any potential exposures within one business day (and notifying any other employer who has potentially exposed employees in the workplace)
- Offer testing to potentially exposed employees at no cost and during working hours
- Investigate the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure
- Perform cleaning and disinfection of areas and buildings frequented by this individual following the Court's COVID-19 Sanitation Protocol and in accordance with CDC guidelines.

The Court will comply with the following testing obligations:

- Inform all employees on how they can obtain testing. This could be through the employer, local health department, a health plan, or at a community testing center. The only obligation to all employees is to provide information.
- Offer testing to an employee at no cost and during working hours in the event of a potential COVID-19 work-related exposure.
- Provide periodic (at least weekly or twice per week depending on the magnitude of the outbreak) COVID-19 testing to all employees in an "exposed workplace" during an outbreak.
- Testing must be provided in a manner that ensures employee confidentiality.

In a non-outbreak setting, the Court will determine which if any employee was within 6 feet of a COVID-19 case for a cumulative total of 15 minutes within any 24-hour period during the COVID-19 case's "high risk exposure period." The high-risk exposure period is:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

In a non-outbreak setting, when the Court is made aware that one or more of their employees has had a COVID-19 exposure at the workplace, employers will:

- Notify all employees and employees' authorized representatives who may have had COVID-19 exposure within one business day in a manner that does not reveal the COVID-19 case's personal identifying information
- Offer testing at no cost to any employee potentially exposed to COVID-19 in the workplace, and provide applicable benefit information. The time an employee spends being tested is considered compensable hours worked.
- Exclude from the workplace employees who test positive for COVID-19 and employees with COVID-19 exposure, and follow the requirements for preserving their pay and benefits
- Follow the return to work criteria for returning excluded employees to work
- Investigate the exposure and address hazards
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.

In an outbreak (three or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department) the Court, in addition to the requirements for non-outbreak settings will:

- Immediately provide testing to all employees in the exposed workplace and exclude positive cases and exposures from work; repeat the testing one week later; and
- Continue testing employees at least weekly until the workplace no longer qualifies as an outbreak.

During a major outbreak (20 or more COVID-19 cases in an “exposed workplace” within a 30-day period) in addition to the requirements for non-outbreak settings, the Court will:

- Provide testing to all employees in the exposed workplace at least twice weekly and exclude positive cases and exposures until there are no new cases detected for a 14-day period;
- Implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system.
- Evaluate whether HEPA air filtration units are needed in poorly ventilated areas; and
- Consider halting all or part of operations to control the virus.

An exposed workplace is a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. If, within 14 days, three COVID-19 cases share the same “exposed workplace,” then the Multiple COVID-19 Infections and COVID-19 Outbreaks standard (section 3205.1) applies and additional testing will be required.

The “exposed workplace” includes only the areas of the building where the COVID-19 cases were present during the “high-risk exposure period.”

The testing requirement is triggered by three or more cases in a 14-day period present in the same “exposed workplace” during the “high-risk exposure period.” For other areas of the workplace, the Court will follow the requirements for employees who are exposed to COVID-19 cases.

Any confirmed COVID-19 case who has been in the workplace during the high-risk exposure period count towards the three-case threshold.

#### **EXCLUSION OF COVID-19 CASES**

Where we have a COVID-19 case in our workplace, the court will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days from their last known COVID-19 exposure.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related.

#### **RETURN-TO-WORK CRITERIA**

The criteria for a COVID-19 case to return to work may return to work when any of the following occur:

- For employees with symptoms all of these conditions must be met:
  - (1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
  - (2) COVID-19 symptoms have improved; and
  - (3) At least 10 days have passed since COVID-19 symptoms first appeared.
- For employees without symptoms, at least 10 days have passed the date of specimen collection of their first positive COVID-19.  
A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed, or the order is lifted.
  - Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.
  - Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others.

If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

If the employee is able and available to work, the Court must continue to provide the employee's pay and benefits. The Court will require the employee to exhaust paid sick leave benefits before providing exclusion pay, and may offset payments by the amount an employee receives in other benefit payments. These obligations do not apply if an employer establishes the employee's exposure was not work-related.

- Providing employees at the time of exclusion with information on available benefits.
- In workplace exposure situations the employee will remain in paid status, although they may be required to exhaust their available sick leave and FFCRA leave. Once such leave is exhausted, employees will be placed on paid administrative leave. Such employees, who are receiving full pay, would not be eligible for unemployment benefits.
- The Court will comply with Federal and State provisions for employee pay.

## **RECORDKEEPING AND REPORTING**

The court's policy on reporting and recordkeeping requirements include the following:

- Following state and local health department reporting requirements.
- Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14-day period.
- Provide the following information:
  - The total number of COVID-19 cases.
  - For each COVID-19 case, the name, employer's contact information, occupation, workplace location, business address, and North American Industry Classification System code of the workplace of the COVID-19 case

- Any other information requested by the local health department.
- The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintaining records required by 8 CCR section 3203(b), which include the steps taken to implement the written COVID-19 Safety Plan, inspection records, documentation of hazard corrections, and training records.
- Making the written COVID-19 Prevention Plan available upon request to employees and employees' authorized representatives, and to representatives of Cal/OSHA immediately upon request.
- Recording and tracking all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work-Related Injuries and Illnesses or other information as allowed by law.
- Human Resources keeps a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

#### **COVID-19 PREVENTION IN EMPLOYER-PROVIDED TRANSPORTATION**

Juror shuttle transportation available from the Metro 1215 and 1415 Truxtun Avenue courthouses to designated juror parking lots is considered to fall under employer-provided motor vehicle transportation. Jurors are considered employees of the Court once they are checked in until they are excused. This section references CCR, Title 8, Section 3205.4.

The sanitation procedures from the contracted SLO Safe Ride providing shuttle service to jurors can be found as Appendix F.

#### **PHYSICAL DISTANCING AND FACE MASKS**

The Court will ensure that the:

- Physical distancing and face mask requirements of the COVID-19 Safety Plan, Physical Distancing and face masks, are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face mask in the vehicle as required by the COVID-19 Safety Plan, Face Mask section.

#### **SCREENING**

Drivers are required by the contracting company (SLO Safe Ride) to get their shift covered if they are not feeling 100% well as part of the SLO Safe Ride procedures. Riders are advised to not board shared

transportation if they are showing signs of COVID-19 symptoms. Signs to not board shuttle if feeling sick are posted for shuttle users.

**CLEANING AND DISINFECTING**

In accordance with SLO Safe Ride procedures, the court will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- Sanitizing materials are provided, training on how to use them properly, and that they are kept in adequate supply.

**VENTILATION**

The shuttle operator will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

**HAND HYGIENE**

Wipe stations are located at the front door of the shuttle.

REVISION	CHANGES	DATE
2.0	Updated juror shuttle transportation information	1/11/2021
3.0	Updated - Purpose of Plan, System for Communicating, Responsibility of Managers and Supervisors, Responsibility of Employees, Physical Distancing, Face Masks, Hand Hygiene, Equipment and Personal Protective Equipment, Enhanced Cleaning Protocol, Exclusion of COVID-19 Cases, Return-to-Work Criteria, Recordkeeping and Reporting, COVID-19 Prevention in Employer-Provided Transportation, Appendix A, Appendix C, Appendix F  Expanded - Training and Instruction, Employee Screening	2/10/2021

REVISION	CHANGES	DATE
	Added - Identification and Evaluation of COVID-19 Hazards, Correction of COVID-19 Hazards, Shared Tool, Appendix B, Appendix D, Appendix E	

Appendix A – Emergency Local Rule 2



COLETTE M. HUMPHREY  
PRESIDING JUDGE

JUDITH K. DULCICH  
ASST. PRESIDING JUDGE

TAMARAH HARBER-PICKENS  
COURT EXECUTIVE OFFICER &  
CLERK OF THE COURT

Metropolitan Division  
1415 Truxtun Ave., Rm. 212  
Bakersfield, CA 93301  
(661) 868-4934

Metropolitan Division –  
Justice Center  
1215 Truxtun Avenue  
Bakersfield, CA 93301  
(661) 868-2450

Metropolitan Division -  
Juvenile Justice Center  
2100 College Avenue  
Bakersfield, CA 93305  
(661) 868-5393

Metropolitan Division - Traffic  
Department  
3131 Arrow Street  
Bakersfield, CA 93308  
(661) 335-7100

Delano/McFarland Branch  
1122 Jefferson Street  
Delano, CA 93215  
(661) 720-5800

Shafter Branch  
325 Central Valley Highway  
Shafter, CA 93263  
(661) 746-7500

Arvin/Lamont Branch  
12022 Main Street  
Lamont, CA 93241  
(661) 868-5800

Taft/Maricopa Branch  
311 North Lincoln Street  
Taft, CA 93268  
(661) 763-8531

Mojave Branch  
1773 Highway 58  
Mojave, CA 93501  
(661) 824-7100

Ridgecrest Branch  
132 East Coso Avenue  
Ridgecrest, CA 93555  
(760) 384-5900

## SUPERIOR COURT OF CALIFORNIA COUNTY OF KERN

### EMERGENCY LOCAL RULE NO. 2 Amended February 8, 2021

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#### FACE MASKS REQUIRED IN ALL COURTHOUSE BUILDINGS

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Effectively immediately any person allowed or required to enter any Kern County Superior Courthouse building must wear a face mask over their mouth and nose.

A properly worn mask completely covers the nose and mouth of the wearer. A mask should be secured to the head, with ties or ear loops. A mask should fit snugly but comfortably against the side of the face. Masks do not include face shields, gaiters, bandanas or scarves. Masks can be either manufactured or homemade and should be a solid piece of material without slits, vents, exhalation valves or punctures. Centers for Disease Control and Prevention (CDC) guidance for attributes of acceptable masks in the context of this rule is available at: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>

The Court and individual judicial officers reserve the authority to rescind or modify any part of this rule, as appropriate, to address changing circumstances.

Appendix B – Kern County COVID-19 Testing Locations



**SUPERIOR COURT OF CALIFORNIA**  
**Human Resources Department**  
**Testing Locations – AB 685- COVID Exposure**

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<b>RITE AID</b> 1601 23 <sup>rd</sup> Street Bakersfield, CA, 93301	<b>CVS</b> 2690 Mt. Vernon Avenue Bakersfield, CA, 93306	<b>REGIONAL LOCATIONS:</b> <b>CVS</b> 8929 Panama Road Suite B Lamont, CA, 93241
<b>RITE AID</b> 431 34 <sup>th</sup> Street Bakersfield, CA, 93301	<b>CVS</b> 9628 Rosedale Highway Bakersfield, CA, 93311	<b>CVS</b> 44430 Challenger Way Lancaster, CA, 93535
<b>RITE AID</b> 3225 Panama Lane Bakersfield, CA, 93313	<b>CVS</b> 6500 South Union Avenue Bakersfield, CA, 93307	<b>CVS</b> 38012 47 <sup>th</sup> Street East Palmdale, CA, 93550
<b>RITE AID</b> 9700 Panama Lane Bakersfield, CA, 93311	<b>CVS</b> 11300 Ming Avenue Bakersfield, CA, 93301	<b>RITE AID</b> 1809 CECIL AVENUE Delano, CA, 93215
<b>RITE AID</b> 2505 Mt Vernon Avenue Bakersfield, CA, 93306	<b>CVS</b> 6601 Stine Road Bakersfield, CA, 93313	<b>RITE AID</b> 150 East Lerdo Highway Shafter, CA, 93263
<b>CVS</b> 5184 Stockdale Highway Bakersfield, CA, 93309	<b>CVS</b> 11300 Ming Avenue Bakersfield, CA, 93301	<b>RITE AID</b> 1356 West Avenue J Lancaster, CA, 93534

For more testing sites visit:

<https://www.kerncounty.com/government/covid-19-testing-sites>

Appendix C – Kern County Superior Court COVID-19 Employee Action Plan

**KERN COUNTY SUPERIOR COURT COVID-19 EMPLOYEE ACTION PLAN**

Responding to COVID-19 Exposure (Rev. 5/18/20)

In order to maintain safe and healthy working conditions, the following guidelines have been established.  
 In each situation listed, please contact HR as soon as practicable. HR will collect the information recommended by Centers for Disease Control and Prevention (CDC) and Cal-OSHA.  
 Email HR@kern.courts.ca.gov or call (661) 868-4957 to leave a message

	ASSESSMENT	ACTION
Employee has SYMPTOMS** plus one of the following:	<ul style="list-style-type: none"> <li>Is presumed positive (flu/other tests negative)</li> <li>Is high-risk (Close contact* w/positive or presumed positive individual)</li> <li>Has positive diagnosis</li> <li>Has other high-risk considerations</li> </ul>	Do not report to work until you have: <ul style="list-style-type: none"> <li>Notified your supervisor</li> <li>Contacted HR to perform a risk assessment</li> </ul> ***A note from a health professional may be required
	<ul style="list-style-type: none"> <li>HAS SYMPTOMS ONLY</li> </ul>	Do not report to work until you have: <ul style="list-style-type: none"> <li>Notified your supervisor</li> <li>Contacted HR to perform a risk assessment</li> </ul> ***A note from a health professional may be required
Employee has no SYMPTOMS** but meets one of the following CONTACT levels	Close contact* <ul style="list-style-type: none"> <li>with someone who has had close contact with a positive, presumed positive or symptomatic high-risk individual</li> <li>with presumed positive individual (flu/other tests negative)</li> <li>with positive individual</li> <li>with person with symptoms who has other high-risk considerations</li> </ul>	Do not report to work until you have: <ul style="list-style-type: none"> <li>Notified your supervisor</li> <li>Contacted HR to perform a risk assessment</li> </ul> ***A note from a health professional may be required
	<ul style="list-style-type: none"> <li>Close contact* with person with symptoms</li> </ul>	Do not report to work until you have: <ul style="list-style-type: none"> <li>Notified your supervisor</li> <li>Contacted HR to perform a risk assessment</li> </ul> ***A note from a health professional may be required
	<ul style="list-style-type: none"> <li>Contact (not close*) with person in any of above categories</li> </ul>	May report to work Contact HR to notify

\*CLOSE CONTACT is defined by the CDC as closer than 6 feet for 15 minutes or more. Direct coughing, etc. on someone would always be considered close contact.

\*\*SYMPTOMS (not an exhaustive list) – cough, sore throat, fever (≥100.4°), shortness of breath (temperature should be monitored daily)

Appendix D – Identification of COVID-19 Hazards Form

**Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix E – COVID-19 Inspections Form

**COVID-19 Inspections**

Name of Person conducting the inspection:			Date:
Work location evaluated:			
Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix F – SLO Safe Ride Procedures



284 Higuera Street – Suite D  
San Luis Obispo, CA 93401  
Phone: (805) 620-7233  
Fax: (805) 715-1509  
info@slosaferide.com  
www.SLOSafeRide.com

## Updated Procedures

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### CLEANING AND SANITATION UPDATE

While regular sanitation after every use of our vehicles has always been in place, due to the Coronavirus disease (COVID-19), we have updated our cleaning and sanitation procedures for the continued health and safety of our passengers.

These are the specific steps that we are implementing to ensure every passenger's health and safety on our vehicles.

- 1) While our team of professional detailers regularly ensures the cleanliness and sanitation of every vehicle before and after each charter, they will now spend more time on additional detailing and cleaning before, during and after our passengers exit the vehicle.
- 2) Drivers will wipe down all high contact areas every time the passengers exit the vehicle, as well as use ultraviolet light sanitation techniques on all interior touchable surfaces.
- 3) Additional hand sanitizers, wipes and Lysol sprays will be stocked onboard all vehicles.
- 4) Coaches are equipped with a wipe station by the front door of the bus.
- 5) Drivers are required to get their shift covered if they are not feeling 100%.

Our passenger's safety is our number one priority! If you have any questions, please feel free to call us at (805) 620-7233. To view our Sanitation Procedure video, click [here](#).