

Superior Court of California
County of Solano
Social Distance Protocol

Signage:

- Signage is at each public entrance of the facility to inform all court users that they are not permitted to enter the facility if they have COVID-19 symptoms, have been exposed to COVID-19 or are currently under an order to quarantine.
- Signage is posted that everyone is required to maintain a minimum of six-foot distance from one another; sneeze and cough into cloth or tissue or, if not available, into one's elbow; face coverings are required at all times, and to not shake hands or engage in any unnecessary physical contact.
- This Social Distance Protocol is posted at each public entrance at all courthouses.
- Signage is posted that a mask or face covering is required to enter the courthouse. Masks are available at court security if someone does not have one.
- Signage is posted in workspaces and breakrooms visible to all workers, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.

Measures to Protect Employee and Public Health:

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.

- Prior to arriving at the courthouse, all employees are required to conduct a self-assessment of their health and are required to stay home if they have any of the following symptoms: Fever, Cough, Sore Throat, Shortness of Breath, Lost Ability to Smell or Taste.
- All work stations are six feet apart. Employees have been notified to maintain social distance of six feet and to wear a face covering as directed by the Presiding Judge.
- Break rooms, bathrooms and common areas are being disinfected multiple times a day.
- Disinfectant and related supplies are available to all employees from Court Fiscal.
- Hand Sanitizer effective against COVID-19 is available to all employees from Court Fiscal.
- Soap and Water are available to all employees in all restroom locations. Employees have been instructed to wash their hands for at least 20 seconds.
- Copies of this Protocol have been distributed to all employees.

Measures to Prevent Crowds From Gathering, Maintain Social Distance and Cleaning:

- The Court has placed signage at each entrance reminding court users to maintain social distance, including when in line.
- The Court has placed tape markers six feet apart at all entrances designating where to stand in line.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, documents or delivery of goods or services.
- The Court has posted the maximum number of people permitted in a courtroom and in the jury assembly room to maintain social distance.
- The Court has marked seating in the public halls.
- The Court has marked seating in the audience areas of courtrooms.

- The Court has posted signage in the hallways reminding people to social distance.
- The Court has marked areas in the hallways in six foot increments.
- The Court has posted signs in elevators limiting the number of occupants to two at a time.
- The Court has placed hand sanitizing stations at each entrance, in the public hallways and jury assembly rooms.
- Janitorial Staff have been directed to wipe down all common area high touch surfaces in the public hallways, restrooms, courtrooms and jury assembly rooms multiple times a day with CDC approved cleaning supplies.

**You may contact the following person with any questions or comments about this protocol: Arline Lisinski, Human Resources Director, Phone: (707) 207-7473
E-mail: courtoutreach@solano.courts.ca.gov**