

# Superior Court of Solano County

## Workplace Guidelines and Procedures for Preventing and Responding to Positive COVID-19 Test

This document provides guidance for when a court staff member, attorney, judge, witness, juror or other court user is determined to have tested positive for COVID-19, has been issued an order to isolate from a public health official or a person has died from COVID-19.

Persons who test positive or who are issued an order to quarantine by a health official must notify Court HR or the CEO immediately upon receipt of the results or the quarantine order.

Fully vaccinated individuals who have had a COVID-19 exposure do not need to quarantine if they are asymptomatic.

When one or more people tests positive, their healthcare provider has diagnosed the person with COVID-19, the person is issued an order to quarantine or has died from COVID-19 and the person was at the courthouse during the 48 hours preceding onset of symptoms or developed symptoms within 48 hours after leaving the courthouse, the guidelines in this document apply.

A COVID-19 case means a person who (A) has a positive COVID-19 test; (B) Has a positive COVID-19 diagnosis from a health care provider; (C) Is subject to a COVID-19 order to isolate by a health official; (D) Has died from COVID-19.

COVID-19 hazard means potentially infectious materials, which include airborne droplets and small particle aerosols, which most commonly result from a person exhaling, talking, coughing or sneezing.

COVID-19 symptoms may include the following: fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Persons are to treat these symptoms as possible COVID-19 unless cleared by a medical professional.

Fully vaccinated means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose vaccine or a single dose vaccine approved by the FDA.

Vaccines are proven to be safe and effective at preventing COVID-19 and protecting against both transmission and serious illness or death. All Court staff are encouraged to receive the vaccine, are provided paid release time to obtain the vaccine and are provided with time off for any adverse symptoms, which are generally limited in nature for 24 to 48 hours after receiving a shot.

1. An employee should advise Court HR if the person has developed COVID-19 symptoms, has been exposed to someone who has tested positive or has symptoms or is concerned that workplace hazard exposes the person to a higher risk of COVID-19.
2. Employees are required to self-monitor for symptoms and are prohibited from reporting to work if exhibiting symptoms of COVID-19.
3. Employees are required to evaluate their own symptoms before reporting to work and are prohibited from coming to work if exhibiting any symptoms.

4. Employees are encouraged but not required to maintain social distance, which is at least six feet.
5. Employees are required to wear face coverings when indoors or in vehicles with others.
6. Exceptions to wearing a face mask for an employee are as follows:
  - a. When an employee is in a room alone.
  - b. While eating or drinking at the workplace while maintaining social distance from others.
  - c. When granted a reasonable accommodation to not wear a mask, which requires a face shield with a drape.
7. Face covering means a surgical mask, a medical procedure mask, a respirator worn voluntarily, a tightly woven fabric or non-woven material of at least two layers, with no visible holes or openings that covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck or collar.
8. If an employee does not have a face covering, they may obtain one by contacting Court HR. Face coverings must be kept clean and undamaged and cover the mouth and nose.
9. Within one business day of receiving information of a positive COVID-19 test or a required quarantine, the Court will provide notice to Court All by e-mail, with a copy to SEIU and others at the courthouse known to be exposed of the date the person tested positive or was quarantined and provide notice of the building in which the person is assigned to work.
10. The Court is required to maintain confidentiality of the person who has tested positive, unless the person provides authorization to disclose their name.
11. The Court must determine the last day the person was at the courthouse and determine when symptoms began.
12. The Court must determine who was in close contact of the person that has tested positive or is quarantined. Close contact means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more in any 24-hour period regardless of face coverings, unless the person exposed is wearing a respirator.
13. Anyone who has close contact as defined above within 48 hours before the person developed symptoms or while they were having symptoms should be excluded from the workplace and directed to stay at home for 10 days since the last day the person diagnosed with COVID-19 was at work, depending on the guidance of the employee's health provider and county public health orders. Employees who are fully vaccinated with no symptoms are not required to quarantine from the workplace.
14. All others present at the courthouse should be advised to self-monitor for symptoms for 10 days. If symptoms develop, the person is required to stay home and should contact their health care provider or obtain a test at one of the county testing locations.
15. Court HR will provide notice of all benefit options provided to a person who tests positive or is quarantined by a health official including pay status pursuant to federal and state law.
16. Employees are advised to contact their health care provider for testing, which should have no cost to the employee. If an employee encounters difficulty with scheduling a test, they should consult with HR who may direct them to a county or state testing facility.
17. Employees who test positive for COVID-19 and display symptoms cannot return until at least 24 hours pass since a fever of 100.4 degrees has resolved without medication, other COVID-19 symptoms have improved and at least 10 days have passed since COVID-19 symptoms first manifested.
18. Employees who test positive for COVID-19 but never showed symptoms cannot return until at least 10 days have passed since their positive test specimen was collected.

19. Employees who self-quarantined due to COVID-19 public health order cannot return until order lifts or at least 10 days have passed since order to quarantine was effective.
20. A negative test result is not required before an employee returns to work; however, the employee is required to have approval from Court HR and exhausted the required quarantine period.
21. The Court will clean and disinfect the area where the individual was located at the courthouse, consistent with Solano County Public Health guidelines.
22. The Court reminds people of important hygiene measures – wash hands for at least 20 seconds, do not touch your face, cough or sneeze into a tissue or your sleeve, use hand sanitizer, disinfectant wipes and cleaner.
23. Individuals using the court system that have an increased risk of severe COVID-19 illness may request reasonable accommodation for work or for services provided at the courthouse. Approval for employees is with the CEO. Approval for a court user is with the judicial officer hearing that person's matter.
24. If you are the person reporting or you receive a report of a positive test or exposure, be prepared to provide or obtain the following information:
  - a. What was the date of the positive test result?
  - b. What date did symptoms develop?
  - c. When was the last time the person was at the courthouse?
  - d. Were there any close contacts as defined by these guidelines?
  - e. Are you releasing or is the person releasing their name for the court to perform contact tracing? The Court will only use a person's name for the limited basis of contact tracing.