



# MINNESOTA JUDICIAL BRANCH

STATE COURT ADMINISTRATOR'S OFFICE

## Minnesota Judicial Branch COVID-19 Preparedness Plan REVISED: October 18, 2021

Under Supreme Court Order No. ADM 20-8001 (October 18, 2021), the Minnesota Judicial Branch continues operations consistent with evolving conditions and public health guidance as more people become vaccinated against COVID-19 and the Delta variant cases surge. The Minnesota Judicial Branch's top priority continues to be protecting the health and safety of judicial officers, staff, and court users. This plan outlines the health and safety parameters that every court facility must maintain or implement to the extent possible and as appropriate, as in-person operations continue. It is based on guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC), and on the monitoring of three key indicators:

1. **Positivity Rate:** The Minnesota Department of Health (MDH) releases a 7-day rolling average positivity rate for COVID-19 statewide Monday through Friday. Due to reporting lag time this rate is 7-10 days behind current trends.
2. **Employee Case Rates:** The Judicial Branch utilizes a SharePoint reporting form to capture reported positive cases of COVID-19.
3. **Juror Postponement Rates:** The Judicial Branch initiated the COVID-19 Postponement Code in WebGen to track the number of jurors granted a postponement due to COVID-19.

**Suspected COVID-19 Cases Must Stay Home:** People must stay home when sick or [experiencing symptoms of coronavirus](#). People who have symptoms compatible with COVID-19 must stay home and follow the CDC's [quarantine guidance](#). Additionally, if a household member or close contact has tested positive for COVID-19, people not fully vaccinated must stay home per [CDC guidelines](#). People who are fully vaccinated or have had COVID-19 within the past 3 months, do not need to quarantine unless they are experiencing symptoms of COVID-19. The CDC has provided guidance for [fully vaccinated people experiencing COVID-19 symptoms](#).

**Face Coverings:** Face coverings must be worn in public spaces, including but not limited to meeting rooms, customer service counters, hallways, breakrooms, and shared workspaces. The Judicial Branch may require the removal of face coverings for reasons of health, safety, or decency, or for purposes of conducting a court proceeding. Any person who claims that a health condition prevents them from wearing a face covering when required must present written medical documentation that the health condition prevents that person from wearing a

face covering. A face shield will be provided for those with corresponding medical documentation.

**Signage:** Signage must be posted at exterior entrances to court facilities to remind customers and justice partners NOT to enter if they are experiencing any COVID-19 related symptoms, have recently been exposed to someone with COVID-19, or are otherwise feeling sick. This signage should direct them to a location, i.e., a webpage or a call-in number, with instructions on what to do if they cannot enter.

**Distancing Measures:** Measures to maintain distancing among people while in Judicial Branch facilities should be considered to the extent possible, especially in communal areas such as court counters and hallways and in judge and employee shared workspaces.

**Personal Hygiene:** People in Judicial Branch facilities are encouraged to frequently wash their hands with soap and water for 20 seconds, or to use hand sanitizer with a minimum of 60% alcohol when soap and water are not available. People should also cover any coughs and should avoid touching their faces.

**Cleaning and Disinfecting Surfaces:** Shared spaces should be cleaned once a day, with priority given to high-touch surfaces. If there has been a sick person or someone who tested positive for COVID-19 within the last 24 hours, the space must be both cleaned and disinfected. See [Cleaning and Disinfecting Your Facility](#) for additional guidance.