



# MINNESOTA JUDICIAL BRANCH

STATE COURT ADMINISTRATOR'S OFFICE

## Minnesota Judicial Branch COVID-19 Preparedness Plan

REVISED: August 31, 2020

Under the Supreme Court Order No. ADM 20-8001 (May 15, 2020), the Minnesota Judicial Branch has begun a gradual transition from remote work with limited in-person proceedings to increased capacity in all court locations. This plan outlines the health and safety parameters that every court facility must put in place as in-person operations are expanded. The branch's top priority is protecting the health and safety of our judicial officers and staff, along with the health and safety of court users.

Guidance is provided from the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) and is subject to change with little notice given the rapidly changing nature of the pandemic.

As the branch expands in-person operations, it is important that staff and judicial officers continue to heed the advice of public health officials and directives announced by State Court Administration:

1. Stay home when sick. [Symptoms of Coronavirus](#). If you have symptoms compatible with COVID-19, stay home for the amount of time listed on the [CDC's website](#).
2. Social distancing is paramount in helping to prevent the spread of COVID-19. Maintain at least 6 feet of distance in all directions at all times.
3. Under the Supreme Court Order No. ADM 20-8001 (July 7, 2020) face coverings are generally required for all judges, staff, and any other person in court facilities while in public areas including courtrooms, and common areas such as hallways and break rooms. A person claiming that a health condition prevents that person from wearing a face covering must present written medical documentation that the health condition prevents the person from wearing a face covering. A face shield will be provided for those with corresponding medical documentation. As directed by the order, the State Court Administrator establishes the following guidance regarding face coverings:
  - a) All people wearing face coverings in Judicial Branch facilities should follow the CDC's guidance on [How to Select, Wear, and Clean Your Mask](#). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air. A disposable paper mask should be offered to a court customer wearing a mask of these sorts if they do not have another type to wear.
  - b) Judicial officers retain the discretion to direct people in courtrooms to remove their face coverings, or to wear alternate face coverings such as face shields, as necessary to conduct court hearings.
  - c) Some courthouses may have plexiglass or similar barriers constructed as an added safety precaution. These barriers are only an extra precaution, and are not a substitute for the

required 6 feet of social distancing. While barriers are not a substitute for social distancing, if people are completely separated by a barrier and are only having a brief interaction (of less than 15 minutes' duration), they are not required to wear face coverings during the brief interaction. Unless a judge orders otherwise for a particular court hearing, social distancing is required for all interactions that take longer than 15 minutes, even if barriers are in place.

- d) The Judicial Branch will provide one face covering per day of service for jurors. Law firms and justice partner agencies are expected to provide face coverings for their employees, including both attorneys and non-attorneys, who must enter Judicial Branch facilities for business with the court. The Judicial Branch will provide a face covering for other individuals who need to enter Judicial Branch facilities and who do not have access to their own face coverings.
  - e) Judicial Branch employees are directed to enforce this guidance, and may request assistance from county-employed security staff to do so.
4. Cover your cough. If you have a cough, stay home or go home if a cough develops.
  5. Frequently wash hands with soap and water for 20 seconds; use hand sanitizer with a minimum of 60% alcohol when soap and water are not available.
  6. Avoid touching your face.
  7. Disinfect frequently used items and surfaces as much as possible. [Cleaning and Disinfecting Your Facility](#)

It is required that the following health and safety measures be instituted as part of each court facility's transition checklist.

## Social Distancing

Social distancing means maintaining distance of at least 6 feet (360 degrees) from others at all times. Guidance on social distancing in courtroom settings is clarified later in this document. Court facilities must use social distancing during this transition period, and it must be maintained.

### Social Distancing Exposure Control Measures:

1. Chief Judges, District Administrators, and the State Court Administrator shall determine how judicial officers and staff will return to work in court facilities to support the expansion of court operations.
2. Implement flexible and/or limited work hours (e.g., stagger shifts for those needing to come into the office).
3. Increase physical space between staff at the worksite.
4. Decrease social contacts in the workplace.
5. Increase physical space between each staff, as well as customers (e.g., partitions to ensure people stay at least 6 feet apart, tape on floors marking 6 foot (360 degrees) increments).
6. Limit in-person customer interactions (e.g., continue to encourage other formats for contact (web, phone, email)).
7. Deliver services and meetings remotely (e.g., phone, video, or web).
8. Require staff who are ill to stay home.
9. Provide accommodation (e.g., telework or separate office) for people that may be vulnerable or at higher risk for serious illness.

## Face Coverings

Face coverings are recommended for source control\* where social distancing cannot be maintained (see Appendix A).

*\*Source Control: Prevents the wearer from spreading what they may have to someone else; it does not prevent the wearer from contracting what someone else may have.*

### Face Coverings Exposure Control Measures:

1. Under the Supreme Court Order No. ADM20-8001 (July 7, 2020) face coverings are required for all judges, staff, and any other person in public areas, including courtrooms, and common areas such as hallways and breakrooms, in court facilities when social distancing cannot be maintained. Face coverings are to provide an added layer of exposure control when you must encroach on the 6 feet of social distancing for a brief period (15 minutes or less) to conduct court business (e.g., conduct a court transaction at a court counter). A person claiming that a health condition prevents that person from wearing a face covering must present written medical documentation that the health condition prevents the person from wearing a face covering. A face shield will be provided for those with corresponding medical documentation. Per CDC guidance, cloth face coverings should be washed daily and reused. The Branch has procured 2 cloth face coverings for all staff and judicial officers.
2. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air. A disposable paper mask should be offered to a court customer wearing a mask of these sorts if they do not have another type to wear.
3. The Judicial Branch will provide one face covering per day of service for jurors. Law firms and justice partner agencies are expected to provide face coverings for their employees, including both attorneys and non-attorneys, who must enter Judicial Branch facilities for business with the court. The Judicial Branch will provide a face covering for other individuals who need to enter Judicial Branch facilities and who do not have access to their own face coverings.
4. Courts need to ensure parties are aware of Judicial Branch requirements regarding use of face coverings (i.e. notices, signage, etc.).

### Requirements:

1. Face coverings are required at all times in public areas, including courtrooms, and common areas (hallways, kitchens, break rooms) in court facilities when social distancing cannot be maintained and where people cannot be completely separated by barriers. However, face coverings and barriers are NOT a substitute for social distancing. Managers, supervisors, and chief judges are responsible for enforcing this requirement.
2. Judges and staff are not required to wear face coverings at their personal workspace if they are able to maintain social distancing (i.e., a private office, cubicle that provides adequate spacing from the next person (see Appendix B on Cubicle Walls)).
3. Justice partners are required to provide and wear their own face coverings in the court facility. The Judicial Branch will provide one face covering per day of service for jurors. Other individuals who enter court facilities will be asked to use their own face coverings if they have access to them; otherwise the Judicial Branch will provide a face covering.

4. Face shields are available for ADA accommodations to judges, staff and the public who provide medical documentation to verify they have a need to wear an alternate face covering. The Judicial Branch will require people to provide medical documentation to verify they cannot wear a standard face covering.

## Cleaning and Disinfecting the Work Environment

Each court facility should coordinate with the local cleaning provider to ensure that appropriate cleaning and disinfecting is carried out. If staff is confirmed positive with COVID-19, further cleaning measures of the staff's workspace *must* be implemented by the local cleaning provider. See [CDC recommendations](#) as well.

### Cleaning and Disinfecting Exposure Control Measures:

Daily practices:

1. Clean and disinfect all frequently touched surfaces in the workplace, such as countertops, workstations, keyboards, telephones, desks, tables, printers/copiers, handrails, light switches, and doorknobs.
  - a. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - b. For disinfection, most common EPA-registered household disinfectants should be effective (e.g., cleansing wipes or disinfecting sprays).
2. Staff are strongly discouraged from using other staffs' phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect equipment before and after use.
3. Clean and disinfect all common spaces such as lobbies, courtrooms, and breakrooms frequently.
4. Increase air ventilation so more fresh air is being brought into the facility at all times.
5. Staff and judicial officers should disinfect individual workspaces with cleansing wipes or disinfecting sprays:
  - a. Use on personal workstations such as keyboard, mouse, phone, and desk.
  - b. When using disinfecting wipes to disinfect hard, nonporous surfaces, enough product should be used to ensure the surface remains wet for *one* minute. Let the surface dry.
  - c. For highly soiled surfaces, clean off excess dirt before using the disinfecting wipes.
  - d. *Don't* use the wipes to cleanse skin.
6. Frequently wash hands with soap and water for 20 seconds; utilize hand sanitizer if unable to use soap and water.
7. Hand sanitizer should be a minimum of 60% alcohol.
8. Hand sanitizer should be available for all judges, staff, courtroom users, and public service counter users.

### Recommendation:

1. Maintain stock of cleaning supplies.
2. Maintain stock of hand sanitizer, soap, and paper towels.
3. Utilize commercially manufactured disinfecting agents/sprays in conjunction with paper towels when wipes are not available.

## Partition or Barriers

Where social distancing cannot be maintained and to allow for a brief interaction (15 minutes or less), for example at public counters and in courtrooms, court personnel should coordinate with property management to evaluate the feasibility of the installation of partitions/barriers (see Appendix B). Partitions/barriers are an added exposure control measure and are not to be used in lieu of the required 6 feet of social distancing requirement.

### **Partition or Barrier Exposure Control Measures:**

1. Each court facility should analyze the need for a barrier at their public service counters, as well as their courtrooms.
2. Barriers could be temporarily or permanently affixed.

## Transition to Expanded Court Operations

Once a court facility has addressed the practices pertaining to social distancing, face coverings, cleaning and disinfecting the work environment, and partitions or barriers, it is required to start transitioning staff and judicial officers back to the facility to support the expansion of court operations.

A slow, cautious, and phased approach is recommended for the following reasons:

1. Allows all staff and judicial officers to limit exposure to others in the office setting via continued social distancing.
2. Allows the availability of staff to backfill should another fall ill.
3. Allows court operations to be suspended should an office have an outbreak and teleworking resumes.
4. Allows for minimal use of disposable face coverings and sanitizing supplies with minimal staff onsite.
5. Allows for adequate time to clean and disinfect with minimal staff and customers onsite.

## Non-Public Facing Staff

The following measures must be implemented for non-public facing staff in the court facility.

### **Non-Public Facing Staff Exposure Control Measures:**

1. Chief Judges, District Administrators, and the State Court Administrator shall determine how judicial officers and staff will return to work in court facilities to support the expansion of court operations.
2. Managers and supervisors will contact all staff to communicate assignments throughout this transition.
3. If rotating staff through the office, it is recommended to rotate the same staff together to limit exposure.
4. Under the Supreme Court Order No. ADM 20-8001 (July 7, 2020) face coverings are generally required for all judges, staff, and any other person in court facilities while in public areas including courtrooms, and common areas such as hallways and break rooms. A person claiming that a health condition prevents that person from wearing a face covering must present written medical documentation that the health condition prevents the person from wearing a face covering. A

face shield will be provided for those who provide appropriate medical documentation. The Judicial Branch has provided 2 face coverings for each employee and judge, which should be washed daily after wearing. As directed by the order, the State Court Administrator establishes the following guidance regarding face coverings:

- a) All people wearing face coverings in Judicial Branch facilities should follow the CDC's guidance on [How to Select, Wear, and Clean Your Mask](#). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air. A disposable paper mask should be offered to a court customer wearing a mask of these sorts if they do not have another type to wear.
  - b) Judicial officers retain the discretion to direct people in courtrooms to remove their face coverings, or to wear alternate face coverings such as face shields, as necessary to conduct court hearings.
  - c) Some courthouses may have plexiglass or similar barriers constructed as an added safety precaution. These barriers are only an extra precaution, and are not a substitute for the required 6 feet of social distancing. While barriers are not a substitute for social distancing, if people are completely separated by a barrier and are only having a brief interaction (of less than 15 minutes' duration), they are not required to wear face coverings during the brief interaction. Unless a judge orders otherwise for a particular court hearing, social distancing is required for all interactions that take longer than 15 minutes, even if barriers are in place.
  - d) The Judicial Branch will provide one face covering per day of service for jurors. Law firms and justice partner agencies are expected to provide face coverings for their employees, including both attorneys and non-attorneys, who must enter Judicial Branch facilities for business with the court. The Judicial Branch will provide a face covering for other individuals who need to enter Judicial Branch facilities and who do not have access to their own face coverings.
5. Judicial Branch employees are directed to enforce this guidance, and may request assistance from county-employed security staff to do so.
  6. Accommodations for vulnerable or high risk staff will be made in accordance with guidance from HR.
  7. If staff reports a Positive (or Presumptive Positive by medical staff) COVID-19 illness, the Employee Notification Protocol needs to be followed.
  8. Frequently wash hands with soap and water for 20 seconds; utilize hand sanitizer if unable to use soap and water.
  9. Hand sanitizer should be a minimum of 60% alcohol.

## Public Facing Staff

The following measures must be implemented for public facing staff in the court facility.

### Public Facing Staff Exposure Control Measures:

1. Chief Judges, District Administrators, and the State Court Administrator will identify and prioritize judicial officers and staff returning to court facilities on a business need basis with the objective of minimal onsite staffing and continued teleworking until further order of the Chief Justice.
2. Maintain social distancing as much as possible including between court personnel (consistent with courtroom requirements).

3. Under the Supreme Court Order No. ADM 20-8001 (July 7, 2020) face coverings are generally required for all judges, staff, and any other person in court facilities while in public areas including courtrooms, and common areas such as hallways and break rooms. A person claiming that a health condition prevents that person from wearing a face covering must present written medical documentation that the health condition prevents the person from wearing a face covering. A face shield will be provided for those with corresponding medical documentation. The Judicial Branch has provided 2 face coverings for each employee and judge, which should be washed daily after wearing. As directed by the order, the State Court Administrator establishes the following guidance regarding face coverings:
  - a) All people wearing face coverings in Judicial Branch facilities should follow the CDC's guidance on [How to Select, Wear, and Clean Your Mask](#). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air. A disposable paper mask should be offered to a court customer wearing a mask of these sorts if they do not have another type to wear.
  - b) Judicial officers retain the discretion to direct people in courtrooms to remove their face coverings, or to wear alternate face coverings such as face shields, as necessary to conduct court hearings.
  - c) Some courthouses may have plexiglass or similar barriers constructed as an added safety precaution. These barriers are only an extra precaution, and are not a substitute for the required 6 feet of social distancing. While barriers are not a substitute for social distancing, if people are completely separated by a barrier and are only having a brief interaction (of less than 15 minutes' duration), they are not required to wear face coverings during the brief interaction. Unless a judge orders otherwise for a particular court hearing, social distancing is required for all interactions that take longer than 15 minutes, even if barriers are in place.
  - d) The Judicial Branch will provide one face covering per day of service for jurors.
  - e) Law firms and justice partner agencies are expected to provide face coverings for their employees, including both attorneys and non-attorneys, who must enter Judicial Branch facilities for business with the court. The Judicial Branch will provide a face covering for other individuals who need to enter Judicial Branch facilities and who do not have access to their own face coverings.
  - f) Judicial Branch employees are directed to enforce this guidance, and may request assistance from county-employed security staff to do so.
4. Limit the number of counters open to limit exposure.
5. Allow time for disinfecting and cleaning between customer interactions.
6. Encourage customers to conduct business through phone, email, and web.
7. Limit seating in waiting areas to allow for social distancing.
8. Remove access to vending machines, water fountains, etc. to limit exposure.
9. If staff reports a Positive (or Presumptive Positive by medical staff) COVID-19 illness, the Employee Notification Protocol needs to be followed.
10. Frequently wash hands with soap and water for 20 seconds; utilize hand sanitizer if unable to use soap and water.
11. Hand sanitizer should be a minimum of 60% alcohol.
12. Hand sanitizer should be available for staff and public service counter users.

**Recommendation:**

1. Offer options for electronic document intake to reduce handling of paper.
2. Install partitions, if feasible, to allow for a barrier between staff and customers (See Appendix B).
3. Consider staggering operations to allow for disinfecting and cleaning by local maintenance personnel.
4. Place floor markings to denote 6 foot (360 degrees) social distancing measures for lines.
5. Remove chairs or otherwise restrict access to enforce social distancing measures in seating areas.
6. Use stanchions to assist with moving customers through lines and keeping them at 6 foot (360 degrees) markings.
7. Post signage where staff and customers utilize elevators to limit capacity to minimize exposure in the small space, as social distancing measures must be considered.
8. Post signage about face covering requirement and communicate requirement with justice partners.
9. Consider traffic flow patterns to minimize cross traffic (1 door in and 1 door out).
10. Coordinate with maintenance personnel to ensure restrooms are stocked with soap and paper towels.

**Courtrooms**

Social distancing, face coverings, and appropriate exposure control measures must be implemented and maintained when courtrooms are used. Please note there is separate documentation for jury trial recommendations.

**Courtrooms Exposure Control Measures:**

1. Maintain social distancing at all times including between court personnel.
2. Under the Supreme Court Order No. ADM 20-8001 (July 7, 2020) face coverings are generally required for all judges, staff, and any other person in court facilities while in public areas including courtrooms, and common areas such as hallways and break rooms. A person claiming that a health condition prevents that person from wearing a face covering must present written medical documentation that the health condition prevents the person from wearing a face covering. A face shield will be provided for those with corresponding medical documentation. The Judicial Branch has provided 2 face coverings for each employee and judge, which should be washed daily after wearing. As directed by the order, the State Court Administrator establishes the following guidance regarding face coverings:
  - a) All people wearing face coverings in Judicial Branch facilities should follow the CDC's guidance on [How to Select, Wear, and Clean Your Mask](#).
  - b) Judicial officers retain the discretion to direct people in courtrooms to remove their face coverings, or to wear alternate face coverings such as face shields, as necessary to conduct court hearings.
  - c) In unusual circumstances, it may be necessary for participants in a court hearing to remove their face coverings. The presiding judge has discretion to order the removal of face coverings if alternate measures, such as face shields or plexiglass barriers, are available. Judges should consider public health guidance against relying on plexiglass as a primary safety measure.
  - d) The Judicial Branch will provide one face covering per day of service for jurors. Law firms and justice partner agencies are expected to provide face coverings for their employees, including both attorneys and non-attorneys, who must enter Judicial Branch facilities for business with



the court. The Judicial Branch will provide a face covering for other individuals who need to enter Judicial Branch facilities and who do not have access to their own face coverings.

- e) Judicial Branch employees are directed to enforce this guidance, and may request assistance from county-employed security staff to do so.
3. Remote video participation, when technically feasible, should remain an option.
4. Spread out jurors to allow for social distancing.
5. Clean/disinfect between each case as much as feasible by wiping down frequently touched surfaces (table tops, microphone, podium, door handles, etc.).
6. Offer options for electronic document and exhibit intake to reduce handling of paper.
7. Frequently wash hands with soap and water for 20 seconds; utilize hand sanitizer if unable to use soap and water.
8. Hand sanitizer should be a minimum of 60% alcohol.
9. Hand sanitizer should be available for all judges, staff, and courtroom users.

**Recommendation:**

1. Social distancing must be maintained at all times between all court personnel, jurors and parties in attendance in the courtroom. With that in mind, consider installing partitions if feasible where social distancing would be encroached upon during a brief interaction of 15 minutes or less (e.g., the bench for a quick consultation, an attorney conferring with their client, etc.). However, partitions/barriers are an added exposure control measure and are not to be used in lieu of the required 6 feet of social distancing requirement.
2. Refer to jury trial recommendations for further information.

### Handling Mail and Hand Delivered Documents

According to the United States Postal Service, the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and been exposed to different conditions and temperature is low. According to the CDC, “in general, because of poor survivability of these Coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. Coronaviruses are generally thought to be spread most often by respiratory droplets.”

**Handling Mail and Hand Delivered Documents Exposure Control Measures:**

1. Frequently wash hands with soap and water for 20 seconds; utilize hand sanitizer if unable to use soap and water.
2. Hand sanitizer should be a minimum of 60% alcohol.
3. Clean/disinfect work area frequently.

**Recommendation:**

1. Provide means for public to electronically file documents versus filing paper documents in person.
2. Limit requirements for printing and distribution of hard copies to further limit exposure and/or the need for couriers to deliver packages to judicial branch facilities.
3. Consider having all forms and packets available at the building entrance to reduce the need for members of the public to travel through the building or on elevators.

4. Limit all deliveries (FedEx, UPS, etc.) to one entrance/location to reduce the need for additional travel through the building or in elevators.

### **Purchases for Ongoing Operations**

Purchasing will be coordinated by State Court Administration, the District Office or local court facility dependent upon best price and availability of product. The following products must be purchased and available in court facilities during the transition.

1. Cloth face coverings for judges and staff
2. Hand Sanitizer
3. Disinfecting supplies
4. Paper masks for jurors and for individuals who need to enter court facilities and who do not have access to their own face coverings
5. Disposable face shields
6. Partitions/Barriers (if necessary given the court facility's layout)
7. Disposable latex gloves for cleaning

## Appendix A

### Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus, and do not know it, from transmitting it to others (known as source control).

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

Under the Supreme Court Order No. ADM 20-8001 (July 7, 2020), face coverings are required for all judges, staff, and any other person in public areas, including courtrooms, and common areas (i.e., hallways, kitchens, and break rooms) in court facilities. Judicial officers retain the discretion to direct people in courtrooms to remove their face coverings, or to wear alternate face coverings such as face shields, as necessary to conduct court hearings. A face shield will be provided for those with corresponding medical documentation.

Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air. A disposable paper mask should be offered to a court customer wearing a mask of these sorts if they do not have another type to wear.

Judges and staff are not required to wear face coverings at their personal workspace if they are able to maintain social distance (i.e., a private office, cubicle that provides adequate spacing from the next person (see Appendix B on Cubicle Walls)). Judges and staff are not required to wear a face covering in conference rooms if able to maintain 6 feet of social distance at all times. A face covering must be worn upon entering and exiting the room, and moving about the conference room.

### How to Wear Face Coverings

Face coverings should:

1. Fit snugly but comfortably against the side of the face.
2. Be secured with ties or ear loops.
3. Include multiple layers of washable, breathable fabric.
4. Allow for breathing without restriction.
5. Completely cover your nose and mouth.
6. Be sure to wash your hands before putting it on.
7. Do NOT touch the face covering when wearing it.

### How to Use Face Coverings

Cloth:

1. Face covering should be removed and discarded if soiled, damaged, or hard to breathe through.

2. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
3. Face coverings should be carefully folded in half on itself, so that the material that is in contact with the face is not exposed to the elements during storage.
4. The face covering should be laundered and machine dried after each day's use without damage or change to shape.

Visit the [CDC website](#) for more information and instructions on how to make a cloth face covering.

#### Disposable/Paper:

1. Face covering should be removed and discarded if soiled, damaged, or hard to breathe through.
2. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
3. Face coverings should be carefully folded in half on itself, so that the material that is in contact with the face is not exposed to the elements during storage. The folded face covering should be stored between uses in a clean paper bag that is secured.
4. Disposable/paper face coverings can be reused by the same person if they are intact (not torn or damaged) and stored in a paper bag between uses.

#### Disposable Face Shield

1. Face shields should be removed and discarded if soiled, damaged, or hard to breathe through.
2. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face shield and wash hands immediately after removing.
3. Face shields should cover forehead, extend below chin and wrap around side of face.

## Appendix B

### Partitions and Barriers

**Social distancing is paramount in preventing the spread of the virus.** However, where social distancing cannot be maintained, especially at public counters and when moving about in courtrooms, local management personnel should coordinate with local property management to evaluate the feasibility of the installation of partitions or barriers (either permanent or temporary). Local management should secure agreements with county management on who is responsible for the purchase and installation of partitions and barriers. The purpose of the partition or barrier is to separate individuals that come into close contact with one another. Partitions and barriers are an added exposure control measure and are not to be used in lieu of the required 6 feet of social distancing requirement. Furthermore, partitions and barriers must be used in addition to cleaning schedules, hand hygiene, respiratory etiquette (e.g., cover your cough and wearing face coverings), and staying home when sick.

The following recommendations are suggested for the use of partitions and barriers.

#### **Partitions and Barriers Recommendations:**

1. Height and width of partition or barrier should provide for the greatest protection when social distancing cannot be maintained, paying particular attention to provide coverage of the mouth of each person on either side of the partition.
2. The partition or barrier should be the width of the counter/desk of the persons making an exchange of dialogue, documents, etc.
3. The partition or barrier height should be substantial enough that persons on both sides of the partition should not be able to see over the top of it (e.g., high enough to cover a person standing/sitting at counter/desk).
4. Large openings defeat the purpose of separating individuals that come into close contact with one another. Therefore a small opening at the counter level is acceptable and should only be large enough to allow for the passage of documents, payments, etc. Openings should be limited to 6"x6" or 6"x12" depending on the business need. Openings at face-level should be covered.

#### **Partitions and Barriers Should:**

- be constructed from a material that is easy to clean and disinfect.

#### **Partitions and Barriers Should Not:**

- be constructed from flammable material.
- block sprinklers or other fire suppression systems.

### Cubicle Walls

In office settings, social distancing is the primary method for minimizing exposure between staff in addition to requiring all to wear face coverings when moving about the office. If 6 feet of social distancing can be maintained between desk chairs, no further action is needed. If 6 feet of social distancing cannot be maintained, consider staggering shifts, rotating staff through the office, and telework to minimize the number of staff in the office at the same time to meet social distancing

requirements. Cubicle walls, similar to partitions and barriers, are an added exposure control measure and are not to be used in lieu of the required 6 feet of social distancing requirement.

**Cubicle Walls Recommendations:**

1. There should be no openings in cubicle walls between work stations (e.g., no partial walls).
2. Employees on both sides of the cubicle should not be able to see over the cubicle walls (walls should be high enough to cover a staff member sitting/standing at desk).