



Social Distancing Protocol For Superior Court of California, County of Santa Barbara

Santa Barbara Superior Court- Building E

Facility Address: 312 East Cook St., Santa Maria, CA 93454

Approximate gross square footage of space open to the public: estimated 2,039

**Essential businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

**Signage:**

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility

**Measures To Protect Employee Health (check all that apply to the facility):**

- 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.
- Symptom checks are being conducted before employees may enter the work space.
- All desks or individual work stations are separated by at least six feet
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Break rooms: Sink areas and kitchen areas will be cleaned after each use.
  - Bathrooms: Cleanliness to be maintained throughout the day: sink areas and door handles to be cleaned after each use; janitorial staff to clean after hours.
  - Other: Shared office equipment; copiers, printers, counter surfaces, door handles, to be cleaned by employees after each use and throughout the day: Mid-morning (10:00 am), Mid-day (noon), Mid-afternoon (3:00 pm), End of day (5:00 pm)
- Disinfectant and related supplies are available to all employees at the following location(s); front counters, employee door at Finance window, photocopier areas, break room, work station areas; Research; Family court Services; Executive Assistant's desk; Human Resources
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Mounted on walls at North and South end of building on 1<sup>st</sup> floor and throughout employee offices on 2<sup>nd</sup> floor of the building. Personal size hand sanitizer available to all employees at work.
- Soap and water are available to all employees at the following location(s):
  - Break room on 1<sup>st</sup> floor; employee bathrooms at the North and South ends of the building on the 1<sup>st</sup> floor; employee bathroom on 2<sup>nd</sup> floor near Research; public bathrooms on 2<sup>nd</sup> floor near elevator; employee bathroom and in kitchen area in Family Court Services
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:



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**Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

Limit the number of customers at any one time to:

Criminal/Traffic Lobby: 20

Civil/Family Lobby: 14

which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Optional—Describe other measures:

**Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

Placing signs outside the court buildings reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the public lobbies and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

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, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures:

**Measures to Increase Sanitization (check all that apply to the facility):**

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility.

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name (Department designee): Julie Nicola Phone number: (805) 614-6407**