



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

Santa Barbara Superior Court, Santa Maria Juvenile Court

Facility Address: 4285 – B California Blvd., Santa Maria CA 93455

Approximate gross square footage of space open to the public: approximately 1,040 square feet

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: limited to no more than 4 people at a time. Room to be cleaned at least 2 times per day, including door handles, counter top surfaces, sinks, refrigerator and microwave oven handles.
 - Bathrooms at least 2 times per day including door handles, hand railings and counter top surfaces
 - Other: counsel tables in the courtroom are cleaned after each case that is called.
- Disinfectant and related supplies are available to all employees at the following location(s): disinfectant spray bottles, hand sanitizer spray bottles, and paper towels have been distributed to the judicial officer, courtroom staff, clerk's office staff, and security guards; extra paper towels are stored in the breakroom; extra refill of hand sanitizer for the wall mounted dispenser stored in the Supervisor's office.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - Sanitizer dispenser located in the public lobby just past security screening;
 - Dispenser located in the courtroom;
 - 2 dispensers located inside the clerk's office,
 - One near the courtroom entrance and
 - One near the restroom
- Soap and water are available to all employees at the following location(s):
 - Restroom on west side of the clerk's office immediately adjacent to the employee entrance located off the secure parking lot
 - Public restrooms available in public lobby of the courthouse
 - Breakroom located at entrance to clerk's office off the public lobby



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- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures: Individual bottles of hand sanitizer is located at the clerk's desk in the courtroom.

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

- Limit the number of persons allowed in the lobby and the courtroom at any one time to:
 - Lobby - 20
 - Courtroom - 17

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

- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded. Bailiff in courtroom will monitor compliance with social distancing and ensure that maximum occupancy is not exceeded.
- 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 building 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 court 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: 2 front row of audience seating in the courtroom have been blocked off. Only 6 seats in the last row of audience seating are available. Signs have been posted on seats in the lobby waiting area designating which seats are available.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Optional—Security personnel are taking the temperature of persons entering the public entrance. No one with a temperature of 100.4° or higher is permitted to enter.

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

- Disinfecting wipes that are effective against COVID-19 are available
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the courthouse or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.



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Optional—Describe other measures: Security guards clean the area around their post include tubs, bowls, and counter tops. Security equipment is cleaned immediately after a party enters the lobby and before another person is screened.

* 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): Mark Hanson Phone number: (805) 882-4528