



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

Santa Barbara Superior Court- ANACAPA DIVISION

Facility Address: 1100 Anacapa Street, Santa Barbara, 93101

Approximate gross square footage of space open to the public: 10,063

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, door handles, buckets to be cleaned by employees 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); in each courtroom, clerk's office area, Family Court Services and Research office areas, Finance office area.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - Clerk's Office Employee Entrance
 - Family Court Services employee area
 - Personal size hand sanitizer available to all employees at work
- Soap and water are available to all employees at the following location(s):
 - Clerk's Office employee bathroom and break room
 - Bathrooms located in each court department
 - 1st Floor: public bathrooms
 - 2nd Floor: public bathrooms
- Copies of this Protocol have been distributed to all employees.



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Optional—Describe other measures:

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

- Limit the number of customers at any one time to;
- 16 people in courtroom Dept. 3 (5 court staff and 9 people in the audience, 2 attorneys)
 - 13 people in courtroom Dept. 4 (5 court staff and 6 people in the audience, 2 attorneys)
 - 17 people in courtroom Dept. 5 (5 court staff and 10 people in the audience, 2 attorneys)
 - 15 people in courtroom Dept. 6 (5 court staff and 8 people in the audience, 2 attorneys)
 - 4 people in Clerk's Office lobby
 - 2 people in Family court Services lobby

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 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:

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 high-contact surfaces once/hr or more frequently as needed between 8:00 a.m. and 3:00 p.m.
- 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): Bobby Baksh Phone number: (805) 882-4520