



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

Santa Barbara Superior Court- FIGUEROA DIVISION

Facility Address: 118 East Figueroa Street, Santa Barbara, 93101

Approximate gross square footage of space open to the public: 12,900 sq. ft.

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, Criminal/Traffic office area, basement office area, hallway between courtrooms 10 & 11, Administration office.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Criminal/Traffic office door,
 - IT walkway,
 - Hallway between courtrooms 7 & 8;
 - Hallway between courtrooms 10 & 11;
 - Public lobby outside courtroom 8

Mounted on walls at entrances and throughout the building. Personal size hand sanitizer available to all employees at work.



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- Soap and water are available to all employees at the following location(s):
 - 1st Floor: restroom and sink near Depts. 7 & 8; restrooms and sink in Fiscal/Records area; restrooms in lobby area
 - 2nd Floor: restrooms and sink in Criminal/Traffic area; sink in break room, bathrooms near break room
 - 3rd Floor: bathrooms near Administration, bathrooms near Dept. 10
- Copies of this Protocol have been distributed to all employees.
- 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;
 - 19 people in courtroom Dept. 7 (5 court staff and 10 people in the audience, 4 attorneys)
 - 22 people in courtroom Dept. 12 (5 court staff and 12 people in the audience, 5 attorneys)
 - 16 people in courtroom Dept. 9 (5 court staff and 9 people in the audience, 2 attorneys)
 - 18 people in courtroom Dept. 10 (5 court staff and 8 people in the audience, 5 attorneys)
 - 20 people in courtroom Dept. 11 (5 court staff and 10 people in the audience, 5 attorneys)
 - 20 people in courtroom Dept. 12 (5 court staff and 10 people in the audience, 5 attorneys)
 - 10 people in 1st floor lobby
 - 7 people in records lobby on 1st floor
 - 20 people in 2nd floor lobby
 - 25 people on 3rd floor lobby and mezzanine
 - 3 people in Human Resources Lobby
 - 180 People total in spaces made available to the public

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

- Bailiff to ensure that the maximum number of customers in the facility set forth above 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 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:



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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. A hand sanitizer dispenser is to be mounted between the Criminal/Traffic transaction windows.
- 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): Esteban Enriquez **Phone number:** (805) 882-4768