



PHYSICAL DISTANCING PROTOCOL

Business: Superior Court of California, County of El Dorado

Facility: Fair Lane Branch, 295 Fair Lane, Placerville, CA 95667

Signage

- Place a sign at each public entrance of the facility to inform all employees and court users that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six (6)-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; not shake hands or engage in any unnecessary physical contact; wear a face covering (recommended).
 - Post a copy of this Physical Distancing Protocol at each public entrance to the facility.
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Measures to Protect Employee Health

- Staff who can carry out work duties from home have been directed to do so, when feasible and appropriate.
 - Employees have been instructed they should not come to work if sick, which includes having a fever, or are experiencing COVID-19 symptoms.
 - Desks or individual workstations are separated by at least six (6) feet.
 - Breakrooms, bathrooms and other common areas are frequently disinfected.
 - Disinfectant and related supplies are available to employees.
 - Hand sanitizer is available to employees.
 - Soap and water are available to employees.
 - Employees and customers are encouraged to wear a face covering that covers the nose and mouth when in the facility.
 - Face coverings have been provided to employees for use if needed.
 - This Protocol has been distributed to all employees.
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Measures to Prevent Crowds from Gathering

- Limit the number of court users in the facility at any one time to allow for court users and employees to easily maintain at least six (6)-foot distance from one another at all practicable times.



Measures to Prevent Crowds from Gathering (continued)

- Sheriff Deputies at the front entrance directed to assist Court staff in monitoring and controlling the number of court users in the facility set forth above is not exceeded.
 - Public drop box available for submitting documents to the Court.
 - Closure of Clerk's Offices.
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Measures to Keep People at Least Six (6) Feet Apart

- Placing signs outside the facility reminding people to be at least six (6) feet apart, including when in line.
 - Placing tape or other markings at least six (6) feet apart in public areas inside the facility and at public entrances with signs directing court users to use the markings to maintain distance.
 - Placing tape or other markings used to discourage use of adjacent seating, wherever possible.
 - All employees have been instructed to maintain at least six (6) feet distance from court users and from each other, except employees may momentarily come closer when necessary to facilitate a Court process.
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Measures to Prevent Unnecessary Contact

- e-Delivery for submission of documents to the Court.
 - Many services provided remotely and online.
 - Protective barriers installed to prevent direct contact with court users.
 - Sheriff Deputies facilitating reduced contact and physical distancing.
 - Public drop box available for submitting documents to the Court.
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Measures to Increase Sanitization

- Soap and water, or effective disinfectant is available in all public and employee bathrooms.
 - Disinfecting all payment portals, pens, and styluses after each use.
 - Disinfecting all high-contact surfaces frequently.
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You may contact Ashley Aube, Operations Supervisor at aaube@eldoradocourt.org with any questions or comments about this protocol.