



# Superior Court of California

COUNTY OF VENTURA  
Hall of Justice  
800 South Victoria Avenue  
Ventura, CA 93009

**Michael D. Planet**  
*Executive Officer/Clerk  
and Jury Commissioner*

## Ventura Superior Court COVID-19 Public Health Safety Measures

Consistent with the directives of the Ventura County Department of Public Health and in the interest of public health and safety during the COVID-19 pandemic, the following Public Health Safety Measures have been implemented by the Ventura Superior Court, effective immediately and until further notice:

### **SIGNAGE UPON ENTERING COURTHOUSE**

Signage is posted at each entrance of the Ventura Superior Court locations in Ventura, Oxnard and Simi (Hall of Justice – HOJ, Juvenile Justice Center – JJC, and East County Courthouse – ECC) to inform all visitors that they must:

- Not enter the courthouse if they have a cough or fever.
- Wear a face covering in all public areas of the courthouse at all times.
- Maintain a minimum distance of six-feet from other people.
- Not shake hands or engage in any physical contact unless unavoidable or necessary. Cover their cough or sneeze with their sleeve or a tissue, dispose of the tissue in the trash, and wash their hands afterward.

### **COURTHOUSE ENTRY SCREENING QUESTIONS**

Each person entering any courthouse will be asked a series of questions before proceeding to the standard magnetometer and x-ray screening station regarding any:

- Shortness of breath or difficulty breathing
- Cough
- Sore throat
- Fever
- Chills
- Unexplained Muscle pain
- New loss of taste or smell

- Positive or pending COVID-19 test results
- Travel to any states or countries with high COVID-19 infection rates

### **GUIDELINES FOR COURT PERSONEL EXPOSURE TO PERSON WITH CONFIRMED COVID-19**

- After notification of a confirmed case, exposed person(s) will be sent home immediately.
- The area where the person was located will be cleaned and disinfected.
- All exposed persons shall self-quarantine and remain off work until released by a physician or a COVID-19 testing center.
- Upon confirmation of exposure, Public Health will be notified.

### **MEASURES TO PROTECT THE HEALTH OF THOSE WORKING IN THE COURTS**

- All Ventura County Superior Court Judges, staff, attorneys, vendors, and other court visitors, including all members of the public, are required to wear a face covering at all times when in the public areas of any court building to help prevent the spread of COVID-19 as recommended by the Centers for Disease Control (CDC). (See Administrative Order No. 20.18 on the Court's website. Staff are responsible for providing their own face coverings. Face coverings may include a mask, scarf, bandana, neck gaiter, shield, or any fabric that covers both the mouth and nose. The only exception will be for a documented medical condition or ADA accommodation approved by the Court.
- All persons working at the HOJ, JJC or ECC who can carry out their work duties from home have been directed to do so.
- All persons working at the HOJ, JJC or ECC are not to come to work if sick.
- All workstations are situated to ensure that persons working at the HOJ, JJC or ECC are separated by at least six feet and/or by a transparent partition or barrier.
- Disinfectant and related supplies are available to all persons working at the HOJ, JJC or ECC.
- Hand sanitizer effective against COVID-19 is available to all persons working at the HOJ, JJC or ECC.
- Soap and water are available to all persons working at the HOJ, JJC or ECC in all restrooms.
- Copies of this document have been distributed to all individuals working in the HOJ, JJC and ECC.

## **MEASURES TO PREVENT CROWDS FROM GATHERING**

- The number of persons present in any courtroom is limited to the appropriate number to allow for social distancing.
- Deputies are authorized to enforce this limit.

## **MEASURES TO ENSURE SIX FEET OF SEPARATION AND PREVENT UNNECESSARY CONTACT**

- Signage is placed at each entrance to the facility, and on each door open to the public within the facility, reminding people to remain a minimum of six feet apart at all times.
- Staff have been instructed to maintain a minimum of six feet of distance from visitors and from each other, except when necessary, to exchange documents, accept payment, provide services, or as otherwise necessary. These contacts must be brief and not longer than the minimum time necessary to accomplish the task being performed.
- Transparent partitions/ barriers are being utilized where necessary.

## **MEASURES TO INCREASE SANITATION**

- Each courthouse continues to be cleaned nightly.
- Soap and water are available for public use in the restrooms.
- All staff are responsible for regularly cleaning their work areas.
- The Jury Assembly Room is deep cleaned nightly.
- Custodial continues daily wipe down of public areas and public restrooms.