



RECOMMENDATIONS FOR PROMOTING SOCIAL DISTANCING

Calculating interactions with other persons

1. Judiciary employees should maintain an electronic and, preferably, daily log of their interactions each day with other employees, staff, and members of the public, if they are within six feet or less of these persons for a cumulative period of fifteen minutes or more. These interactions should be negated or limited in scope after adhering to the recommendations below.
2. The daily log of these interactions should be available for the supervisor for contact tracing, if needed.

Limiting Interactions and Proper Social Distancing

1. Stay six feet apart with a mask on when speaking with co-workers and members of the public. **Limit, as much as possible, all in-person interactions.** Send emails, instant messages, or use Skype.
2. Use drop boxes at workstations instead of handing documents to employees or members of the public, where appropriate. The employee should notify the individual that the document is forthcoming and then place the document into a file container and walk away, remaining six feet apart at all times. This is especially important when obtaining signatures for documents.
3. Handling birthday, anniversary, and other greeting cards should/must be limited during the pandemic. Employees are encouraged to use electronic cards or to create cards using Microsoft Office (not during work hours).
4. Court mail should be handled by one person and taken to judges' chambers. Scan and email mail, whenever possible.
5. No sharing of food items in the workplace for celebratory events.
6. Use every other stall or sink when in the restroom.
7. Limit carpooling with other staff members, if possible.

For information from the Centers of Disease Control about social distancing, see the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>