

COVID-19 CONTACT TRACING POLICY

Effective:

Purpose

This court policy includes the measures we are actively taking to mitigate the spread of Coronavirus. You are required to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This Coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This Coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Elements

All employees reporting back to work will be required to read and follow all updated policies and procedures at our facilities to help reduce the spread of COVID-19.

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. (As defined by the Center for Disease Control.)

The importance of contact tracing after exposure is critical to stop the spread of COVID-19. If an employee is diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has been exposed to COVID-19, they are required to follow the following preventative measures.

- Stay home until the [CDC quarantine and isolation guidelines](#) have been met;
- Notify the court administrator immediately by telephone;
- Complete the COVID-19 Contact Traceability Questionnaire;
- Notify any family / friends as required by the CDC.

The court administrator will consult with the public health department and work with them to notify all employees, contractors, and visitors the employee was in contact with during the 7 days prior to the COVID-19 symptoms and /or positive test results.

Please note: this policy is in addition to any previous communications regarding preventing the spread of COVID-19. All court advice on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.