

BYRON WHITE REOPENING PROTOCOL
Effective October 26, 2020

I. Introduction

Effective March 17, 2020, the Court of Appeals limited access to the Byron White U.S. Courthouse as a result of the spread of COVID-19. The Courthouse was closed to the public, and most judges and staff have teleworked since that time. This document is intended to provide a protocol for the cautious and prudent return of employees (including judges) to the Courthouse. This protocol will generally comply with federal, state, and local orders. This protocol is subject to change as local health officials and government officials modify their recommendations and orders based on relevant considerations such as an increase in new COVID-19 cases in Colorado or the lack of adequate hospital capacity or testing in the Denver metro area.

This protocol was developed with the health and safety of employees, contractors, and the general public – and with the continuation of the essential work of the courts – in mind. Because we cannot delineate every situation, the protocol is meant to be read and interpreted with common sense.

II. Court Staff – Building Access, Face Coverings, and Social Distancing

Unless there is a need to physically work in the Courthouse, the strong preference remains that employees should continue teleworking to the extent possible. Because of the nature of their jobs, some staff need to work in the Courthouse, and it is for their protection that we encourage others to telework. To make social distancing practicable and more effective, judges and unit executives should limit the number of staff in a particular area to no more than 50 percent of normal. Employees will not be subject to our ordinary screening procedures, but they need to have their court ID available for Court Security Officers if they request to see it.

For employees who are working in the Courthouse, the following measures apply:

- a. Employees must notify their unit executive before coming to the building;
- b. Employees who have been diagnosed as probable or positive for COVID-19 must act in accordance with the Byron White U.S. Courthouse Employee Probable or Positive COVID-19 Protocol;
- c. No person may enter the building who has experienced COVID-19 symptoms until at least 10 days have passed since symptom onset, at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. Symptoms are defined by the Centers for Disease Control and Prevention (CDC) and are available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. In determining whether and when to return to work, employees must consult with their unit executive or judge and follow the current CDC guidance on What to Do if you Are Sick, available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;
- d. No person who has been in close contact with an individual who is symptomatic or diagnosed with COVID-19 may enter the building until at least 14 days after that person's last close contact with the symptomatic/diagnosed individual. Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more over a 24-hour period starting from two days before illness onset or, for asymptomatic patients, two days prior to testing. Individuals who live with someone who has tested positive may be required to quarantine for

- a longer period of time in accordance with CDC guidance on When to Quarantine, available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>;
- e. Employees must self-monitor for indicative symptoms, including taking their temperature before coming to work, and must stay at home if they feel ill or have a temperature of 100.4° F or greater. Employees should not be deterred from staying home when they feel ill because of a low leave balance. Employees should work with their supervisors to determine the best course of action regarding leave;
 - f. Employees inside the building must maintain social distancing of at least six feet. This includes small rooms such as kitchens and bathrooms. Additional bathrooms, such as those in conference areas, will be made available for employee use;
 - g. Employees must wear a mask while in the building, except for when an employee is in their own office or cubicle;
 - h. Gym use will be limited to one person at a time. Employees must reserve gym time using the Outlook calendar and wipe down machines and/or weights before and after every use; and,
 - i. Employees must keep a record of where they go and whom they encounter in the Courthouse to facilitate contact tracing in case of contamination.

III. Non-Staff – Building Access, Face Coverings, and Social Distancing

Effective July 1, 2020, the Courthouse reopened to members of the public. Counsel and parties who wish to file documents or submit paper copies in person are strongly encouraged to use the Clerk's Office drop box located just inside the front door of the Courthouse. The following measures apply to members of the public, Court Security Officers, GSA personnel, contractors, and others:

- a. Individuals who have been diagnosed as probable or positive for COVID-19 must act in accordance with the Byron White U.S. Courthouse Employee Probable or Positive COVID-19 Protocol;
- b. No person may enter the building who has experienced COVID-19 symptoms until at least 10 days have passed since symptom onset, at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. Symptoms are defined by the CDC, available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, and generally include a temperature of 100.4° F or greater. Current CDC guidance on What to Do if you Are Sick must be followed and is available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;
- c. No person who has been in close contact with an individual who is symptomatic or diagnosed with COVID-19 may enter the building until at least 14 days after that person's last close contact with the symptomatic/diagnosed individual. Close contact is defined as being within six feet of a person with COVID-19 for 15 minutes or more over a 24-hour period starting from two days before illness onset or, for asymptomatic patients, two days prior to testing. Individuals who live with someone who has tested positive may be required to quarantine for a longer period of time in accordance with CDC guidance on When to Quarantine, available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>;
- d. All persons entering the building must wear a mask in common areas;
- e. All persons must keep a social distance of six feet to the extent possible; and,
- f. All persons must keep a record of where they go and whom they encounter in the Courthouse to facilitate contact tracing in case of contamination.