

BYRON WHITE REOPENING PROTOCOL
Effective June 15, 2020

I. Introduction

Effective March 17, 2020, the Court of Appeals limited access to the Byron White 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 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 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 IDs available for the CSOs if they request to see it. For employees who are working in the building, the following measures apply:

- a. Employees must notify their unit executive before coming to the building;
- b. No person may enter the building who in the previous two weeks has tested positive or been presumed positive for COVID-19, or experienced COVID-19 symptoms. Symptoms are defined by the Centers for Disease Control and Prevention 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 supervisor, unit executive or deputy unit executive and follow the current CDC guidance available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;
- c. No person who has resided with or 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 approximately 6 feet of a person with COVID-19 for a prolonged period of time;
- d. No person having a temperature of 100.4 F or greater may enter the building. Employees may not return to work unless they have been fever-free for 72 hours

- without the use of medicine that reduces fevers. Staff should take their temperature before coming to work;
- e. Employees must self-monitor for indicative symptoms and must stay at home if they feel ill. 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 masks in the building, unless they are 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 June 15, 2020, the Courthouse will reopen only to members of the public who have pending business with the court (e.g., a case- or other business-related need to enter the Courthouse). Unless the court orders otherwise, the pending-business restriction will expire on July 1, 2020, and the Courthouse will reopen to the general public at that time. 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. No person may enter the building who has experienced COVID-19 symptoms in the previous two weeks. Symptoms are defined by the CDC and are available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Current CDC guidance must be followed and is available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;
- b. No person who has resided with or 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 approximately 6 feet of a person with COVID-19 for a prolonged period of time;
- c. No person having a temperature of 100.4 F or greater may enter the building. No person may enter the building unless they have been fever-free for 72 hours without the use of medicine that reduces fevers;
- d. All persons entering the building must wear masks 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.