

CIRCUIT COURT FOR BALTIMORE COUNTY

RESPONSE PROTOCOL FOR CONFIRMED COVID-19 DIAGNOSIS OR EXPOSURE

(Revised 12/15/2020)

Pursuant to this Court's Administrative Order 2020-132, any court employee who tests positive for COVID-19, or who has been advised by medical personnel that he or she is presumptively positive, is required to immediately report the testing result to his or her Administrative Head, self-quarantine, and not return to the courthouse until approved by his or her Administrative Head. This Protocol sets forth the procedures in the Circuit Court for Baltimore County upon notification of a positive, or presumed positive, COVID-19 test ("hereinafter referred to as "positive COVID-19 result").

1. For purposes of this Protocol, the Administrative Head for Clerk's Office employees is the Clerk of the Court, Julie Ensor. The Administrative Head for Judges, Magistrates, Judicial Assistants and Law Clerks is Administrative Judge Ruth Jakubowski. The Administrative Head for other courthouse employees is the Court Administrator Tim Sheridan.
2. Any Administrative Head who receives notification of a positive COVID-19 result shall instruct the COVID-19 positive employee ("the infected employee") that he or she must self-quarantine and that he or she cannot return to the courthouse until approved pursuant to this Protocol.
3. The Administrative Head or his or her designee will schedule a time to talk to the infected employee to complete the Contact Inquiry/Investigative Questionnaire ("the Questionnaire") attached to this Protocol. This Questionnaire is utilized to obtain information to enable contact tracing, to arrange to sanitize affected areas within the courthouse, and to inform the decisions about other notifications that may be appropriate in light of possible exposures.
4. The Administrative Head will also immediately contact the other Administrative Heads to advise of the positive COVID-19 result and to coordinate responsive efforts.
5. Tim Sheridan will contact the Judiciary's Human Resources Department, Employee Relations, at (410) 260-1732 and ensure that the COVID-19 positive test result is reported to the Baltimore County Health Department and the State Health Department.
6. Based upon guidance from the Centers for Disease Control and Prevention, an individual is considered to have had "close contact" with an infected individual if they engaged in any interaction within six feet of the infected individual for more than fifteen minutes in a 24-hour period. The Administrative Head will notify all employees and others who may have had close contact with the infected employee as soon as possible. The Health Department may also assist with this notification.
7. Any judiciary employee who had "close contact" with the infected employee, regardless of whether the contact was with or without masks or other shielding, will be required to self-quarantine for in accordance with the Maryland Judiciary Quarantine Guidelines and Medical Documentation Requirement, a copy of which is attached to this policy. At the discretion of the Administrative Head, an employee may be required to obtain medical clearance from a medical provider to return to work. Employees may qualify for Emergency Paid Sick Leave during the duration of their quarantine.
8. The Administrative Head will provide notice to other employees who had workplace contact with the infected employee that a positive test occurred. This will enable others who may have had some contact to determine how best to monitor their own health concerns. Employees who had contact with the infected employee that does not constitute "close contact" should return to work unless they begin to show COVID-19 symptoms, or

they are approved for leave by an Administrative Head based upon the nature of their contact and any special vulnerability.

9. Tim Sheridan will coordinate with Baltimore County Property Management to ensure that all workplace areas visited by the infected employee are promptly sanitized. A request for COVID cleaning should be sent via email to the following persons:
 - Nicole Finneyfrock (nfinneyfrock@baltimorecountymd.gov)
 - Timothy Dunn (tdunn@baltimorecountymd.gov)
 - Emergency Operations Center (eoc@baltimorecountymd.gov)
 - And cc'd to Debra Shindle (dshindle@baltimorecountymd.gov)The EOC will assign a Tracking Number to the request for COVID cleaning.
10. After consulting with other Administrative Heads, the Administrative Judge will determine what, if any, communication should be provided to other employees, justice partners, and/or members of the public based upon the information collected since the COVID-19 confirmation. Government Relations and Public Affairs may be consulted regarding these communications. Government Relations and Public Affairs will be asked to coordinate any disclosure to the media.
11. Contact tracing and any notifications made pursuant to this Protocol shall not identify the infected employee by name unless such disclosure is specifically authorized by that individual. Rather, such notifications will identify the date of the positive test result or the onset of symptoms and the area(s) where the individual worked.
12. If the infected employee authorizes release of his or her name, the Administrative Head shall provide that additional information only to those individuals believed to have had contact with the infected employee to assist them in their determination of how best to monitor their own health concerns.

Attachment – Contact Inquiry/Investigative Questionnaire