

NEW MEXICO JUDICIAL BRANCH
Coronavirus (COVID-19): Frequently Asked Questions for
Contractors

1. Are contractors required to wear masks while in courthouses and judicial buildings?

Yes, protective masks or face coverings are required at all times in courthouses and judicial buildings. Protective face coverings must: (1) be made with at least two layers of breathable material; (2) fit snugly but comfortably against the side of the face; (3) not have holes including exhaust valves; (4) not be made of lace, mesh, knitted material, or fleece; and (5) be secured with ties or ear loops and allow the wearer to have their hands free. The following are not currently acceptable face coverings or masks: (1) neck gaiters; (2) bandanas; clear masks; (3) face shields, unless worn in addition to an approved face covering; (4) masks with exhaust valves, mesh material, or holes of any kind; and (5) any face-covering deemed inappropriate by the administrative authority of a court or judicial facility.

2. Are contractors required to go through court screening protocols?

Yes, contractors are required to answer the public screening questions approved by the Supreme Court and go through temperature checks prior to entry to the courthouse or judicial building. Your temperature must be below 100.4 degrees Fahrenheit. The screening questions are available at [COVID-19 Screening Questions for the Public](#). Contractors must follow all other COVID-19 safe court protocols, including, but not limited to, ensuring a social distance of a minimum of six (6) feet (unless for less than 3 minutes) and sanitizing workspaces and frequently touched items.

3. Can contractors have in-person meetings with clients or court staff?

Generally, meetings should occur remotely if possible. If in-person activity is necessary, please ensure that all parties properly wear a mask or facial covering and maintain appropriate social and physical distancing of a minimum of six (6) feet in each direction. Family members who reside together do not have to maintain social and physical distancing. In-person work-related social gatherings, such as potlucks, birthday parties, farewells, etc. are not permitted.

4. What should I do if I have COVID-19 symptoms?

- *Report Symptoms.* Prior to entering the courthouse or judicial building notify your contract administrator and the judicial entity's human resources immediately so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee. Symptoms include one or more of the following: a shortness of breath; difficulty breathing; a dry cough; a temperature at or above 100.4; chills; sore throat; body aches; headaches; congestion or runny nose; nausea or vomiting; diarrhea; or loss of taste or smell.
- *Get Tested.* Obtain an immediate test by an approved New Mexico Department of Health (NMDOH) testing site, if possible while still symptomatic.
- *Report Results.* **Immediately** provide the results of your test to your contract administrator and the judicial entity's human resources immediately so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee. Positive cases must be reported by the judicial entity to the New Mexico Environment Department (NMED) no later than 4 hours from notification to the judicial entity.
- *If the test results are **positive** for COVID-19,* self-isolate for a minimum of 14 days from the date of the test, and as further directed by NMDOH until NMDOH advises that you can resume activities recommended for the public, before returning to a courthouse or judicial building.
- *If the test is taken **while symptomatic** and the results are negative for COVID-19,* self-isolate until asymptomatic for seventy-two (72) hours, and able to pass the daily screening questions before returning to a courthouse or judicial building.
- *If the test is taken **while asymptomatic** and the results are negative for COVID-19,* self-isolate for 14 days before

returning to a courthouse or judicial building and able to pass the daily screening questions before returning to a courthouse or judicial building.

5. What should I do if I have a household member or am a caregiver for someone experiencing COVID-19 symptoms?

- *Report.* Prior to entering the courthouse or judicial property **immediately** notify your contract administrator and the judicial entity's human resources if you have a household member or are a caregiver for a person experiencing COVID-19 symptoms as outlined in the screening questions so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee.
- *Get Tested.* Contact the New Mexico Department of Health (NMDOH) to test.
- *Report Results.* **Immediately** provide the results of your test to your contract administrator and the judicial entity's human resources so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee. Positive cases must be reported by the judicial entity to NMED no later than 4 hours from notification to the judicial entity.
- *If the test results are positive for COVID-19,* self-isolate for a minimum of 14 days after the positive COVID household member completes their period of self-isolation; this is a self-isolation period of approximately 28 days from the date the positive test was taken.
- *If the test is taken **while symptomatic** and the results are negative for COVID-19,* self-isolate until you are asymptomatic for seventy-two (72) hours and able to pass the daily screening questions before returning to a courthouse or judicial building.
- *If the test is taken **while asymptomatic** and the results are negative for COVID-19,* self-isolate for 14 days and until you are able to pass the daily screening questions before returning to a courthouse or judicial building.

6. What if I have contact with someone who has COVID-19 or is self-isolating?

- *Report.* Prior to entering the courthouse or judicial property **immediately** notify your contract administrator and the judicial entity's human resources if you have a household member or are a caregiver for a person experiencing COVID-19 symptoms as outlined in the screening questions so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee.
- *Get Tested.* Obtain an immediate test by an approved NMDOH testing site.
- *Report Results.* **Immediately** provide the results of your test to your contract administrator and the judicial entity's human resources so that the required reporting can be timely submitted. Your contract administrator will inform the chief judge, administrative authority or designee. Positive cases must be reported to the NMED no later than 4 hours from notification to the judicial entity.
- *Self-Isolate.* Self-isolate for 14 days from the date of contact with that person and be able to pass the daily screening questions before returning to a courthouse or judicial building. If the person with whom you had contact was awaiting COVID-19 test results at the time of contact, and the test results turn out to be negative, you may end self-isolation.

7. What if I travel out of state?

- *Report Anticipated Travel.* Report the nature, extent, and details of the out-of-state travel to the contract administrator before traveling or, if advance notice of the out-of-state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins.
- *Self-Isolate.* Self-isolate for 14 days upon return to New Mexico before returning to a courthouse or judicial building, but exceptions may apply. Please contact your contract administrator to discuss your situation.

8. Where can I go to get the most update information on COVID-19 court protocols?

The Supreme Court has ongoing COVID-19-related communications through its website, <https://www.nmcourts.gov/covid-19.aspx>. Please check screening questions, court orders, and other information on the website regularly due to the evolving nature of the COVID-19 pandemic.