

# Judicial Officers & Judicial Employees Workplace Safety COVID-19 Quick Guide [revised 10/13/22]

## Current Protocols

## Regardless of Vaccination Status

### Mask Wearing Requirement

[approved masks: a surgical mask underneath a cloth mask, a mask with a PM 2.5 filter between two layers of fabric, an N95, a KF94, or a KN95 mask]

Contact with a potential or positive case in the preceding 10-days	Test on day 6 and wear a mask for 10-days or until the potential contact tests negative; may continue working
When working with a member of the public	Required
When in a jury assembly area, or courtroom with a member of the public	Required
When working in the court or facility without a member of the public present	NOT Required

### Daily Health Check Requirement - Self-Assessment

1. Have you been asked to self-quarantine due to COVID-19 and are still within the quarantine period? If yes, do not enter the building.
2. Within the past five (5) days, have you been diagnosed with COVID-19 by a doctor, or received positive test results for COVID-19 (PCR or at-home rapid)? If yes, do not enter the building.
3. Do you have any COVID-19 symptoms as outlined below? If yes, do not enter the building.

Done by individual employee or judicial officer. Manager/supervisor, HR, CEO and CJ should monitor any employees who present symptoms.  
Contractors must also complete the daily health self-assessment prior to entry into a court or facility.

### Requirements for Physical Distancing [minimum of 3-feet]

Required

### Stay Home if You Feel Sick Guidance - TEST IMMEDIATELY

Test	Required
Negative Test Taken While No Longer Symptomatic	Return to workplace
Negative Test Taken While Symptomatic	Return to workplace after symptoms have subsided
Positive Test	5-day self-isolation from the date the positive test was taken, and may return to the workplace after symptoms have subsided and wear a mask for a total of 10-days from positive test.

### Reporting of household members

Household Member Potential	Test on day 6 of household member's onset of symptoms, and wear a mask for 10-days or until the household member tests negative; may continue working
Household Member Positive	

### Testing Requirement [must be 48-hour PCR test]

Weekly (by noon each Monday)*	NOT Required
Symptoms	Required
Contact with Potential	Required
Contact with Positive	Required

### Reporting Requirement

Reporting Symptoms	Required
Reporting Contact with Potential	Required: Employee reports to local HR immediately
Reporting Contact with Positive	Required: Employee reports to local HR immediately
Reporting Positive	Required: Employee reports to local HR immediately Due to ERT within 2-hours or within 24-hours of notification if on the weekend or after hours Due to OSHA within 4-hours or within 24-hours of notification if on the weekend or after hours

### Close Contact Quarantine and Testing Requirements (regardless of telework status)

Contact is defined as less than 3-feet for more than 3-minutes

Contact with a potential	Test on day 6, and wear a mask for 10-days or until the potential contact tests negative; may continue working.
Contact with a positive	Test on day 6, and wear a mask for 10-days; may continue working.

### Travel Restrictions

None

None

### Events & Gatherings Limitations

Follow existing protocols: 3 feet physical distance & masking requirements while on judicial property with members of the public present.

**COVID Symptoms:** shortness of breath, difficulty breathing, cough, fatigue, fever or chills, sore throat, body aches, headaches, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of sense of taste or smell.

**Chronic Symptoms:** A judicial employee or judicial officer who fails the daily self-assessment due to a chronic condition may be allowed entry by the Chief Judge or Administrative Authority after providing a negative COVID test and providing a doctor's note attesting that the symptoms are not COVID. See Proof of COVID-19 Test below for approved tests.

**Vaccination Requirements:** As a condition of employment, all judicial employees hired or rehired by the New Mexico Judiciary on or after August 16, 2021, shall be fully vaccinated before their first day of employment, or no later than 30-days following their start date. All judicial entities shall include the mandatory vaccination requirement in this subsection in postings for all new job openings. Job openings will include language informing prospective applicants that the New Mexico Judicial Branch is requiring full vaccination status as a condition of employment. Judicial employees promoted, or hired into a different judicial entity are not considered newly hired by the judiciary. All offer letters provided to judicial employees hired on or after August 16, 2021, must include the stipulation that they are fully vaccinated prior to their first day of employment or no later than 30-days following their start date. Should an employee not comply, and provided there is not an accommodation in place or being discussed, the employee is to be separated from employment. Please work with AOC HRD through the COVID test group email (covidtest-grp@nmcourts.gov) should these issues arise. Fully Vaccinated: A judicial officer or judicial employee is considered fully vaccinated when they are two weeks beyond their second Moderna or Pfizer vaccination or have received their Johnson and Johnson vaccination, and if eligible, must have received their COVID-19 Booster, as confirmed by submission or presentation of the judicial officer's or judicial employee's vaccination card to their HR Professional.

**Proof of COVID-19 Test:** An official dated result of a viral PCR test for COVID-19 from Vault Health, an authorized COVID-19 testing site, or your medical provider. An antibody test and an over-the-counter PCR test are not approved tests as it must be from an authorized COVID-19 testing site, approved by the DOH, and reflect the date taken and the name of the person tested. Medical Providers in NM who administer COVID-19 tests with confirmation of the tester's name and test date are approved by the NM DOH. A test taken in another state and approved by the NM DOH is considered an authorized test. If an employee tests positive on an at-home or rapid test, a PCR test is not required. A PCR test or proof of the at-home or rapid test may be required anytime sick leave use is in question. At this time, an at-home or rapid test result that is negative is not considered reliable and does not replace the requirement for a negative PCR test.