

Judicial Officers & Judicial Employees Workplace Safety COVID-19 Quick Guide

Current Protocols [\[revised 2/9/23\]](#)

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 mask; or a KN95 mask]

When working in a court or facility with a member of the public present	Required
When in a courtroom with a member of the public	Required
When working in a court or facility without a member of the public present	NOT Required
When two or more judicial officers and/or staff are traveling together in a vehicle	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.

Physical Distancing [\[minimum of 3-feet\]](#)

Required

Stay Home if You Feel Sick Guidance - TEST IMMEDIATELY

Negative Test Taken While No Longer Symptomatic (see Proof of COVID-19 Test below for authorized tests)	Return to workplace
Negative Test Taken While Symptomatic (see Proof of COVID-19 Test below for authorized tests)	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.

Testing Requirement

Symptoms	Required, employee should report positive test to their manager and if appropriate to HR as they would other illnesses and follow the isolation requirements above for a positive test
Contact with Potential (includes household and non household members)	Test on day 6 of the household member's onset of symptoms or from the date of contact if a non-household member, and wear a mask for 10-days, or until the household or non-household member tests negative. May continue working. Employee should report potential contact to their manager and if appropriate to HR as they would other illnesses
Contact with Positive (includes household and non household members)	

Reporting Requirement

As of February 10, 2023: Local HR Professionals do not need to track pending or positive COVID-19 cases or report them to ERT or AOC HRD. HR should monitor and follow up as they would for other contagious virus illnesses & ensure employees stay home if they are sick.

Reporting Symptoms	Employees should stay home if they are sick, and test as appropriate and as required by their medical provider and as outlined in this quick guide. Employees should report illness as they would other types of illnesses to management, and if appropriate to HR.
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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, dry cough, temperature at or above 100.4, chills, sore throat, body aches, headaches, congestion or runny nose, Nausea or vomiting, Diarrhea, or 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.

COVID-19 Activities: A judicial employee or judicial officer who receives the vaccination or booster during working hours may use the COVID-19 Activities (COVID) time reporting code in SHARE up to a maximum of two (2) hours, 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 test (antigen or polymerase chain reaction (PCR) which includes a same day PCR test) for COVID-19 from Vault Health or an authorized COVID-19 testing site, which includes a medical provider. An antibody test is not an approved test. UPDATE: an over-the-counter rapid test is an approved test if positive. An over-the-counter rapid test is an approved test if negative taken while strictly following the instructions on the kit, which generally requires an additional negative test taken approximately 36 hours apart. NOTE: A symptomatic employee who receives one negative over-the-counter rapid test may return to the workplace while no longer symptomatic and wearing a mask even if they are waiting on test results or a second over-the-counter test. A test taken in another state and approved by the NM DOH is also considered an authorized test. A PCR test or proof of the at-home or rapid test may be required anytime sick leave use is in question.