



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MONTEREY**

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[www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov)

JULIE R. CULVER  
*Presiding Judge*  
2020 - 2022

PAMELA L. BUTLER  
*Asst. Presiding Judge*

CHRIS RUHL  
*Court Executive Officer*

May 21, 2020

**TO: Monterey County Superior Court Justice Partners**

**RE: Court Safety Measures**

Dear Justice Partners,

As we emerge from the directives of our County and State to shelter in place, I am writing to share an update on the safety measures the Court has implemented as we reopen our courthouses and continue to resume services within the “new normal” created by the COVID-19 pandemic.

As of this date, all court departments are returning to hearing their own calendars and the Clerk’s Office windows have reopened in all court facilities to serve the walk-in public.

For the safety of our employees and visitors to each courthouse, we have implemented the following safety measures, protocols and guidelines:

- Outside public entrances have been marked for 6-foot social distancing.
- Employees are encouraged to use employee entrances to reduce traffic in public areas.
- Face masks or face coverings are required for everyone (court personnel, public and vendors).
- Face shields have arrived and will be distributed to all staff and security personnel. They will also be provided to jurors and witnesses.
- Face masks are provided at entrance screening for visitors who need to enter the courthouse and do not have a face mask or face covering.
- We will be experimenting with touchless thermometer checks at entrance screening for all visitors. We have already been asking health screening questions of all visitors at entrance screening.
- Antimicrobial screening trays have been placed at each court’s entrance screening location.
- Entrance security is monitoring and metering walk-in traffic at all courthouses to ensure that required social distancing can be maintained inside all court facilities and

courtrooms. Priority to enter is being given to court visitors who are required to appear in court (along with a limited guest if assistance or accommodation is needed).

- Court facilities: Hallways, courtrooms, file viewing areas, clerk windows, and jury assembly rooms have all been marked for 6-foot social distancing.
- Floor decals have been placed for directional purposes and social distancing reminders.
- Social distancing, health, and sanitation posters have been placed on entrance doors, in public hallways, breakrooms, and restrooms.
- Exterior sandwich board signage has been ordered for each facility.
- Touchless hand sanitizer dispensers have been ordered for each floor at each facility. We are waiting on delivery of sanitizing product to distribute the dispensers. Meanwhile, hand sanitizing pumps are being placed in each facility's lobby.
- Public elevators have been reduced to one (1) passenger at a time.
- At the Salinas courthouse, we have installed and are continuing to install [NanoSeptic](#) self-cleaning covers for certain style door handles and elevator buttons.
- We have installed and are continuing to install plexiglass barriers in courtrooms, file viewing areas, and employee work stations to better separate court personnel from the public.
- Day porter services have been increased to provide daily cleaning and sanitization of high traffic areas and touch points.
- Personal Protective Equipment (PPE) has been, and continues to be, provided to court personnel:
  - Masks: reusable and disposable
  - Gloves
  - Face shields
  - Plexiglass guards/dividers
  - Disinfectant spray to use on large surface areas, benches, desks, chairs and door handles, and to be sprayed on paper towels to disinfect personal work equipment (phones, keyboards, mice).
  - Disinfectant wipes to use on interpreter equipment, listening devices, and on devices that have multiple users.
  - Hand sanitizer.
  - Soap and water.
- Court vehicles are sanitized after every use.
- Court personnel conferences and team meetings are conducted via conference call, video conferencing, and/or a larger meeting space to accommodate 6-foot social distancing.
- Safety, social distancing, and healthy habit reminders have been, and continue to be, sent out regularly by the Court Executive Team and by the Court General Services Team.
- Business cards promoting the Court mobile app are being considered for availability at each court entrance to provide information and minimize the need for the public to enter the courthouses.
- Members of the public are being asked to use the court drop boxes for payment when possible.
- Remote hearings and arraignments conducted by video-conferencing and/or CourtCall have been, and continue to be, used when applicable and appropriate.

- We are negotiating with the County to use the Board of Supervisors Chambers as a jury selection area to further meet 6-foot social distancing protocols.
- Jurors are being summoned for different days of the week and different times of day in order to reduce the number of jurors summoned on any one day or any one time.
- Listen only phone lines have been established for all courtrooms that allow access to all hearing and other court matters that are open to the public.
- Spaced seating for jurors inside courtrooms has been created to allow for 6-foot social distancing.
- Court personnel who can perform their work remotely are being allowed and encouraged to do so.

I am happy to respond to any questions or concerns, and I welcome any other ideas or suggestions.

Sincerely,

A handwritten signature in black ink that reads "Chris Ruhl". The signature is written in a cursive, flowing style.

Christopher Ruhl  
Court Executive Officer