



Superior Court of California

COUNTY OF VENTURA
Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

Brenda L. McCormick
*Executive Officer/Clerk
and Jury Commissioner*

Ventura Superior Court COVID-19 Public Health Safety Measures August 20, 2021

In compliance with the current Centers for Disease Control and Prevention (“CDC”) and the California Department of Public Health (“CDPH”) guidelines regarding COVID-19 virus prevention in the interest of public health and safety during the COVID-19 pandemic, and the Ventura County Public Health Order, the following Public Health Safety Measures have been implemented by the Ventura Superior Court, effective immediately and until further notice.

Signage regarding mask requirements are posted at each entrance of the Ventura Superior Court locations in Ventura, Oxnard and Simi (Hall of Justice – HOJ, Juvenile Justice Center – JJC, and East County Courthouse – ECC) to inform all visitors that they must:

- All individuals entering any courthouse, courtroom or other court facility regardless of vaccination status are required to wear a mask that fits securely and snugly over the nose and mouth at all times within public areas of the courthouse or courtrooms, (this order is not intended to apply to the internal offices of the District Attorney or Public Defender). A face mask with a valve, neck gator, bandana or handkerchief shall not be used. A face shield shall not be used without a mask, unless required by a physician.

Children under the age of two (2) are exempt.

- Individuals with a physical or mental health impairment or disability who seek an exemption from the face mask requirement must request a reasonable accommodation under the Americans with Disabilities Act or California Rules of Court, rule 1.100. Written requests can be made by use of Judicial Council form MC-410, available at ventura.courts.ca.gov/ada.html. Individuals who decline or refuse to wear a face mask will be denied entry to the courthouse and/or courtroom.
- Individuals who remove their face mask from covering the nose and mouth after entering the courthouse or courtroom will be reminded to wear them. If they refuse to do so, they may be denied services, may have their legal matters rescheduled, and/or will be asked to leave the courthouse or courtroom immediately. Individuals who refuse to leave voluntarily will be escorted out of the courthouse and/or courtroom by Ventura County Sheriff's Department personnel and/or may be punished by contempt.

PHYSICAL DISTANCING

- All individuals are no longer required to comply with six (6) feet of physical distancing inside of any courthouse, courtroom or other court facility. In the jury assembly room and courtrooms, individuals shall be seated in every other seat only, as marked. This includes audience seating and seating in the jury box but does not apply to seating for counsel and parties at counsel tables.

PUBLIC ACCESS

- As the Court continues to monitor the capacity and close contact of individuals in the courthouses, the Court will continue:
 - limiting the matters to be heard on any given day;
 - staggering the scheduling of cases;
 - monitoring the number of summoned jurors;
 - facilitating remote telephonic/video court proceedings;
 - maintaining on-line services; and
 - requiring appointments for in-person services.

- Access to clerk's offices and self-help centers will be restricted at all times to judges, commissioners, court staff, persons seeking or participating in emergency services, and persons with a scheduled appointment for the clerk's offices or self-help centers. Documents can be submitted for filing by appointment, United States mail, Drop Boxes outside the Hall of Justice and Juvenile Courthouse, or eDelivery. Criminal/Traffic documents and payments may be submitted by United States mail or at the outside walk-up windows. Self-Help services are also available through on-line live workshops and the Call Center. Please see the court website at <http://www.ventura.courts.ca.gov/self-help.html> for details.
- Access to any and all courtroom proceedings is open to summoned jurors, parties, their attorneys, witnesses subpoenaed to testify, one support person statutorily permitted to accompany a person seeking a temporary restraining order and other authorized persons. Members of the media or public may also attend to the extent that seating is available, which will be determined by the courtroom assigned judicial officer based upon the number of required court participants and the size of the individual courtroom.

LIVESTREAM BROADCASTING

- The court shall continue to broadcast live audio streams of public court proceedings, if courtroom audience seating is at capacity under the requirements of Administrative Order 21.16 and/or a courtroom is closed to in-person appearances and subject to the following:
 - The public may simultaneously access live audio streams of certain court proceedings via the links available on the court's website at www.ventura.courts.ca.gov.
 - However, each judge retains the discretion and authority to refuse, limit or terminate such broadcasts, in whole or in part, pursuant to the factors and prohibitions articulated in California Rules of Court, rule 1.150, and in consideration of other statutory and constitutional provisions. Nothing in Administrative Order 21.16 is intended to prevent a judicial officer from Livestreaming even when audience seating is available in the courtroom.
 - The livestreamed court proceedings may not be photographed, recorded (audio or video), or re-broadcast by anyone without prior written judicial authorization.

GUIDELINES FOR COURT PERSONNEL EXPOSURE TO PERSON WITH CONFIRMED COVID-19

- After notification of a confirmed case, exposed person(s) will be sent home immediately.
- The area where the person was located will be cleaned and disinfected.
- All exposed who are not fully vaccinated persons shall self-quarantine and remain off work until released by a physician or a COVID-19 testing center.
- Upon confirmation of exposure, Public Health will be notified.

MEASURES TO PROTECT THE HEALTH OF THOSE WORKING IN THE COURTS

- All persons working at the HOJ, JJC or ECC are not to come to work if sick.
- All workstations are situated to ensure that persons working at the HOJ, JJC or ECC are separated by at least six feet and/or by a transparent partition or barrier.
- Disinfectant and related supplies are available to all persons working at the HOJ, JJC or ECC.
- Hand sanitizer effective against COVID-19 is available to all persons working at the HOJ, JJC or ECC.
- Soap and water are available to all persons working at the HOJ, JJC or ECC in all restrooms.
- Copies of this document have been distributed to all individuals working in the HOJ, JJC and ECC.

MEASURES TO PREVENT CROWDS FROM GATHERING

- The number of persons present in any courtroom is limited to the appropriate number to allow for every other seat.
- Deputies are authorized to enforce this limit.

MEASURES TO INCREASE SANITATION

- Each courthouse continues to be cleaned nightly.
- Soap and water are available for public use in the restrooms.
- All staff are responsible for regularly cleaning their work areas.
- The Jury Assembly Room is deep cleaned nightly.
- Custodial continues daily wipe down of public areas and public restrooms.

(See also, Amended Administrative Order 21.16 and August 20,2021 Ventura Public Health Order)