



State of North Carolina  
General Court of Justice

19A Judicial Division  
Superior Court Division  
MEMORANDUM

MARTIN B. (MARTY) MCGEE  
SENIOR RESIDENT SUPERIOR COURT JUDGE

LINDSAY A. DANIELS  
TRIAL COURT COORDINATOR

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TO: Interested Persons  
FROM: Marty McGee, Senior Resident Superior Court Judge *MSM CW*  
Christy Wilhelm, Chief District Court Judge  
DATE: August 20, 2021  
RE: COVID-19 Reporting Procedures

As challenges caused by COVID-19 continue to occur, this memorandum sets forth our standardized approach for any person in our courthouse community who has been diagnosed or exposed to the virus. We must all treat persons diagnosed or exposed to the virus with respect and empathy. We must respect their privacy. We shall continue to work with the Cabarrus Health Alliance to follow best practices. Our court appreciates your cooperation and feedback.

1. Your Contact. The primary contact (the "Contact") for COVID-19 issues shall be Kelly Guza (704-262-5627, [Kelly.s.guza@nccourts.org](mailto:Kelly.s.guza@nccourts.org)). If Ms. Guza is not available, Lindsay Daniels (704-262-5632, [Lindsay.a.daniels@nccourts.org](mailto:Lindsay.a.daniels@nccourts.org)) is the secondary contact. In an emergency situation, and if neither Ms. Guza or Ms. Daniels are available, then Judge Marty McGee ([Judgemcgee@nccourts.org](mailto:Judgemcgee@nccourts.org)) or Judge Wilhelm ([Christy.e.wilhelm@nccourts.org](mailto:Christy.e.wilhelm@nccourts.org)) should be contacted by hiring authorities, lawyers, or the public as provided below.
2. Who Should Contact Ms. Guza. To standardize the flow of information, the following persons should report COVID-19 information to the Contact as provided below:
  - a. Courthouse Employees
  - b. Attorneys
  - c. Public
  - d. Judges
  - e. Law Enforcement Commanding Officers and the Judicial District Manager
3. What COVID-19 Information should be Reported. To protect public health, the court needs to know if anyone who has entered the courthouse has been diagnosed with COVID-19, has had recent contact with a person who has COVID-19, has been directed to be tested or quarantine, or who has COVID-19 symptoms (see below symptoms) (an "affected person"). If an affected person has entered the building, the Contact will ask if the person is vaccinated, where they have been inside the space, who they have been in contact with and for how long, and if they have had personal contact with an inmate. The court also needs to know if any affected person – employee, lawyer, litigant, defendant, officer, witness, etc. – is scheduled to come into the courthouse. **Even if someone is fully vaccinated, contact, exposure, or diagnosis must be reported.**

- a. **COVID Symptoms:** Cough, shortness of breath or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, new loss of taste or smell.
  - b. **Delta Variant Symptoms:** Fever, cough, headaches, sinus congestion, sore throats and runny noses are symptoms that appear to be more common in the variant.
4. What will be done with the COVID-19 Information. The Contact will be the sole person to report to the County the areas of the building that need to be cleaned. Specifically, the County has requested the following information to understand the level of cleaning needed:
- Location – building level, office number, courtroom number, etc.; What areas need to be cleaned?
  - What needs to be cleaned, where did the person go, did they travel to other offices or breakrooms, copiers, etc.?
  - Was the person diagnosed as COVID-19 positive?
  - Was the person showing symptoms, had contact with a positive COVID-19 person, or sent home just as a precaution?

If more information is needed by the Contact, then he or she will get in touch with the affected person. Based upon the criteria set by the court, the Contact has authority to inform the affected person that he or she is excused from appearing at the courthouse. The Contact may also encourage the affected person to contact the Cabarrus Health Alliance for advice and possible testing.

The Contact will also communicate with judges, attorneys, the district attorney and/or the clerk if a person has been excused from being present at the courthouse. No further information should be communicated as to why the person is excused from the building. The privacy of those reporting should be respected.

5. Responsibility of a Clerk Gaining Information from the Public. If a member of the general public informs a clerk that said person meets the criteria forth above and has been in the building or plans to be in the building, the clerk should transfer the call to the Contact, or if the Contact is unavailable, then obtain the person’s contact information and reasonable details to pass along to the Contact.
6. Return to the Courthouse. Before returning to the courthouse, any affected person should obtain clearance from the Cabarrus Health Alliance or their medical provider and provide the written documentation to the Contact. If an affected person gets tested for COVID they will need to provide the Contact with your test results.
7. Vaccinated People. Vaccinated people are to report to the Contact if they have been diagnosed with COVID-19, had recent contact with a person who has COVID-19, have been directed to be tested or quarantine, or experience COVID-19 or Variant symptoms.
  - a. *Pfizer or Moderna Vaccines:* A person is considered to be fully vaccinated two (2) weeks after the second dose.
  - b. *Johnson & Johnson Vaccine:* A person is considered fully vaccinated two (2) weeks after a single dose.