



State of North Carolina
General Court of Justice
21st Judicial District Court
FORSYTH COUNTY

P.O. BOX 20099, WINSTON-SALEM, NC 27120-0099
336-779-6318 336-779-6336 Fax

_____, 20____

From: 21st Judicial District COVID-19 Coordinator
To: Hall of Justice personnel and members of the public
Re: Notification of a reported COVID-19 individual in Forsyth County Judicial Facilities

An employee of the Forsyth County courts has reportedly tested positive for COVID-19. We believe that this individual was last in the Forsyth County Hall of Justice on _____ (date). Contact tracing is taking place and individuals who may be at risk will be contacted by local health officials. Work areas and places accessed by the individual are cleaned and disinfected in accordance with Forsyth County Public Health Division, CDC, and EPA protocols and guidance. All persons, who were in these facilities during this time frame, are strongly encouraged to self-monitor for symptoms of COVID-19. Please note that this notification contains general information to respect medical privacy and confidentiality.

If you do not have symptoms, the CDC and DHHS recommend that you continue to take precautions and self-monitor for COVID-19 symptoms. Protect yourself from potential exposure by wearing a mask/face covering, practicing social distancing, and washing your hands. See the attached informational guides on how to do so.

If you become sick or think you may have COVID-19, call your doctor, public health department, or community health center to talk to a medical professional by phone. They can provide you with additional medical information and assist you in making plans for what to do next. If you are unable to work because you have become sick or think you may have COVID-19, contact your supervisor for additional information.

If you are identified as a person who may have been in close contact with a person who tested positive for COVID-19, you will receive additional guidance from the County Public Health Division. All lab-confirmed positive COVID-19 test result are reported by the test administrator to the Forsyth County Public Health Division. Upon receipt, contact tracing begins by the local health officials. Contact tracing involves the following:

- The Public Health Division's contact tracers contact the positive case and ask the individual for a list of "close contacts" and ask for information regarding where he or she is employed.
- "Close contacts" are all persons who have been within 6 feet of the positive case for 15 minutes or more within the 48 hours before the positive case began showing symptoms, or within 48 hours before the test if the positive case is asymptomatic.
- Contact tracers then attempt to contact each of the positive case's close contacts, within 48 hours, to notify them that they have been exposed (contact tracers do not identify the positive case) and should quarantine. They also contact the individual's hiring authority to inform the employer that their employee has tested positive, but they do not provide a name or other identifying information.

If you have symptoms of or recent exposure to COVID-19 or you have recently tested positive for COVID-19, you should not enter a judicial facility. Courthouse personnel may contact their supervisors with questions and members of the public may call the Forsyth County Superior Court Trial Court Administrator, **336-779-6316** or the District Court Trial Court Coordinator, **336-779-6618**. The COVID-19 Notification Report and the COVID-19 Procedure Chart can be found on the nccourts.org web page.

Your health and safety are our priority as we support each other in our continuing efforts to provide critical court services. We thank you for your cooperation and appreciate your understanding as we all try to navigate through this situation.



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When an individual who is within, or has recently been within, Forsyth county Judicial Facilities, provides information to Courthouse Personnel* that they have reportedly tested positive for COVID-19, the following steps should be taken.

Courthouse Personnel should:

- Inform the person in charge of the court space (i.e., bailiff, sheriff deputy, security officer, area supervisor, presiding judge, etc.).
- Immediately notify their Agency Head (Clerk of Court, Chief District Court Judge, Senior Resident Superior Court Judge, Public Defender, Probation Supervising Officer, District Attorney, etc.)
- If it can be done safely, efforts should be made to record the name, phone number and address of the affected person and note whether the affected person wore a mask.

Person in Charge of the Court Space should determine the immediate response and actions to be taken, including:

- If the affected person is still on-site, have the person promptly removed from Judicial Facilities or, if the person is in custody, arrange to have the person placed in a safe and isolated location.
- If feasible, record the names of any persons who have been within 6 feet of the affected person for more than 15 minutes.
- Take any additional immediate health and safety measures as warranted by the circumstances. Decisions to close a courtroom should be made after consultation with the Agency Head, whenever possible.
- Notify the Agency Head of the immediate response and actions taken.

Agency Head should:

- Recommend and implement additional immediate action, including courtroom closure, if warranted.
- Promptly report the information regarding the circumstances to the 21st Judicial District COVID-19 Coordinator.

COVID-19 Coordinator should:

- Promptly report the information to Forsyth County General Services Administration and Forsyth County Public Health.
- Request direction from Forsyth County officials regarding any further measures that are to be taken, based on public health recommendations.

Forsyth County officials should:

- Inform the COVID-19 Coordinator of any further measures that are to be taken, based upon public health recommendations.

COVID-19 Coordinator should:

- Provide notification of the incident to Courthouse Personnel (by email to Agency Heads/hiring authorities) and to the public (by posting to the Forsyth County COVID-19 web page).
- The notification will contain *general information* that respects the medical privacy of the affected person to the fullest extent required by law, and the general information shall not directly identify the affected person or provide specific information that could be used to indirectly identify the affected person.

*Courthouse Personnel: Persons working within Judicial Facilities, including judges and staff, magistrates and staff, clerks of court and staff, district attorneys and staff, court reporters, interpreters, deputy sheriff/low enforcement personnel assigned to Judicial Facilities, and security personnel assigned to Judicial Facilities.

COVID-19 REPORTING CHART

KEY AGENCY HEADS

JULY 2020

THIS CHART OF AOC WEB PAGE

AGENCY:	NAME & TITLE:	CONTACT INFORMATION:
FORSYTH COURT GENERAL SERVICES	CHELSEA SWAIM FC PROPERTY MANAGER	O- 336-703-2236 C- 336-692-0866 EMAIL: swaimcl@forsyth.cc
FORSYTH COUNTY SHERRIFF'S DEPT.	LT. CLINT WEIDERMAN FCSD LIAISON FOR HOJ	O-336-782-3318 C- 336-917-7542 EMAIL: clint@fcso.us courtroomsupervisors@fcso.us HOJ BOOKING: 336-703-2014
FC CLERK OF COURT	RENITA T. LINVILLE FC CLERK OF SUPERIOR COURT	O-336-779-6350 C- 336-971-2121 EMAIL: renita.t.linvill@nccourts.org
ASSISTANT CHIEF CLERK	TAWANA GROGAN ASSISTANT CLERK-CHIEF	O- 336-779-6351 C- 336-414-9459 EMAIL: tawana.r.grogan@nccourts.org
JUVENILE COURT COUNSELORS	STAN CLARKSON CHIEF COUNSELOR	O- 336-761-2265 C- 336-692-0759 EMAIL: stan.clarkson@ncdps.gov
DISTRICT ATTY'S OFFICE	LIZMAR BOSQUES ASSISTANT DISTRICT ATTORNEY	O- 336-779-6504 EMAIL: lizmar.bosques@nccourts.org
SUPERIOR COURT JUDGES' OFFICE	JUDGE TODD BURKE SENIOR RESIDENT JUDGE CECELIA GORDON TRIAL COURT ADMINISTRATOR	O-336- 779-6316 EMAIL: judgetoddburke@gmail.com O-336-779-6638 EMAIL: cecelia.j.gordon@nccourts.org
DISTRICT COURT JUDGES' OFFICE	CHIEF JUDGE LISA MENELEE CHIEF DISTRICT COURT JUDGE	O-336-779-6603 C-336-978-7296 EMAIL: lisa.v.menefee@nccourts.org
FC PROBATION PAROLE OFFICE	SHERRI COOK CHIEF PAROLE OFFICER	O- 336-666-8609 C- 336-909-0993 EMAIL: sherri.cook@ncdps.gov
WSPD LIAISON SUPPORT SERVICES BUREAU	JENNY BRITTER CORPORAL HALL OF JUSTICE OFFICE- 1ST FLOOR	O- 336-779-6572 C- 336-341-8810 EMAIL: jbritter@wspd.org
GUARDIAN AT LITEM OFFICE	MELISSA BELL DIRECTOR HALL OF JUSTICE OFFICE- 3RD FLOOR	O-36-779-6652 C-336-807-7399 EMAIL: melissa.a.bell@nccourts.org