



State of North Carolina  
General Court of Justice  
14<sup>th</sup> Judicial District

**COURT ADMINISTRATION**

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ORLANDO F. HUDSON, JR.  
Senior Resident Superior Court Judge

PAT D. EVANS  
Chief District Court Judge

August 11, 2020

From: Hon. Archie L Smith III, Clerk of Superior Court

Hon. Orlando F. Hudson, Jr., Senior Resident Superior Court Judge

Hon. Pat D. Evans, Chief District Court Judge

Hon. Clarence F. Birkhead, Sheriff

Hon. Satana DeBerry, District Attorney

Hon. Dawn Baxton, Public Defender

S. Elaine Evans, Chief Magistrate

E. Deneen Barrier, Trial Court Administrator/COVID-19 Coordinator

To All Employees:

An employee of the Durham County Clerk's Office has tested positive for COVID-19, which has been confirmed by local health officials. In the time span of August 3 and August 11, 2020 the employee's duties were confined to their division on the Second Floor. There was minimal courthouse exposure. This individual was last in the Durham County Courthouse on Friday, August 7, 2020. Internally, the Clerk's Office has excused from work any employees identified as having been in close contact with this employee for a period of fifteen (15) minutes or more and at a distance of less than six (6) feet without a mask in place.

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 will be sanitized in accordance with health department protocol and guidance. All persons who were in the building during this timeframe are strongly encouraged to self-monitor for symptoms of COVID-19 and should not enter court facilities if symptomatic. Please note that this notification contains general information so as to respect medical privacy and confidentiality.

Judicial Branch employees are critical infrastructure workers. If you do not have symptoms, the CDC and DHHS recommend that you continue to take precautions and self-monitor for COVID-19 symptoms. See the attached informational guides on how to do so and what to do if you become sick.

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 become sick or think you may have COVID-19, contact your supervisor for additional information.

If you have been identified as a person who may have been in close contact with the person who tested positive for COVID-19, you will receive additional guidance from the county's public health department. All lab-confirmed positive COVID-19

test results are reported by the test administrator to the county health department. Upon receipt, “contact tracing” begins by the local health officials. Contact tracing involves the following:

- The health department’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
- 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.

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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# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



COVID-19:

March 23, 2020

# What to Do If You Feel Sick



## 1. Stay home and call your doctor, if needed.

Most people who get COVID-19 will recover without needing medical care. The Centers for Disease Control and Prevention (CDC) recommends that you stay home if you have mild symptoms – such as fever and cough without shortness of breath or difficulty breathing. You can call your doctor to see if you need medical care.

Some people are at **higher risk** of getting very sick with COVID-19. People at higher risk should call their doctor if they develop symptoms of fever or cough. You are at higher risk if you:

- Are 65 years and older
- Live in a nursing home or long-term care facility
- Have a high-risk condition that includes:
  - Chronic lung disease or moderate to severe asthma
  - Heart disease with complications
  - Compromised immune system
  - Severe obesity — body mass index (BMI) of 40 or higher
  - Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

People who are pregnant should be monitored since they are known to be at risk for severe viral illness. However, to date, data on COVID-19 has not shown increased risk for severe illness.

Call your doctor or 911 right away if you have:

- Shortness of breath
- Difficulty breathing
- Chest pain or pressure
- Confusion
- Blue lips

Most people do not need a test.

When you leave your home to get tested, you could expose yourself to COVID-19 if you do not already have it. If you do have COVID-19, you can give it to someone else, including people who are high risk.

Your doctor can help you decide if you need a test. There is no treatment for COVID-19. For people with mild symptoms who don't need medical care, getting a test will not change what you or your doctor do.

Testing is most important for people who are seriously ill, in the hospital, people in high-risk settings like nursing homes or long-term care facilities, and healthcare workers and other first responders who are caring for those with COVID-19.

## 2. Isolate yourself.

If you are sick with COVID-19 or believe you might have it, you should stay home and separate yourself from other people in the home as much as possible.



When can I go back to my normal activities?

You can stop isolating yourself when you answer YES to ALL three questions:

- ✓ 1. Has it been at least 7 days since you first had symptoms?
- ✓ 2. Have you been without fever for three days (72 hours) without any medicine for fever?
- ✓ 3. Are your other symptoms improved?

Call your doctor if your symptoms are getting worse or you have any concerns about your health.

What if I'm not sure if I have COVID-19?

If you have fever and cough and other symptoms of respiratory illness, even if it is not from COVID-19, you should isolate yourself as if you have COVID-19. This will reduce the risk of making the people around you sick.

What should my family members do?

Anyone in your household or others who have been in close contact with you should stay home for 14 days as much as possible and monitor themselves for symptoms. Close contact means within six feet for at least 10 minutes. If they start having symptoms of COVID-19, they should take the same steps to prevent spreading it.

Family members who are healthcare workers, first responders, or others who are needed to respond to the COVID-19 pandemic should review [CDC guidance](#) and check with their employers about when to return to work.

## 3. Stay informed.

- Visit [ncdhhs.gov/coronavirus](https://ncdhhs.gov/coronavirus) for information from the NC Department of Health and Human Services.
- Text COVIDNC to 898-211 to get text updates.
- Found out more information on what to do if you are sick at [cdc.gov/coronavirus](https://cdc.gov/coronavirus).



NC Department of Health and Human Services  
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