

JUN 08 2020

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF VENTURA

MICHAEL D. PLANET  
Executive Officer and Clerk  
BY: [Signature] Deputy

ADMINISTRATIVE ORDER RE: MANDATORY  
FACIAL COVERINGS AND SOCIAL  
DISTANCING REQUIREMENTS IN EFFECT  
DURING COVID-19 PANDEMIC

ADMINISTRATIVE ORDER  
NO. 20.18

In response to health and safety concerns caused by the COVID-19 pandemic, national, state and local elected officials declared states of emergency within their respective jurisdictions. Governor Gavin Newsom proclaimed a State of Emergency to exist in California on March 4, 2020. President Donald Trump proclaimed a national emergency on March 13, 2020. On March 19, 2020, Governor Newsom issued an Executive Order ordering all Californians to stay home, except those employed in a job deemed to be essential.

The Court must fulfill its statutory duties while safeguarding the well-being of the public it serves. In the absence of a cure, treatment, or effective vaccine for this highly contagious virus, social distancing, face coverings and good hygiene are the only tools available to slow or prevent its spread. The Court has and continues to take extensive measures to reduce the number of persons coming to its courthouses, including: limiting the matters to be heard on any given day; spreading the scheduling of cases; reducing the number of summoned jurors; facilitating remote telephonic/video court proceedings; increasing on-line services; and, preparing to implement scheduled appointments for in-person services.

To prevent or slow the spread of COVID-19 and to protect the health of court users, employees and judicial officers, pursuant to *Code of Civil Procedure* §128; *Government Code* §68070, *California Rules of Court*, rule 10.603 and the inherent powers of the Court (*In re Reno*

1 (2012) 55 Cal.4<sup>th</sup> 428, 522) and in compliance with public health guidelines, **THIS COURT**  
2 **HEREBY FINDS AND ORDERS AS FOLLOWS:**

3 1. Until further notice all persons entering any courthouse, courtroom or other court  
4 facility shall wear a face covering/mask over his or her nose and mouth at all times within public  
5 areas of the courthouse or courtroom, (this order is not intended to apply to the internal offices  
6 of the District Attorney or Public Defender.) Face coverings may include a mask, scarf,  
7 bandana, neck gaiter, or any other fabric that covers both the mouth and nose. Face coverings  
8 shall also include face shields that cover both the nose and mouth. Children under the age of  
9 three (3) are exempt from the order.

10 2. Individuals with disabilities may seek an exemption from this order as a  
11 reasonable accommodation under the Americans with Disabilities Act or *California Rules of*  
12 *Court*, rule 1.100. To make certain than a timely accommodation is granted, individuals are  
13 encouraged to submit a written request (Judicial Council form MC-410) to the clerk's office,  
14 (<http://www.ventura.courts.ca.gov/ada.html>.) To reduce the risk of contagion, the matters of  
15 individuals exempted from wearing a mask may be scheduled when fewer people are present  
16 to reduce the risk of transmission of the virus.

17 3. Individuals who decline or refuse to wear a mask or face covering will be denied  
18 entry to the courthouse and/or courtroom.

19 4. Individuals who remove their masks or face coverings after entering the  
20 courthouse or courtroom will be reminded to wear them. If they refuse to do so, they may be  
21 denied services, may have their legal matters rescheduled, and/or will be asked to leave the  
22 courthouse or courtroom immediately. Persons who refuse to leave voluntarily will be escorted  
23 out of the courthouse and/or courtroom by Ventura County Sheriff's Department personnel  
24 and/or may be punished by contempt.

25 5. Maintain at least six (6) feet of physical distance from all persons (except those  
26 within your household) at all times. Comply with social distance signage throughout the  
27 courthouse.

1           6.     While in the courthouse, practice good hand washing hygiene, and cover coughs  
2 and sneezes, preferably with a tissue.

3           7.     This order does not restrict or otherwise abrogate the express and inherent  
4 authority of the court and its judges to provide for the orderly conduct of proceedings, including  
5 the decision to permit a witness to remove a facial covering while testifying.

6           8.     Court employees who are in a non-public, private office or workspace, which  
7 permits at least six feet of physical distance from others, may temporarily remove their face  
8 coverings.

9           THIS ORDER IS EFFECTIVE IMMEDIATELY AND WILL REMAIN IN EFFECT UNTIL  
10 FURTHER NOTICE.

11  
12 IT IS SO ORDERED.

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15 DATED: June 8, 2020

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19 Kent M. Kellegrew  
20 Presiding Judge  
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