



Bennett J. Baur
Chief Public Defender

March 25, 2020

Dear Santa Fe Trial Employee,

This letter is to notify you that you have been identified as an individual that had close contact with the employee that tested positive for COVID-19. Per the email notice provided March 24, 2020, the Law Offices of the Public Defender (LOPD) was notified on the evening of March 24, 2020, that an employee in the Santa Fe office tested positive for COVID-19. LOPD immediately contacted the New Mexico Department of Health (NMDOH) and NMDOH recommended that LOPD conduct its own internal inquiry to determine which employees had direct contact with this employee. The Center for Disease Control and Prevention (CDC) defines close contact as:

- a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case – *or* –
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

If anyone potentially exposed to COVID-19 begins to develop symptoms (fever and/or cough or shortness of breath), NMDOH needs to be notified. Call the NMDOH on-call epidemiologist (24/7/365) at 855.600.3453 so that they can collect your demographic information and track the progress of your evaluation and COVID-19 testing. This is an important step to aid NMDOH in preventing transmission in the community. All information provided to NMDOH remains confidential. CDC provides recommendations of what to do if you have had direct contact with someone that has tested positive is [HERE](#). CDC list of symptoms is located [HERE](#). CDC also provides addition information on [exposure to confirmed cases](#). Please remember to notify your immediate supervisor, Julie Ball, and Jennifer Birmingham and LOPD-HR immediately if you are experiencing symptoms.

Please refer to the [LOPD Coronavirus Response Plan 1.2](#), the [Chief Baur's Safe Workplace Directive](#), [DOH's March 23rd Order](#), all posted on our website, and the attached memo regarding the Santa Fe office closure.

LOPD is notifying all persons who have been in close contact with the individual in accordance with standard public health principles. However, it is possible that other employees and members of the public may have been exposed in the Santa Fe LOPD District Office between March 4, 2020 through Friday, March 20, 2020. Criminal justice partners, including the courts, district attorneys and law enforcement are being notified separately.

Please respect employee privacy. Anonymity of this individual is paramount. Please respect their privacy even if you believe you know who they are, so they can focus completely on their health. LOPD will do everything we can to support this individual through what is undoubtedly a disconcerting and difficult time.

The department is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

- Disinfecting workspaces, including Santa Fe Trial and Administrative offices located at 301 N. Guadalupe Street, Santa Fe, NM 87501, during the office closure [March 25, 2020 until April 12, 2020],
- In addition, pursuant to our [LOPD Coronavirus Response Plan 1.2](#), we are offering telework.

We recognize that the uncertainty around COVID-19, and now a confirmed case within our LOPD community, may cause stress and anxiety, and we encourage you to contact the State of NM [Employee Assistance Program](#) (EAP) or call 1-855-231-7737 if you need assistance.

Please do not hesitate to contact your direct supervisor, Julie Ball (575) 973-5761, or Jennifer Birmingham (575) 288-7958 with questions or concerns. LOPD Human Resources is also available to answer questions at LOPD-HR@lopdm.us and coronavirus inquiries can be sent to lopdm.coronaupdates@lopdm.us.

Sincerely,



Bennett J. Baur
Chief Public Defender



Julie Ann Ball
District Defender, First Judicial District