

COVID 19 REOPENING PROCEDURES

A. Front Door Access

1. Keep interior door secured until civilian comes into vestibule.
2. Inquire if they have a hearing
3. If yes: (1) Inquire of health conditions, (cough, sneeze, illness etc.) using the guide at the security desk (2) Screen for temperature (no entry if temperature is 100.4° or higher),
4. If no hearing refer them to the documents table for assistance where commonly requested paperwork and Heather's and Sheri's business cards will be available.
5. All persons entering the courthouse must be wearing a mask or face covering.
6. Screen through metal detectors using masks and gloves.
7. All employees must wear a mask or face covering when meeting/having in-person contact with the public.
8. Limit number of persons to approximately 10. (Parties or Witnesses may need to wait outside or in car until their hearing.)

B. Courthouse/Courtrooms

1. Limit number of civilians to approximately 10.
2. Everyone must keep social distance (6ft).
3. Remove chairs from lobby to limit seating. They will be stored in Courtroom 3 until further notice.
4. Designate 2 conference rooms for public use during hearings. Other conference rooms to be secured so that building services only need to clean the rooms in use daily.
5. Install a plexiglass barrier with a window or small opening for security at the magnetometer.
6. Only Court personnel inside the private areas. No attorneys in the private offices for now! Pre-trials should be done in the Courtrooms.

C. Courtrooms

1. Judicial Officers will limit access in courtrooms to counsel, parties and 1 witness at a time.
2. Everyone should try to maintain social distance at all times (6ft).
3. Attempt to take evidence from parties from counsel tables if practicable to limit movement around courtrooms.
4. Judicial Officers to wipe down tables and witness bench after each hearing with disinfectant, wearing gloves and mask.
5. Witnesses will probably remain outside in car until needed and bailiff or attorney will call them to come into building.

- a. Participants, including judicial staff and attorneys, in hearings will continue to wear their mask or face covering in the courtroom if a distance of six feet cannot be maintained between individuals.

D. Staff Areas

1. Masks will be provided to staff. You may provide your own face covering if you prefer.
2. Staff will not be required to wear their mask in the private areas as long as proper social distancing is observed and provided all employees are in agreement. If anyone working on any particular day feels they would be more comfortable with other staff members wearing their mask or face covering when they are moving around outside their own office then “**all persons**” working that day shall wear their mask or face covering that day while outside their own office.
3. Wash your hands regularly and use the hand sanitizer.

EVERYONE ENTERING THE COURTHOUSE MUST WEAR A MASK INCLUDING ATTORNEYS AND THEIR CLIENTS