

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Buenos Aires

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes

☒ No

The courthouse will be open to the public effective July 27, 2020.

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes

☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes

☐ No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes

☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes

☐ No

#### 4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

☒ Yes      ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes      ☐ No

#### 5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes      ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes      ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes      ☐ No

## 6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☒ Yes ☐ No

These have been installed since for def  
the Clerk prepared for checklist which  
had indicated "No."

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No

## 7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☒ No

The Clerk will accept appointments  
for persons who call for one.

## 8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☒ Yes ☐ No

Will need to be periodically  
replenished as time passes

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

*"Do NOT enter if any of the following apply:*

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

*"Upon entering, please maintain 6' of distance in all directions between yourself and others."*

☒ Yes ☐ No

*"A mask must be worn when entering this space."*

☒ Yes ☐ No

*"The number of people permitted in the courtroom/office is (X)."*

☒ Yes ☐ No

10. Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☒ Yes      ☐ No

*Requesting approval to resume court operations 7/27/2020*

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

*Duane E. Hoffmeyer*  
Chief Judge / District No.

*July 21, 2020*  
Date

*Duane E. Hoffmeyer*  
Print Name

APPROVED BY:

*Todd Nuccio*  
Todd Nuccio  
State Court Administrator

*July 21, 2020*

Date

*\* Attached were completed some time ago  
and satisfied concerns raised.*

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Buena Vista

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes ☒ No

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

#### 4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. *No permanent physical changes shall be made without the approval of the county.*

☐ Yes ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☐ Yes ☐ No

#### 5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☐ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☐ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☐ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☐ Yes ☒ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☐ Yes ☒ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes ☒ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

*"Do NOT enter if any of the following apply:*

1. *You have recently been in close contact with someone who has COVID-19.*
2. *You have tested positive for COVID-19 in the last 14 days.*
3. *You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

*"Upon entering, please maintain 6' of distance in all directions between yourself and others."*

☒ Yes ☐ No

*"A mask must be worn when entering this space."*

☐ Yes ☐ No

*"The number of people permitted in the courtroom/office is (X)."*

☐ Yes ☒ No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes      ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

\_\_\_\_\_  
Chief Judge /District No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPROVED BY:

\_\_\_\_\_  
Todd Nuccio  
State Court Administrator

\_\_\_\_\_  
Date

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County Buena Vista - DAJ & Magistrate

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes ☐ No

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☐ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☐ Yes ☐ No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☐ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☐ Yes ☐ No

4. Courtrooms/Overflow Rooms There would be sufficient space in the main courtroom. Courtroom B might require some to be excluded.

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

☒ Yes ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes ☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes ☐ No

#### 6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☐ Yes      ☐ No

Keyboard protectors are in place for all public kiosks.

☐ Yes      ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☐ Yes      ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☐ Yes      ☐ No

#### 7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☐ Yes      ☐ No

#### 8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☐ Yes      ☐ No

Face shields are available for all employees who requested one through the employee survey.

☐ Yes      ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes      ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☐ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☐ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☐ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☐ Yes ☐ No

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

*"Do NOT enter if any of the following apply:*

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☐ Yes ☐ No

*"Upon entering, please maintain 6' of distance in all directions between yourself and others."*

☐ Yes ☐ No

*"A mask must be worn when entering this space."*

☐ Yes ☐ No

*"The number of people permitted in the courtroom/office is (X)."*

☐ Yes ☐ No

**Contact Tracing**

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes      ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

\_\_\_\_\_  
Chief Judge /District No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPROVED BY:

\_\_\_\_\_  
Todd Nuccio  
State Court Administrator

\_\_\_\_\_  
Date

Motion days

9:30 – John Loughlin, Misc. attorneys, and pro se arraignments

10, 1030, and 11 hearing times for John Loughlin, Misc. attorneys, and pro se hearing.

1:00 pm- Tom Bjornstad, Adam Miller, and Dan Meloy arraignments

130, 2, and 230 hearing times Tom Bjornstad, Adam Miller, and Dan Meloy

Pretrials

900 – John Loughlin and Misc attorneys

1100 – Adam Miller and Tom Bjornstad

1pm – Dan Meloy and pro se

Magistrate – utilize the main courtroom when available

8:45 pro se & misc attorney PTC

9:30 appearances (orders will be entered through the remainder of the year for video/telephonic appearances)

10:15 rotating attorney PTC

11:00 non-jury trials

Afternoon- Small Claims

ATTACHMENT 5  
Associate Juvenile Judge

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County BV and Cherokee

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes Juvenile Court area is already social distanced

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes

### 4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is

limited to where people maintain 6' of distance between each other in all directions. No permanent physical changes shall be made without the approval of the county.

a Yes We plan to try and keep attorneys at different tables and move chairs and benches as necessary. We may have attorneys appear remotely until the whole situation can be organized

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

DON'T KNOW

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

a Yes

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom or by electronic means

Yes

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

**NO but we can implement these – especially the call in before coming to court. We would need a secretary in Juvenile Court Services office however since there isn't one**

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Keyboard protectors are in place for all public kiosks.

N/A

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

N/A

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Face shields are available for all employees who requested one through the employee survey.

Yes

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes

No

There is an adequate supply Of hand sanitizer available on site for each office suite and courtroom.

There is an adequate supply of disposable gloves for each office suite.

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes NO

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes NO

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

1. You have recently been in close contact with someone who has COVID-19.
2. You have tested positive for COVID-19 in the last 14 days.
3. You are experiencing symptoms of Covid-19 per CDC Guidelines"

Yes NO

Upon entering, please maintain 6' of distance in all directions between yourself and others. '

Yes NO

"A mask must be worn when entering this space. '

a Yes NO

"The number of people permitted in the courtroom/office is (X). "

Yes No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed

a Yes                      NO

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

**I honestly have no real idea what preparations have been made for Juvenile Court in BV. I plan to contact Emergency Management and get PPE for Juvenile Court. I am also going to ask JCS to assist in providing supplies.**

**In Cherokee and Ida, Lisa Grashof has items available.**

**As far as who is going to clean off tables, etc, I have no idea so I assume I will be doing it and maybe Ashley Herrig in BV. I did ask about that as well.**

\_\_\_\_\_  
Chief Judge /District No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPROVED BY:

\_\_\_\_\_  
Todd Nuccio  
State Court Administrator

\_\_\_\_\_  
Date

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County Buena Vista

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

→ open by appointment upon health screening.

☐ Yes

☒ No

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☐ Yes

☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☐ Yes

☐ No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☐ Yes

☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☐ Yes

☐ No

#### 4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. **No permanent physical changes shall be made without the approval of the county.**

☐ Yes

☒ No

*Plans have been made for the separation of the Judge, court reporter, and witnesses. Changes for gallery and public viewing have been discussed.*

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☐ Yes

☐ No

*Unknown*

#### 5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes

☐ No

*District Associate motion days and pretrial conferences are going to be scheduled at certain times by attorney on case. District court hearings will be set 1 hour, as is District Arraignments will be limited on District Associate days.*

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes

☐ No

*See above*

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☐ Yes

☒ No

*The Clerk of Court intends to make other rooms available on the Judicial branch floor. The County has not granted a request to use other areas if needed.*

## 6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☐ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☐ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☐ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☐ Yes ☐ No

## 7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☐ Yes ☐ No

## 8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☐ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☐ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☐ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☐ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☐ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☐ Yes ☐ No

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

*"Do NOT enter if any of the following apply:*

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☐ Yes ☐ No

*"Upon entering, please maintain 6' of distance in all directions between yourself and others."*

☐ Yes ☐ No

*"A mask must be worn when entering this space."*

☐ Yes ☐ No

*"The number of people permitted in the courtroom/office is (X)."*

☐ Yes ☐ No

**Contact Tracing**

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes

☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

\_\_\_\_\_  
Chief Judge /District No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPROVED BY:

\_\_\_\_\_  
Todd Nuccio  
State Court Administrator

\_\_\_\_\_  
Date

*1433 MCN 10-1-20  
Child Support Recovery Unit  
Buena Vista County*

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County BUENA VISTA

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☐ Yes ☐ No

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☐ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☐ Yes ☐ No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☐ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☐ Yes ☐ No

**6. Public Terminal Kiosks**

Public terminal kiosks are spaced to maintain 6' of social distancing.

☐ Yes      ☐ No

Keyboard protectors are in place for all public kiosks.

☐ Yes      ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☐ Yes      ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☐ Yes      ☐ No

**7. Clerk of Court and District Court Services**

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☐ Yes      ☐ No

**8. PPE**

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☐ Yes      ☐ No

Face shields are available for all employees who requested one through the employee survey.

☐ Yes      ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☐ Yes      ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☐ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☐ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☐ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☐ Yes ☐ No

#### 9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

*"Do NOT enter if any of the following apply:*

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☐ Yes ☐ No

*"Upon entering, please maintain 6' of distance in all directions between yourself and others."*

☐ Yes ☐ No

*"A mask must be worn when entering this space."*

☐ Yes ☐ No

*"The number of people permitted in the courtroom/office is (X)."*

☐ Yes ☐ No

**Contact Tracing**

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☐ Yes      ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

\_\_\_\_\_  
Chief Judge /District No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

APPROVED BY:

\_\_\_\_\_  
Todd Nuccio  
State Court Administrator

\_\_\_\_\_  
Date

Judge

I am not sure what parts of this I should be filling out. I did mark answers on the portion regarding scheduling because those seemed like things I have a hand in controlling. I have answered only for BV because Nicole Augustine has taken over Cherokee again. I'll forward your email to her for response.

In regards to what changes I plan to make to minimize the number of persons present for court hearings at the same time, the most important is that I do not plan to have concurrent hearings unless absolutely necessary. While the hearings remain on the schedule, I plan to resolve most of them prior to the hearing date. In addition, I will ask those attending in person hearings to not bring others along unless they are necessary witnesses. If they need a ride from someone else, I will ask that the other person wait in the car.

Please let me know if you need anything else.

Thank!!

Liz



Elizabeth Speckeler  
Assistant Attorney General  
Child Support Recovery Unit  
20 W. 6<sup>th</sup> St., Suite 200

Spencer, Iowa 51301

Main: (712) 262-1412 | Direct: (712) 264-3551

Fax: (515) 564-4143

Email: [especkel@dhs.state.ia.us](mailto:especkel@dhs.state.ia.us) | [www.iowaattorneygeneral.gov](http://www.iowaattorneygeneral.gov)

**CONFIDENTIALITY NOTICE:** This email message (including any attachments) may be confidential or protected by one or more of the following: the attorney-client privilege, attorney work product doctrine, or applicable laws. If you are not the intended recipient or have received this message in error, please: (1) do not read, print, copy, distribute or use it in any way; (2) permanently delete or destroy the message (including any attachments); and (3) notify the sender immediately by reply email or telephone. Any unintended transmission of this email message does not constitute a waiver of any applicable privilege or protection. Thank you

From: Charles.Borth@iowacourts.gov <Charles.Borth@iowacourts.gov>  
Sent: Thursday, June 18, 2020 3:46 PM  
To: CSRUSP-LEGAL <CSRUSP-LEGAL@dhs.state.ia.us>  
Subject: resuming court operations checklist

Liz

I have been tasked by Judge Hoffmeyer to collect the required checklists for resuming court operations from various stakeholders in BV and Cherokee Counties.

Could you please complete applicable portions of the attached checklist. We would need one for you CSRU responsibilities in BV County and one for Cherokee County.

Of course, any additional input you have would also be appreciated, especially on the topic of what changes you are doing to minimize the number of persons present for court hearings at the same time.

Please return the checklist and additional input to me by noon on 6/25/20.

Thanks.

Charles K. Borth  
District Court Judge  
Third Judicial District of Iowa