

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County Clay 6.24.20

1. Facility Status

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

Yes No *open from 8am to Noon daily fully open but will be by 7.13.20*

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 *For juvenile services & district court*

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

done with painters tape (Frog tape) or signage attached.

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

Both 1st floor and second floor lobbies are available and seating is 6' apart

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 *in transit as of 6.27.20*

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 *as of 6.24.20 See 7/1 email update attached. SA*

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

Yes No *except JCO has none (face shields) although requested*

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 *See 7/1 email attached. SA*

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

Yes No

Clay County has installed hand sanitizers

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

Yes No

throughout
Will the state be providing (?) of these Bdq.
See 7/1 email attached.

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

for an estimated four (4) months

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)."

clerk of court
will be limited by
the court"


Yes No

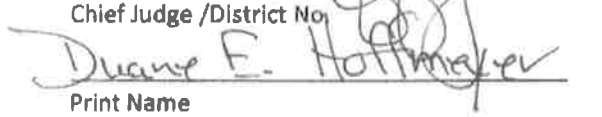
Contact Tracing

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.


Print Name



Date

APPROVED BY:



Todd Nuccio
State Court Administrator

July 2, 2020

Date



Re: Clay Resumption Checklist Q's 

Laurie Janssen to: Nancy Whittenburg
Cc: Duane Hoffmeyer, Peggy Frericks, Staci Maxfield

07/01/2020 09:12 PM

Question 8 - part 1 do you now have an adequate supply of face masks on site so that every employee replaces mask daily? Yes, I also have one cloth mask per staff member and hope to be able to order more.

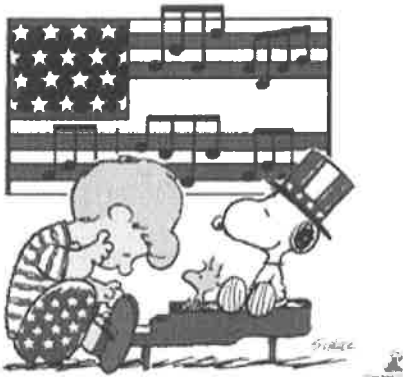
part 3 - do you have face shields available for witnesses? Yes.

Part 5 - you have an adequate supply of disposable gloves? Yes.

We also have a phone conference with Court Administration on Tuesday to ascertain how many additional supplies to order.

I will be on the road delivering PPE to my counties as well as EOM checks Thursday morning. However, I will be available by cell phone if you have additional questions.

Thank you!



Laurie A. Janssen, Clerk of Court for Clay, Lyon, O'Brien and Osceola Counties

Clay County Courthouse (County 21)
215 West Fourth St, Spencer, IA 51301
Telephone: 712-262-4335
Fax 712-262-6042

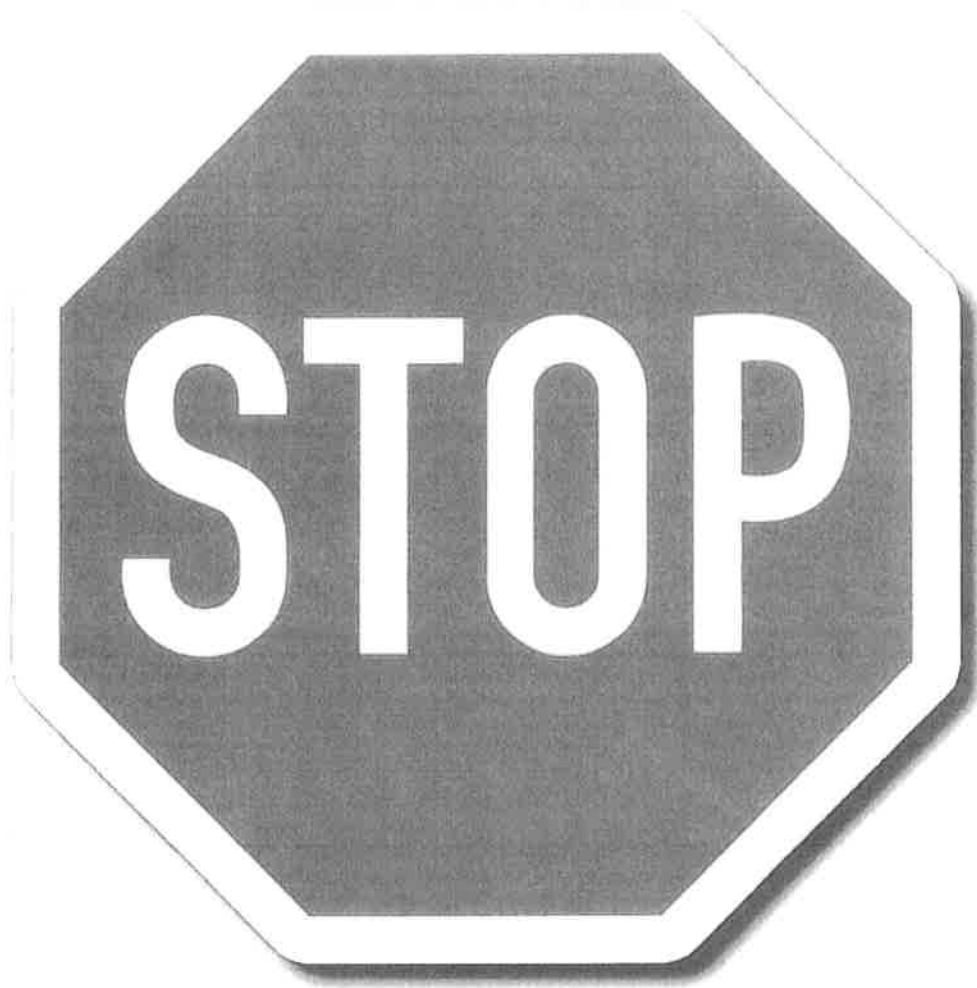
Lyon County Courthouse (County 60)
206 S Second Ave, Suite 201, Rock Rapids IA 51246
Phone: 712-472-8530
Fax: 712-472-8537

O'Brien County Courthouse (County 71)
PO Box 430, 155 South Hayes Ave., Primghar IA 51245
Phone 712-957-3255
Fax: 712-957-2965

Osceola County Courthouse (County 72)
300 Seventh St, Sibley IA 51249
Phone 712-754-3595
Fax: 712-754-2480

EMAIL: Laurie.Janssen@iowacourts.gov

Pay on-line by going to www.iowacourts.gov



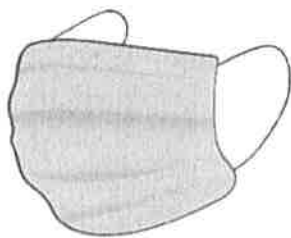
**Please Wipe Down The
Computer Keyboard,
Monitor, and Work
Area Before & After
Use.**

Thank You!

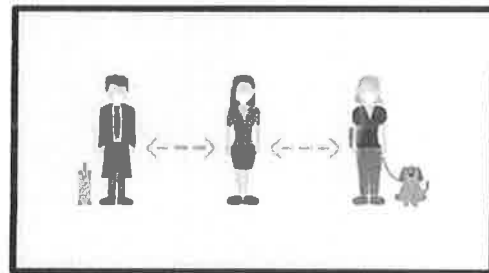


If you experienced any of the following,
DO NOT ENTER:

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



**Masks must be worn or
will be provided.**



**Maintain 6 feet of distance
between yourself and others.**

**Only _____ Persons Allowed in the Room
at Once.**



Sign for Chambers
Laurie Janssen to: Nancy Whittenburg

06/30/2020 10:59 AM



Thank you!



Fw: Please Interpret
Laurie Janssen to: Nancy Whittenburg

06/30/2020 10:52 AM

History:

This message has been replied to.

Don't sit here

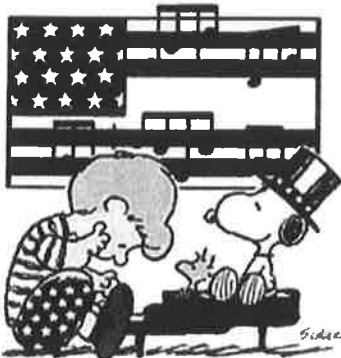
Leave space for others for social distancing.
Help slow the spread of COVID-19. Thank you!



No te sientes aqui

Deje espacio para otros y mantenga distancia social.
Ayuda a desacelerar la propagación de COVID-19.

Thank you!



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