



**Iowa State Association of Counties/Iowa Judicial Branch**  
**Recommended Checklist for Mitigating Exposure to COVID-19**  
**While Providing Services to the Public**

June 9, 2020

In Iowa, citizens resolve their legal disputes and receive vital services inside their county courthouses and other county buildings. In response to the COVID-19 outbreak, ISAC and the Judicial Branch worked together on a checklist for county and state officials to use as they provide services to the public in a safe and responsible manner. County officials, such as Boards of Supervisors, have the authority to implement any of the policies contained in the checklist.

Every county is different in a myriad of ways: resources; facilities; staff; services; and local and historical practices and procedures. All of these may impact the policies implemented to re-open county facilities while public health concerns remain related to COVID-19. Judicial branch officials, county elected officials, and county department heads should work together to determine what public health and safety policies will work best under their particular set of circumstances. Additionally, public health guidelines may change, so continue to work with local public health officials and adapt policies as needed.

Counties provide space for court services, but counties recognize the jurisdiction of the court over its courtrooms. Thus, the Judicial Branch may decide to use its resources to enact health and safety policies that are more stringent than those adopted by the county, particularly in the event of jury trials, hearings that require large numbers of persons be present, and/or hearing that involve persons that are at a higher risk for severe illness from COVID-19.

The checklist is not intended to be the basis for compelling county or state officials to take any particular action. However, the checklist reflects a general consensus regarding topics that county and state officials should consider. In general, the checklist strives to provide a flexible and workable approach for the counties and the Judicial Branch to use as they provide services to the public.

As a reminder, it is important for reimbursement and funding possibilities to track and document any expenses associated with PPE, supplies, and heightened cleaning procedures that are necessary to safely provide vital services. Additionally, if the answer is "No" to any of the below questions, the county should consider documenting the rationale and/or facts that support that response.

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**A. SIGNAGE**

The following signs are posted at courthouse entrances 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 six feet of distance in all directions between yourself and others.”*

Yes  No

*“A mask/face covering must be worn when entering this space.” (if applicable)*

Yes  No

*“The number of people permitted in the courthouse/office is (X).”*

Yes  No

**B. Personal Protective Equipment (PPE)**

There is an adequate supply of hand sanitizer available.

Yes  No

There is a protocol in place for the use of PPE by county officials/employees. (if applicable)

Yes  No

There is a protocol in place for the use of PPE by the public. (if applicable)

Yes  No

There is an adequate supply of PPE for the adopted PPE protocols.

Yes  No

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**C. COMMON AREA CLEANING AND CONTROLS**

A protocol is in place for the frequent cleaning of public restrooms.

Yes  No

A protocol is in place for the frequent cleaning of frequently touched items and surfaces.

Yes  No

A protocol is in place for the courthouse to be cleaned at the end of every day.

Yes  No

A protocol is in place for cleaning the courthouse before reopening to the public.

Yes  No

A protocol is in place for cleaning the courthouse in the event a person in the courthouse tests positive for COVID-19.

Yes  No

**D. COMMON AREAS SOCIAL DISTANCING**

Have the physical changes been made in order to attempt to decrease the spread of COVID-19 (such as partitions or plastic barriers, removing chairs, rearranging furniture, installation of touchless systems, and air flow system changes)?

Yes  No

Are there social distancing markers that denote six feet of spacing in common areas?

Yes  No

If possible, can employees and visitors walk in designated one-way lanes in hallways and corridors?

Yes  No

If yes, is there clear signage?

Yes  No

Has the capacity of common areas been reduced?

Yes  No

Is there a plan to avoid congregation at courthouse entry points and other congregation places in common areas?

Yes  No

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**E. VISITOR HEALTH SCREENING**

Are there mandatory health screening assessments for visitors with the following questions:

1. *Have you recently been in close contact with someone who has COVID-19?*
2. *Have you tested positive for COVID-19 in the last 14 days?*
3. *Are you experiencing symptoms of COVID-19 per CDC guidelines?*

Yes    No

**F. CONTACT TRACING**

Has a contact tracing plan been developed for courthouse visitors?

Yes    No

**G. ADDITIONAL RESOURCES**

1. ISAC Frequently Asked Questions on Health Screenings and Facemasks in County Facilities:  
<https://www.iowacounties.org/wp-content/uploads/2020/06/ISAC-Courthouse-Health-Screening-and-Masks-FAQ.pdf>
2. Equal Employment Opportunities Commission Guidance related to the Americans with Disabilities Act:  
<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>.
3. Occupational Safety and Health Act Guidance:  
<https://www.osha.gov/Publications/OSHA3990.pdf>
4. CDC signage examples:  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
5. CDC sanitation guidelines:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>.