

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County PALO ALTO

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 *other areas of courthouse*

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.

Duane E. Hoffmeyer D3
Chief Judge / District No.
Duane E Hoffmeyer
Print Name

June 29, 2020
Date

APPROVED BY:

T. Nuccio
Todd Nuccio
State Court Administrator

July 1, 2020
Date



Re: Fw: Kossuth in Palo Alto resumption of court service checklist plus Palo Alto signage email

Todd Nuccio to: Duane Hoffmeyer

07/01/2020 03:05 PM

Thanks. Here you go.



Palo Alto.pdf



Todd Nuccio | State Court Administrator
Iowa Judicial Branch
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The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.

Duane Hoffmeyer Failure to complete the 2nd half a question 4 wa... 07/01/2020 12:05:53 PM

From: Duane Hoffmeyer/District3/JUDICIAL
To: Todd Nuccio/SCA/JUDICIAL@JUDICIAL
Date: 07/01/2020 12:05 PM
Subject: Re: Fw: Kossuth in Palo Alto resumption of court service checklist plus Palo Alto signage email

Failure to complete the 2nd half a question 4 was my omission. It should show as yes.1st, we would try to broadcast into other areas of the courthouse and if inadequate would look to the community or contiguous court houses.

I see that question as related to the last subpart of question 5.

Duane E. Hoffmeyer
Chief Judge Third Judicial District
620 Douglas Street, #210
Sioux City, IA 51101
(712)279-6494
Conference Call (1-866)685-1580; Conference Code 0009991955
Duane.Hoffmeyer@iowacourts.gov

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Todd Nuccio Please see attached. Can an explanation be pro... 07/01/2020 11:42:39 AM
Duane Hoffmeyer Duane E. Hoffmeyer Chief Judge Third Judicial... 07/01/2020 08:47:14 AM



Palo Alto & Kossuth checklists

Don Courtney to: Duane Hoffmeyer

06/30/2020 02:57 PM

Duane,

I contacted Peter Hart, the Palo Alto County Attorney, and they now have a sign that says "A mask must be worn when entering this space" posted at the entrance of the courtroom. He assured me that he will have a sign posted shortly limiting the number of people permitted in the courtroom. He will let me know when it's posted and I will immediately contact you. In reference to question number 7 on Kossuth's checklist, as reflected in Judge Gales attachment we do have a system in place where they check in and if all available waiting rooms are unavailable we will obtain a telephone number and ask them to wait outside in their car until called. Do you know if this satisfies what is required in question 7?

Don

Palo Alto County Checklist for Resuming Court Operations

DAJ's Responses to Questions 4 & 5 – Judge Gales

4. Courtroom/Overflow Rooms

- Courtroom spaces have been/will be reconfigured so that at least 6' of distance separates all participants in court proceedings. The gallery and jury box have been/will be marked and cordoned off by the county attorney so that seating is limited to where 6' of distance is maintained between occupants in all directions.
- Persons reporting for court hearings will check in at the Clerk's office. If the Court and attorneys are not ready for the individual's hearing, the Clerk will obtain a telephone number and ask the individual to wait outside the courthouse or in his/her car until called.

5. Case Scheduling and Processing

Associate Court motion days:

- Arraignments and other routine matters will be set at 9 a.m., 9:30 a.m. and 10:00 a.m. with no more than 4 cases set per time slot.
- Pretrial conferences will not be set on motion days but instead will be handled by the county attorney, as has been the practice in Palo Alto County.
- Contested hearings (e.g., suppression hearings, revocation hearings, contested sentencings) will be set at 10:30 a.m., 11:00 a.m., 11:30 a.m. and in the afternoon, with only one case set in each time slot.
- County attorney will confer with defense counsel prior to motion days to manage schedule and limit number of individuals present for court proceedings at any given time.

Juvenile Court:

- Juvenile hearings will be scheduled in 45-minute intervals, one hearing per time slot.
- County attorney will confer with parties ten days prior to court day and identify any uncontested hearings that can be handled telephonically by agreement of the parties.
- Parents will be asked to not bring children to CINA hearings until further notice.

The Honorable Don E. Courtney
Judge, Third Judicial District of Iowa
Kossuth County Courthouse
114 West State Street
Algona, IA 50511
Telephone: (515) 295-3270

June 25, 2020

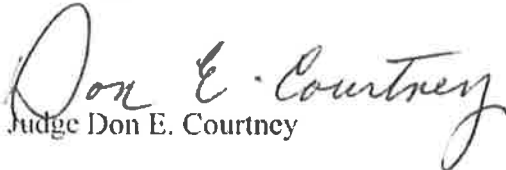
Duane E. Hoffmeyer
Chief Judge Third Judicial District
620 Douglas Street, #210
Sioux City, IA 51101

Dear Duane:

On June 16, 2020, I met with Palo Alto County officials and reviewed the Checklist for Resuming Court Operations. A copy of which is enclosed. Onn June 25, 2020, I met with Kossuth County officials and we reviewed the enclosed Checklist that I submit to you at this time. You will note the checklists have an attachment prepared by Judge Ann Gales addressing juvenile and magistrate court concerns.

Please contact me if you have any questions or concerns.

Sincerely,


Judge Don E. Courtney