

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Plymouth

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 *Not necessary with number of employees (s) involved.*

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 *see photos*

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)."

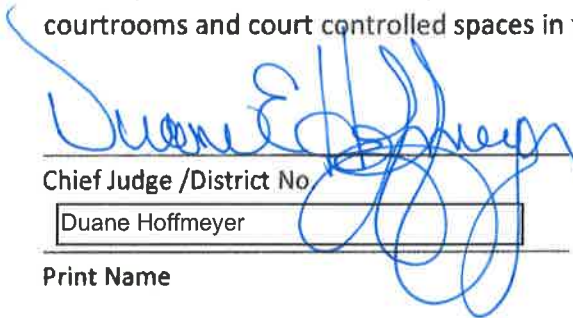
Yes No

10. 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

Duane Hoffmeyer

Print Name



Date

APPROVED BY:



Todd Nuccio
State Court Administrator

June 26, 2020

Date