

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County Emmet

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

10. Contact Tracing

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

Yes No

*Submitted
* Without 34 pages of photo's referenced by County Attorney.*

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

Deanne E. Holmeyer, D3

Chief Judge / District No.

7/2/2020

Date

Duane E. Holmeyer

Print Name

APPROVED BY:

Todd Nuccio

Todd Nuccio
State Court Administrator

July 2, 2020

Date

#1

ATTACHMENT TO CHECKLIST FOR RESUMING COURT OPERATIONS
Prepared by Judge David A. Lester
Presiding District Court Judge for Emmet County in Judicial District 3A

Question 1. The Emmet County Courthouse opened to the public effective June 24, 2020.

Question 2. See the response prepared by Emmet County Clerk of Court Cynthia Kelly attached to this email.

Question 3. See the response prepared by Emmet County Clerk of Court Cynthia Kelly attached to this email.

Questions 4 & 5. I have attached to this email the response prepared by Emmet County Attorney Melanie Summers Bauler to all of the questions on the Checklist but more specifically to these two questions.

Her response includes plans/protocols not only specific to her office but also protocols we will be implementing on the third floor of the Emmet County Courthouse where the court system is located. Attorney Summers Bauler was kind enough to include photographs of measures taken to clarify what is set forth in her response.

I would further note that on the day I am preparing this attachment, I received a call from Attorney Summers Bauler advising me that the court system has been granted permission to use the auditorium in the former Roosevelt Middle School Building, which is now used by the Head Start Program and is less than a block away from the courthouse in Estherville, as a location for staging potential jurors once we get to the point of again conducting jury trials. I attended school there and would estimate that auditorium could hold 50 to 60 people spaced every other row and 6 feet apart, if needed.

District Associate Court: I have attached to this email the response to these two questions on the Checklist prepared by District Associate Judge Ann Gales.

Magistrate Court: The response that follows is the plan/protocol I received from Emmet County Magistrate Judge David Forsyth by email:

In response to your request, I submit the following measures I have taken for Magistrate proceedings in Emmet County. Since the closure order, I have adopted the following practices. I have been doing all day-to-day work remotely attempting to limit contact. Hearings on motions, uncontested matters and bond reduction hearings have been held telephonically.

SCHEDULING--All prior scheduled trials have been continued with the first set for August. In rescheduling, block scheduling was eliminated to reduce waiting in the hallways; hearing times are spaced no less than 1/2 hour apart. I plan to review the

CHECKLIST FOR RESUMING COURT OPERATIONS
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Presiding District Court Judge for Emmet County in Judicial District 3A

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SCHEDULING--All prior scheduled trials have been continued with the first set for August. In rescheduling, block scheduling was eliminated to reduce waiting in the hallways; hearing times are spaced no less than 1/2 hour apart. I plan to review the

schedule with the County Attorney's office in regard to plea agreements in an attempt to reduce the "hallway plea agreements" if possible. Multiple Defendants shall have separate proceedings to reduce numbers in the Courtroom. I now have two scheduled hearing days Tuesday and Wednesday. The only remaining block scheduling are for charges which have indictable related offenses, these were set for review purposes only.

INITIAL APPEARANCES---Since March, we have been conducting all initial appearances for indictable charges via teleconference. This is not a big adjustment as I have been doing that for persons in custody for the past 6 yrs. when providing weekend coverage in other counties .Like other magistrates I have increased the number released without bond and verbally order release with appearance date on many non-felony charges however this is a case by case decision .As my usual practice, no-contact orders are prepared in advance of appearance and provided to the Defendant. Once in hand, it is explained to the Defendant during the initial appearance teleconference. I also require the Sheriff to provide proof of service when done remotely.

Non-indictable appearances and those set by citation have for the past several months been provided a telephonic option. They were continued or set about a month out with the provision they may appear telephonically on any Tuesday on or before the appearance date from 9-12. We have actually had a higher first appearance rate with this implemented than before.

EXTRADITION-- I have added extradition waivers to teleconferencing and provided a copy of the waiver for the Defendant to read prior to appearance. It now includes a COVID statement that the document was explained by the Court and witnessed by the Court while on teleconference. I am also adding a signature line that it was witnessed by the jailer. I can sign a scanned copy electronically.

MENTAL HEALTH/SUBSTANCE ABUSE--If at all possible we are conducting the hearing via telephone. Thus far, we have not had a contested proceeding but if requested I will conduct in person proceedings with witnesses testifying telephonically if possible. These will be conducted by the same COVID policy rules as contested proceedings.

SMALL CLAIMS CONTESTED PROCEEDINGS--All small claims including FED's and replevin actions will have the following rules, which will be provided by the Court prior to hearing:

- a) Each party shall file all documents and anticipated evidence electronically at least 24 hours before the hearing.
- b) Parties shall notify the Court if more than two witnesses are anticipated all witnesses must sit in designated seats outside the Courtroom
- c) If more than two witnesses are anticipated they shall wait outside the courthouse and enter for purposes of testimony.

- d) Parties shall only enter the Courthouse in conformity with County policy as posted no sooner than 5 minutes prior to scheduled hearing.
- e) Only two litigants, (attorneys, if represented) and one witness shall be in the Magistrate Courtroom at one time during proceedings, if more than two parties the hearing will be held in the District Courtroom.
- f) Litigants shall exit the Courthouse immediately upon adjournment.

MISDEMEANOR TRIALS-- All proceedings shall be conducted with the following rules:

- a) .Each party shall file all documents and anticipated evidence electronically at least 24 hours before the hearing.
- b) The court shall be notified before hearing of any video evidence and all equipment shall be tested and prepared prior to hearing.
- c) Parties shall notify the Court if more than two witnesses are anticipated all witnesses must sit in designated seating outside the Courtroom
- d) Parties shall only enter the Courthouse in conformity with County policy as posted no sooner than 5 minutes prior to scheduled hearing.
- e) Only two parties for plaintiff and two parties for defendant will be allowed at counsel tables.
- f) One witness at a time will be allowed in courtroom and all witnesses must exit the courtroom when finished with testimony.
- g) Parties must exit Courtroom immediately following adjournment.

District Court: For district court motion days, the plan developed by the five - 3A district court judges includes contacting the county attorney, as well as attorneys involved in civil cases the week prior to a scheduled motion day to ascertain which cases will actually require a hearing.

We will then further inquire whether the hearing can be conducted by a telephone conference call, which will be encouraged. The continued use of paper guilty pleas and sentencing hearings by conference call will also be encouraged.

If in-person hearings are required, the expected motion day schedule would be as follows:

- 8:30 - Arraignments where a defendant is pro se.
- 9:00 – Domestic Abuse hearings
- 10 a.m. to Noon - Criminal hearings requiring in court participation.
- 1 p.m. to 4 p.m. - Civil hearing requiring court participation.

With but few exceptions, pretrial conferences will no longer be allowed on motion days, and will be conducted telephonically pursuant to an order developed but Judge Charles K. Borth, which requires the county attorney to initiate a telephone pretrial conference,

and then provide an order to the court within 48 hours setting for the result of the conference.

In regard to the conducting of in-person hearings on motion days, the following plans were developed:

- 1) No more than two cases will be scheduled per each one-hour time slot.
- 2) Parties and attorneys will check in with the Clerk of Court who will then direct them to an available waiting area (as explained in Attorney Summers Bauler's response) until called. If there are no available waiting areas, they will be asked to leave a phone number and told to wait in their car.
- 3) Tape off every other row of seats in the spectator area of the courtroom to promote social distancing. This has already been done as shown in the photographs provided by Attorney Summers Bauler.
- 4) Masks will be worn in hallways and common areas of the courthouse.
- 5) Participants to wear a mask in the courtroom unless testifying on the stand. Witnesses will be seated in the jury box and will be provided face shields while testifying per the plan developed by the court reporters.
- 6) Court reporter and/or judge and/or clerk staff to disinfect surfaces between hearings, including counsel tables, chairs and the witness stand.

Concerning Item 6, Emmet County Custodian Tom Egeland will provide a disinfecting spray product called HDG, which can be sprayed on hard surfaces, allowed to remain for 7 minutes, and then wiped off with paper toweling. He will provide us with the necessary paper toweling, as well as latex gloves that can be worn by court personnel while conducting the cleaning procedures.

Items 2 – 6 will also apply to civil in-person bench trials conducted following the July 13, 2020, court reopening deadline.

Questions 6, 7, 8, and 9. See the response prepared by Emmet County Clerk of Court Cynthia Kelly attached to this email.

Contact Tracing. The contact tracing policy has been received from State Court Administration has been received and reviewed.



Emmet County resumption of court service checklist - questions

David Lester to: Duane Hoffmeyer, Cynthia Kelly
Cc: Peggy Frericks, Staci Maxfield

07/02/2020 10:14 AM

Judge Hoffmeyer,

I made some phone calls this morning in response to your email and have provided answers to your questions below.

If you should need anything further, please let me know.

David A. Lester
Judge, Third Judicial District
Dickinson County Courthouse
1802 Hill Avenue, Suite 2506
Spirit Lake, IA 51360-1255
Office: (712) 336-6284
Fax: (712) 336-6296
E-mail: David.Lester@iowacourts.gov

Attachment
#2

Re: Clerk's Earlier
Response

The checklist has some red flags I need to resolve prior to submission.

Cynthia- your portion of the checklist was submitted early and I hope some of the deficiencies have been resolved.

Question 4 -can you confirm courtroom spaces have been reviewed and configured for 6 feet of social distancing? I have seen about 30 pages of photographs that would imply to me this is been resolved but want confirmation.

ANSWER: Yes. As you indicate, that was the intended purpose of the photographs.

Question 6 - do you have a keyboard protector for the public kiosk and signage on how to appropriately wipe down the terminal?

ANSWER: Yes, Chris Snyder said the keyboard protector has been installed by Ron. The signage has not yet been posted but Cynthia is going to contact either Marcia Eckerman or Laurie Janssen to find out the appropriate wording, and will get signage installed before we open.

Question 8 - do you now have face shields available for witnesses?

ANSWER: The face shields for Emmet were delivered to Marcia Eckerman this week who was going to have her husband who works in Estherville deliver them today. She forgot to put them in his truck today but will do so next week so we will have them

before we open.

Question 9 - do you have signage limiting the number of people in the court room to 13 (per county attorney checklist)?

ANSWER: Yes, Cynthia has posted that signage.

Please "reply to all" with your response.

If resolved, I may submit a new checklist, attaching any confirming email and past checklists prior to submission.

If needed, I will have DCA try to resolve ASAP.

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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CHECKLIST FOR RESUMING COURT OPERATIONS

Clerk
of
Court

District Number 3

Name of County Emmet

1. Facility Status

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

Yes No Only by appointment

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

Noted
Cynthia Kelly
6-9-2020

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 Do not have them yet.

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 Have not received them yet.

Christina Kelly
6-9-2020

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

*Erin Kelly
6.9.2020*

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

Emmet County Checklist for Resuming Court Operations

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

District
Associate
Judge

4. Courtroom/Overflow Rooms

- Courtroom spaces have been reconfigured so that at least 6' of distance separates all participants in court proceedings. The gallery and jury box have been 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. Per county attorney, the gallery and jury box will accommodate 13 individuals while maintaining 6' social distancing.
- Hallway, jury room, two witness rooms and magistrate courtroom (when not in use) can be used for overflow. Seating in these areas has been placed and/or marked to maintain 6' of distance between individuals in all directions. Per county attorney, the hallway can accommodate 11 individuals, the witness rooms can accommodate 2 persons each, the magistrate courtroom can accommodate 6 persons, and the jury room can hold 4 persons.

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.
- Contested hearings (e.g., suppression hearings, revocation hearings, contested sentencings) will be set at 10:30 a.m., 11:00 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.
- Juvenile court participants will check in at Clerk's office. Clerk will direct participants to an available waiting area. If all waiting areas are at capacity, the Clerk will obtain a telephone number and ask the participant to wait outside or in his/her car until called.

CHECKLIST FOR RESUMING COURT OPERATIONS

County Attorney

District Number 3A

Name of County Emmet

1. Facility Status

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

will be July 1, 2020

Yes No

2. Staffing Schedule *Cynthia*

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 *Cynthia*

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

We can fit 13 people in gallery/jury box

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 No more than 4 hearings w a time
2 witness rooms & jury room for criminal court

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 We can fit a max of 11 in the hall
6 in magis trate

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 - Ask clerk to check people in & show them to a room. If full get phone number of person and ask them to wait in car until called.

1 juvenile hearing every 45 min.
- No children w this time SARCIWA
- Limited support persons

- Clerk to clean/sanitize rooms after every group/person
- Hand sanitizer needs to be w each entrance of courtroom
- Face masks / face shields

6. Public Terminal Kiosks

Cynthia

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

Cynthia

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

Will have them by July

Contact Tracing

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

Yes No

We don't know what the policy is.

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



**Fw: More Photographs of Emmet County Courthouse by Attorney Summers
Bauler**

David Lester to: Duane Hoffmeyer

06/25/2020 05:26 PM

David A. Lester
Judge, Third Judicial District
Dickinson County Courthouse
1802 Hill Avenue, Suite 2506
Spirit Lake, IA 51360-1255
Office: (712) 336-6284
Fax: (712) 336-6296
E-mail: David.Lester@iowacourts.gov

----- Forwarded by David Lester/District3/JUDICIAL on 06/25/2020 05:25 PM -----

From: <mbauler@emmetcountya.com>
To: <Ann.Gales@iowacourts.gov>, <David.Lester@iowacourts.gov>
Date: 06/19/2020 11:32 AM
Subject: [EXTERNAL] FW: Courthouse

Here are a few of the pictures we took this morning to designate the hall, the magistrate courtroom, the big courtroom, the jury room and the law library. We have put tape where people can sit and tape across the chairs that shouldn't be used.

From: melanie summers <mels4ui@hotmail.com>
Sent: Friday, June 19, 2020 11:28 AM
To: mbauler@emmetcountya.com
Subject: Courthouse

34 pictures
w/ Chief Judge
upon request.