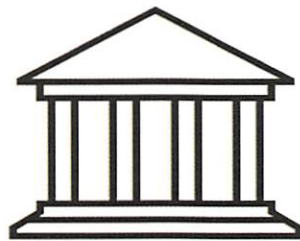


# Utah County Justice Court

## RISK RESPONSE PLAN



November 18, 2020

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# RISK PHASE RESPONSE PLAN

## INTRODUCTION

The purpose of this plan is to establish requirements and guidelines for the Utah County Justice Court to follow during the various phases of the COVID-19 pandemic.

The Judiciary's Pandemic Response Plan has been amended to include three phases which are **Red (moderate or high risk), Yellow (low risk), and Green (new normal)**. The Judiciary has monitored the Governor's declarations in deciding the risk phases for the courts, but the Judiciary must follow the phases of its Pandemic Response Plan. This is because the court is in a unique position of having the authority to compel individuals to appear at the court, and before that occurs the court must be confident the health risks are low.

The court will be in the Red phase whenever the transmission of COVID-19 is accelerating. The court may move to the Yellow phase when the rate of transmission has been consistently decelerating or is stabilized at levels that would not overwhelm the Utah health care system. Based on the statewide acceleration of COVID-19 cases and the associated risk of overwhelming the Utah health care system, state health officials have recommended that no court transition to the Green phase through at least the end of 2020. Except as set forth below, the Judiciary will follow that recommendation. The Judiciary will continue to monitor the spread of COVID-19 and consult with health officials to evaluate whether certain areas may be allowed to transition to Green earlier than the end of the year, or whether it may be necessary to extend the restrictions into 2021. Caution and prudent practice dictate, however, that all areas plan for a more gradual transition to less restrictive phases.

When the Judicial Council issues an administrative order declaring a Yellow phase, in person proceedings may resume if the Management Committee of the Judicial Council has approved the court's plan to resume operations. Each justice court must create a plan for areas under the control of the court, recognizing that they may be in a multi-use building.

The court has been provided a checklist or guide to help with creating a plan. The checklist is found in Appendix A. The court must complete the checklist and certify they have completed the checked items. In instances where one or more of the requirements do not apply to the circumstances of the court, the submissions must include a brief explanation about why those requirements do not apply and were not addressed. The court may submit any written materials they have created to implement their plan. The safety of court personnel and patrons is the most important consideration through all risk phases of recovery.

The Judiciary will continue to abide by its Pandemic Response Plan, and the guidelines of the Centers for Disease Control, the Utah Health Department, and the World Health Organization. The guidelines can be found at <https://www.cdc.gov/>, <https://health.utah.gov/>, <https://www.who.int/>

## YELLOW AND RED PHASES OF THE PLAN

- 1. Social Distancing:** Social distancing means maintaining a distance of at least six (6) feet from others. It is imperative that social distancing be maintained throughout the courthouse, including common areas, courtrooms, and workspaces. Floor markings, stanchions, and cones should be used in places where people might congregate, such as lines at security, waiting areas, or court counters.
- 2. Personal Hygiene:** Court should encourage patrons and require personnel to frequently wash their hands to prevent the spread of COVID-19. Hand sanitizer with a least 60% alcohol content may be used when frequent hand washing is not feasible. Court must stock all restrooms with the materials necessary for hand washing, and courts must provide hand sanitizer near high use touch points and areas where court personnel interact with court patrons. The court must certify that hand sanitizer, soap, and towels are available and will continue to be available throughout all risk phases.
- 3. Sanitation:** Court must ensure that high use touch points used by patrons and personnel are cleaned frequently. In courtrooms this includes chairs, tables, door handles, lecterns, counters, and microphones. In workspaces this includes door handles, tables, copiers, printers, other shared equipment, chairs, benches, and desks. In other areas of the courthouse this includes security bins, door handles, handrails, computers, benches, elevator panels, restrooms, and counter areas. Court should take steps to eliminate or minimize high use touch points, such as by propping doors open in certain areas, removing unnecessary furniture, closing break rooms, removing drink stations, and eliminating shared use of equipment. All areas in courthouses must be deep-cleaned every night. Court room must be deep cleaned at night by the janitorial services on days that court has been held. The court will be required to submit regular reports on cleaning efforts.
- 4. Capacity Limits:** Each phase may involve limits on the size of gatherings. Courthouse must adhere to those limits in all areas, including courtrooms, meeting rooms, lobbies, breakrooms, and workspaces. The limits will be based on the amount of net occupiable space- which excludes built-in furnishings- necessary to maintain social distancing. The capacity limits can be determined by dividing the square footage in a particular area by half and then dividing that number by 36. The capacity limits must be posted outside those areas.

- 5. COVID-19 Screening:** Any person who exhibits symptoms of COVID-19 may not be admitted to a courthouse. The symptoms of COVID-19 can be found on the above websites and include: fever, chills, cough, shortness of breath or difficulty breathing, abnormal fatigue, abnormal muscle or body aches, new loss of taste and smell, sore throat, congestion, or runny nose. Any person who has had sustained close contact with someone who has COVID-19 -even if those persons themselves are asymptomatic-may not enter a courthouse until the person has self-quarantined for (14) days from the date of last contact. Any person who has had COVID-19 may not enter a courthouse until the person has not experienced symptoms for at least 24 hours without the use of fever reducing medication or, if the person has been asymptomatic, until 10 days have passed since their positive test. The prohibitions apply to both personnel and patrons.

Court must conduct COVID-19 screenings of patrons who enter the courthouse. Screenings will be completed by court security before proceeding to the court. The screenings will include asking standard questions and may include using touchless thermometers if they are available. The court must post notice of the requirements in conspicuous areas where people enter.

If a person is denied access to the courthouse, the person must exit through a path where contact does not occur with others. The person must be given information on how they may contact the court for further instructions. Court security must alert the presiding judge, court administrator or assistant court administrator when a person has been denied access.

Personnel will be required to conduct a self-check before coming to work. Personnel in any of the categories described above must contact their supervisor and must not report to work until the supervisor authorizes a return to work. The information about personnel and patrons must be kept confidential.

- 6. Vulnerable Persons:** Courts must provide accommodations to vulnerable persons including employees, patrons, and judges. Vulnerable persons include those who are 65 or older and those of any age who have any of the following underlying health conditions:
- chronic lung disease
  - moderate to severe asthma
  - serious heart conditions
  - immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications,
  - severe obesity (body mass index (BMI) of 40 or higher),
  - diabetes,

- chronic kidney disease undergoing dialysis, or
- liver disease.

Accommodations for patrons may include allowing them to appear remotely or having their case continued. Accommodations for employees may include allowing them to work remotely or having their work schedules altered or workspaces rearranged.

- 7. Face Coverings and Other PPE:** Face coverings are not a substitute for social distancing. Face coverings are to be used in conjunction with social distancing. Masks are the preferred face covering, but other cloth materials that cover the nose and mouth may be used. The use of face coverings will be mandatory in certain circumstances, including for patrons entering the courthouse and whenever social distancing cannot be maintained. Employees and patrons will be encouraged to provide their own face coverings. The court must have face coverings available for those who do not have one. Entrance will be denied to any patron who refuses to wear a face covering and a person may be removed from the courthouse if the person refuses to wear a face covering while in the courthouse. If a person is denied entrance or removed from the courthouse because of refusal to wear a face covering, the person must be provided information about how to contact the court for further instructions. Employees are required to wear face coverings in all areas except their private workspace, as long as social distancing can be maintained. If an employee is unable to wear a face covering due to an underlying health condition, management may arrange to allow the employee to work remotely until further notice. Managers and supervisors should contact Human Resources to collaborate on an alternative approach if remote work for employees with underlying health conditions becomes problematic. The Court will have gloves available for employees who want them. The court must certify that sufficient personal protective equipment is available and will remain available through the Yellow and Red phases. Face coverings may be removed in workspace common areas provided social distancing can be maintained at all times.
- 8. Mail and Other Papers:** The court will provide directions to court personnel on how mail, packages, and other materials received from others will be received and distributed. Options will be to include having the mail or other documents sit for a period of time before handling, distributing face coverings and gloves, and/or requiring frequent handwashing.
- 9. Signage:** The court will post notices at courthouse entrances and throughout courthouses informing patrons and employees of restrictions and requirements and guiding them as they navigate through the courthouse.
- 10. Contact Tracing:** Contact tracing is used to help reduce the spread of COVID-19. When a person tests positive for COVID-19, efforts are undertaken to determine where that person has been and the persons with whom the individual may have been near. When it

is discovered that a person who has tested positive for COVID-19 has been in the courthouse, the court must immediately contact the local health authority to begin contact tracing to determine where that person may have traveled in the courthouse and who may have been in contact with that person. The court should provide employees with a contact tracing policy to provide assurances that steps will be taken in the event someone tests positive.

**GREEN PHASE**

Court operations are in a “new normal” during this phase.

- a. Court will use remote proceedings when it is the most effective use of time and resources;
- b. Employees may be offered more telework options;
- c. Court will maintain a heightened awareness of hygiene and sanitation for patrons and personnel;
- d. Court will continue to consider the needs and requests of vulnerable persons and provide reasonable accommodations;
- e. Business travel to an area where the CDC, WHO, or the Utah Department of Health recommends self-quarantine upon return is prohibited; and
- f. Personnel should notify supervisors when they will be traveling out of state of personal reasons. If the person travels to an area where the CDC, WHO, or the Utah Department of Health recommends self-quarantine upon return the person will be required to self-quarantine for (14) days upon return.

**YELLOW PHASE**

**Personnel**

**1. COVID-19 Checks**

Personnel must conduct a self-check for symptoms prior to leaving for work each day. Personnel must notify a supervisor via email that the self-check was done and what the results were. If you are not experiencing symptoms, you may email the results of the self-check once you arrive at work. (Send email to Kim and Cathy). Note: If you are scheduled to work at home, you do not need to provide daily results. All results and emails will be kept private. All results and emails will be



kept private. Personnel who have been diagnosed with COVID-19 may not return to the workplace until the person has not experienced symptoms for at least (24) hours without the use of fever-reducing medication or when released from isolation or quarantine by the local health department in accordance with CDC guidelines. Personnel who are exhibiting any signs of COVID-19 must contact their supervisor and may not come to work without their supervisor's consent. Personnel who have had sustained contact with someone diagnosed with COVID-19 may not come to work until (14) days have passed from the date of last contact, even if those individuals are asymptomatic. Court will provide touchless thermometers for personnel to regularly check their temperature.

## **2. Workspaces**

- a. Personnel may work in the courthouse. Social distancing must be maintained at all times. This may require reconfiguring workstations to ensure that all employees work at least six feet apart. Where possible, personnel will be permitted to work remotely.
- b. Furniture and equipment should be rearranged or removed as appropriate to ensure social distancing.

## **3. Accommodations**

Court will accommodate personnel who are impacted by school or daycare closures or who are taking care of family members who have COVID-19. Accommodations could include telework or alternating work schedules and hours as per the local Human Resource Department.

## **4. Face Coverings**

Face coverings are mandatory in courtrooms, hallways, stairways, restrooms, breakrooms, and entryways. Face coverings may be removed in places such as offices and cubicles provided social distancing is maintained. Face coverings may be removed in common areas such as breakrooms as long as social distancing can be maintained at all times. A separate trash can and liners will be provided for the disposal of all used Personal Protective Equipment.

## **5. Vulnerable Persons**

Vulnerable employees should not return to the courthouse and should be given work they can perform remotely. Vulnerable employees may return upon their request after consultation between the employee and the employee's supervisor, assisted by their human resources department.

## **6. Markings and Signs**

- a. Court will consider creating one-way travel paths where feasible, and waiting queues for areas such as hallways, restrooms, and breakrooms using signage and floor markings to guide personnel.
- b. Signs must be posted in restrooms and work area reminding personnel of social distancing requirements and proper hygiene

## **7. Meetings**

Meetings may be conducted in person if social distancing can be maintained and everyone wears a face covering. Personnel are encouraged to continue remote meetings.

## **8. Testing**

Court should consult their local health authorities to determine whether arrangements can be made for regular testing of employees.

## **9. Travel**

- a. Out-of-state business travel to an area where the CDC, WHO, or the Utah Department of Health recommends self-quarantine upon return is prohibited. In-state travel is restricted to that which is necessary.
- b. Personnel should notify supervisors when they will be traveling out of state for personal reasons. If the person travels to an area where the CDC, WHO, or the Utah Department of Health recommends self-quarantine upon return, the person must self-quarantine for 14 days upon return.

## **Courthouse**

- 1. Check in by Text:** When defendants arrive at the courthouse, they will be required to remain in their vehicles and call into the court to notify personnel they are present. Defendants will receive notice of this process with their court notice, as well as signage in the parking lot. The defendant will be required to provide a return telephone number and phone carrier so that they may be texted by personnel to inform them as to when they may enter the building safely for screening.
- 2. Screening:** Court security or court clerk must screen everyone who enters the courthouse. Security may accomplish this by asking the standard questions or posting notice of the restrictions and asking the person whether the person read them. Security will also use touchless thermometers.

### **3. Social Distancing**

- a. Courthouse must facilitate social distancing between all persons.
- b. When possible, courts should create barriers of at least six feet between patrons and employees. Plexiglass may be used but is not a substitute for social distancing.
- c. The court will use signage and markers to create travel paths and waiting areas as appropriate, such as providing directions to patrons about expectations. For areas in which patrons may be standing in line, such as court entrances or service counters, courts must place markers six feet apart where people must stand while waiting.

### **4. Face coverings**

- a. In order to enter the courthouse, patrons must wear face coverings and must continue to wear face coverings at all time while in the courthouse, unless a judge permits removal during a court proceeding. Courts must post notice of the face covering requirement at entrances and provide face coverings to those who do not have one. If a person is denied entrance or removed from a courthouse because of refusal to wear a face covering, the person must be provided information about how to contact the court for further instructions.
- b. Personnel must wear face coverings while assisting patrons, such as at a front counter. Personnel may remove their face coverings when they are not assisting anyone, provided they comply with other provisions on face coverings and social distancing.

### **5. Contractors**

Court contractors are required to wear face coverings. Courts will have the same screening processes for contractors as defendants before they enter court buildings. Courts must ensure those contractors follow requirements of the courthouse plans and require those contractors to submit their own plans.

### **6. Accepting Payments and Papers**

In order to accept payments and papers, employees will be offered the use of gloves, with appropriate instructions on their use and removal.

### **7. Ventilation Systems**

Ventilation and filtration systems must be in working order to facilitate clean air and circulation.

## **Court Proceedings**

### **1. In-Person and Remote Hearings**

- a.** Courts will conduct remote proceedings as much as feasible. In-person proceedings may be conducted provided social distancing can be maintained. Courts must limit the number of people in the courtroom to those who are required to be present for that proceeding, subject to capacity limits. The court may allow remote participation by those who are able to participate remotely. If others wish to view the proceedings, they will be given remote access.
- b.** Vulnerable persons may not be required to attend any court proceedings and, if feasible, the court may allow anyone who expresses health concerns to appear remotely.
- c.** The Judicial Council and the Supreme Court will issue administrative orders as necessary to establish criteria for those hearings and to provide other guidance to the court.
- d.** The court will provide a computer in a room in the courthouse where those who do not have a computer can participate remotely.
- e.** The number of people in a courtroom may not exceed capacity limits, which is one person for each 36 square feet of net occupiable space, which excludes built-in furnishings. Court will provide waiting areas where social distancing can be maintained.
- f.** The court will have signs or staff available to provide instructions and direct patrons through travel paths and to waiting areas.
- g.** The court will use signage, markers, stanchions, or cones to create travel paths. Patrons will be instructed on where they may walk, sit or wait.
- h.** Furniture will be arranged as much as possible to facilitate social distancing.
- i.** The court will try to minimize the shared use of equipment.
- j.** Defendants will be encouraged to complete and submit their paperwork needed for their hearing online or through the mail prior to their court date. If the defendant needs to complete paperwork at the courthouse prior to their hearing, gloves and hand sanitizer will be provided. Defendant will place completed paperwork in a separate box so there will not be any hand-to-hand transfer of completed paperwork in a separate box so there will not be any hand-to-hand transfer. Any sentencing sheets or other paperwork completed during court hearings will be emailed to the parties involved.
- k.** Surfaces and equipment must be sanitized after each hearing, or at least at regular intervals, to help ensure that individuals are not required to touch areas that have not been cleaned after use by others. Hand sanitizer will be available in each courtroom near high use touch points, such as tables and doors. The court clerk, bailiff and/or

judge will sanitize any areas that may have been used and/or touched after each defendant. Court will eliminate any high use touch points as much as possible.

## **2. Jury Trial and Bench Trials**

The court will comply with the requirements and guidelines developed for their court level. If a provision in any of those plans conflict with this plan, the provision in this plan must be followed. Please see separate resource titled "Criminal and Civil Trial Recommendations for District and Justice Courts."

## **3. Prioritizing Proceedings and Scheduling**

- a. Court will create plans prioritizing case types for in-person proceedings
- b. Court will schedule specific hearings at specific times, as opposed to large general calendars, to minimize the number of people in the courthouse at any given time and to avoid people congregating in waiting areas. Mission-critical type cases will take priority when scheduling.

## **4. Notices to Attorney and Patrons**

- a. Court notices will inform patrons or prevention measures and court contact information by referring patrons to the web page where the court's plan can be found.
- b. The Court will notify prosecutors, defense counsel, court security and other participants that the court expects strict compliance with court schedules.
- c. Prosecutors and Defense Attorneys will be encouraged to conference with each other and defendants prior to court hearing so that cases may be resolved quickly and more efficiently.

## **5. Face Coverings**

Face coverings are required in courtrooms, except that a judge may allow a person to Remove their face covering when social distancing can be maintained, or in circumstances When it is necessary to effectively communicate and when it is necessary for identification Or to observe a person's facial reactions. Social distancing must be maintained if face coverings are removed. The court will take recesses as necessary to provide breaks from wearing face coverings. Judge may wear a face shield for more efficient communication as there is enough distance between the defendant and the judge.

## **6. Interpreters**

- a. When an interpreter is needed, the court will first consider allowing remote interpretation, in order to facilitate social distancing. Remote equipment can include cell phones and headsets.
- b. If remote interpretation is not feasible, an interpreter may be in the courtroom and social distancing must be maintained. If necessary, for effective interpreting, the court

will not require the interpreter or the person for whom interpretation is being done to wear a face covering.

- c. If an observer, such as a victim, requires an interpreter and the courtroom has reached capacity limits, that person should be provided a room in the courthouse where the proceedings may be observed, and remote interpretation will be provided.

## **7. Exhibits**

Judge will require parties to provide opposing parties with exhibits and handouts in Advance of hearings to avoid the exchange of materials in the courtroom. If paper is to be transferred during a proceeding there should not be hand-to-hand transfer and should instead be placed in an area for others to retrieve. Hand sanitizer or gloves will be available in those areas.

## **8. Self-Represented Litigants**

The Court must permit self-represented litigants to file documents by email. If a Document is a pleading to initiate a case, the court should encourage the person to file The pleading by mail or in-person, but the court must accept the filing by email if the person chooses to do so.

**RED PHASE**

## **1. Continuation of Yellow Phase Restrictions**

Subject to the provisions below, the restrictions and requirements in the yellow phase will Apply when personnel and patrons are required to be in the courthouse.

## **2. Personnel**

- a. Personnel will work remotely except those who have been designated as essential to maintain a minimum courthouse presence for public service.
- b. Personnel will be granted leave or required to use accumulated leave according to local human resources department policies as circumstances dictate.

## **3. Courthouse**

All court patrons, including parties and attorneys, will interact with the court system remotely unless exigent circumstances require in-person contact. A person may file documents in existing cases electronically, including by email.

#### **4. Court Proceedings**

- a.** The court will continue all mission-critical functions. All court hearings will be conducted remotely unless a party can persuade the court that doing so would be highly prejudicial to the person's case, or if there are other exigent circumstances that require an in-person hearing.
- b.** At their discretion, judges may continue any matter into the future except for in-custody criminal cases.
- c.** The Judicial Council and the Supreme Court will issue administrative orders as necessary to establish criteria for those hearings and to provide other guidance to the court.
- d.** If exigent circumstances require an in-person hearing, the proceeding must be limited to those who are required to attend and the requirements in the Yellow phase apply. Social distancing must be maintained and surfaces and equipment must be thoroughly sanitized after each use. Anyone who is able to participate remotely must be allowed to do so.

# Resources

Utah Judiciary Alerts Webpage includes:

- All state and local judicial orders
- Individual courthouse status
- Information regarding filing documents
- COVID-19 information
- Notices regarding domestic cases
- Community information flyers for partners and partner organizations
- Frequently asked questions <https://www.utcourts.gov/alerts/>

Utah Judiciary Pandemic Influenza Response Plan

[https://www.utcourts.gov/intranet/security/docs/Pandemic\\_Response\\_Plan.pdf](https://www.utcourts.gov/intranet/security/docs/Pandemic_Response_Plan.pdf)

Governor Gary Herbert's Coronavirus Website

<https://coronavirus.utah.gov/>

Utah state and local orders and directives <https://coronavirus.utah.gov/special-orders/>

CDC guidance on COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC guidance on self-care during a pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC guidance for social distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC guidance on vulnerable persons during a pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

CDC guidance for businesses and workplaces

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businessesemployers.html>



# Appendix

## A

# PANDEMIC RISK RESPONSE CHECKLIST FOR THE

4th District /Provo Utah County Justice **COURT**

(Please provide the district and court location)

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The following is a checklist to guide courts in creating their pandemic risk operations plans. The plans will apply to the Red and Yellow phases as declared by an Administrative Order issued by the Judicial Council and Supreme Court. Every district or court must submit to the Management Committee a completed and signed checklist. Consider every item on the checklist and indicate whether the item has been implemented. If an item on the checklist was not implemented, provide an explanation in the space provided about why the item was not implemented. Other written materials are not required to be submitted to the Management Committee unless otherwise noted.

1.

[Yes]  [No] The court is asking the Management Committee to permit the court to operate in the Yellow phase because the rate of COVID-19 spread in the county have been stable or decelerating for at least the last 14 days.  
(Attach verification from the local health department verifying the stable or decelerating rate.)

2. Planning

[Yes] [No] A. Discussed proposed plan with local stakeholders including, but not limited to, sheriff, prosecutors, defense counsel, service providers, local Bar members, local health department, and DHS to identify and address issues that might arise from your plan.  
*If no, please explain:* \_\_\_\_\_

[Yes] [No] B. Made plans to submit regular reports to the Management Committee and determined who will gather the information.

*If no, please explain:* \_\_\_\_\_

**3. Personnel Safety**

[Yes] [No] A. Provided direction to court personnel on self-checks and reporting results to management, and directions on staying home when COVID-19 symptoms are present, along with a policy to ensure confidentiality of personal information.

*If no, please explain:* \_\_\_\_\_

[Yes] [No] B. Identified protective steps to help keep employees safe, including:

- Arranged work spaces to maintain social distancing;
- Posted signs reminding employees of appropriate hygiene;
- Created barriers between staff and patrons to maintain social distancing;
- Eliminated or reduced high use touch points;
- Providing hand sanitizer near high use touch points when hand-washing is not available;
- Providing materials to sanitize equipment and work spaces;
- Reduced equipment sharing;
- Established a schedule for cleaning and who has the responsibility; and
- Created travel paths where feasible and warranted with signage and other areas marked to direct employees on appropriate use and distancing while moving around work areas.

*If no, please explain:* \_\_\_\_\_

[Yes] [No] C. Informed vulnerable employees they are not required to work at the courthouse and determined the work they can perform remotely.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] D. Established procedures to allow vulnerable persons and those who frequently have sustained close contact with vulnerable persons to confidentially request accommodations.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] E. Staggered work hours to reduce number of employees arriving and leaving at the same time.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] F. Determined the employees who can work remotely and those who cannot and assigned duties accordingly.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] G. Created employee teams to rotate shifts of working remotely and at the courthouse, or made other adjustments to schedules or workspace configurations to minimize interactions between teams.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] H. Determined the employees who may need accommodations because of school or daycare closures and discussed potential solutions.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] I. Designated an individual and set a schedule to frequently review information on the websites of federal, state, and county health organizations.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] J. Created and distributed a policy requiring face coverings for personnel in areas where social distancing will not be possible.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] K. Informed employees of travel policies.

*If no, please explain:* \_\_\_\_\_

#### 4. Courthouse

[Yes]  [No] A. Reviewed and changed courthouse configurations to facilitate social distancing and sanitation, including common areas, courtrooms, and workspaces.

- Designated hallways and portions of hallways for one-way traffic;
- Placed markers or other materials in waiting areas and queues indicating to individuals where they must wait or stand;
- Eliminated or reduced high use touch points, such as propped open doors where security is not a concern, removed lecterns, removed unnecessary furnishings and equipment, or eliminated or reduced number of shared equipment;
- Created barriers between patrons and personnel;
- Arranged furniture in waiting areas, meeting rooms, and courtrooms to maintain separation;
- Covered fabric on benches and other furniture that could not be removed from an area to provide for easier cleaning;
- Posted notice of the limits on the number of people in elevators;
- Reduced the use of common areas, such as by closing meeting rooms, breakrooms, and limiting restroom capacity; and
- Provided waste receptacles for discarding face coverings and other PPE.

*If no, please explain:* The court is still waiting on barriers and plexiglass to be installed in the courtrooms and the hallways to the courtrooms.

[Yes]  [No] B. Established a plan for screening individuals who enter facilities,

- Screening questions to be asked;
- Temperature checks, including who will administer them;
- Process for removing those who should not be allowed to enter;
- Process for reporting information to PJ, TCE, or local court administrator;

- Self-reporting requirements for exposure, symptoms, or high-risk factors;
- Posted notice that face coverings are to be worn in all areas of the courthouse;
- Designated the individuals who will frequently monitor common areas to facilitate social distancing and remind individuals as may be appropriate; and
- Identified areas to allow members of the public to maintain social distancing while waiting for their case to be called.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] C. Determined the capacity limits of courtrooms, meeting rooms, and waiting areas – total net occupiable square footage, which is determined by dividing the total square footage in half then dividing that number by 36 – and posted notice of those limits.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] D. Identified rooms to conduct proceedings such as jury selection and large dockets.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] E. Consulted with those responsible for courthouse cleaning to develop plans for deep cleaning of courthouses every evening.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] F. Providing a computer terminal in the courthouse for individuals who do not have a computer to participate remotely.

*If no, please explain:* The computer(s) have been ordered.

[Yes]  [No] G. Created a plan for contact tracing for patrons and personnel.

*If no, please explain:* \_\_\_\_\_

---

[Yes]  [No] H. Created a plan for screening contractors.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] I. Created and communicated a process for how mail, packages, and other materials will be treated to reduce the risk of COVID-19 spread.

*If no, please explain:* \_\_\_\_\_

### 5. Court Proceedings

[Yes]  [No] A. Determined the case and hearing types that will have scheduling priority.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] B. Determined case and hearing types to be conducted remotely.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] C. Considered the possibility of evening and weekend hearings (consult TCE or court administrator and H.R. before implementing).

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] D. Created a process and instructions for scheduling specific proceedings at specific times to eliminate mass calendars and to minimize contacts between individuals.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] E. Identified the manner and means by which use of remote proceedings will be used in conjunction with in-person hearings.

- When witnesses will be allowed to testify remotely;

- Coordinated with the department of corrections, the county sheriff, or JJS to hold remote proceedings for in-custody individuals; and
- Determined what proceedings and matters may be handled remotely by senior judges and identify potential senior judges to employ (justice courts).

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] F. Developed a plan for wearing face coverings in the courtroom including when they may be removed and have face coverings on hand for those who do not have a face covering.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] G. Developed plans to accommodate vulnerable persons, and persons who are frequently in sustained close contact with vulnerable persons, who request accommodations such as appearing remotely or postponing hearings.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] H. Implemented a plan for texting, paging, or other technology that allows members of the public to wait outside the courthouse for their case to be called.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] I. Determined who (e.g. attorneys, parties, witnesses, interested persons, spectators, media) will be allowed into courtrooms for each hearing and in what numbers.

*If no, please explain:* \_\_\_\_\_

[Yes]  [No] J. Informed attorneys of expectations.

*If no, please explain:* \_\_\_\_\_



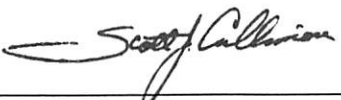
[Yes] [No] K. Modified court notices to direct patrons to website where court plan is located.

*If no, please explain:* \_\_\_\_\_

**6. Other Risk Levels**

[Yes] [No] Developed a plan for what changes might be necessary when a level is raised from a lower level to a higher level and vice versa.

*If no, please explain:* \_\_\_\_\_

Submitted by:   
(district or juvenile presiding judge or judge of the justice court)  
Scott J. Cullimore (printed name)

Submitted by: \_\_\_\_\_  
(district or juvenile TCE or justice court equivalent)  
\_\_\_\_\_ (printed name)

# **Appendix**

## **B**

## Screening Questions

- Have you ever tested positive for Covid-19?
  - If yes,
    - Have you been symptom free for the last 72 hours without medication?, or
    - If you have not experienced any symptoms, has it been at least 10 days since you tested positive?
- Have you had sustained close contact with someone who has Covid-19?
- If yes, has it been at least 14 days since you last had contact with that person?
- Do you currently have any of these Covid-19 symptoms?
  - Fever
  - Cough
  - Chills
  - Shortness of breath or difficulty breathing
  - Abnormal fatigue
  - Abnormal muscle or body aches
  - New loss of taste or smell
  - Sore throat
  - Congestion and runny nose

# **Appendix**

## **C**

## Utah County Justice Court SELF CHECKS - REPORTING SYMPTOMS

Court personnel must conduct a self-check for symptoms prior to leaving for work each day. Personnel must notify a supervisor via email that the self-check was done and what the results were. If you are not experiencing symptoms, you may email the results of the self-check once you arrive at work. (Send email to Kim and Cathy). Note: If you are scheduled to work at home, you do not need to provide daily results. All results and emails will be kept private. Personnel who have been diagnosed with COVID-19 may not return to the workplace until the person has not experienced symptoms for at least (24) hours without the use of fever-reducing medication or when released from isolation or quarantine by the local health department in accordance with CDC guidelines. Personnel who are exhibiting any signs of COVID-19 must contact their supervisor and may NOT come to work without their supervisor's consent. Personnel who have had sustained contact with someone diagnosed with COVID-19 may not come to work until (14) days have passed from the date of last contact, even if those individuals are asymptomatic.

The court will provide touchless thermometers for personnel to regularly check their temperature.

Please ask yourself the following questions prior to leaving for work each day:

(Symptoms may be mild or severe)

Do I have ...(see list below).....?

Fever or chills

·Cough

·Shortness of breath or difficulty breathing

·Fatigue

·Muscle or body aches

·Headache

·New loss of taste or smell

·Sore throat

·Congestion or runny nose

·Nausea or vomiting

·Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

See website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Other important information from the CDC: (Please read)

An employee is exposed to someone in her/his personal life who tests positive for COVID-19 scenario example

If an employee came into close contact with someone who tested positive for COVID-19, he or she should quarantine for 14 days and monitor for symptoms. He or she should not go to work while quarantined, even if the employee doesn't feel sick. \*(Contact supervisor for instructions on working from home, if possible). It can take up to 14 days for someone to get sick with COVID-19 after he or she has been exposed to it. The employee should quarantine for 14 days after the last time he or she was in close contact with the person who tested positive.

The health department may also recommend an employee get tested for COVID-19 if he or she had a known exposure to someone with the disease. Employees should wait 7 days after they were exposed to get tested. The health department will email or text the employee a referral code to use to get tested. Even if the employee tests negative, he or she must still finish the 14-day quarantine.

# Utah County Justice Court

## COVID-19 POLICIES

In accordance with the Risk Response Plan the Court is required to notify all employees of the following policies:

### **FACE MASKS:**

"All Utahns must wear masks in public, and when within six feet of anyone they don't live with. This mandate is also enforceable in business settings, which must require employees to wear masks, promote patrons to wear masks, and post signage to that effect."

Due to Governor Herbert's new state of emergency, the court is going to require face masks be worn within the Justice Court offices any time an employee leaves their own work station or if they cannot maintain a 6 foot distance between each other while at their work stations. This includes hallways, stairways, restrooms, break rooms, file room, and entryways. Front counter personnel will be required to wear a face mask any time they are helping clientele who appear at the front counter for assistance.

### **COVID SELF CHECKS:**

Court personnel are also required to conduct a self-check for symptoms prior to coming to work each day. If you are running a fever, or displaying any other symptoms, please do NOT come into the office. (\*See Cathy's email for more details.)

### **SANITIZING:**

Please frequently wipe down you own personal work space and any items that may be shared with multiple employees with disinfectant wipes.

**Reminder:** In-Court clerks need to wipe down the clerks desk and keyboards and any pens, markers, rulers, etc. that you have used in the courtrooms after each use.

\*\* Hand sanitizer and disinfecting wipes have been placed by the copiers, shredders and safe. Please use these and wipe them down whenever you use these machines.

\*\* Masks and gloves need to be worn when picking up and opening the mail. (A box of gloves has been placed by the envelope opener and there are masks on top of the clerks boxes in the file room.)

\*\* Gloves should always be used if handling cash payments.

Thank you for all doing your part to protect each other.

Dated 11/2020

## **Utah County Justice Court Travel Policy - Covid 19**

An employee should notify a supervisor when they will be traveling out of state for personal reasons. If the person travels to an area where the CDC, World Health Organization, or the Utah Department of Health recommends self-quarantine upon return, the person must self-quarantine for 14 days upon return.

Dated 11/2020



# What is contact tracing?

Contact tracing is an important part of how public health responds and stops disease outbreaks. People who have been in close contact with someone who has COVID-19 are more at risk of getting infected and making others sick. Contact tracing is how public health workers find the close contacts of someone who has COVID-19.

## How does contact tracing work?

Public health workers talk to people who have COVID-19 to find out who their close contacts are. The health department calls the close contacts and actively monitors them for symptoms, or checks to see if they get sick. They may also ask them to quarantine or self-isolate. The health department gives them important information about what they need to do next. They tell close contacts where to get tested or get medical care. They also tell them what to do to keep other people from getting sick.



## Active monitoring

Active-monitoring is when someone from your local health department calls or texts you one time a day to check on you and ask you how you are feeling.

## Contact tracing process



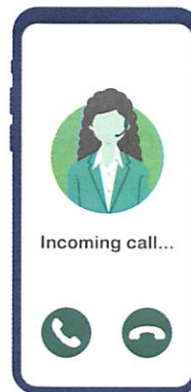
1 Jane and Dan were at the same birthday party.



2 A few days later, Dan gets symptoms of COVID-19. He gets tested. Dan tests positive for COVID-19.



3 The health department works with Dan to find out the places he has been and who he has spent time with.



4 The health department calls Jane to tell her she may have been exposed to COVID-19. They tell her what she needs to do next.

## What is contact tracing?

# What to do if you were exposed to COVID-19

If the health department calls to tell you that you have been exposed to COVID-19, you need to quarantine. The health department may also ask you to get tested for COVID-19 even if you don't feel sick.



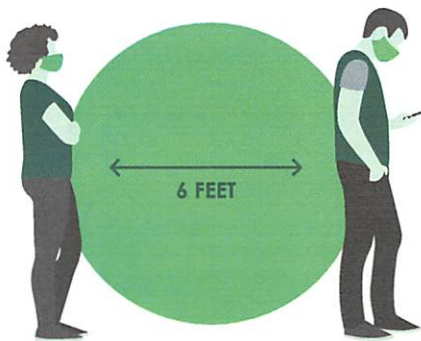
Get tested for COVID-19.



Leave your house only if you have to or to get medical care.



Limit the number of visitors to your home.



Try to stay at least 6 feet away from other people.



Clean surfaces that are touched often.



Wear a mask or face covering if you go out of your home or need to be around other people.

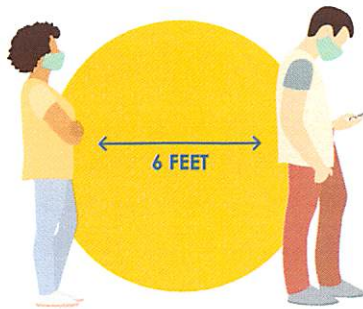
# ATTENTION:

ALL EMPLOYEES AND CUSTOMERS

## COVID-19 HEALTH ALERT



**Do not enter if you have symptoms of COVID-19 or a fever of 100.4°F or higher**  
(Symptoms include: cough, shortness of breath, sore throat, muscle aches and pains, feel sick)



**Stay at least 6 feet away from other people**



**Wear a mask or face covering**



**Do not shake hands or touch other people**



**Wash your hands often with soap and water, for at least 20 seconds**



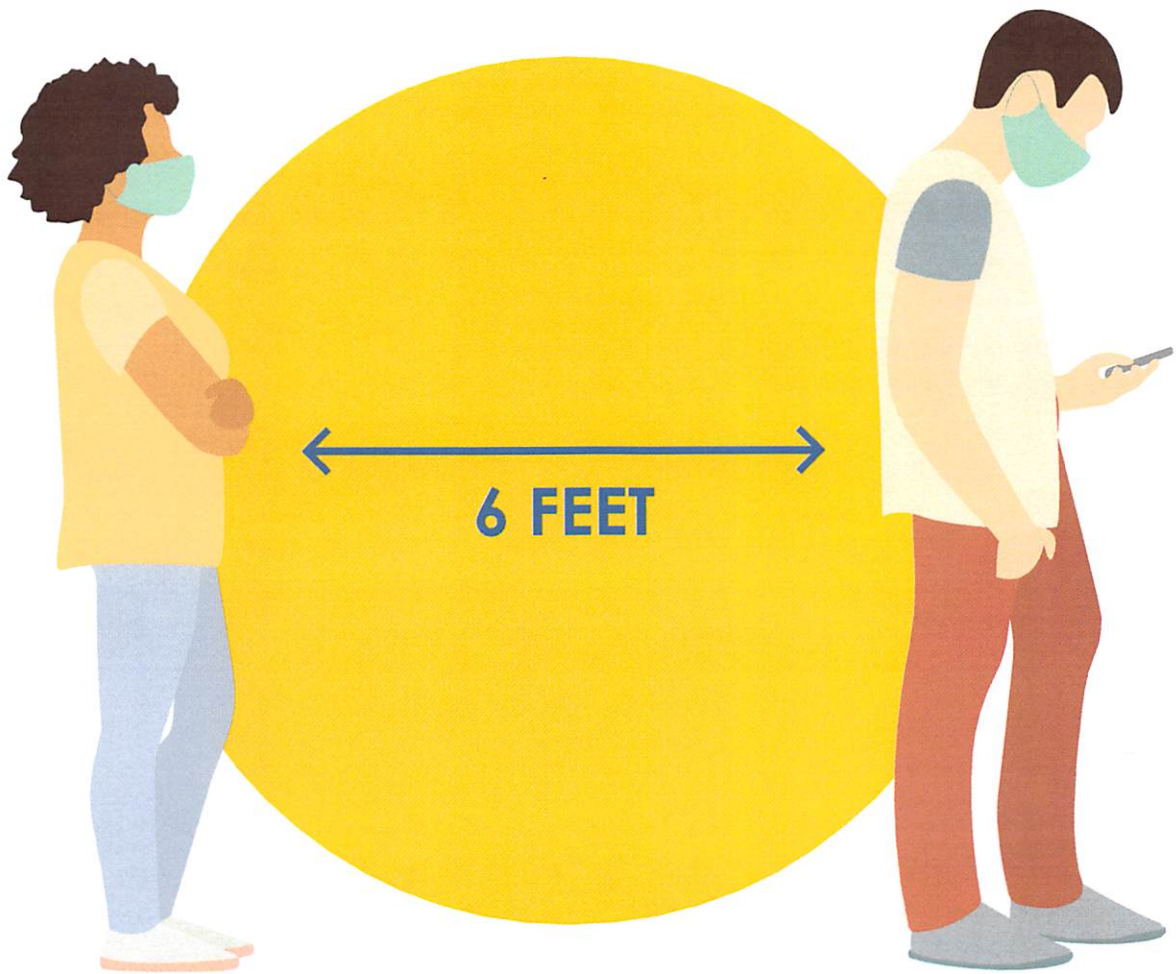
**Sneeze or cough into your mask, elbow, or tissue (not your hands).**  
Wash your hands right away.



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**FOR  
YOUR SAFETY  
AND OURS**

## Physical distancing



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# FOR YOUR SAFETY AND OURS

Please do not enter  
if you are sick



**Fever**

(temperature of 100.4°F or 38°C or higher  
or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



**Sore throat**



**Muscle aches and pains**



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# MASKS REQUIRED



**for your safety and ours**



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