

Criminal District Court Administrative Recommended Courtroom COVID Protocols & Reminders

Revised: 2020-10-15

- All members of the public entering the building are required to wear a facial covering, and/or mask, submit to a temperature screening and provide required information to establish personal contact tracing in the event of possible exposure.
- In the event of possible exposure, the Judicial Administrator's Office should be contacted immediately to begin contact tracing notifications to all possibly exposed individuals, departments and outside agencies.
- Exterior courtroom doors are encouraged to remain open during court proceedings to circulate fresh air into the space.
- Social distancing should continue to be observed.
- Audience seating capacity should not exceed 6 – 8 members. VIP ropes have been provided to control access into the courtrooms.
 - Deputies should monitor and control capacity access and courtroom population.
 - Once courtroom audience occupancy is achieved, defendants should wait outside in the interior public hallway, on the installed floor social distance markers. Waiting in this area also allows for fresh air circulation.
- Each courtroom has been outfitted with an iPad at the defendant's podium.
 - For maintaining an accurate court record and for ZOOM clarity, defendants and court participants should be encouraged to speak directly into the microphone.
- For public accessibility and transparency, all guests should have access to all aspects of court proceedings and should not be waiting in the ZOOM waiting room.
- For everyone's protection, hand sanitizing stations have been placed in each courtroom and in various areas throughout the building.
- Courtroom COVID supplies should be available to all staffer and refills should be requested from the JA's Office as needed.