

Appendix

A

PANDEMIC RISK RESPONSE CHECKLIST FOR THE

4th - Fillmore City COURT
(Please provide the district and court location)

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

[☒] [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: _____

[☒] [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

- [☒] [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: _____

- [☒] [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: _____

- [☒] [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: _____

[☒] [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] [☒] E. Staggered work hours to reduce number of employees arriving and leaving at the same time.

If no, please explain: One Clerk Court

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

If no, please explain: _____

[Yes] [☒] 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: One Clerk Court

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

If no, please explain: _____

[☒] [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: _____

[☒] [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: _____

☒ [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: _____

[☒] [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: _____

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

If no, please explain: _____

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

If no, please explain: _____

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

If no, please explain: _____

[☒] [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: Very small court with a small case load

☒ [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: _____

[☒] [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: _____

[☒] [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] [☒] 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: We are a very small court with one clerk

[☒] [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: _____

[☒] [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: Cyndee C. Probert
(district or juvenile presiding judge or judge of the justice court)

Cyndee C. Probert (printed name)

Submitted by: Jamie Walton
(district or juvenile TCE or justice court equivalent)

Jamie Walton (printed name)

Appendix

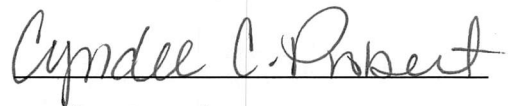
B

**IN THE FILLMORE CITY JUSTICE COURT,
MILLARD COUNTY, STATE OF UTAH**

POLICY: RE: Contact Tracing COVID-19 Pandemic 2020	Judge Cyndee C. Probert July 7, 2020
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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.

During the red and yellow risk phases of the pandemic, the court clerk will keep a daily log to the best of their ability of persons that are in the court offices and courtroom each day. Clerk shall retain that list for at least 60 days before destroying listing. This list will be used when contacting the local health authorities in the event contact tracing needs to take place.



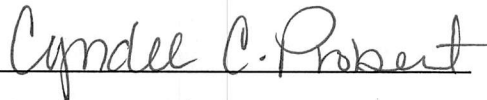
Cyndee C. Probert
Justice Court Judge

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Cyndee C. Probert
Justice Court Judge

**IN THE FILLMORE CITY JUSTICE COURT,
MILLARD COUNTY, STATE OF UTAH**

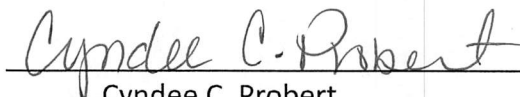
POLICY: RE: Face Masks or Coverings COVID-19 Pandemic 2020	Judge Cyndee C. Probert July 7, 2020
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Whereas, the CDC has suggested that face coverings be worn in areas where social distancing will not possible, the following policy is hereby issued:

Face masks are required when social distancing cannot be possible while the court is in the red or yellow phase. Masks are the preferred face coverings, but other cloth materials that cover the nose and mouth may be used.

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.

The court will 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 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 will be given a promise to appear or provided information about how to contact the court for further instructions.



Cyndee C. Probert
Justice Court Judge

Appendix

C

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 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

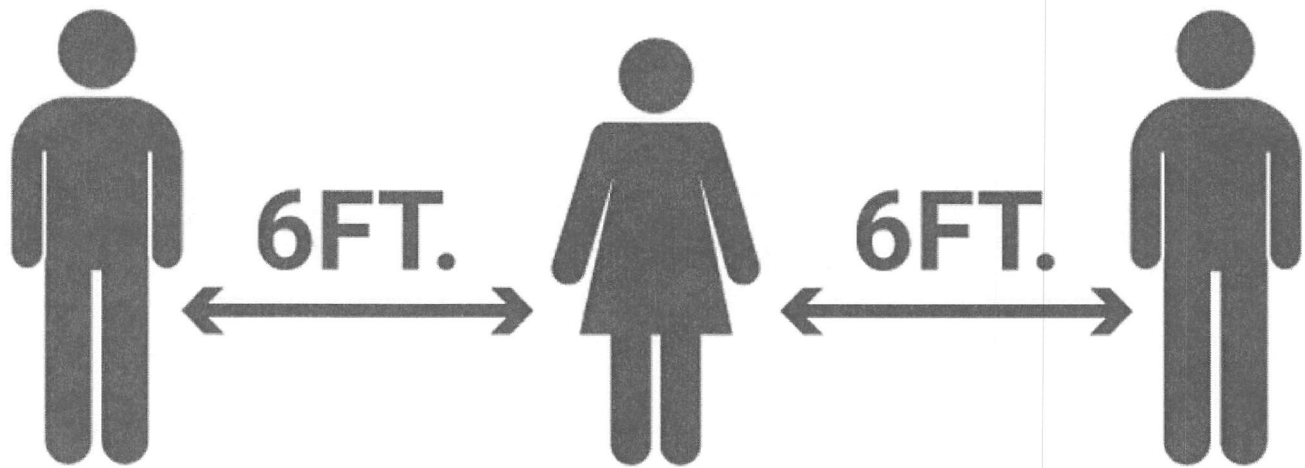
-Abnormal muscle or body aches

-New loss of taste or smell

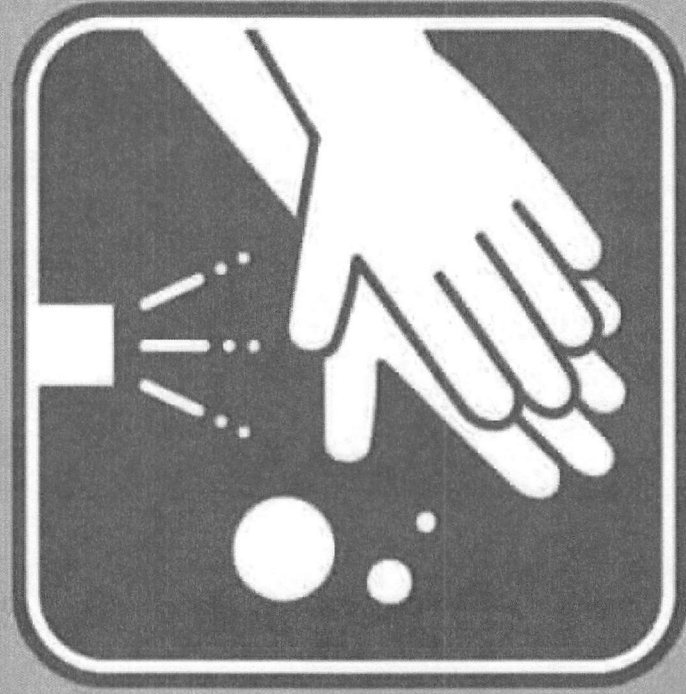
-Sore throat

-Congestion and runny nose

NOTICE

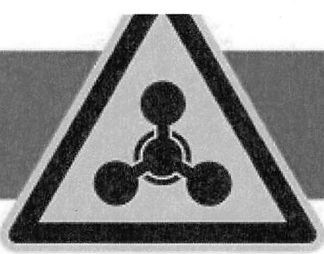


**SOCIAL
DISTANCING
IN PRACTICE**



FRIENDLY REMINDER

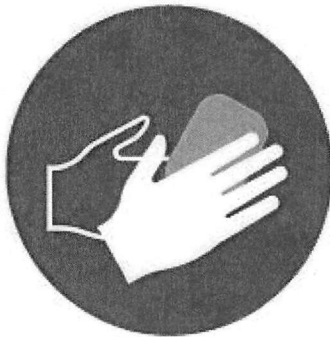
REMEMBER TO WASH YOUR HANDS
FOR AT LEAST 20 SECONDS



HAND-CLEANING INSTRUCTIONS



**Wet hands
with water**



**Apply soap and rub
hands for 20-30 seconds**



**Rinse hands
with water**



**Dry hands with
paper towel**



**Throw paper
towel in bin**

SAFETY FIRST



**MASKS
REQUIRED
BEYOND THIS POINT**



You may not enter the courthouse if you are currently experiencing any of these COVID-19 symptoms:

Fever

Cough

Chills

Shortness of breath or difficulty breathing

Abnormal Fatigue

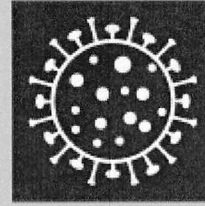
Abnormal muscle or body aches

New loss of taste or smell

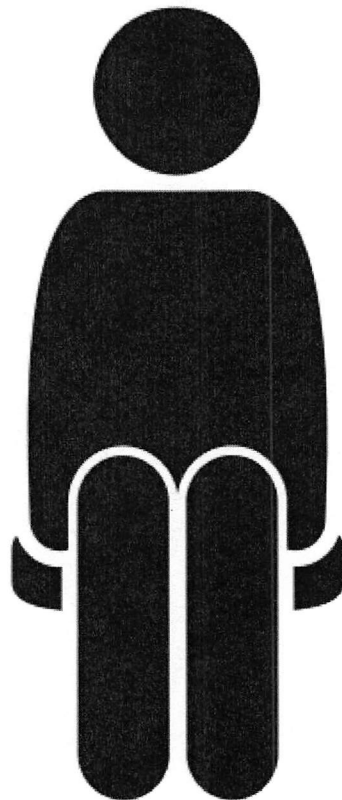
Sore throat

Congestion or runny nose

Coronavirus **COVID-19**



Coronavirus
COVID-19
Public Health
Advice



**Please sit
HERE**

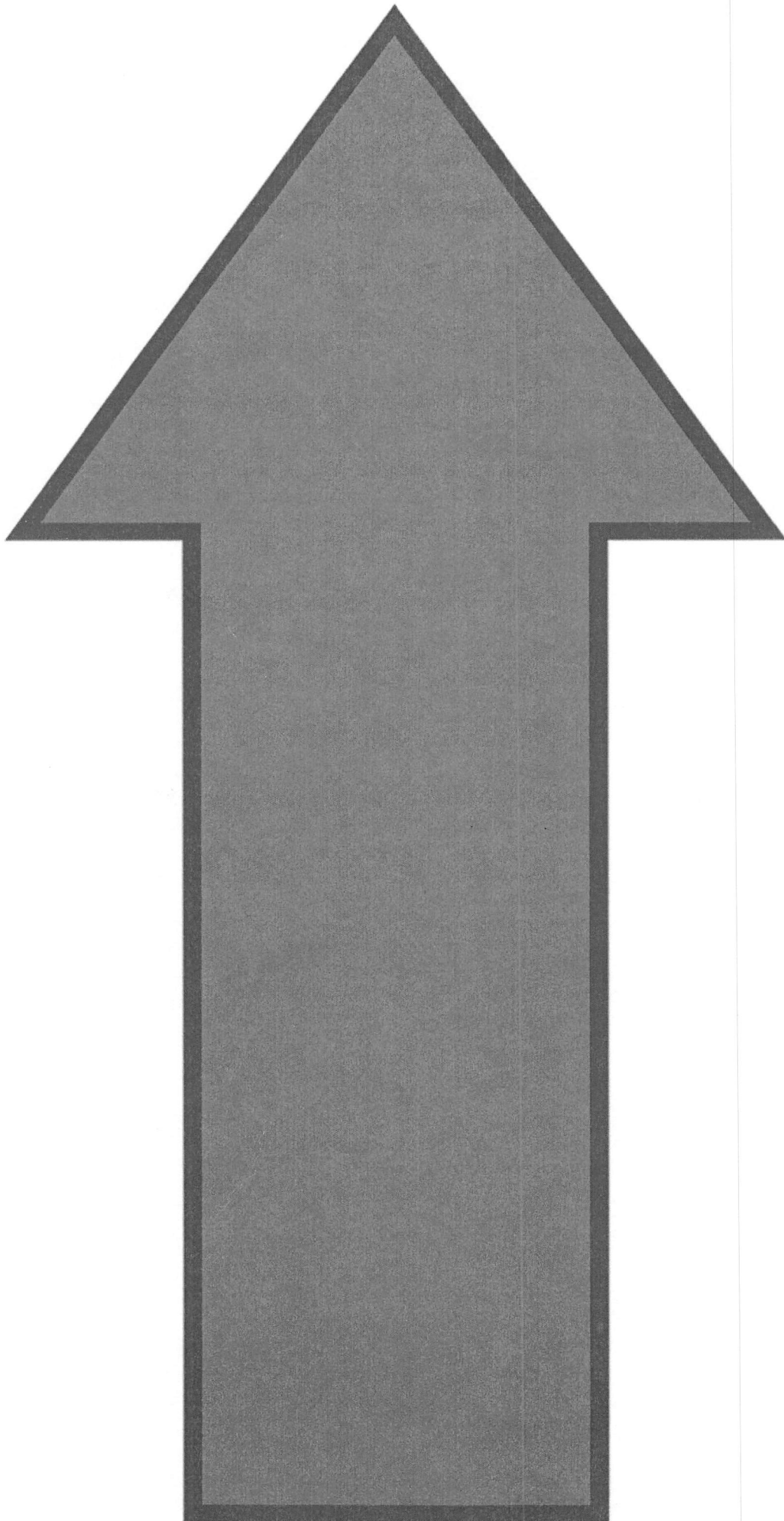
SOCIAL DISTANCING

This premises has space

for _____ persons

Do not enter if you can see we
are at capacity. Please keep
your social distance outside
and only enter after someone
exits.

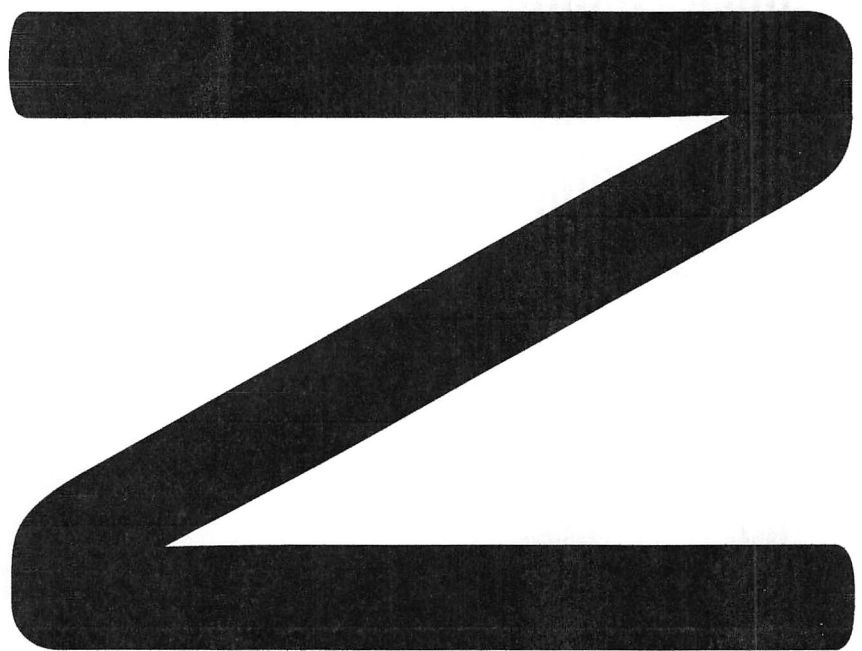




Please

Do Not

Sit Here



O

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T