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IN THE MATTER OF OPERATIONAL PLAN FOR  
IN-PERSON COURT PROCEEDINGS ONLY  
- DANE COUNTY CIRCUIT COURT

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## ORDER

WHEREAS, the Wisconsin Supreme Court has entered certain orders related to the operation of the circuit courts regarding in-person proceedings during the COVID-19 pandemic.

WHEREAS, on March 22, 2020, and as amended on April 15, 2020, the Wisconsin Supreme Court suspended, until further order of the court, most in-person proceedings, subject to exceptions for certain matters, if remote technology is not practicable or adequate to protect the constitutional rights of the citizens of Wisconsin.

WHEREAS, the May 22, 2020, Wisconsin Supreme Court ordered each circuit court shall submit an operational plan to the chief judge of the applicable judicial administrative district. The operational plan shall include the requirements set forth in the order, reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19, and promote the health and safety of all those present in the courtrooms, jury rooms, and other court-related confined spaces. Supreme Court Order, *In the Matter of the Extension of Orders and Interim rule concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings During the COVID-19 Pandemic* and *In the matter of the Final Report of the Wisconsin Courts COVID-19 Task Force*.

WHEREAS, on September 8 2020, the Dane County Circuit Court submitted a revised operational plan to resume in-person proceedings pursuant to the Wisconsin Supreme Court's May 22, 2020 order. The plan verifies the court has communicated with the appropriate stakeholders regarding protective measures for in-person proceedings. The plan also requires face coverings for all individuals present in the courtroom and court related confined spaces of that circuit court with limited exceptions that are on the record, appropriate social distancing, sanitation/hygiene practices, and appropriate signage.

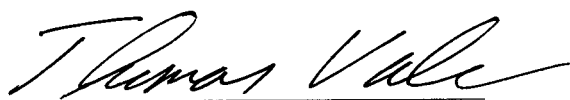
IT IS ORDERED the revised operational plan for the Dane County Circuit Court to resume in-person proceedings is approved, and the court shall continue to follow its operational plan until further order of the court.

IT IS FURTHER ORDERED the Wisconsin Supreme Court's April 15, 2020 amended order *In Re The Matter of Remote Hearings During the COVID-19 Pandemic*, ceases to apply to the Dane County Circuit Court.

IT IS FURTHER ORDERED this order does not impact the part of the Supreme Court order that extended the ban on jury trials and tolling of time limits for civil trials. Prior to resuming jury trials, the Dane County Circuit Court will need to submit an operational plan for jury trials.

IT IS FURTHER ORDERED the provisions of this order shall be subject to modification or termination by future orders.

Dated this 9th day of September, 2020.

  
Honorable Thomas Vale  
Chief Judge, Fifth Judicial Administrative District

## **DANE COUNTY REOPENING PLAN COVID-19 Circuit Court Operating Plan for In-Person Proceedings**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the courthouse, the Dane County Circuit Court will implement the following protective measures for the safe resumption of in-person proceedings.

The Dane County Circuit Court established a stakeholder's committee that discussed and considered the recommendations outlined in the Wisconsin COVID-19 Task Force report and requirements of the Supreme Court's May 22, 2020 Order consisting of the following individuals:

Presiding Judge Valerie Bailey-Rihn  
Judge Julie Genovese, Deputy Chief Judge  
Judge Nicholas McNamara  
Judge Susan Crawford  
Daniel Floeter, Commissioner  
Carlo Esqueda, Clerk of Circuit Court  
Kerry Widish, Chief Deputy, Clerk's Office  
Tammy Pauley, Jury Clerk  
Ismael Ozanne, District Attorney  
Matthew Moeser, Deputy District Attorney  
Amanda Nehmer, IT Specialist  
Kelly Breunig, Administrative Manager  
Catherine Dorl, SPD  
Tim Schuetz, Dane County Sheriff's Office  
Eric Stacey, Bailiff's Office  
John Bauman, Juvenile Court Administrator  
Carlos Pabellon, Corporation Counsel, Office of  
Eve Dorman, Corporation Counsel, Office of  
Jennifer Cooke, Director, Family Court Services  
John Haubeck, City of Madison/Dane County Public Health  
Dan Lowndes, Dane County Risk Manager  
Theresa Owens, District Court Administrator  
Amanda DePagter, Assistant Facilities Manager  
Michael Collins, Facilities Manager  
Bob Lopez, Library

The stakeholder’s committee developed the following parts of this plan:

Policies . . . . .	pages 2-6
Gating criteria . . . . .	page 8
Safety criteria . . . . .	pages 9-11
Phases of Operation . . . . .	pages 12-14

**General Policies**

1. Continued use of remote technology
  - a. All courts shall use remote appearances wherever possible and encourage the broad use of waivers of appearance.
  - b. Public access to proceedings will continue via live streaming hearings, access to media rooms by media subject to social distancing requirements and all persons wearing masks in confined spaces. To the extent there are in person hearings, and the public is present, each judge will ensure that his or her courtroom has proper social distancing in the gallery and that members of the public wear masks.
  - c. Victim access to proceedings will be by zoom, livestreamed on YouTube or in person access when in person hearings resume.
2. Before scheduling in-person proceedings, the court will have adequate staff, personal protective equipment, and cleaning supplies.
3. The stakeholder’s subcommittee will continue to meet regularly, maintain communication with the local health authority and the county office of risk management, and will adjust this operating plan as necessary with any changes in the public health conditions in the county.
4. No jury trials will be held until an operational plan for resuming jury trials has been approved by the chief judge.

**Judge and Court Staff Health Policies**

1. The following procedures have been implemented to monitor the health of Judge and Court Staff:
  - a. All employees who are feeling sick, regardless as to the symptoms, should stay home and inform their supervisor.
  - b. Employees who feel feverish or develop a fever (>100°F) should not come to work.
  - c. Employees who observe sick co-workers should inform their Manager or Supervisor.

- d. Managers and/or Supervisors will send sick employees home, regardless of the symptoms.
    - e. Employees with the symptoms of COVID-19 should follow up with their medical provider and remain in communication with their supervisor about their diagnosis.
    - f. All employees should monitor themselves for fever and remain alert for symptoms such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, headache, new loss of taste or smell. The list of symptoms is not all inclusive. Other less common symptoms include nausea, vomiting, or diarrhea.
2. All persons, including courthouse employees and the public are required to observe the following:
  - a. The Supreme Court ordered that all persons are present in courtrooms, jury rooms, and other court-related confined spaces shall wear facing coverings with limited exceptions, See Supreme Court Order dated May 22, 2020,
  - b. Dane County has implemented a cloth face covering or masking requirement for county employees that mandates the use of face coverings while in an enclosed building based on emergency order #3, which states, in relevant part, that “every individual, age five (5) or older, in Dane County must wear a face covering that covers their nose and mouth when in any enclosed building where other people, except members of the person’s own household or living unit, could be present and in line to enter any indoor space.” See Public Health Madison & Dane County issued Emergency Order #8 [https://publichealthmdc.com/documents/2020-07-07\\_Order\\_8.pdf](https://publichealthmdc.com/documents/2020-07-07_Order_8.pdf)
  - c. practice social distancing, and
  - d. practice appropriate hand hygiene recommendations.
3. Protective Measures: Shareable food and potlucks are prohibited. Access to breakrooms and kitchenettes may be limited if necessary to ensure appropriate sanitation. Appropriate cleaning and sterilizing kits will be available in all common areas for use in cleaning after each use. Judges and/or Staff will wipe down these areas after use. Equipment/work spaces should not be shared except as necessary to conduct court business. In that event, work spaces will be cleaned before and after use.

4. Confirmed test in the courthouse:

- a. Judges and court staff will follow all directives from the County Public Health Administrator (or staff) if there is confirmation that an individual who tests positive has entered the courthouse; and
- b. The County will conduct if required, a CDC compliant deep cleaning of all affected areas of the courthouse before the public or court staff may return to those areas of the building; and
- c. The judges will consult the Chief Judge, Director of State Court's Office, and County to determine if it is possible or practical to keep the building open and functional during this time.

**Scheduling Policies:**

1. The following court schedules have been established to reduce occupancy in the court building. The hearings may continue to be held remotely or in person as the court changes phases.
  - Court Commissioner hearings are being held remotely.
  - Small Claims hearings are being held remotely.
  - Duty Week: To the extent possible, all duty week hearings shall be by zoom and/or telephonically. If the duty judge believes that in person hearings are necessary, they shall stagger such hearings in order to provide for social distancing and the minimum number of individuals in the courtroom.
    - Judges and Commissioners will coordinate to generate a calendar of each week's in-person hearings and share with the bailiff's and Presiding Judge's office no later than a week before.
  - All proceedings that can be held remotely, subject to each Branch Judges' discretion, will continue to be held remotely.

**Vulnerable Populations Policies:**

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by cancer or other conditions requiring such therapy, or individuals that are the primary caregiver for such an individual, are considered to be vulnerable populations.
2. Each judge will include information on orders setting hearings, docket notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify

themselves as a vulnerable individual and receive reasonable accommodations.

3. Vulnerable populations who are scheduled for court will be reasonably accommodated by use of remote appearance through zoom or telephonic appearance, or rescheduling.

#### **Social Distancing Policies:**

1. All individuals entering the building will be required to wear a mask.
2. Adequate markings on the floor will instruct people where to stand while waiting to enter the building through weapons screening. See attached detailed plan for weapons screening as Exhibit 1.
3. All persons not from the same household will be required to maintain adequate social distancing of at least 6 feet in the courthouse.
4. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator. Masks will be required in all elevators.
5. The number of persons able to be present in the well of the courtroom is based upon the 6 foot distancing parameters established for each courtroom.
6. The committee may consider having all in-person hearings held in courtrooms on 1 or 2 floors of the courthouse to help with cleaning efforts if necessary.

#### *Courtroom Gallery*

7. The maximum number of persons permitted in the gallery of each courtroom has been determined by the presiding judge of that branch. The maximum capacity of the courtroom will be monitored and enforced by court staff.
8. The gallery of the courtrooms have been marked to identify appropriate social distancing in the seating as designated by the presiding judge. Seating is limited to every other row and must comply with social distance of 6 feet.

#### *Courtroom Well*

9. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating will be arranged in such a way so that there is social distancing of at least 6 feet between each station; otherwise, Plexiglas barriers will be used.

**Hygiene Policies:**

1. For appropriate sanitation/hygiene of frequently touched surfaces and hands of court participants, hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, and in each bathrooms. Hand sanitizer containing a minimum of 70% isopropanol or 60% ethanol, has been placed in the courtroom for use by attorneys, parties, and court personnel.
2. Disinfectant wipes or spray with towels have been placed in the courtrooms.
3. Flyers outlining appropriate hygiene, social distancing, or public safety have been posted in multiple locations on each floor of the court building.

**Screening Policies:** Posters will be placed in key locations before individuals enter the building instructing them not to enter the building if they are exhibiting any symptoms of COVID-19. If they are required to appear in court, the appropriate court office will be immediately notified.

1. Individuals who are obviously sick will be refused admittance to the court building.
2. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including masks, gloves and appropriate materials to clean their stations frequently.
4. Staff who are doing the screening will have a listing of court official phone numbers (including bench numbers) in order to notify the courts of individuals who may have been denied entrance.

**Face Coverings Policies:**

1. All persons who are present in courtrooms and other court-related confined spaces shall wear face coverings (masks, not shields), unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge to weigh the witness's credibility. See Supreme Court Order dated May 22, 2020. See also Dane County's policy at <https://admin.countyofdane.com/documents/PDFs/HR/Cloth-Face-Covering-or-Masking-Policy.pdf>
2. All individuals entering the courthouse are required to wear face coverings (surgical or cloth masks) at all times.

3. Individuals are encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.

**Cleaning Policies:**

1. Court building cleaning staff will clean the common areas of the court building.
2. Court staff will clean the courtrooms between hearings. Attorneys may also be asked to assist after their hearing.
3. Court building cleaning staff and court staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.
5. Employees should clean and disinfect their workstation, frequently touched surfaces (counter, fridges, copier, printer) several times a day.



## **GATING CRITERIA FOR PHASES**

After consultation with Dane County Reengagement Committee, Dane County Circuit Court has adopted a phased approach to returning to full in-person court operations in a safe, responsible manner.

The committee has set specific guidelines to determine the phases of operations, and what local conditions will trigger a move from one phase to another.

The presiding judge (or designee or subcommittee) will review staffing, public health, and facility conditions at least weekly. Unless otherwise decided by the presiding judge, the Dane County Circuit Court phases will track with the Public Health Madison and Dane County phases.

## SAFETY CRITERIA

Social distancing and masks will be required at all times. Policies set forth in this plan will be followed. Before any in person hearings can be held, the following safety criteria and physical requirements shall be in place:

### 1. Signage and floor markings

- Signage states all persons shall wear face coverings in the courthouse at all times. These notices are posted at the entrance of each courtroom, jury room, and court-related confined space. See Supreme Court Order dated May 22, 2020.
- Signage is posted at the entrance of each courtroom, jury room and court-related confined space regarding the availability of hand sanitizer and disinfecting wipes/spray in the courthouse. See Supreme Court Order dated May 22, 2020.
- Signage is posted around the courthouse to remind individuals to maintain proper social distancing.
- Floor markings in queuing areas indicate where individuals should stand in order to maintain physical distancing.
- Signage shall indicate that anyone experiencing symptoms of sickness should not enter and instead call the clerk of courts to inform them of their illness.
- Signage will also state, to limit the number of individuals in the courthouse, only litigants, attorneys and other parties with official business in the courthouse should enter. Children not directly involved in the proceeding are prohibited. All others are encouraged to view the proceedings from YouTube (with directions on accessing YouTube).

### 2. Enhanced barriers.

Plexiglas (or similar material) dividers have been installed between the public and court staff, as well as between individuals participating in in-person courtroom proceedings, where acceptable social distancing cannot be maintained. This includes customer service counters in the clerk's office, courtrooms to protect judges/commissioners, court clerks, testifying witnesses, court reporters, parties at counsel tables, and jurors as necessary.

### **3. Air purifying equipment**

In consultation with local public health officials and building facilities staff, strategic placement of portable air purifiers (HEPA grade) may be placed in courtrooms, offices, conference rooms, and wherever people are required to congregate. Attendant to this will be the procurement of replacement filters, as such filters typically last between six to eighteen months, depending upon the size of the space and the overall air quality.

### **4. Personal Protective Equipment (Face masks)**

Court staff and court officials will be provided with face masks, as well as gloves if it is necessary to handle exhibits. See Supreme Court Order dated May 22, 2020, and Public Health Madison & Dane County issued Emergency Order #8 [https://publichealthmdc.com/documents/2020-07-07\\_Order\\_8.pdf](https://publichealthmdc.com/documents/2020-07-07_Order_8.pdf)

Litigants who are attending proceedings where their presence is mandatory will be provided with a face covering if they do not have one. Members of the public entering the courthouse should provide their own face coverings; persons will be provided a face covering if they do not have one.

If a person refuses to wear a face covering, they will be asked to leave. If they are there for an in-person hearing, court staff will be notified and they will be allowed to appear by phone or zoom. Refusal to wear a mask may be deemed good cause for a waiver of an in-person appearance.

### **5. Cleaning/sanitizing agents**

Sufficient hand and surface sanitization products are available for use and to wipe down surfaces that have been touched after a transaction or proceedings. Court staff or attorneys will be responsible for wiping down surfaces between hearings.

The emphasis between hearings should be to quickly wipe down surfaces that are likely to have been touched during the proceeding (e.g., counsel tables, the witness stand, etc.). A deeper cleaning of courtrooms should be performed after hours. Additionally, wall-mounted or free-standing hand sanitizing dispensers will be located throughout the

courthouse for use by the public.

**6. CCAP-provided touchscreen kiosk**

If use of the touchscreen kiosk is allowed, sanitizing wipes will be placed at the kiosk and adding signage requiring users to wipe the screen before and after use. A trash receptacle to collect used wipes will be provided. If supplies are not available to clean the screen after each use, access to the kiosk will be discontinued.

**7. Install keyboard protectors on public access computers**

These devices are necessary for required records inspection. Staff should ensure they are disinfected between uses (either by spray or anti-viral wipes).

**8. Drop box**

Use of such drop boxes will continue to be encouraged in order to minimize the number of people who need to physically enter the courthouse.

**9. Elevator protocols**

No more than 2 individuals will be allowed to be in the elevator at any one time unless they are all members of one family unit that resides together. Masks will be required to be worn in all elevators. Signs will be placed indicating the maximum capacity.

**10. Seating**

To the extent that fabric chairs are present, they will be sprayed with disinfection after each use. Microphones will also be sprayed/cleaned with disinfection.

**11. Doors**

To minimize the need for sanitizing frequently-touched door handles, doors should be propped open, to the extent that this does not disrupt courthouse security. Outer doors at reception and in the courtrooms will be propped open. Doors leading to the Law Library will also be propped open. Social spacing and limited capacity in all areas will be enforced to provide social distancing.

## **PHASES OF OPERATION**

### **PREOPENING PHASE: REMOTE PROCEEDINGS**

All hearings are held remotely. Under exceptional circumstances, the chief judge may approve in-person appearances with sufficient safety and hygiene measures in place.

This phase is ongoing at the time this plan is adopted. The court will move to Phase One upon adoption of this plan.

### **PHASE ONE: RESUMPTION OF LIMITED IN PERSON PROCEEDINGS**

On June 15, 2020, Dane County moved to Phase 2, which allows for 50% capacity with limitations on restaurants and bars. As such, the Dane County Circuit Court will resume limited in-person proceedings upon approval of this plan and when the 11 criteria listed above have been met.

The court will continue to favor remote appearances wherever possible and encourage the broad use of waivers of appearance. Remote hearings will continue to be used for high volume hearings as well as for other hearings of a routine nature. Subject to the discretion of the assigned court official regarding an individual case, in person hearings will be prioritized in the following cases:

In-person appearances may take place in the following cases during this phase:

1. All criminal matters, except jury trials.
2. Mental commitment and guardianship hearings with time limits.
3. Juvenile proceedings in juvenile delinquency (JV), juvenile CHIPS (JC), juvenile guardianship (JG) cases and termination of parental rights cases with time limits.
4. Injunctions as determined by the duty judge.
5. Civil matters as follows:
  - Restraining order proceedings under Ch. 813.
  - Family - Temporary order hearings if placement is at issue under Wis. Stat. § 767.225(1)(am).
  - Family - Enforcement of physical placement orders under Wis. Stat. § 767.471(5).
  - Family - Relocation motions under Wis. Stat. § 767.481(2).
  - Family – Contested final placement hearings.
  - Family-Other contested matters as determined by the judge of that branch.
6. Time-sensitive small claims proceedings, with special consideration given to the social distancing and limited attendance guidelines as outlined below.

## 7. Treatment courts.

All hearings other than the ones listed above will be held remotely. To the extent requested, hearings listed above shall be held remotely in part and in person in part utilizing phone, zoom and video capabilities.

All persons who are present in courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge or jury to weigh the witness's credibility. Notices regarding this requirement will be posted at the entrance of each courtroom, jury room, and court-related confined space and that this requirement will be enforced by the judge(s) of the circuit court.

Vulnerable individuals will be allowed to appear by zoom or by phone. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised by cancer or other conditions requiring such therapy are considered to be vulnerable populations.

Each judge will include information on orders setting hearings, docket notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations.

If any confirmed case of COVID-19 is present in the Courthouse, the committee will determine if a return to all remote hearings is advisable.

### **PHASE TWO: IN PERSON PROCESSING OF ALL CASES, EXCEPT JURY TRIALS**

Phase Two includes all case categories from Phase One and add all civil proceedings other than jury trials.

All of the **Safety Criteria for In-Person Appearances** will continue to be utilized.

Judges will have the option to schedule additional in person hearings. However, remote hearings and/or blended hearings (some in person, some

participants by zoom) will continued to be encouraged to the greatest extent possible and encourage the broad use of waivers of appearance.

Notice of all in person hearings should be sent to the bailiff's office, the presiding judge and facilities as soon as practical so that additional cleaning measures can be taken. If the volume of in person hearings makes cleaning after each hearing unpractical, steps may be taken to confine all in person hearings to one floor to minimize traffic in the building. In that event, courtrooms may need to be shared.

If any confirmed case of COVID-19 is present in the Courthouse, the committee will determine if a return to all remote hearings is advisable.

### **PHASE THREE: IN PERSON PROCESSING OF ALL CASES, INCLUDING JURY TRIALS**

See separate operational plan for jury trials

All of the **Safety Criteria for In-Person Appearances** will continue to be utilized, in addition to safety precautions instituted specifically for jury trials.

The court will continue to favor remote appearances to the greatest extent possible and encourage the broad use of waivers of appearance.

Jury trials will be ranked in order of priority with only one jury trial a day, unless otherwise feasible. All jurors will be picked on the day the trial commenced, to minimize the number of jurors in the courthouse on any one day.

Judges will notify the presiding judge of all potential jury trials and will coordinate the trials as appropriate. A separate detailed plan of how jury trials will be conducted will be developed and approved by the Chief Judge of the District.

### **PHASE FOUR: RESUMPTION OF ALL CASES ON IN PERSON BASIS WITH NO RESTRICTIONS.**

If a public health announcement is made determining that COVID-19 has been suppressed in the state, the processing of all cases may be resumed on an in-person basis without reliance upon the Safety Criteria for In-Person Appearances.

In developing the plan, the presiding judge confirms she has consulted with the stakeholders committee.

Date: 9/3/2020

\_\_\_\_\_  
(Presiding Judge)

All judges of the Dane County Circuit Court have read the operating plan and will continue to follow until further order of the court.

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Signatures of all judges

Branch 1 \_\_\_\_\_

Branch 2 \_\_\_\_\_

Branch 3 \_\_\_\_\_

Branch 4 \_\_\_\_\_

Branch 5 \_\_\_\_\_

Branch 6 \_\_\_\_\_

Branch 7 \_\_\_\_\_

Branch 8 \_\_\_\_\_

Branch 9 \_\_\_\_\_

Branch 4 \_\_\_\_\_

Branch 5 \_\_\_\_\_

Branch 6 \_\_\_\_\_



Branch 10 \_\_\_\_\_

Branch 11 \_\_\_\_\_

Branch 12 \_\_\_\_\_

Branch 13 \_\_\_\_\_

Branch 14 \_\_\_\_\_

Branch 15 \_\_\_\_\_

Branch 16 \_\_\_\_\_

Branch 17 \_\_\_\_\_

**EXHIBIT 1**  
**MODIFIED SCREENING PROCEDURES DURING**  
**THE COVID-19 PANDEMIC REOPENING TRANSITION**

**Purpose:**

The safety of courthouse employees, jurors, litigants, attorneys, and the general public is a key priority of the Dane County Sheriff's Office. The courthouse must be a place that provides a calm, safe, and neutral environment for resolution of disputes. In an effort to provide a safe place to conduct business during the reopening transition, this modified weapon screening procedure is intended to provide guidance for those who utilize the courthouse.

**Modified Procedure:**

All persons who enter the courthouse main entrance must proceed through weapon screening. In an effort to protect against the spread of COVID-19, hand sanitizer dispensers should be placed at the entrance to the building. Weapon screeners shall wear a mask and gloves at a minimum when not able to maintain a physical distance from others. Those entering the building will be required to wear a face covering or mask.

The following are modifications to current weapon screening procedures:

1. In order to help maintain the appropriate physical distance, the middle of three access doors at the main entrance to the courthouse will be locked directing those entering the building to use the two other unlocked doors. Signage will be posted to provide guidance.

2. A "Stand Here" or "X" floor marking and arrows will be affixed to the flooring six feet apart beginning just inside the double entry doors to help direct people and maintain a physical distance while waiting to be screened. All other people must wait outside the building until the next person in line moves up. People will follow the floor markings as they move through the weapon screening process until they gather their property on the other end of the x-ray machine.

3. The "Stand Here" or "X" floor markings will be placed six feet away from tables so people keep a physical distance from weapon screeners as property runs through the x-ray machine. Once property is cleared, it will be set on the table. A weapon screener will step back and signal the property owner to retrieve their property from the table.

4. Weapon screeners will use disinfectant wipes to sanitize property bins after each use. Anything else touched by those proceeding through the screening process will also be wiped down. (i.e., Table tops).