

COVID-19 Department Response for the week of March 16, 2020

COURT:

Probation

- Discontinued “In-Person” check-ins. Check-Ins will be completed by phone through the end of the month.
- Discontinued home visits through the end of the month.
- Will use gloves as needed when dealing with probationers.

Administration

- Security is no longer signing in customers.
- Security is spraying bins and check in area with Lysol hourly.
- Security is spraying all door handles with Lysol hourly.
- Sanitizer and disinfecting wipes have been placed in Courtrooms to wipe surfaces after each set of hearings.
- Court Clerks are using one window to serve customers to limit exposure.
- Court Clerks are wiping down computer at front window after each shift.
- Disinfecting wipes are being placed throughout break areas for use by staff.
- We have limited use of the refrigerator in the break areas to lessen exposure.
- Sanitizer dispenser is available in the Courthouse lobby.
- Cancelled all travel.
- Cancelled All-Staff Staff Meeting.
- Judicial staff meeting to make decisions on how to handle hearings, IA’s, Arraignments and all other hearings through the month. Decision is expected this week.