

# Staff and Public Protocol Summary

May 1, 2020

Please be sure to read entire protocol, which can be found at <https://warrencopa.com/reopening/> along with this summary. This summary exists as a quick reference for staff as they work with administration to ensure the safety of the workers as well as the public they serve.

## Entering the building

- All staff, public, contractors, and any person must enter the Courthouse through single point of entry with a mask on.
- Side entrances will not be open until instructed otherwise.
- On Monday, May 4<sup>th</sup>, and any day afterwards, if a staff member does not have a mask on walking into the building, they will be given one at single point.
- Staff must wait in line at single point, 6 feet apart, with the public until they are able to get into the building. No leapfrogging or walking around the sides of the line. This is to maintain social distancing protocols. This rule is in place temporarily so please be patient.
- All public will have a health screening at single point. Staff must have health screening when they first come to work, by their direct supervisor.

## Masks/Social Distancing in the Courthouse and other Facilities

- While roaming through the building, or in situations where the public is engaged at a close distance, all staff and public must wear a mask.
- If you are at your desk, or in a remote space working, you do not need to wear a mask. If you are behind a plexiglass screen handing materials back and forth from the public, you must wear a mask while doing so.
- Please do your best to remain six feet apart at all times.
- Staff/public are encouraged to wash your hands regularly and disinfect spaces that have been touched.
- Staff are not required to wear gloves unless touching the public as a part of their job. Gloves are available for those who wish to use them.

## Office Capacity

- The protocol includes a chart of acceptable levels of public individuals in each office. The directors will be responsible to maintain that. If excessive public are in an office, they should be asked to stand outside until the level reduces.
- If any of these protocols are not being adhered to, a staff member or public member are encouraged to report an incident to the Commissioners Office, Court Administration, or Sheriffs office.

## Equipment

- All masks, cleaner, gloves and other materials are being handled by Pam Matve. Please contact her with requests or questions via phone 814-728-3402 or email her at [pmatve@warren-county.net](mailto:pmatve@warren-county.net).
- Please feel free to take your County-supplied mask home. Make sure to spray it with Lysol regularly to disinfect it. The mask can be used for weeks at a time as long as it is regularly disinfected.