

NEW YORK STATE
Unified Court System

OFFICE OF-COURT ADMINISTRATION

LAWRENCE K. MARKS
CHIEF ADMINISTRATIVE JUDGE

JOHN W. MCCONNELL, ESQ.
EXECUTIVE DIRECTOR

NANCY BARRY, ESQ.
CHIEF OF OPERATIONS

MEMORANDUM

June 30, 2020

To: District Executives
New York City Chief Clerks

From: John W. McConnell
Nancy Barry

Re: Coronavirus — Screening of Courthouse Visitors

As we continue to address the operational problems created by the COVID-19 pandemic, the following additional protocols have been instituted in the workplace for the safety of all court system personnel and court users.

1. Commencing July 6, 2020, visitors (including parties, attorneys, witnesses, spectators, law enforcement officers, prisoners, vendors, and all other non-UCS personnel) to any Unified Court System facility will be required to submit to temperature screening and questioning upon entry into the facility and prior to magnetometer and x-ray security screening. The number and location of screening stations shall be determined by the local command.

2. A uniformed officer shall take the visitor's temperature by infrared thermometer¹ without physical contact to the visitor, in accordance with thermometer manufacturer's instructions. (Instructions for the taking of temperatures with the Yuwell YT- I C thermometer are attached as Exh. A.) The officer will ask whether, within the last 14 days, the visitor (1) has had fever, cough, shortness of breath or any flu-like symptoms; (2) has tested positive for COVID-19 (or been in close contact with anyone diagnosed with COVID-19); or (3) returned from travel abroad or from a state covered by Executive Order 205.¹

3. If the visitor's registered temperature is less than 100.0⁰ F., and the visitor answers "no" to the questions, the visitor shall be permitted to proceed to the magnetometer/x-ray machine.

¹Governor Cuomo's Executive Order 205 (June 24, 2020) (Exh, B), provides that "[a]ll travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine." A list of states covered by the Executive order is found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

4. If a visitor's registered temperature is equal to or greater than 100.0⁰ F., or the visitor answers "yes" to any of the questions, the visitor shall be asked for the following information for the court's records: (a) visitor's full name; (b) case name, index number, and judge; and (c) reason for court visit (e.g., scheduled hearing, etc.). The visitor shall not be obligated to provide this information.² the visitor shall then be instructed (1) to leave the court. facility immediately; (2) if a represented party, to notify her/his attorney of the incident; and (3) if an unrepresented party, to contact the clerk's office (at a number provided) and seek further instructions. Similar instructions should be provided if the visitor is a witness, attorney, or other necessary participant on a matter on that day's calendar,

5. Whenever a court visitor registers a temperature of 100.0⁰ or higher or answers "yes" to a screening question, uniformed personnel shall maintain a record of the information described in paragraph 4 above (if voluntarily provided by the visitor), together with a brief description of follow-up events (departure of visitor from the building, etc.). This daily record shall be filed as a single unusual occurrence report (UOR) at the close of each day.

6. Uniformed personnel shall wear appropriate PPE (face mask, face shield, disposable gloves) when taking temperatures of court visitors; and shall dispose of gloves and perform hand hygiene following the taking of visitors' temperatures md prior to performing other duties.

7. The thermometer shall be maintained in a secure location. shall be cleaned periodically and shall be wiped immediately with an alcohol cleaning pad whenever it physically touches a court visitor during use. Thermometer batteries shall be checked and replaced periodically by local command.

As always, the health and safety of our workforce and of the public remain the top UCS priorities as we return to courthouse and office settings around the State in coming days and weeks. If you have any questions about these protocols, please contact the Division of Human Resources. Thank you for your dedication and cooperation in this effort.

²If security conditions in the courthouse allow, the visitor may be invited to wait nearby for five minutes (with appropriate social distancing) and undergo a second temperature reading; if this reading is less than 100.0⁰ F. (and answers to all screening questions are "no"), the visitor shall be permitted to proceed to the magnetometer.