

Zillah Municipal Court

# COVID 19 SAFETY PLAN



## INTRODUCTION

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Zillah Municipal Court works with the Yakima County Health District as well as other local leaders to ensure the health and well-being of court employees, litigants, attorneys, and the public while performing our constitutional and statutory duties.

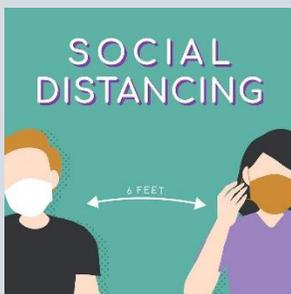
This document addresses how social distancing and other public health measures are being implemented in the Court to minimize the risk of exposure and spread of the COVID 19 virus. While we are not able to eliminate the risk of the virus, the Court is committed to minimizing the risk by implementing recommended practices by health officials and local leaders, evaluating and modifying our practices and educating the staff, court users and the public. This plan will be reviewed regularly as lessons are learned and more information is obtained from the Yakima County Health District and other sources.

The Court will strive, to the extent possible to adhere to guidelines in making further modifications which take into consideration:

- ❖ COVID-19 disease activity (number and trends in COVID-19 cases and mortality);
- ❖ Health care system readiness (hospital capacity, number of ventilators and Personal Protective Equipment (PPE)availability);
- ❖ Testing capacity and availability (geographic distribution of testing, laboratory capacity, test kit availability, and number of tests performed per day);
- ❖ Case investigation and contact tracing (staffing availability, case management plans; rate of case investigations, availability of Isolation and/or quarantine facilities);
- ❖ Ability to protect high-risk populations (number of outbreaks in congregate settings; demographic data to identify and monitor high-risk populations); and
- ❖ The Court's responsibility to perform constitutional and statutory duties.

## Social Distancing

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### Courtrooms:

- ❖ The courtroom has floor markings where people can safely sit, 6-feet from others in the same space.
- ❖ Each courtroom session will be limited to no more than 10 participants per session.
- ❖ Every court participant will be required to wear a face covering. If you do not have a face covering, a mask will be offered to you when you arrive in the courtroom.
- ❖ Each person attending court will have their temperature taken.
- ❖ Each session of court will have staggered start times to limit congestion.
- ❖ Court staff will be wearing masks while in the courtroom.

### Court Calendars:

Court calendars will be staggered in start times to ensure proper social distancing. If the court participant appears with family members they may sit together in the courtroom. However, we are limiting the number of court users who can occupy space in the courtroom to 10 people. Generally scheduling of cases will be done at a rate of 10 per hour. Please check your court notice for the specific time of your court hearing.

To ensure adequate social distancing, the requirement that court participants sign for documents reviewed during court is waived. The Judge will review the documents in court on the record and indicate as such on the document. The court participant will receive a copy of the document before leaving court if appearing in person.



### Court Staff:

- ❖ Staff are still working however, the doors to all city buildings remain closed. You may contact the court clerk through one of these options:
  - <http://www.cityofzillah.us/COZ%20Court.html>
  - Phone: 509-829-3543
  - Email: [tracie.palomarez@mail.courts.wa.gov](mailto:tracie.palomarez@mail.courts.wa.gov)
- ❖ Staff are practicing social distancing and wearing face coverings.

## Cleaning and Sanitation

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### Courtroom:

- ❖ Hand sanitizer is available at the entrance of the courtroom and on the table in the courtroom.
- ❖ During court session, the tables, benches and other commonly touched surfaces will be cleaned.
- ❖ Each night, staff from the court thoroughly clean the courtroom.