

## **GUIDELINES FOR OPENING RUSH COUNTY COURTHOUSE FOR CORONAVIRUS/COVID-19**

The following Guidelines are to be considered minimum daily guidelines for opening the Rush County Courthouse to the public for the Coronavirus/COVID-19 pandemic. The Rush County Courthouse will reopen to the public on Monday, June 22, 2020, at 8:00 a.m. These Guidelines are to be construed as a supplement to any existing Executive Orders, Policies, and Ordinances already in effect. Each Officeholder, Department Head, or Supervisor may implement additional policies that the person believes will make their office operate in a better manner, or will make their office a safer environment for their employees and the public.

1. FACE COVERINGS ARE REQUIRED IN ALL PUBLIC AREAS OF THE RUSH COUNTY COURTHOUSE, WHICH INCLUDES ALL HALLWAYS AND RESTROOMS.
  
2. Upon arrival into the Rush County Courthouse, each person shall check in at the desk on the first (1<sup>st</sup>) floor of the Courthouse. Each person will undergo a health assessment, as outlined in Governor Holcomb's *Back on Track Indiana* Plan. The health assessment will consist of screening questions and taking temperatures with a no-touch thermometer. The questions to be asked are:
  - a. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?
  
  - b. Have you had any of these symptoms in the last 14 days?
    - Fever greater than 100°
    - Difficulty breathing
    - Cough
    - Sore throat
    - Chills
    - Repeated shaking with chills
    - New loss of sense of taste or smell
    - Headache that is different from any usual headache you may experience
    - Muscle ache

If the person answers any of these questions in a manner that indicates he or she may have any symptoms related to COVID-19, that person may be denied entry into the Courthouse and be requested to conduct their business by telephone or by other electronic means.


The purpose of checking in at a centralized location is to maintain a safe and healthy environment for all persons in the Rush County Courthouse, and for contact tracing in the event there would be a person test positive for the virus. If a person who has entered the Courthouse for business tests positive for the Coronavirus, the persons with whom that individual had contact within the Courthouse will be notified that they may have been exposed to the Coronavirus; however, the identity of the person testing positive will be kept confidential under HIPAA and other confidentiality laws.

The person entering the Courthouse will identify themselves, and indicate to which office in the Courthouse they are going.

3. Members of the public entering the Courthouse will not be permitted to go behind the counter in any office. However, researchers for abstractors and title companies, and researchers for genealogists may go behind the counters in offices with the permission of those working in the offices.
4. The number of people in the elevator shall not exceed two (2) at any time. Signs will be posted to this effect.
5. Public water fountains will be turned off.
6. Members of the public should bring their own writing instruments if they are entering an office or are in the Courthouse for any business for which they will need to sign a written document. However, each office will have pens available for the public to use. There will be two (2) containers available, one for clean pens and one for used pens. After a clean pen is used, it shall be placed in the container for used pens. The used pens will then be cleaned and disinfected, and then may be placed back in the "clean pen" container for use.
7. Members of the public should frequently wash their hands or use hand sanitizer to clean their hands.
8. At this time, only government meetings shall occur in the Courthouse. No public meetings are permitted in the Courthouse.
9. Persons who are appearing for Court should consult with their attorneys for procedures, or should consult the Rush County Courts Policy for Resuming Court Operations.

ADOPTED JUNE 12, 2020.

BOARD OF COMMISSIONERS OF RUSH COUNTY, INDIANA



Mark Bacon



Paul Wilkinson



Bruce W. Levi

ATTEST:



Jodi Harr, Rush County  
Auditor