

## **BROWN COUNTY COURTHOUSE REOPENING PLAN PHASE TWO**

Courthouse reopen – Phase 2, June 1, 2020 – June 15, 2020

Doors open with limited access using only North sliding doors.

All employees in office 8-5 daily.

No more than 3 customers per office at any given time.

Social distancing rules still in effect for customers waiting in line.

Face coverings recommended for customers and staff.

Only one person per transaction

No one under 16 unless permission given to enter (for court or for drivers license)

Temperatures and questionnaire by nurse at front door. She will be full time till July then reevaluated.

If someone in the courthouse is being tested and tests positive all others in their office will follow quarantine recommendations set forth by health department and the office will be closed for that time frame. Review per case will determine if that person has visited another office during time of exposure to warrant another office to also quarantine.

Each office may have some specific instructions that affect their office. They are as follows:

Appraiser – Same as Treasurer

Clerk - Same as Treasurer.

Clerk of District Court – will occasionally have more than three in office for a hearing limited to 10 in the courtroom (by order of the supreme court)

IT Department – Will utilize drop box in lobby.

Register of Deeds – Same as Treasurer

Treasurer: Receiving customers from 8:30 to 4:00 daily.

Once allowed to come upstairs for business, all customers will wait outside the door to office in designated spot until prompted to enter. Maximum of three customers at a time.

Numbered cards have been provided to security guard for each office. Motor vehicle has 3 and drivers license has one card. At 8:30 three customer cards will be given out by security guard for vehicles and one card for driver's license. When one person completes their work they will return their card to the security guard. He will disinfect and turn over to the next person in line. We will continue this process until lunch time, at which point we will keep the card in our office and the clerk will go to lunch. Once she is back from lunch she will return the card to

security to let them know she is now ready for more customers. We will keep the cards at around 4 each day and maintain in office till 8:30 following day, allowing time to balance and catch up on mail and other pending transactions.

If security guard has no cards/ no entry. Makes things pretty simple.

If customers fail to follow the rules, we will return to appointment only with no public access. We do not wish to argue with people over the rules especially those that think this is an political pandemic. They have their right to their opinion, but I will not hesitate to shut my door to public access.

We will still be using the drop box for customers to drop off paperwork.

Renewals are still being encouraged by mail, online or our dropbox. If you have questions, please call 785-742-2051.

Submitted by county department heads and Clerk of the district court.