

DIVISION D

COVID-19 POLICIES AND PROCEDURES

POLICY:

There will be no unauthorized persons allowed in Division D chambers and courtroom at any time. Division D has established controls to facilitate social distancing.

PROCEDURE:

- Division D will conduct all status and settlement conferences remotely via telephone or Zoom. When possible, Division D will conduct hearings remotely via Zoom. Please confirm with the Division the manner in which a conference or hearing will be conducted.
- Upon entering the courthouse, All Division D visitors will be screened according to the Civil District Court, First and Second City Court Amended Phase I Opening Plan (Amended May 26, 2020). If COVID-19 positive, exhibiting COVID-19 symptoms, or exposed to someone COVID-19 positive or exhibiting COVID-19 symptoms, please contact the Division immediately to reschedule your hearing.
- In order to limit in-person interaction between staff and the public, please utilize the Drop-Off/Hold Baskets placed outside of chambers. If you need to speak with a staff member, please utilize the Ring doorbell located outside of the chambers' door or call the Division at 504-407-0230.
- Division D staff and visitors are required to wear a face covering when entering the building, and while in the courtroom or in chambers.
- Hand sanitizer will be available at the courtroom and chambers entrances. All visitors are required to utilize hand sanitizer upon entry to the courtroom/chambers.
- Along with regularly courthouse scheduled disinfecting and daily cleaning by sanitation staff, Division D staff will be responsible for regular disinfection of the courtroom and chambers throughout the day. High-touch surfaces (i.e., phones, door handles, etc.) will be wiped down regularly throughout the day as necessary. For in-person hearings, anything touched by an attorney/litigant will be wiped down after use.
- If multiple in-person hearings are scheduled on the same day, the Division will stagger the docket in order to reduce the number of persons present in the courtroom at one time and to allow time for cleaning. Please confirm the hearing time with the Division.
- Division D will stay informed of changing guidelines and recommendations for courthouse visitors from the local or state Department of Health, CDC, and OSHA.
- For information regarding COVID-19 infection prevention measures, please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.