

PAGE COUNTY COURTHOUSE POLICY FOR ALLOWING ESSENTIAL VISITORS IN THE BUILDING

VISITORS ARE ONLY ALLOWED ENTRY WHEN THEIR NEEDS CANNOT BE MET WITHOUT ENTRY INTO THE BUILDING.

1) By appointment only:

- a. All visitors are to be met at the door by courthouse staff and will need to sign in.
- b. A time log will be kept by each department of the name of the visitor, time of entry and exit, and employees present in the office.
- c. Each visitor will need to schedule an appointment with each department separately

2) Entry Requirements:

- a. Take Temperature – If there is any fever, do not allow entry.
- b. Screening questions -
 - i. Do you have any of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - ii. Do you live with anyone who has symptoms of COVID-19 or has tested positive for COVID-19?
 - iii. Have you provided care for anyone with symptoms of COVID-19 or has tested positive for COVID-19?
 - iv. Have you had close contact (within 6 feet for more than 2 minutes) with a person who is visibly sick with respiratory symptoms or says they are sick with fever or respiratory symptoms?

If the person answers YES to any of these questions, do not allow entry.

3) Persons requesting access to the courthouse will need to provide their own PPE.

- a. Proper PPE/Precautions
 - A Mask will be worn at all times while in the Courthouse.
 - Upon entry of the office, visitors must wash their hands in the visiting office's sink, following the 20 second guidelines from the CDC.
 - Visitor is to keep a 6-foot distance from any other person in the building at all times.
 - Visitor is only allowed in the office in which they have an appointment.

4) Office staff will sanitize the area where the visitor was after every appointment.

Courthouse Personnel are prohibited from allowing entry into the building without following the guidelines listed above. Failure to comply with these rules is a violation of the Page County COVID -19 Policy and admittance to the building will not be allowed.

A visitor is required to remain in the perspective office during their allotted time. If they leave for any reason they will need to complete the appointment process for re-entry.

Each department head will determine if it is necessary for an individual to enter the courthouse. If any other means is available to provide the information requested by the person this means will be utilized first. Entry into the courthouse will only be used as a last resort.

I hereby acknowledge that I have read and agree to the requirements for entry stated in the above policy

Printed Name: _____ Signature: _____ Date: _____
Address: _____ Phone Number: _____
Time In: _____ Time Out: _____