

**LIMA MUNICIPAL COURT**  
**ENTRANCE PROTOCOL**  
**AMENDED**  
**Effective November 2, 2020, 2020**

According to the World Health Organization, the primary symptoms of coronavirus include **fever**, tiredness and dry cough. Although some people with COVID-19 do not have a fever, the Centers for Disease Control has recognized that temperature checks are one way to identify potential COVID-19 positive individuals. Therefore, COVID-19 pre-screening for all persons entering the courthouse is required.

For each individual (staff, law enforcement and members of the public) entering the Courthouse for the **first time each day Security shall:**

1. Inquire if they have any COVID-19 symptoms such as coughing, breathing difficulty, fever, or chills.
2. Check that their body temperature is below 100.4° (by a no-contact forehead temperature kiosk.)
3. At this time anyone entering the Lima Municipal Court is required to wear a mask. Masks are required to be worn by the staff in all common areas of the Court. The Courtrooms are at the discretion of each Judge and Magistrate.

If the individual indicates they have symptoms or their temperature exceeds 100.4°:

1. **A Deputy Bailiff shall** obtain their name(s) and the reason for their appearance at the Courthouse.
  - a. **If the individual indicates no COVID-19 symptoms, but registers a low body temperature due to the cold weather, they may be asked to stand off to the side for a minute to warm up and then have their temperature taken again.**
  - b. If the temperature is above 100.4 again, they will be denied admittance to the courthouse.
2. The Deputy Bailiff, at the front desk, shall then notify the appropriate courtroom or department (i.e. Prosecutor's Office, Clerk's Office and Probation) regarding their business in the courthouse and making arrangements as necessary.
3. Staff – Any staff person who is denied entry into the building is to immediately contact their supervisor for further instructions.

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Tammie K. Hursh  
Acting Presiding and Administrative Judge