

**LIMA MUNICIPAL COURT  
ENTRANCE PROTOCOL  
Effective September 20, 2021**

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JIM LINK, CPA, CLERK  
LIMA MUNICIPAL COURT

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.**

1. For each individual (staff, law enforcement and members of the public) entering the Courthouse for the **first time each day Security shall inquire:**
  - a. If the individual is having any COVID-19 symptoms such as coughing, breathing difficulty, fever, or chills.
  - b. If the individual has tested positive for COVID.
  - c. If the individual has had contact with anyone having COVID in the past 14 days.
  - d. If the individual recently traveled outside the State of Ohio.
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.

**Under the following conditions you may be asked to leave the courthouse.**

1. If the individual indicates they have symptoms or their temperature exceeds 100.4°:
2. 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.
3. The Deputy Bailiff, at the front desk, shall obtain their name(s) and the reason for their appearance, notify the appropriate courtroom or department (i.e. Prosecutor's Office, Clerk's Office and Probation) regarding their business in the courthouse and make arrangements as necessary. After the information has been obtained, the person(s) may be asked to exit the courthouse.
4. If it occurs that there are too many persons congregating in a certain area that social distancing is not practical, Security Officers and/or Deputy Bailiffs shall inquire as to the necessity of those persons being present in the building, and limit the number of persons present, to only those who are required to be present for court appearances, probation, official meetings, business with the Clerk of Courts, which will be at the direction of the Magistrates or Judges.
5. **Staff** – Any staff person who is denied entry into the building is to immediately contact their supervisor for further instructions.

  
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David A. Rodabaugh  
Presiding and Administrative Judge