

COMPLIANCE WITH NM SUPREME COURT ORDERS and PROTOCOLS

PRIOR TO OR UPON ENTRY TO THE COURTHOUSE OR JUDICIAL FACILITY

YES

NO

Does the court have the emergency response sign posted where the public can see it before or upon entry?

Does the court have the emergency response sign posted in English and Spanish? YES / NO



Is the court actively screening judges, employees, and visitors by asking the most recent screening questions and by taking temperatures before the judges, employees, or visitors have access to the courthouse or judicial facility?

Where are the screening stations located? _____

Date of the screening questions for the public: _____

Date of the screening questions for employees: _____

Does the court have a protocol for incidents where a judicial officer or judicial employee becomes ill or discovers they have been exposed to COVID-19 **AFTER** they have been screened and have begun working for the day?

What is the protocol? _____

Is the court enforcing the wearing of a face covering that covers the nose and mouth, by all judges, employees, and visitors (excluding any person not required by Supreme Court Order No. 20-8500-025)?



What is the court protocol if a person is wearing an unacceptable mask or refuses to wear a mask?

COURTHOUSE OPERATIONS

YES

NO

Does the courthouse or judicial facility enforce the minimum 6-foot requirement for every individual while entering, inside, and exiting the courthouse?

Who is monitoring the physical distancing requirement? _____

How are the courtrooms separated? _____ distance _____ plexiglass

How are workstations separated? _____ distance _____ plexiglass

How are the public areas separated? _____ distance _____ plexiglass

Are the distancing measurements correct? _____

Is the court maintaining a daily log of all persons (including judicial officers and judicial employees) who enter a courtroom, including the name, telephone number, and date of entry for each person on the log?

Who is responsible for maintaining the log? _____

What is the oldest entry in the log? _____

What is the most recent entry in the log? _____

Are most hearings held remotely through audiovisual tools?

Has the court held any in person hearings? If the court has held in person hearings, please obtain a copy of the order from the Chief Judge authorizing the in person hearing.

Does the court have a posted cleaning schedule in accordance with the guidelines issued by the New Mexico Department of Health for cleaning and disinfecting public facilities during the current public health emergency?

How often is the court cleaned and disinfected? _____

Does the court have a copy of the NMDOH guidelines? _____

Who trained staff on the cleaning and disinfecting guidelines? _____

OTHER PRECAUTIONARY MEASURES

SIGNS, REMINDERS, SUPPLIES, AND EDUCATION	YES	NO
<p>Is the court displaying signs reminding people to avoid spreading illness with reminders about respiratory etiquette?</p> <p style="text-align: center;">Which signs are displayed? Are the signs posted in English and Spanish? YES / NO</p>		
<p>Does the court have adequate disinfecting supplies and personal protective equipment (including, but not limited to disinfectant spray or wipes, hand sanitizer, soap, and facemasks)?</p> <p style="text-align: center;">Who is responsible for the procurement and purchase of supplies in the courthouse or judicial facility?</p>		
<p>Does the courthouse or judicial facility have tissue and trash receptacles available to the public?</p>		
<p>Do the judicial officers and judicial employees access the ERT website for updates and tips?</p>		
<p>Do the judicial officers and judicial employees have ready access to the FAQ's provided by the ERT?</p>		

COURT VISITOR CONTACT TRACING

Please list the names and titles of every judicial officer and judicial employee in the building the day of your visit (use the back of this page if you need more space for names:

1. _____
 Name Title
2. _____
 Name Title
3. _____
 Name Title
4. _____
 Name Title
5. _____
 Name Title
6. _____
 Name Title
7. _____
 Name Title
8. _____
 Name Title
9. _____
 Name Title
10. _____
 Name Title

OTHER MEASURES, NOTES, COMMENTS: