



## **COVID-19 Health & Safety Plan for Jury Service Webb County District Clerk's Office**

**The Webb County District Clerk's Office appreciates your service during these challenging times. We know you have concerns and we are implementing stringent protocols to protect you as you serve.**

- Everyone must pass a temperature check and answer questions about symptoms and exposure when entering the **Webb County Justice Center** and/or designated temporary location(s).
- Everyone must wear a face covering/mask. Those without a face covering/mask will be provided a mask.
- Floor markers provide a visual reference for social distancing.
- All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
- No more than two individuals not from the same household should be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals should be permitted in the elevator.
- Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and maximum capacity has been posted on each restroom door.
- Public common areas, including break rooms and snack rooms have been closed to the public.
- The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
- Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
- Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.

- The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the court building.
- Staff will be wearing masks, gloves, and face shields, hand sanitizer is also being provided.
- Cleaning staff will clean the common areas of the court building, courtrooms, and/or designated temporary locations during the course of the day.
- Court building cleaning staff have been or will be provided, prior to in-court proceedings, cleaning supplies shown to be effective against coronavirus.