

## Procedures for Tribal Court Entry

8.4.21

### **Staff**

1. Staff are required to check their own temperature prior to the start of the workday and complete the online COVID-19 screening form at the following link:  
[Southern Ute Indian Tribe Daily COVID-19 Employee Health Screening Form \(office.com\)](#)
2. If an employee is feeling ill, please DO NOT come into the office. Employee must contact their supervisor to make arrangements for the day.

### **Visitors**

1. A notice to the public will be posted at the front and westside entrances of the building with information from the current Administrative Order. As of June 28, 2021, the notice reads:

*PLEASE DO NOT COME TO THE COURTHOUSE, PROBATION, OR FAMILY COURT SUPPORT OFFICE if:*

- (1) you have been diagnosed with COVID-19 and you have not received a subsequent test confirming you are currently virus-free;*
- (2) you have been in direct contact with someone who has been diagnosed with COVID-19 within the past fourteen days;*
- (3) you are experiencing a fever, cough, shortness of breath, or any other respiratory illness symptoms indicating you may have COVID-19.*

*If any of these three criteria apply please call the Court Clerk's office at 970.563.0240 to reschedule your court date or request to appear by telephone if you are not represented by an attorney, or contact your attorney to file a request for a continuance or a telephone appearance. If you are a witness in a case, please contact the attorney or party issuing the subpoena to explain the circumstances and discuss the available options. Please call Probation or Family Court Support Office to reschedule any appointment if any of the three listed criteria apply to you.*

2. A sign with the face covering/mask directive will be posted. Currently, it requires all visitors to wear a face covering/mask or show proof of vaccination.
3. Bailiffs will monitor courtroom entry. Temperatures will be checked by the Bailiffs & a questionnaire regarding COVID-19 symptoms and contacts must be filled out and approved for entry based on this information. All persons entering the courthouse building shall wear a face covering/mask or will be required to provide proof of an approved COVID-19 vaccination. Masks will be provided to those who do not have one. Visitors must also practice recommended social distancing standards at all times and observe foot traffic designations.
4. All court hearings will be conducted remotely whenever possible by Zoom. If required to be physically present for court, or a visitor cannot safely enter the courtroom, the matter will be re-set for a later date.

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5. If in-person hearings occur, the bailiffs will sanitize the witness stand after each person and the courtroom at the end of each day.

6. Court Clerk and Probation Clerk windows have a glass window to conduct business. A sign will be posted stating:

*Face covering/masks are required for building entry. Upon arrival to the clerks' window, please use hand sanitizer located at the windows and keep face covering/mask on.*

The windows will be sanitized throughout the day.

7. Probation and Family Court Support Office will monitor office entry. Temperatures will be checked & a questionnaire regarding COVID-19 symptoms and contacts must be filled out and approved for entry based on this information. All persons entering the Probation or Family Court Support offices shall wear a face covering/mask or will be required to provide proof of an approved COVID-19 vaccination. Masks will be provided to those who do not have one. Visitors must also practice recommended social distancing standards at all times.
8. As information for Tribal Court operations is modified by Administrative Order, public notices, signs, and website will be updated accordingly.