



Honorable Judge Cynthia Wagoner  
Bloomfield Municipal Court  
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## COVID-19 SAFEGUARDS for REOPENING

15 February 2022

THE BLOOMFIELD MUNICIPAL COURT FOLLOWS THE MOST CURRENT NEW MEXICO SUPREME COURT ORDER AS IT IMPACTS THE OPERATION OF THE COURT.

As this Court continues to move toward normal operations under this plan, we are confident we can safely conduct Court business, hearings, and trials without losing sight of protecting the public we serve. This plan outlines how the Bloomfield Municipal Court will safely carry out its business.

### Morning Routines:

- The Judge will complete the Employee-Fully Vaccinated Questionnaire (updated January 18, 2022) prior to entering her office every morning.
- Each member of the Court will complete the City's required daily health screening log (temperature, cough, and shortness of breath). If any member has a temperature above 100.4, she must leave the premises and follow prescribed procedures set forth by the city.

### Cleaning and Sanitization:

- Court Staff will utilize appropriate personal protective equipment (PPE) and maintain cleanliness in their work areas.
- Court Staff and the Judge will always wear approved face masks unless the Judge is alone in her private office.

- Court Staff and the Judge will have sanitizer at their desks.
- All doors have instruction signs reminding individuals to wear appropriate face coverings and maintain social distancing of six feet.
- Sanitizer is available for all individuals in the lobby and in the Courtroom.
- Court Staff will wipe down high touch areas in the Courtroom following each hearing (i.e., door handles, railings, and similar surfaces).
- Court Staff will wipe down the window area as needed to maintain a clean environment.
- Pens are in baskets marked “sanitized” and “un-sanitized” at the Clerk’s window and at the podium of the Courtroom. Pens will be sanitized each day.
- At the end of the working day, all impact surfaces will be sanitized.
- Both the lobby area and the Courtroom have tissue and trash receptacles available for the public to use.

#### Pre-Courtroom Procedures:

- Social distancing floor and bench markers are maintained in the lobby; in addition, the Courtroom has sufficient space to maintain proper social distancing.
- There will be a limit of four individuals in the Court lobby at any time. Visitors may seat themselves in the much larger and adjacent Police Department lobby in designated seats while maintaining a six-foot social distance, or they may remain in their vehicles until the lobby has sufficiently emptied.
- Masks are required in both lobby areas.
- To maintain safety for all, individuals will approach the plexiglass Court Clerk window (only one of the two windows will be operational to maintain social distancing), sign in for Court, and answer the Supreme Court-approved health questions. These questions are also posted. Individuals answering “YES” to any health questions will be rescheduled.

#### Courtroom Procedures:

- Hearings are scheduled so a limited number of individuals are in the Courtroom.
- Members of the public desiring to view proceedings will be limited to one person per defendant inside the Courtroom so proper social distancing may be maintained.
- The Supreme Court requires all courts to maximize video and telephonic proceedings.

- The Court will generally schedule DWI probation hearings, arraignments, and officer trials in person because of the Courtroom's spacious design and the limited number of people allowed in the Courtroom. Attorney pre-trials and trials may use video appearances using Zoom or Google Meets. Telephonic use may be employed.
- When interpreters are needed for trials, they will be asked to appear via video or telephonic. The Court will follow all requirements for interpreters as required by the NM State Supreme Court during this pandemic.
- Video arraignments for jail inmates will continue.
- Inmates needing a trial will be transported from the jail to the Court using safety precautions and will answer health screening questions prior to transport. Inmates answering "YES" to screening questions will not be transported.
- Any backlogged cases are being scheduled first with newer cases scheduled thereafter.
- During trials, paperwork will be provided to all parties to minimize risk.
- Staff and others participating in judicial proceedings shall wear appropriate face coverings in the Courtroom.
- The Court will provide a mask to anyone entering the Courtroom who does not have one. Anyone who refuses to wear a mask will be denied entry. For safety purposes, Court Staff may not go outside of the Court to assist those refusing to wear a mask.
- Court Staff will wipe down high touch areas in the Courtroom following each hearing and the window area as needed to maintain a clean environment.
- Pursuant to the most current New Mexico Supreme Court Order, the Court maintains a daily log of persons entering the Court. The log includes the person's name, telephone number, and date of entry for each person. Sign-in logs are maintained for four weeks for contact tracing purposes.
- All individuals entering the Courtroom will be required to answer questions and have their temperature checked.

#### Continued Operations Following a Covid Exposure:

- The Court will work diligently to maintain normal operation hours for the public.
- If the Judge becomes compromised by Covid or is in contact with a household member who is positive with Covid, one of the two additional alternate judges will be called in so that the Court maintains its usual hours of operation.
- The Judge will follow the most current ERT procedures for isolation and testing.

- The Judge will notify 11<sup>th</sup> Judicial HR and the ERT of her Covid compromised condition.
- City HR will be notified of any Court Staff who is exposed to Covid or who has contact with a Covid-positive household member and follow City HR requirements for return to work.
- Court Staff will wipe down all impacted surfaces and employ contact tracing procedures.
- Court Staff will continue to maintain six-foot distancing in their daily operations.
- Where there is a possibility of less than six-foot distancing between the Judge and Court Staff in the Courtroom, a plexiglass partition has been installed.