

# Precautionary Measures

To protect the health, safety and welfare of occupants of the Cass County Justice Center  
*Effective June 1, 2020*

## Screening:

- Everyone entering the building will be asked screening questions, including employees.
- Those not passing the screening will not be admitted into the building.
- Information regarding how to proceed with a case will be provided to anyone who cannot enter the building.

## Social distancing

- Social distancing of 6 feet must be maintained at all times in all areas, including employees, members of the public, and attorneys when meeting with their clients
- There are designated lines for entering the building and at the Clerk's counter.
- Social distancing markers are on the floor to designate 6 foot increments
- Courtroom seating is marked 6 feet apart for social distancing.
- Elevators are limited to 2 people at a time.
- Stairs are marked to establish one way traffic.

## Building Capacity Restricted:

- The number of people who are allowed in the building at any one time will be limited to ensure appropriate building capacity limits.
- We request that only parties to the case enter the building and that all other guests wait outside the building unless absolutely necessary.
- Please enter the building no earlier than 10 minutes prior to your scheduled court time.
- During peak times court participants may be checked in outside or as they drive in to park
- Court participants may be asked to wait in their car (or outside) until notified to enter
- Radio broadcasting via channel 1680 am may be used for such notifications

## Masks:

- Masks and protective face coverings are allowed. If you do not have a mask, a disposable one will be provided.
- Staff are required to wear a mask unless seated at their desk.

## Cleaning

- Hand sanitizer is available and restrooms have soap, water, and towels.
- Frequent cleaning and sanitizing of high traffic areas is conducted throughout the day.

## Options for Vulnerable Individuals

- Individuals with concerns about participating in court proceedings in person will be allowed to either participate in proceedings remotely or postpone their required presence. Please call 816-380-8227 and speak to a clerk about your options or leave a message for a return call at 816-380-8235

# Precautionary Measures for Jurors

## What do jurors need to do upon arrival?

- Please park in the North part of the parking lot as noted on the enclosed map. This will give you the best access to the “Juror Entry” point.
- As you drive by the tent, stop, roll down your window, and check in
- Tune your radio to 1680 am and please remain in your car
- Jurors will be called into the building a few at a time to ensure 6 feet of social distancing when standing in line to enter the building
- Radio broadcasting via channel 1680 am will be used for such notifications.
- When your name is called, proceed to the Juror Entrance (see map below).

## Precautions we are taking to protect jurors:

In addition to all of the precautions listed on the general precautions page-

- Jurors will be provided disposable masks, one per day of service
- Jurors will be kept 6 feet apart at all times, including when seated in the courtroom.
- The number of jurors allowed in a courtroom at a time is limited to no more than 22 which allows for 6 feet of social distancing when seated.
- If a room larger than a courtroom is used, social distancing will still be maintained for seating and additional jurors may be seated.
- During the jury trial the jurors will not be seated together in the jury box, instead they will be seated 6 feet apart (in all directions) in the gallery area of the courtroom.