



CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT OF FLORIDA

HONORABLE JAMES H. DANIEL
Circuit Judge

NASSAU COUNTY COURTHOUSE
Robert M. Foster Justice Center

April 15, 2020

TO: The Honorable Mark H. Mahon, Chief Judge, Fourth Judicial Circuit
The Honorable Steven M. Fahlgren, Circuit Court Judge
The Honorable Wesley R. Poole, County Court Judge
The Honorable John A. Crawford, Clerk of Court
Capt. Paula J. DeLuca, Nassau County Jail/Courthouse
Sgt. Ken Davis, Nassau County Courthouse Bailiff
Nassau County Bar Association

FROM: The Honorable James H. Daniel, Administrative Judge

RE: COVID-19 Screening for Yulee Courthouse

Please find attached Administrative Order No: 2020-15.

ADMINISTRATIVE ORDER NO: 2020-15

RE: COVID-19 SCREENING FOR YULEE COURTHOUSE VISITORS AND EMPLOYEES

WHEREAS, the Governor issued Executive Order 20-91 on April 1, 2020, in response to the COVID-19 virus emergency directing that all Florida residents stay at home and restrict their movements and personal interactions to only those "necessary to obtain or provide essential services" until April 30, 2020;

WHEREAS, the Nassau County Courthouses located in Fernandina Beach and Yulee provide essential services to the residents of Nassau County, remain open to the public for limited purposes consistent with Nassau County Administrative Order No.: 2020-3, and require employees and staff for necessary and essential courthouse operations;

WHEREAS, the restricted public access outlined in Administrative Order No.: 2020-3 has all but eliminated members of the general public from entering the Historic Courthouse in Fernandina Beach;

WHEREAS, a small number of attorneys and the general public, however, must still access the Yulee Courthouse for matters deemed emergencies under Administrative Order No.: 2020-3;

WHEREAS, the Nassau County Emergency Operations Center has developed a COVID-19 screening protocol for all who enter public buildings in Nassau County;

WHEREAS, the Chief Judge of the Fourth Judicial Circuit has delegated authority to the Administrative Judge for Nassau County to establish temporary procedures;

NOW THEREFORE, by the authority vested in the undersigned, **IT IS ORDERED**:

1. Starting on April 15, 2020, and continuing until further order of this court, all persons entering the Nassau County Courthouse located in Yulee, Florida shall be screened using the COVID-19 protocol attached as Appendix A.

2. Employees and staff of the Fourth Judicial Circuit, Clerk of the Courts, State Attorney's Office, Public Defender's Office, Nassau County Sheriff's Office, and Nassau County, except those providing custodial and maintenance services to the courthouse, must enter through the front doors of the courthouse.

3. Employees and staff must submit to the COVID-19 protocol upon their initial entry into the courthouse at the start of their workday. Thereafter, it is unnecessary for employees and staff to submit to the COVID-19 protocol until the start of their next workday.

4. COVID-19 screening shall begin each day the courthouse is open at 8:00 a.m. COVID-19 screening shall conclude each day at 5:00 p.m.

5. No member of the general public shall be allowed entry to the Yulee courthouse after 5:00 p.m. From 12:00 p.m. until 1:00 p.m., the courthouse will remain completely closed to the general public and attorneys who do not have an office in the courthouse to allow a lunch break for the screener. During this time, only those delivering packages to the courthouse may enter through the front doors to deliver packages in accordance with the delivery protocol.

6. Deputies from the Nassau County Sheriff's Office will be stationed at the courthouse doors starting at 7:30 a.m. to allow entry for those staff and employees that, due to their job requirements, must arrive before 8:00 a.m. All staff and employees who enter the courthouse before 8:00 a.m. must submit to COVID-19 screening by 9:30 a.m.

7. Staff and employees with jobs that do not require that they arrive before 8:00 a.m. shall not enter the courthouse before that time.

DONE AND ORDERED in Chambers at Yulee, Nassau County, Florida, this the 15TH day of April, 2020.



JAMES H. DANIEL

If an employee is entering the Nassau County Courthouse for first time, the *Screening Officer* will record the individual's **BT (Basal Temperature)** and the **time of day** on the Log. If the individual has a BT of **100.4 °F** or greater, they will not be allowed entry. *Anyone with a BT above normal (98.6 °F) and allowed into the Courthouse will be subject to monitoring throughout the day.*

If a visitor is entering the Nassau County Courthouse, the *Screening Officer* will take the individual's **BT (Basal Temperature)**. If the individual has a BT of **100.4 °F** or greater, they will not be allowed entry.

- The *Screening Officer* will ask those with a recorded BT less than **100.4 °F** the following questions:
1. Are you experiencing signs or symptoms of a respiratory infection such as **Fever, Cough, or Shortness of Breath**?
 2. Have you had contact with **someone who has tested positive** for COVID-19, or is **under quarantine** for Coronavirus exposure?
 3. Have you, or anyone with whom you have had close contact, returned from **international travel** or been on a **cruise** within the last 14 days?
 4. Have you traveled to any geographical area in the U.S. with known **widespread "community spread"** in the last 14 days? (*refer to current CDC and FDOH maps*)
 5. Have you been in any group or gathering of **50 people or more** at any time during the last 14 days?
 6. Have you taken any **fever-reducing medicine** **four to six hours** before answering these questions?
 7. Have you **contacted your doctor or health department** during the **last 14 days** because you believed you had **COVID-19 symptoms**?
- If the individual answers **"NO"** to all screening questions, allow them to enter the Courthouse.
- If the individual does not pass the temperature check or answers **"YES"** to any of the screening questions, alert the assigned *Bailiff* so the situation can be evaluated and appropriate action taken.

Appendix "A"
