

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)
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HEALTH SCREENING PROTOCOLS) Administrative Directive
) No. 2020 - 10
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To protect courthouse safety during the COVID-19 pandemic, the Chief Justice issued Supreme Court Administrative Order No. 2020-79 on May 20, 2020. The Order requires the Administrative Office of the Courts to provide judicial leadership with health screening protocols to be used to detect COVID-19-related symptoms consistent with recommendations by public health officials to prevent the spread of the virus.

Therefore, pursuant to Administrative Order No. 2020-79,

IT IS DIRECTED that the “Arizona Courts Health Screening Protocols for Judicial and Court Personnel” and “Arizona Courts Health Screening Protocols for the Public” attached to this Directive are hereby approved and provided to judicial leadership for use in implementing Section I, paragraphs (9) and (10) of Administrative Order No. 2020-79.

Dated this 21st day of May 2020.

DAVID K. BYERS
Administrative Director of the Courts



Effective June 1, 2020

**ARIZONA COURTS HEALTH SCREENING PROTOCOLS
FOR JUDICIAL AND COURT PERSONNEL**

The Arizona Judiciary is committed to the safety of the public, judges and court personnel. Pursuant to Supreme Court Administrative Order No. 2020-79, the Administrative Office of the Courts has established the following health screening protocols for judges and court personnel, effective June 1, 2020:

All judicial and court personnel are required to conduct a daily wellness check, prior to coming into the workplace. This daily wellness check requires answering the following questions:

- ✓ Is your body temperature check higher than 100.4 degrees Fahrenheit?¹
- ✓ Do you have a cough?
- ✓ Are you experiencing shortness of breath or difficulty breathing?
- ✓ Do you have chills, muscle pain, or sore throat?
- ✓ Have you recently lost your sense of smell or taste?
- ✓ Have you had contact with someone who has tested positive for COVID-19 or has symptoms consistent with the COVID-19 virus during the last 14 days?
- ✓ Have you had a recent COVID-19 diagnosis or a positive test result?

Judicial and court personnel who answer “yes” to one or more of these questions and for whom any symptom is persistent and unexplained should not go to work, should notify their supervisor/presiding judge and Human Resources Department, and seek medical advice/treatment.

The appropriate leadership judge or supervisor should advise the judge or court employee, respectively, regarding telework options and when it will be safe to return to work based on established criteria.

Court leadership may implement body temperature screening for judicial and court personnel.

Information on COVID-19 symptoms and the self-check process can be found on the CDC website at [Symptoms of Corona Virus](#).

Courts should adopt return to work criteria consistent with CDC guidelines that include consideration that symptoms have ceased, that a diagnosis other than COVID-19 explains a symptom, or that negative COVID-19 test results no longer indicate COVID-19 infection.

¹ - Having a temperature reading at 100.4 degrees Fahrenheit or above, does not necessarily mean a person is sick with COVID-19. Some activities, the intake of caffeine, and some medical conditions can raise your body temperature. If you are willing, please discuss with your supervisor if you feel a separate condition exists that may cause an elevated temperature reading.



Effective June 1, 2020

ARIZONA COURTS HEALTH SCREENING PROTOCOLS FOR THE PUBLIC

The Arizona Judiciary is committed to the safety of the public, judges and court personnel. Supreme Court Administrative Order No. 2020-79, in part, requires the Administrative Office of the Courts (AOC) to provide courts with health screening protocols. The AOC has established the following health screening protocols for Arizona's courts, effective June 1, 2020:

LEVEL 1: BASIC SCREENING (No Security Personnel; No Body Temperature Screening)

In courts that do not have security screening, courts should ask the public to self-screen prior to coming to court for any of the following conditions or persistent unexplained symptoms:

- Shortness of breath or difficulty breathing
- Muscle pain
- Body temperature over 100.4 degrees Fahrenheit
- Sore throat
- Cough
- New loss of taste or smell
- Have had contact with someone who has tested positive for COVID-19 or has symptoms consistent with the COVID-19 virus during the last 14 days
- Have had a recent COVID-19 diagnosis or a positive test result

Courts shall provide notice to the public of this additional screening through communications about any court proceeding, by posting the information on the court's website, and posting signage at all entrances at the courthouse.

Service to Individuals Who Report Symptoms or Conditions: Courthouse visitors who have any of the above symptoms or conditions should call the court to reschedule or be referred to appropriate electronic or on-line options for finding information, filing of motions, or other court services. Court staff should take appropriate action to provide access to court services while maintaining appropriate safeguards. In person proceedings should not be scheduled until cessation of symptoms, a diagnosis other than COVID-19 explains a symptom, or negative COVID-19 test results no longer indicate COVID-19 infection under CDC guidelines.

Note: Information on COVID-19 symptoms and a self-check process can be found on the CDC website at [Symptoms of Corona Virus](#).

**LEVEL 2: BASIC + ENHANCED SCREENING
(Security Personnel; No Body Temperature Screening)**

In courts with security screening, security officers or other designated court staff shall ask courthouse visitors the following three questions:

1. Have you had or have you been exposed to someone who has tested positive for the COVID-19 virus?
2. Do you have a cough?
3. Are you experiencing shortness of breath or difficulty breathing?

If a courthouse visitor answers yes to any of these questions, the visitor shall be excluded from entering the courthouse until cessation of symptoms, a diagnosis other than COVID-19 explains a symptom, or negative COVID-19 test results no longer indicate COVID-19 infection under CDC guidelines.

Courts shall provide notice to the public of this additional screening through communications about any court proceeding, by posting the information on the court's website, and by posting signage at all entrances at the courthouse.

Service to Individuals Refused Entry: Courthouse visitors who are refused entrance will be provided a phone number to reschedule or be referred to appropriate electronic or on-line options for finding information, filing of motions, or other court services. Security and other court staff should take appropriate action to provide access to court services while maintaining appropriate safeguards.

Security officers should be masked and gloved while screening courthouse visitors.

LEVEL 3: ENHANCED + SECURITY PERSONNEL DOING BODY TEMPERATURE SCREENING

If approved by Judicial leadership pursuant to AO 2020-79, Section I (10), courthouse visitors may be screened for body temperature at entrances to the courthouse if:

1. Temperature screening is conducted by court personnel with a non-touch, calibrated human electronic temperature device;
2. Security is masked and gloved; and
3. Equipment is frequently sanitized.

In the event that a courthouse visitor is found to have a temperature of 100.4 degrees Fahrenheit or above, the visitor should be retested after the initial temperature test. If the temperature is not below 100.4 degrees Fahrenheit, the visitor shall be excluded from entering the courthouse until body temperature is below 100.4 degrees Fahrenheit, a diagnosis other than COVID-19 explains an excessive

temperature, or negative COVID-19 test results no longer indicate COVID-19 infection under CDC guidelines.

Courts shall provide notice to the public of this additional screening through communications about any court proceeding, by posting the information on the court's website, and by posting signage at all entrances at the courthouse.

Service to Individuals Refused Entry: Courthouse visitors who are refused entrance will be provided a phone number to reschedule or be referred to appropriate electronic or on-line options for finding information, filing of motions or other court services. Security and other court staff should take appropriate action to provide access to court services while maintaining appropriate safeguards.

Note: Courts should check manufacturer specifications to confirm temperature screening devices being used are accurate when used in high-temperature climates.

Approved May 21, 2020
Administrative Directive No. 2020-10