



WISCONSIN DELLS MUNICIPAL COURT

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Wisconsin Dells Municipal Court Operating Plan

1. Judge and Court Staff.

Judge and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hand hygiene recommendations at all times.

2. Scheduling.

Appropriate measures will be taken to reduce occupancy in the court building. Special accommodations will be made for the vulnerable population.

3. Signage and Floor Markings.

Signs will be placed at all entrance doors to the municipal building, stating that anyone who is sick, has a fever, or has had contact with is sick person should not enter the building, and instead utilize other means of communication and payment with staff. Signage will be placed at the court window and on the floor reminding customers to adhere to the social distancing guidelines and remain in the designated waiting areas. The waiting area will have place markers that are placed 6 feet apart for customers to wait until they are called to the window. Any party who does not feel comfortable, declines or fails this procedure, will be rescheduled for the next court date, or for a telephonic court meeting.

4. Enhanced Barriers.

There is a closed, stationary glass window at the court clerk customer service window. This will help to eliminate person to person contact during initial appearances and allow for defendants to pay citations. Proper sanitization will be done between customers at the clerk's window, and hand sanitizer is provided and encouraged for all customers to utilize. Signage is placed at the window to remind customers to adhere to the social distancing guidelines.

5. Health screening/Protective Measures for In-person Appearances.

Before entering the court area, they will be asked COVID-19 specific questions: Do they have a cough, fever or have they had prior contact with any exposed individual in the last 2 weeks. They will be asked these questions by a gloved and masked staff member that will assess their temperatures using a no-touch thermometer and complying by the recommendations of the CDC.

- a. All employees that will be in attendance in the court room will be screened for any possible exposure to COVID-19 by the above questions and procedure. All court room staff will be required to wear a mask.
- b. All persons who enter the court room will be screened with the above check list questions and offered a mask, if they do not already have one. A mask will be required to enter the court room.

- c. Any party who does not feel comfortable, declines or fails this procedure, will be rescheduled for the next court date, or arrangements for a telephonic court meeting will be made.

6. Personal Protective Equipment

Court staff and those attending court will be provided with a mask. Gloves will also be provided to staff in order to handle any exhibits to be entered. Those attending court will be encouraged to bring their own mask if possible. Masks and gloves will be provided by the municipality.

7. Cleaning and Sanitizing

Court officials and staff will be provided hand sanitizer, sanitizing clothes and sanitizing spray to utilize between cases. All surfaces such as tables, plastic chairs, door handles and any other exposed areas of the court room and waiting area will be cleansed between uses. Staff will use hand sanitizers after entering an exhibit into the court.

- a. Proper sanitization will be done between customers at the clerk's window, and hand sanitizer is provided and encouraged for all customers to utilize.
- b. Sanitization stations will be near the entrance to the municipal building and the court room, along with the waiting area.
- c. Hand and surface sanitizers will be provided by the municipality
- d. Cleaning will be done before and after each court appearance.

8. Doors

Doors to the court waiting area will be propped open. This will allow for less contact and will allow the guests to touch less surfaces while visiting the building. Door handles will be sanitized regularly, even while the doors are propped open during this time.

9. Waiting Areas.

Since are a small municipality, we plan to have a relatively low number of attendees for court. We have a large inside waiting area and in addition to a large seating area outside the building for defendants to sit while they wait for their case to be heard. The outside waiting area consists of several picnic tables spaced apart. Both the indoor and outdoor seating area adhere to the CDC guidelines. The outdoor seating area will also allow the number of guests in the building to be lower and keep person to person exposure to a minimum.

10. Secure Drop Box

We have a secure drop box on the front of the building that will allow litigants to file documents and pay citations without entering the building.

11. Written Plea.

Letters are sent with instructions to utilize the secure drop box at the front of the building to enter a written plea. The letter also gives the options to enter a plea via mail, email, or fax. The process for entering a written plea, as well as this operating plan will be posted on the city's website.

12. Limited Attendance in Courtroom.

Attendance in the courtroom will be controlled and restricted. Cases will be scheduled accordingly to avoid any overlapping. The number of witnesses, court personnel and law enforcement will be monitored.

The Wisconsin Dells Municipal Court will continue to utilize and follow this operating plan until further ordered by the Chief Judge. The health and welfare of those attending court will be a top priority.