

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA

**IN RE: EXPIRATION OF THE JUDICIAL : EMERGENCY ORDER NO. 2020-15
EMERGENCY FOR ALL COURTS : 43 MM 2020
OF THE SEVENTH JUDICIAL :
DISTRICT :**

ORDER

AND NOW, this *13th* day of May, 2020, the period of judicial emergency for all courts (Common Pleas and Magisterial District Courts) of the Seventh Judicial District being set to expire on May 31, 2020, the following order shall be effective June 1, 2020:

1. The Bucks County Court of Common Pleas, the Bucks County Justice Center (“Justice Center”) and all Court offices located in the Justice Center will be open during normal business hours to conduct business as outlined in the Supreme Court Order of April 28, 2020.
2. All Magisterial District Court offices of the Seventh Judicial District shall be open during normal business hours to conduct business as outlined in the Supreme Court Order of April 28, 2020, including acceptance of in-person posting of bail.
3. The Court of Common Pleas filing offices shall be open to conduct all business during normal business hours.
4. Access to the Justice Center shall be modified pursuant to the Entry Protocol (attached hereto) developed by the Bucks County Sheriff’s Office and Bucks County Emergency Services, Security Division, in coordination with the Court and the Office of the Court Administrator.
5. All individuals who enter the Justice Center or any Magisterial District Court office, including both visitors and employees, shall:

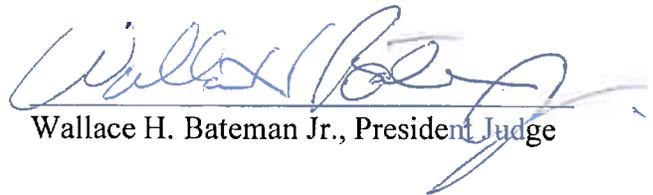
- a. wear protective face masks upon entry, and continue to do so in all public or common areas of the subject building or office including, but not limited to, all hallway, stairway, lobby and waiting areas;
- b. maintain appropriate social distancing; and
- c. comply with all safety directives issued by the Court.

Failure to comply with any of the above requirements may result in removal from the Justice Center or Magisterial District Court office.

Nothing in this order shall be construed as to deny services to any person due to a disability as defined by the Americans With Disabilities Act of 1990, Pub. L. No. 101-336, 104 Stat. 328 (1990), or the Pennsylvania Human Relations Act, Act of 1955, P.L. 744, No. 222, as amended June 25, 1997 by Act 34 of 1997, 43 P.S. §§ 951-963.

In the case that any provision of this order contradicts any provision of the Court's previous Emergency Orders, numbered 2020-1 through 2020-14.1, this order shall control.

BY THE COURT:



Wallace H. Bateman Jr., President Judge

ENTRY PROTOCOL

6-1-20 Re-Opening of the Justice Center

[Subject to change only by approval of President Judge or his designee]

Travelways to the Main Entrance:

- A Security Officer will be stationed on Union Street at the public parking garage. The Security Officer will ask civilians and County employees if they are taking the shuttle. Those indicating that they are taking the shuttle will be directed to the shuttle pick up area. The Security Officer will inform the general public and County employees on the process for entering the Justice Center and what personal protection (example: mask) is required to enter the Justice Center. The Officer will make the public aware that surgical masks will be made available at the tents at the entrance to the stairs and ramp.
- The Justice Center surface lot (located next to the secure lot) will be for County employees only. Once the lot is full, General Services will post lot full signs to prevent additional vehicles from entering the lot. The Shuttle service will continue to enter the lot as part of its route to the main entrance to the Justice Center.
- There will be two tents at the base of the stairs and ramp. Security Officers will be stationed at the tents to ensure that social distancing is being maintained and masks are worn. The Security Officers will provide surgical masks for those who arrive without face masks at the two tents at the base of the stairs and ramp.
- The Security Officers will issue clear plastic bags to each person **with the exception of County employees**. The Security Officers will instruct each person to place their belongings that need to be scanned into the plastic bags. This will prevent the contamination of the plastic containers.
- There will be another tent in front of the main entrance for those individuals arriving by shuttle or coming from Main Street. The Security Officers assigned to this tent will have masks and clear plastic bags for civilians.
- The Security Officers at the top and bottom of the stairs and ramp will control pedestrian traffic. When direction changes are required for persons exiting the Justice Center, the Security Officers will stop the flow of pedestrian traffic towards the entrance on the stairway or ramp being used by the person exiting the Justice Center until that person is clear of the stairs/ramp.
- There will be a tent at the smoking area outside the Justice Center to provide additional social distancing space.

Main Entrance Security Procedures:

- Sheriff's Deputies manning the main entrance security detail will permit persons to enter each civilian property and scanner line. General Services will place markings on the floor for social distancing.
- The number of persons waiting to complete the scanning line inside the Justice Center will depend on the available social distancing space at the entrance. General Services will create a zigzag pattern in the main entrance to the Justice Center to maximize the number of persons waiting to be processed through the scanners inside the main entrance. **Belts will not be removed and placed in the bag until the subject is at the magnetometer.**
- It is recommended that disposable plastic liners (small trash can liners General Services has in stock) be placed in each container before use than discarded after each use. This will prevent the need to take the plastic containers out of service to decontaminate them after each use.
- Upon successfully passing through the magnetometer, individuals will remove their plastic bag from the bin and move to small tables located beyond check points to gather their belongings and put on their belts. There will be trash containers for the plastic bags.
- General Services will have disinfectant spray available at the main entrance in the event a plastic container needs to be sanitized.
- **County employees with ID badge and a mask will be allowed to enter the 24/7 side entrance.** An Officer/Deputy will be stationed at the door to control access. The employee magnetometer will be moved to the side entrance to the Justice Center (near the MAC machine) for County employees to enter the Justice Center. There will be a table close to the scanner to permit Deputies to search belongings entering the Justice Center. **There will be a rope line separating public entrance from the employee path.**
- **Office/Department heads are requested** to instruct their employees to bring the minimum number of items with them to carry out their duties for the day. This will eliminate delays at the employee entrance.

Operations within the Justice Center:

- Sheriff personnel will remind public of social distancing, the limit of four person maximum for each elevator and the alternative of using the stairs.
- A Sheriff's Office Supervisor will be assigned to the 3rd and 4th floor to monitor the hallways and address the needs of the courtrooms.
- Deputies will ensure that after a defendant has been sentenced to probation that the defendant is removed from the courtroom as soon as possible and escorted to Adult Probation.
- General Services will sanitize the courtrooms during the lunch break.
- In the event a person in the Courtrooms exhibits signs of illness, they will be moved to the B1003 (Quarantine Room). General Services will be requested to decontaminate the Courtroom where the incident occurred. The time from completion of the decontamination process (10-15 minutes to complete the decontamination) the Courtroom will be available for use in 20 minutes.
- Be advised that cases requiring a jury will not start until 08-03-2020, at the earliest.

Law Enforcement Entering into the Justice Center:

- Security Officers will direct plain clothes law enforcement and uniformed officers to the Sheriff's Office employee entrance (side C of the Justice Center in the secure parking lot).
- Plain clothes law enforcement and uniformed officers will be health screened at the point of entry (for the protection of the Sheriff's Office staff).
- Plain clothes law enforcement will secure their firearms in the Sheriff's Office gun lockers.