

POLICY FOR PUBLIC ENTERING COUNTY COURTHOUSE, COUNTY OFFICE BUILDING, COUNTY JAIL/SHERIFF OFFICE

1. The County shall set threshold temperature based on IDPH or local BOH guidelines.
2. The County shall require all that enter the courthouse, county office building or jail/sheriff building to check temperature each time the person enters.
3. The County shall refuse entry to anyone that exceeds temperature threshold as indicated by the device.
4. The County shall issue a fact sheet to anyone that has been refused entry. Fact sheet will contain a disclaimer that this is not a medical diagnosis, as well as IDPH information and Hardin County office and Clerk of Court phone numbers.
5. Any person denied entry that elects to have a second temperature check will have to exit the vestibule by a safe distance during the waiting period. Anyone refused entry can re-try once within 10 minutes of refused entry.
6. Security will log the refusal as a “no show”. Departments will indicate the refusal as either a “no show” or “had to reschedule” which ever applies.
7. The County shall make no written record of a specific person’s specific temperature.
8. The County shall make no health declaration about any person allowed entry or refused entry.
9. It will be the department’s discretion whether or not to serve anyone refused entry, but if service is provided, it shall be outside the county-owned building and both county employee and member of the public must wear approved face mask.
10. **Courthouse security will request the following information from the public before entry: Name, Destination within the Courthouse, Phone Number. Per Iowa Department of Public Health guidelines, entry will be denied for failing to provide name and destination within the courthouse. Entry will NOT be denied for failing to provide a phone number. A phone number is requested for the public convenience (to notify the individual when they may enter) and for public health (COVID contact tracing).**

EMPLOYEE ENTRY POLICY

1. The County shall set threshold temperature based on IDPH or local BOH guidelines.
2. All employees entering either the courthouse, county office building, or jail facility for the first time on any given day must pass the temperature check.
3. Subsequent entries on the same day will not require re-check.
4. Refuse entry to any employee that exceeds temperature threshold.
5. Anyone refused entry can re-try once within 10 minutes of refused entry.
6. Issue fact sheet to anyone that has been refused entry. Fact sheet will contain IDPH information and Hardin County office phone numbers. All employees must contact their respective supervisor immediately.
7. Make no written record of a specific person’s specific temperature.
8. Make no health declaration about any person allowed entry or refused entry.