

**OFFICE OF THE ADMINISTRATIVE JUDGE**  
10<sup>TH</sup> Judicial District - Nassau County



**MEMORANDUM**

To: Justices, Judges, Non Judicial Staff, Nassau County Legal Community

From: Hon. Norman St. George  
Administrative Judge, Nassau County

Date: July 17, 2020

Re: Courthouse Safety Measures

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The safety, welfare and well-being of all who work in and enter our Courthouses are of the utmost importance. Over the last few months we have provided specific details as to all of the safety measures undertaken by the Courts in Nassau County in the midst of the current pandemic. As we have learned, the most effective protective measures used to prevent the spread of the COVID-19 virus are the wearing of face masks (and where appropriate, gloves), the frequent use of hand sanitizer and hand washing, and the enforcement of social distancing practices. As we slowly and deliberately increase In-Person Courthouse Proceedings, it is essential to re-iterate the procedures and protocols which will be required in every Courthouse in Nassau County and throughout the State of New York.

1. Everyone entering any Courthouse must have their temperature taken.
2. Everyone entering any Courthouse must wear a mask at all times that they are present in the Courthouse.
3. Everyone entering any Courtroom must wear a mask at all times that they are present in the Courtroom. During In-person proceedings, the only time that a mask may be lowered is:
  - a. if the lowering of the mask is necessary for the individual to be heard while speaking (including the Judge, Attorneys, or litigants); or
  - b. if the lowering of the mask is required of a witness that is testifying in order to evaluate credibility;

Note: the lowering of a mask is only permitted in these circumstance when the individual is speaking, and provided that the individual is simultaneously wearing a Face Shield.

4. No individual shall remove or be Ordered to remove their mask.
5. If documents are physically handled during In-Person proceedings, the individuals

handling the documents should be wearing gloves. In the event that gloves are not available, each person handling a document should use hand sanitizer before and after handling any document. The use of electronic documents is strongly encouraged.

6. It is important to make frequent use of available hand sanitizer or other washing facilities in the Courthouses.

7. Everyone should at all times maintain a distance of at least six feet from other persons.

Any deviation from UCS policy should be immediately reported to Judicial and non-judicial supervisors. Thank you for your cooperation in ensuring that we maintain the safest Courthouses.