



**NEW YORK STATE**  
**Unified Court System**

OFFICE OF COURT ADMINISTRATION

LAWRENCE K. MARKS  
CHIEF ADMINISTRATIVE JUDGE

NANCY J. BARRY, ESQ.  
CHIEF OF OPERATIONS

JUSTIN A. BARRY, ESQ.  
CHIEF OF ADMINISTRATION

**MEMORANDUM**

July 12, 2021

To: Judges and Non-Judicial Staff

From: Nancy J. Barry  
Justin A. Barry 

Re: Revised Mask Policy

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In keeping with our commitment to following the mask and physical distancing guidance promulgated by the Center for Disease Control and Prevention and New York State Department of Health for individuals fully vaccinated against COVID-19, the Unified Court System will now issue passes to fully-vaccinated attorneys, agency personnel and all other court users, who can provide proof of vaccination, permitting them to enter our court facilities without completing a health safety screening and without wearing a mask or face covering.

In addition, judges and court employees issued an orange Revised Mask Policy Program card ("Program"), may now enter court facilities without having their temperature taken; completing the on-line COVID-19 Daily Self-Assessment; and may work in all areas of our court facilities without wearing a mask or face covering.

Attorney, agency personnel and other court users, who are not issued a pass, must continue to complete the health safety screening and wear a mask or face covering at all times.

Judges and court employees who have not been issued an orange Program card must continue to have their temperatures taken upon entry into a court facility, complete the on-line COVID-19 Daily Self-Assessment and wear a mask or face covering.

The following changes will take effect on Wednesday, July 14, 2021.

**1. Attorney/Agency Pass**

Attorneys or staff of public or private agencies who regularly conduct business inside a court facility may show proof of vaccination and receive a green Attorney/Agency pass that will

permit them to by-pass the daily health safety screening and conduct their business in all areas of the courthouse without wearing a mask or face covering.

To obtain this pass, attorneys and agency personnel must show a valid secure pass or valid office/agency identification card along with proof of vaccine in the name of the person matching the identification card to a court officer at the court facility entrance. Acceptable proofs of COVID-19 vaccination include:

- COVID-19 vaccination card;
- Photograph of a COVID-19 vaccination card contained on a mobile device; or
- COVID-19 Vaccination New York State Excelsior Pass

Participating attorneys and agency personnel will be issued a green Attorney/Agency pass valid for ninety days which must be displayed on the outermost portion of their clothing at all times when inside a court facility.

## **2. Visitor Pass**

All other court users may show proof of vaccination and receive a white Visitor pass that permits them to bypass the health safety screening and enter the court facility without a mask or face covering.

The court user must possess a valid government identification card which matches the name on a proof of vaccination. These items should be shown to the court officer upon entry into the court facility. Acceptable proofs of COVID-19 vaccination include:

- COVID-19 vaccination card;
- Photograph of a COVID-19 vaccination card contained on a mobile device; or
- COVID-19 Vaccination Excelsior Pass

The white lapel sticker will be valid for one day and must be worn at all times on the outermost portion of clothing.

## **3. Orange Cards**

Judges and non-judicial personnel who display an orange Program identification card will no longer be required have their temperature taken upon first entering a court facility; do not have to complete the on-line COVID-19 Daily Self-Assessment; and may enter and remain in any area of the courthouse – private or public – without a mask or face covering.

## **4. Additional Information**

Judges, non-judicial personnel and court users must continue to follow all other safety and operational protocols.

Anyone, including fully vaccinated judges, employees and other court users, may continue to wear masks in court facilities if they so choose.

The science and safety procedures surrounding the coronavirus continue to evolve, sometimes quite rapidly. As the Court System receives additional or modified guidance from the CDC and New York State, these policies may be modified.