

WILLIAM F. STONE  
Circuit Judge  
First Judicial Circuit



Okaloosa County Courthouse  
1940 Lewis Turner Boulevard  
Fort Walton Beach, Florida 32547

## MEMORANDUM

**TO:** Honorable John Miller, Chief Judge  
All Judges, Okaloosa County  
Robin Wright, Trial Court Administrator  
Office of State Attorney, Shalimar and Crestview  
Office of Public Defender, Shalimar and Crestview  
Honorable JD Peacock II, Clerk of Court, Okaloosa County  
Honorable Larry Ashley, Sheriff, Okaloosa County  
John Hofstad, County Administrator, Okaloosa County

**FROM:** Honorable William F. Stone, Administrative Judge

**DATE:** July 24, 2020

**RE:** Health Screening Process and Enforcement, Revision 1

---

Per AOSC20-32 by the Supreme Court of Florida, the trial courts have the responsibility to mitigate the impact of COVID-19, while keeping the courts operating to the fullest extent consistent with public safety. One part of ensuring the health, safety, and well-being of courthouse visitors, court employees, and judicial officers includes performing health screening.

### **1) Health Screenings**

- a) The process for performing the public health screenings.
  - i. Ask the five questions below. Any persons answering affirmative to one, or more, of the screening questions shall not be allowed into the facility.
    - Question 1: Do you have any of the following symptoms (excluding those due to a known medical reason): • Cough • Fever or chills • Fatigue • Muscle or body aches • Headache • Shortness of breath or difficulty breathing • Sore throat • New loss of taste or smell • Congestion or runny nose • Nausea or vomiting • Diarrhea.
    - Question 2: Are you currently awaiting the results of a test to determine if you have COVID-19?
    - Questions 3: Are you under instructions to self-isolate or quarantine due to COVID-19?
    - Questions 4: Have you had close contact with someone with a COVID-19 diagnosis or who is awaiting test results for COVID-19?

Questions 5: Have you travelled to an area with a notably high concentration of COVID-19 cases?

- ii. A temperature check will be performed. A fever of 100.4 degrees or greater shall not be allowed to enter the facility.
- iii. A mask will be worn by all members of the public. If a mask is not available, a mask will be issued upon entry.
- b) All Court Administration employees are required to self-screen before entering the courthouse, using the public screening process above. In addition, Court Administration employees must perform a temperature check using the temperature machine at the main entrance upon entering the courthouse. Employees who fail the self-screening process are required to self-report to their supervisor.
- c) All Clerk of Court employees are required to follow the Clerk of Court Pandemic Self-Screening procedure, which meets the requirements established by the Supreme Court.
- d) All other badge holders are required to undergo the process above for public health screenings

**2) Denied Courthouse Entry**

- a) Any member of the public refusing to wear a mask, refusing to undergo the health screening process, or refusing to submit to the required temperature check, shall not be allowed to enter the facility.
- b) If a member of the public fails the health screening or the temperature check or refuses to comply, Court Security will radio to the bailiff in the Courtroom. The bailiff will then relay the information to the judge. The judge will provide direction.

**3) Courthouse Enforcement of Social Distancing and Masks**

- a) The presiding judge is responsible for enforcing social distancing and ensuring masks are worn on courtrooms and hearing rooms.
- a) Public Area enforcement:
  - i. Court Security will ask for compliance.
  - ii. Failure to comply will result in the person being immediately brought in front of the presiding judge who will provide direction to Court Security for enforcement.