

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY**

**IMPORTANT NOTICE TO THE BAR AND PUBLIC CONCERNING  
DISTRICT OF NEW JERSEY COVID-19 RECOVERY GUIDELINES (PHASE II)**

In response to the rapidly developing facts, preparedness planning and response guidance concerning COVID-19, a phased approach to reopening the courthouses is being implemented. Please review the attached District of New Jersey COVID-19 Recovery Guidelines for Phase II. The current target dates for Phase II are July 6, 2020 – September 8, 2020.

The Guidelines are also available on the Court's website, [njb.uscourts.gov](http://njb.uscourts.gov).

Dated: June 29, 2020

Jeanne A. Naughton, Clerk



# DISTRICT OF NEW JERSEY COVID-19 RECOVERY GUIDELINES

## PHASE II

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### COURT SECURITY COMMITTEE

Michael A. Shipp, U.S.D.J., Chair  
Madeline Cox Arleo, U.S.D.J.  
Douglas E. Arpert, U.S.M.J.  
Renée Marie Bumb, U.S.D.J.  
Theresa Burnett, U.S.D.C.  
Michael A. Hammer, U.S.M.J.  
Brian Kemner, U.S.D.C.

Steven C. Mannion, U.S.M.J.  
Juan Mattos, U.S.M.S.  
Stacey L. Meisel, U.S.B.J.  
Jon Muller, U.S. Pretrial  
Jeanne Naughton, U.S.B.C.  
John O'Brien, U.S.D.C.  
Jerry Sanseverino, U.S.M.S.  
Susan Smalley, U.S. Probation



## DISTRICT OF NEW JERSEY COVID-19 RECOVERY GUIDELINES

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The Court Security Committee, in concert with the individual Facility Security Committees, continues to closely monitor government policy changes, Centers for Disease Control and Prevention (CDC) guidelines, and public health advancements. The health and welfare of each Judiciary employee, contractor, and member of the public who enters our facilities remains paramount in the decisions that are made as these guidelines are implemented. This guidance is designed to help facilitate a **phased approach to reopening the courthouses** in the District of New Jersey. This document shall continue to be updated periodically as facts develop and further guidance is received.



## HOW WILL WE KNOW WHEN WE CAN PROCEED TO PHASE II?

The AO has provided **gating criteria** to consider when deciding when it is appropriate to **begin each phase**. At this time, the State of New Jersey has since lifted its Stay-at-Home Order and continues to lift restrictions put in place due to the coronavirus pandemic. As these restrictions continue to be lifted, we may consider setting a date to begin Phase II, depending on the gating criteria conditions current at that time. The goal still remains to **mitigate risk** of resurgence while **protecting our vulnerable employees**.



## Judiciary Gating Criteria

Consider each of the below before proceeding to Phased Opening:

### FACILITY EXPOSURE

- No COVID-19 confirmed or suspected cases in the court facility within a 14-day period

**OR**

- Confirmed or suspected cases have occurred, but “deep cleaning” of exposed areas and applicable employee self-quarantine actions have been taken

**AND**

### COMMUNITY CASES

- Sustained downward trending average of cumulative daily COVID-19 case counts over a 14-day period

**AND**

### COMMUNITY ACTION

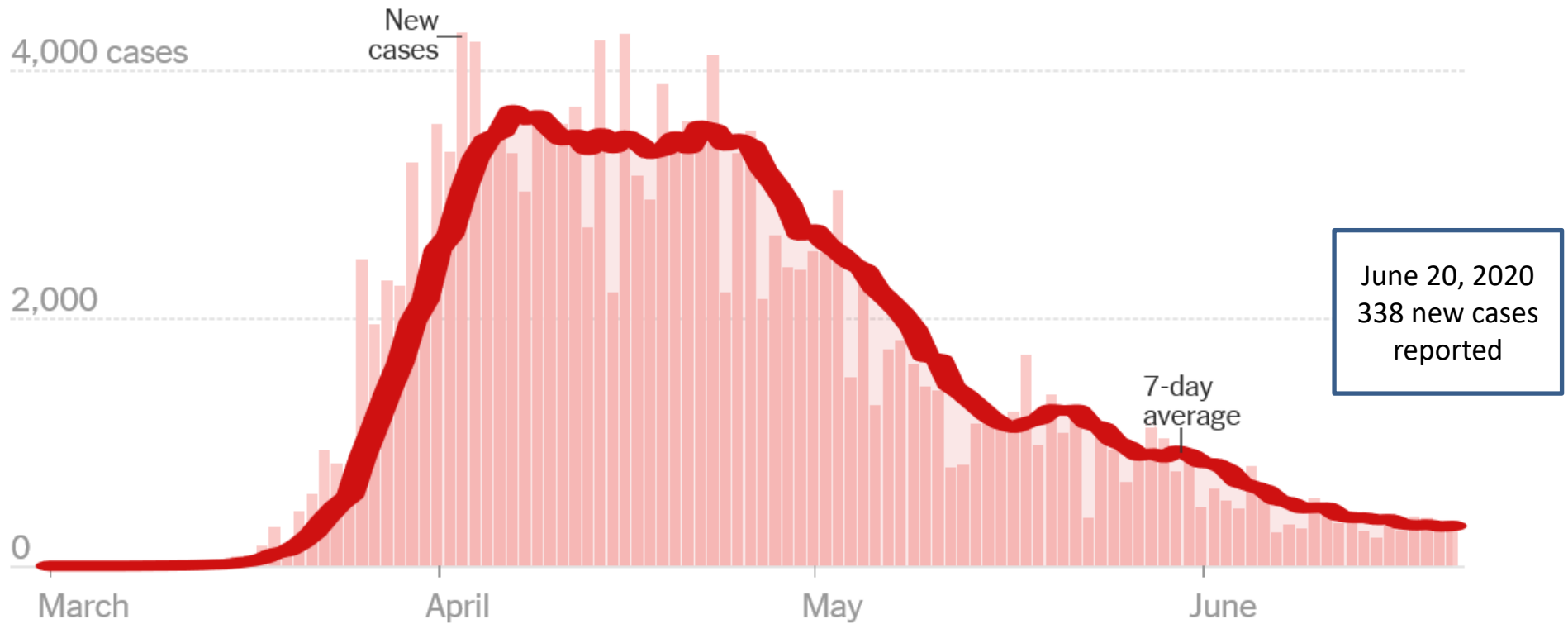
- Rescission of local restrictive movement and/or shelter-in-place orders

**CURRENT TARGET DATES FOR PHASE TWO WILL BE  
JULY 6, 2020 – SEPTEMBER 8, 2020.**

For updates on data regarding coronavirus cases visit  
[https://www.nj.gov/health/cd/topics/covid2019\\_dashboard.shtml](https://www.nj.gov/health/cd/topics/covid2019_dashboard.shtml)



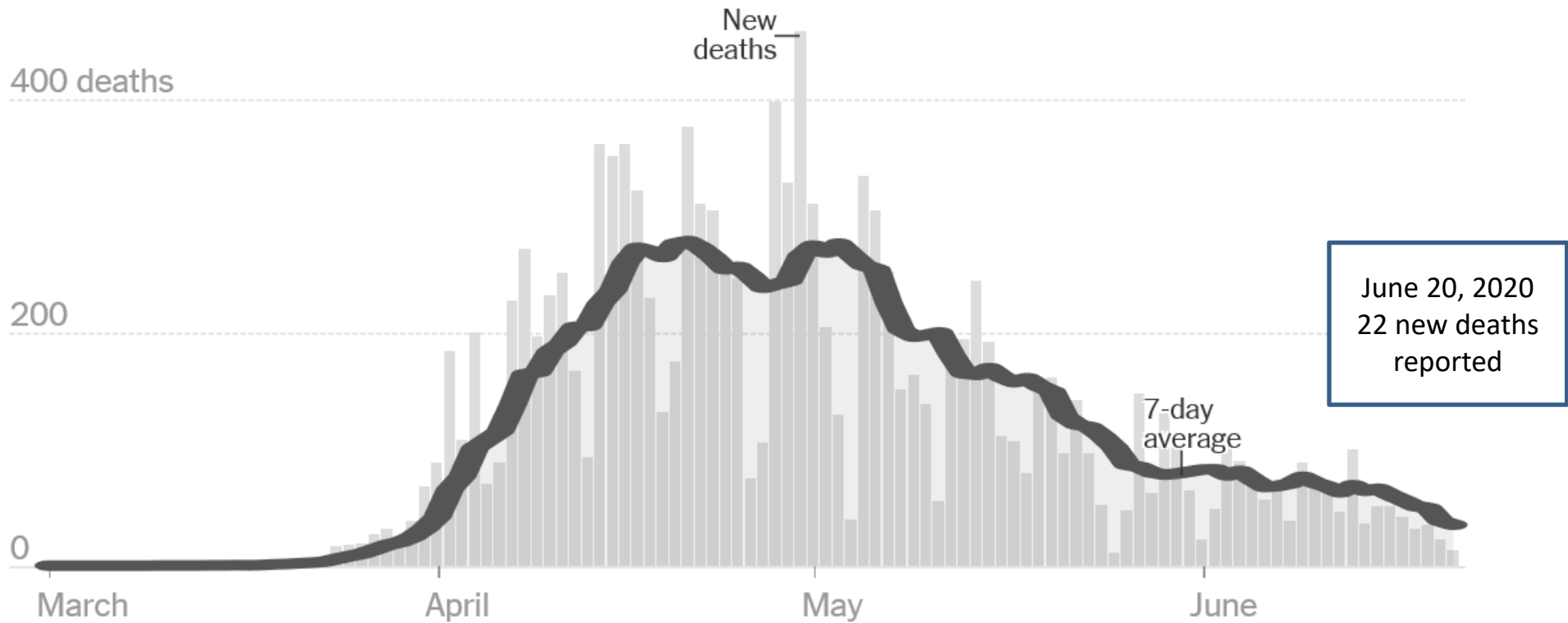
## New reported cases by day in New Jersey



<https://www.nytimes.com/interactive/2020/us/new-jersey-coronavirus-cases.html#cases>



## New reported deaths by day in New Jersey



<https://www.nytimes.com/interactive/2020/us/new-jersey-coronavirus-cases.html#cases>



## Phase II

The goal of Phase II is for **courthouse personnel to continue to safely transition back** and to **gradually introduce the public** into the courthouses. Courthouse operations and the scope of work will mostly continue as they did in Phase I. To the extent the parties consent, **all proceedings should continue to be held by video and teleconference**. In Phase II, courts will begin to hold **limited proceedings** in a shared courtroom.



# APPROPRIATE STANDING ORDERS SHALL REMAIN IN PLACE

## ORDER re: USE OF FACE MASKS/COVERINGS

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

USDC DNJ  
DOCUMENT  
ELECTRONICALLY FILED  
DOC #:  
DATE FILED: May 22, 2020

IN RE: USE OF FACE COVERINGS/MASKS:  
DUE TO COVID-19 :

STANDING ORDER 2020-13

WHEREAS, the President of the United States has declared a National Emergency, and the Governor of the State of New Jersey has declared a State of Emergency and a Public Health Emergency throughout the State, in response to the coronavirus (COVID-19) pandemic;

WHEREAS, the U.S. Centers for Disease Control and Prevention (CDC) and other public health authorities have advised taking precautions to reduce the possibility of exposure to COVID-19 and to slow the spread of the disease;

WHEREAS, in response to government policy, CDC guidelines and public health advancements, the United States District Court for the District of New Jersey ("Court") has adopted the District of New Jersey COVID-19 Recovery Guidelines ("Recovery Guidelines"), providing for a phased approach to reconstituting operations; and

WHEREAS, in accordance with the CDC's recommendation, based upon data on the spread of COVID-19, the Recovery Guidelines contain a Face Covering/Mask Protocol, mandating that employees wear a face covering or mask to cover their noses and mouths in community settings, in order to protect themselves and others nearby;

NOW, THEREFORE, in order to further public health and safety, and the health and safety of Court personnel, counsel, litigants, other case participants, jurors, security personnel and the general public, IT IS HEREBY ORDERED, that all persons seeking entry to or occupying any Court facility in the District of New Jersey, including, but not limited to, Court staff, security personnel, vendors, contractors, litigants, attorneys, jurors and other members of the public, are required to wear a face covering or mask when in a community setting, including entering and exiting the courthouse, entering and exiting the Clerk's Office, and in the jury assembly room, the central mailroom and indoor parking garages, as well as in all common areas, including, but not limited to, courtrooms, elevators, stairwells, hallways, and restrooms; and it is further

ORDERED that all persons shall engage in social distancing, which requires that individuals maintain a six-foot distance between each other; and it is further

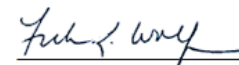
ORDERED that in private office areas within the Court facilities, Court staff are permitted to remove their face coverings or masks during the workday while they are in a cubicle or private office, assuming social distancing guidelines are maintained; and it is further

ORDERED that any visitor seeking entry into a Court facility without a face covering or mask shall be delayed by the Court Security Officers, who will inquire as to the office the person is visiting and the purpose. The Court Security Officers or the visitor will then contact that office to determine whether the business can be handled without entry to the building; and it is further

ORDERED that the United States Marshal, his Deputies, and the Court Security Officers shall enforce this Order; and it is further

ORDERED that this Standing Order shall take effect as of the date of this Order and remain in place until further Order of the Court.

DATED: May 22, 2020

  
Hon. Freda L. Wolfson  
U.S. Chief District Judge  
District of New Jersey



**ELEVATOR OCCUPANCY  
WILL REMAIN AT  
1 PERSON AT A TIME  
WITH THE EXCEPTION OF  
FAMILY MEMBERS WHO  
RESIDE WITH EACH  
OTHER, ADULTS  
ACCOMPANIED BY  
YOUNG CHILDREN, OR  
PERSONS WITH  
DISABILITIES**

A sign with a green border. At the top center is the seal of the United States District Court, District of New Jersey. Below the seal, the word "ATTENTION" is written in large, bold, black capital letters. Underneath "ATTENTION", the words "COVID-19 RESTRICTIONS" are written in white capital letters on a green background. Below this, the words "ELEVATOR OCCUPANCY" are written in bold, black capital letters. To the right of "ELEVATOR OCCUPANCY" is a white square with a green border containing the number "1" in bold, black font. Below the text, the following message is written in bold, black capital letters: "TO MAINTAIN SAFE SOCIAL DISTANCING ELEVATOR OCCUPANCY HAS BEEN LIMITED TO ONE PERSON AT A TIME." At the bottom center is a yellow square with a black border containing a black silhouette of a person standing next to a square with two triangles pointing up and down, representing an elevator button.



# Phase II

## Discussion Overview

### Travel Guidelines

- CDC Guidelines
- New Jersey State Guidelines

### Facility Actions

- Cleaning of the facilities
- Gyms, large venues, meeting areas, and coffee shops

### Contact Tracing

- Report incidents to the local FSCs



# Phase II

## Travel Guidelines

### CDC GUIDELINES

- For travel away from your local community, ask:
  - Is COVID-19 spreading where you are going?
  - Is COVID-19 spreading in your community?
  - Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?
- DO NOT travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.
- Follow state and local travel restrictions. Refer to the state or local health department where you are, along your route, and at your planned destination for guidance.

### NEW JERSEY GUIDELINES

- If necessary, residents can travel out of state for essential reasons like providing medical care to others or for a job considered an essential service.
- If you are sick after travel, stay home, except to get medical care. Separate yourself from others and monitor your symptoms per the CDC's guidelines.



## Phase II

### Facility Actions

**ENHANCED SCREENINGS** will not be implemented at this time. Individual FSCs will continue a dialogue as to whether enhanced screenings are a recommended course of action.

**INCREASED CLEANING** of common areas and courtrooms following each proceeding should continue. Exposed areas will undergo a **DEEP CLEANING**.

**LARGE VENUES AND COMMON AREAS** (e.g., sit-down dining, courtrooms, jury assembly rooms, etc.) can operate only if 6-foot physical distancing protocols can be followed. Due to a gradual reintroduction of the public, evaluate whether additional 6-foot distance markings are necessary.

**EMPLOYEE GYMS** operated by the USMS will remain closed. They may consider reopening on a limited basis as Phase II progresses.

**COFFEE SHOPS** will continue to be closed. Vending machines shall remain fully stocked regardless of the open or closed status of the coffee shops.

An elevated temperature may be a poor single indicator of whether a person has acquired COVID-19; moreover, individuals with COVID-19 may be asymptomatic and exhibit no signs of infection.



## CONTACT TRACING

Contact tracing is important not just within a specific agency, office or department but also throughout the courthouse. All departments should implement contact tracing procedures. Recommend the use of self-reporting forms to assist in contact tracing and to serve as reinforcement of an individual's responsibility to self-monitor his/her health.

Notify all applicable entities with respect to any confirmed or suspected COVID-19 exposure.

**NOTE: Individuals entering or visiting any office or agency in the courthouse will have traveled through common areas.**



# Phase Two

## AGENCY PLANS

- JUDICIAL CHAMBERS
- THIRD CIRCUIT LIBRARIES
- CLERK'S OFFICE
- PRETRIAL SERVICES
- PROBATION
- BANKRUPTCY
- US MARSHALS SERVICE
- GSA



## Phase II Plan for Judges in the District of New Jersey

- Each judge shall have full autonomy in deciding the repopulation and return to work schedule for the members of his/her chambers. Summer interns may report to the courthouse at the Judge's discretion.
- Judges shall continue to conduct criminal and civil proceedings via teleconference and videoconference, either remotely or from the courthouse. In-person proceedings should remain limited to emergent matters and extend only to pleas and limited sentencings where a non-custodial defendant does not consent to proceeding via videoconference. Courtroom deputies should coordinate scheduling of the shared courtroom allotting sufficient time for an increased cleaning of the courtroom between proceedings. Mark Sherman shall be the point-of-contact for scheduling hearings in the shared courtrooms. He will contact GSA for cleaning between proceedings.
- Staff should return to work on a rotating or alternating schedule with increased frequency as deemed appropriate by each individual judge. Most chambers are not large enough to accommodate a full staff return while maintaining appropriate social distancing. A plan that allows each staff member to telework three days per week would be ideal.
- All vulnerable individuals, including those who are caring for any vulnerable family members, should continue to telework.
- All employees should continue to conduct a health assessment prior to reporting to work. Any individual feeling ill, or exhibiting symptoms, should immediately report the same to the Judge, and contact his/her healthcare provider.
- Masks shall continue to be worn by employees consistent with District Court protocol upon entering the courthouse and traversing common areas.
- Public access to the Court should be limited to those parameters outlined above.





# Phase II Plan for Judges in the District of New Jersey

## EMERGENT MATTERS

Any Judge deeming a matter emergent and requiring an in-person hearing will be required to provide timely notice to the Chief Judge, the Clerk of Court, and the respective Facility Security Committee Chair.

## SHARED COURTROOM DESIGNATIONS

Courtrooms have been designated by the U.S. Marshals Service for those matters deemed emergent, plea hearings, and limited sentencings where the defendant has not consented to proceed via videoconference and where the defendant is not in custody:

### Newark

- Martin Luther King, Jr. Bldg. Courtroom 5D (vacant)
- Lautenberg Post Office & Courthouse: Courtroom 2 (Judge Chesler's Courtroom)
- Emergent Bankruptcy Proceedings: Courtroom 3E (Judge Gambardella's Courtroom)

### Trenton

- Courtroom 5W (Judge Shipp's Courtroom)
- Emergent Bankruptcy Proceedings: Courtroom 8 (Judge Kaplan's Courtroom)

### Camden

- Courtroom 5A (vacant)
- Emergent Bankruptcy Proceedings: Courtroom 4C (Judge Poslusny's Courtroom)

# APPROPRIATE STANDING ORDERS SHALL REMAIN IN EFFECT

## EXTENSION OF AMENDED STANDING ORDER 2020-06

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

USDC DNJ  
DOCUMENT  
ELECTRONICALLY FILED  
DOC #:  
DATE FILED: June 22, 2020

IN RE: VIDEO CONFERENCING AND :  
TELECONFERENCING FOR CRIMINAL : EXTENSION OF AMENDED  
PROCEEDINGS UNDER THE CARES ACT : STANDING ORDER 2020-06

WHEREAS, on March 13, 2020, a national emergency was declared under the National Emergency Act, 50 U.S.C. § 1601, *et. seq.*, in light of the COVID-19 pandemic;

WHEREAS, on March 27, 2020, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), authorizing the use of video and telephone conferencing, under certain circumstances and with the consent of the defendant, for various criminal case events during the course of the COVID-19 emergency, *see* The CARES Act, H.R. 748, pursuant to certain findings by the Judicial Conference of the United States;

WHEREAS, on March 29, 2020, the Judicial Conference found that emergency conditions, consistent with the national emergency declared with respect to COVID-19, will materially affect the functioning of the Federal courts; and

WHEREAS, on March 30, 2020, pursuant to Sections 15002(b)(1) and (b)(2) of the CARES Act, as Chief Judge, I found that criminal proceedings, and specifically, felony pleas and felony sentencings, could not be conducted in person without seriously jeopardizing public health and safety, and therefore entered Standing Order 2020-06, authorizing video and telephone conferencing in criminal proceedings in conformance with the CARES Act; and

WHEREAS, as Chief Judge, I ordered therein that pursuant to Section 15002(b)(3) of the CARES Act, Standing Order 2020-06 would remain in effect for up to 90 days from the date of its entry, or until June 28, 2020, and that if, on that date, the emergency declaration was still in effect, as well as the Judicial Conference's finding that the emergency conditions will materially affect the functioning of the Federal courts, I, as Chief Judge, would determine whether Standing Order 2020-06 should be extended;

WHEREAS, on April 2, 2020, Standing Order 2020-06 was amended to provide a reminder of the prohibition against the photographing, recording, livestreaming on the internet and rebroadcasting of court proceedings, consistent with Rule 53 of the Federal Rules of Criminal Procedure;

THEREFORE, WHEREAS, on this day, June 28, 2020, the 90<sup>th</sup> day after the entry of Amended Standing Order 2020-06, the afore-mentioned emergency declaration and Judicial Conference's finding remain in effect; and

WHEREAS, pursuant to Section 15002(b)(1) of the CARES Act, I, as Chief Judge, find that criminal proceedings still cannot be conducted in person without seriously jeopardizing public health and safety, and that pursuant to Section 15002(b)(2) of the CARES Act, felony pleas under Rule 11 of the Federal Rules of Criminal Procedure and felony sentencings under Rule 32 of the Federal Rules of Criminal Procedure also cannot be conducted in person in this district without seriously jeopardizing public health and safety; it is hereby

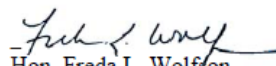
ORDERED that, pursuant to Section 15002(b)(3) of the CARES Act, Amended Standing Order 2020-06 is extended for up to 90 days from the date of this Order, unless this Order is terminated or vacated prior to such date according to the procedures set forth in the last paragraph of this Order. Specifically, it is hereby

ORDERED that, in lieu of personal appearance, and with the consent of the defendant after consultation with counsel, video conferencing, or telephone conferencing if video conferencing is not reasonably available, is authorized for all events listed in Section 15002(b) of the legislation, including the criminal proceedings enumerated in Amended Standing Order 2020-06; and it is further

ORDERED that if a judge in an individual case finds, for specific reasons, that any felony plea or felony sentencing, or any equivalent plea and sentencing, as well as proceedings under the Federal Juvenile Delinquency Act, cannot be further delayed without serious harm to the interests of justice, then, with the consent of the defendant, or the juvenile, after consultation with counsel, the plea, sentencing, or any equivalent proceeding, may be conducted by video conference, or by telephone conference if video conferencing is not reasonably available; and it is further

ORDERED that if, 90 days from the date of this Order, the emergency declaration remains in effect, along with the Judicial Conference's finding that the emergency conditions will materially affect the functioning of the Federal courts, the Chief Judge shall review the authorization described in Amended Standing Order 2020-06 and determine whether it shall be further extended. Such reviews will occur at least once every 90 days, until the last day of the covered emergency period, or until the Chief Judge determines that the authorization is no longer warranted. Should the above-referenced emergency declaration or the Judicial Conference's finding terminate or be revoked prior to the expiration of 90 days from the date of this Order, then this Order may then be vacated according to law.

DATED: June 28, 2020

  
Hon. Freda L. Wolfson,  
U.S. Chief District Judge  
District of New Jersey



## Third Circuit Libraries: Phase II Plan

- The Third Circuit libraries will not open to the public during Phase II.
- Judges, law clerks, interns and court personnel are, however, welcome to use the libraries.
- Library staff will either be present in person or available remotely.
- Masks/facial coverings shall be worn and social distancing observed within the libraries.



## Clerk's Office Reopening Plan: Phase II

- Clerk's Office staff will continue to work in small teams with the majority of employees continuing to telework, gradually increasing staff onsite as needed. Staggered hours may be authorized for staff reporting to the office. Vulnerable employees, including those with health, security, childcare or transportation concerns shall be allowed to telecommute, even if on a designated team.
- Masks will continue to be worn, consistent with Phase One and the Protocol, by employees reporting to the office.
- Employees will continue to maintain physical distance from others. Employees using common areas (kitchen, jury assembly room, conference rooms) shall maintain physical distance and, if distance is not possible, use plexiglass or other barriers and/or wear masks pursuant to the Protocol.
- All employees will continue to conduct a daily health assessment prior to reporting to work. Any individual feeling ill, or exhibiting symptoms, should immediately report to his/her supervisor, and, if required, complete the Covid-19 questionnaire.
- Public access to the Clerk's Office will continue to be limited to filings via the drop-box, written correspondence and telephone calls and filings via ECF or help desk emails. Emergent requests for in person public access will be handled on a case-by-case basis and scheduled in advance. Depending on volume and subject to Judges' scheduling of proceedings, the front counter may be opened to the public on a limited basis.
- Judges will continue to conduct court proceedings via video or teleconference, in almost all instances. For in-person emergency hearings and proceedings, the designated courtroom will continue to be used, with proper protection provided by plexiglass and increased cleaning.
- Jury trials will not resume in Phase Two.
- Employees who travel to states with increasing numbers of COVID-19 cases will be asked to self-isolate prior to returning to the office.



## Pretrial Services Agency Reopening Plan: Phase II

- Pretrial Services' staff will continue to work in small, rotating teams with the majority of employees continuing to telework. Staggered hours will be authorized for staff reporting to the office based on court coverage needs. Reasonable accommodations will be made for vulnerable employees, including those with health, security, childcare or transportation concerns, based on the needs of the agency.
- Masks shall be worn by employees and defendants reporting to the office pursuant to Standing Order 2020-13.
- Employees may use common areas (kitchen, interview rooms, conference rooms) assuming 6-feet of distance can be maintained at all times.
- All employees, to reduce risk, prior to coming into the office, should conduct a health self-assessment, to include taking their temperature. If an individual's temperature is 100.4 or above or an individual is feeling ill, or exhibiting other signs of COVID-19 infection, per CDC guidance, the individual should report the same to his/her supervisor, stay home, and call his/her physician. Thermometers will be made available in the office for staff should they desire.
- Public access to Pretrial Services' office space will continue to be limited to emergent matters. Routine in-person office reporting of defendants will not occur during Phase Two; however, a limited number of defendants (~5-10 per week) will report to Pretrial Services' office space for matters which are deemed appropriate due to officer safety concerns, such as drug testing and location monitoring matters. A list of expected defendants will be provided to CSOs at the start of each day. After clearing security, defendants will always be escorted by a staff member. All other in-person contact with defendants will be made outside of the Courthouse.
- Pretrial Services Officers will continue to attend court proceedings via video or teleconference. A duty officer will be available for emergency hearings and proceedings in the appropriate designated courtroom.



## United States Probation Office Reconstitution Plan: Phase II

- Staff will continue to work in small teams with the majority of employees continuing to telework. Teams will return to the office on a rotating basis each week, based on the needs of the agency. All vulnerable individuals, including those who are caring for any vulnerable family members, have childcare issues, or rely solely on public transportation, will be among the last group of employees to return to the office in the final phases, with limited exceptions.
- All employees, to reduce risk, prior to coming into the office, should conduct a health self-assessment, to include taking their temperature. If an individual's temperature is 100.4 or above or an individual is feeling ill, or exhibiting other signs of COVID-19 infection, per CDC guidance, the individual should report the same to his/her supervisor, stay home, and call his/her physician. Thermometers will be made available in the office for staff should they desire.
- Masks shall be worn by employees reporting to the office pursuant to Standing Order 2020-13.
- Public access to Probation office space will be limited to emergent matters and drug testing of individuals under supervision (IUS) based on priority and those who are at high risk of drug abuse. Drug tests for IUS will occur once a week or less and will be scheduled in half-hour or hourly intervals. A list of names of those IUS reporting on a given day will be provided to CSOs in advance. When the IUS arrives, the attending officer will meet the IUS outside, make sure they have a mask, have them sanitize their hands, and then escort them directly to the testing room. IUS who arrive late for their appointment will not be seen or tested. Unexpected visitors to the courthouse will be seen outside the courthouse by an officer who will triage the situation and determine if it is necessary to bring anyone into the building. Masks and hand sanitizer will be provided if necessary.
- Probation Officers will attend court proceedings via the same manner as the court. A duty officer will be available at all times for emergency hearings and proceedings in the appropriate designated courtroom.





## United States Bankruptcy Court Reconstitution Plan: Phase II

- United States Bankruptcy Court Judges will continue to conduct court proceedings via video or teleconference. No trials of adversary proceedings will be scheduled. For emergency hearings, one courtroom has been designated in each vicinage.
- Public access to the Clerk's Office will continue to be limited to filings via ECF, the drop-box, written correspondence, and telephone.
- Public counters in each office will continue to remain closed. If there is a need for emergent access to the public counter, a date and time will be scheduled. Limited hours at the public counters may be considered during Phase Two.
- Clerk's Office staff will continue to work in small teams with most employees continuing to telework (Skeleton Crew). Teams will return to the office on a rotating basis each week. Reduced hours may be authorized for staff reporting to the office. All vulnerable individuals including those who are caring for any vulnerable family members, have childcare issues, or rely solely on public transportation, will be among the last group of employees to return to the office in the final phases.
- All employees should initially complete and submit a Return to Work Health Assessment prior to reporting to the office, followed by daily self-checks. Any employee feeling ill, or exhibiting symptoms, should report the same to their supervisor, and, if required, complete the COVID-19 questionnaire. Employees who travel to states with increasing numbers of COVID-19 cases will be asked to self-isolate prior to returning to the office.
- Masks must be worn by employees upon entering the courthouse consistent with District Court Protocol.
- Employees may use common areas (kitchen and conference rooms) assuming 6-feet of distance can be maintained.
- Deputies in Charge and Supervisors will continue to use a tracing spreadsheet to track all areas of the court that employees came in contact with when working in the building.
- Employees who travel to states with increasing numbers of COVID-19 cases will be asked to self-isolate prior to returning to the office.



## United States Marshals Service Reconstitution Plan: Phase II

- USMS staff will continue to work in small teams with the majority of employees continuing to work remotely, gradually increasing staff onsite as needed. Staggered hours may be authorized for staff reporting to the office. Any vulnerable employee, including those with health, security, childcare or transportation concerns shall be allowed to work remotely, even if on a designated team. USMS personnel remain on call, regardless of their work schedule.
- Masks or face coverings will continue to be worn by employees reporting to the office, consistent with CDC protocols.
- Employees will continue to maintain social distancing from others. Employees using common areas (kitchen, conference rooms, etc.) shall maintain social distancing and, if distancing is not possible, use plexiglass or other barriers and/or wear masks pursuant to existing protocols.
- The USMS fitness center will consider re-opening on a limited basis as Phase Two progresses.
- All employees will continue to conduct a daily health assessment prior to reporting to work. Any individual feeling ill or exhibiting symptoms should immediately report to his/her supervisor, and, if necessary, complete a COVID-19 questionnaire.
- Employees exposed to someone who has tested positive for COVID-19 will be asked to self-isolate prior to returning to the office.
- While D/NJ courthouses continue to be open and accessible to the public, it will be only for official business and only when that specific activity cannot be conducted via phone or teleconference.
- Everyone entering the courthouse will be required to wear a facemask pursuant to the standing order and comply with social distancing guidelines and other requirements limiting the number of people in specific spaces.





# United States Marshals Service Reconstitution Plan: Phase II

## PHASE II PLAN CONTINUED

- CSOs and DUSMs will be required to enforce the facemask requirements contained in the current standing order.
- While judges will continue to conduct most court proceedings via video or teleconference, for in person emergency hearings and proceedings, the designated courtroom will continue to be used. The presence of CSOs and/or DUSMs may be required, depending on the nature and type of proceeding or other circumstances. Capacity may be limited to ensure proper social distancing can be maintained.
- While Phase Two does not anticipate prisoners being produced or the resumption of cellblock operations, should the need arise to house prisoners or detainees in the USMS cellblock or holding cells, the following protocols will apply. Inmates will be limited to one per cell. Masks will be worn by DUSMs and provided to prisoners. GSA will provide enhanced cleaning of the cellblock area.
- Prisoner transportation will be limited to emergent matters on a case-by-case basis in consultation with the presiding judge and other parties. To the extent possible, inmates will be returned forthwith. Inmates needing to be housed in the USMS cellblock or holding cells will be subject to the protocols in the preceding bullet point.



## GSA Reopening Plan: Phase Two

- GSA R2 and R3 continue to work together to streamline a consistent approach to the reoccupancy of the NJ District Court's Federal Buildings. GSA R2 and R3 are meeting weekly with the USDC, USBC, Probation and Pretrial Services Offices to determine implementation strategies for re-occupancy. We are also actively participating in each building's FSC meetings. GSA will adequately staff facilities to ensure appropriate customer response is provided during all phases of reoccupancy.
- GSA contract staff is onsite ensuring building operations and custodial needs are being met. GSA will continue to clean and disinfect according to the CDC's guidelines with EPA-registered disinfectants. In Phase 2, all frequently touched areas throughout the building will be cleaned throughout the day, and the designated courtrooms will be cleaned and disinfected after every use as coordinated by agency staff. All office space will be cleaned following a work order request to our O&M contractor.
- Tenants will be responsible for providing personnel with the appropriate supplies to clean and disinfect their individual workspaces and related personal property regularly, as recommended by the CDC.
- Amenities such as concessions will continue to be closed during Phase II, unless discussed with the local building management teams.
- GSA strives to exceed the limit of outside air levels while balancing humidity, tenant comfort and safety. Specifically, GSA has instituted the following practices to optimize the HVAC systems:
  1. The GSA NJ Field Offices are working with our operations and maintenance contractors to review the ventilation exchange rates and increase outside air to the maximum extent possible within each building.
  2. The GSA NJ Field Offices will inspect all air handling unit filters to ensure that they are operating within the limits prescribed by the equipment manufacturer. GSA will also evaluate whether or not it is possible to upgrade the MERV (Minimum Efficiency Reporting Value) for the filters within individual air handling units and will also ensure that upgrading this rating will not be at the expense of individual performance.
  3. GSA is piloting filter upgrades to MERV 13 in the designated courtrooms in use to assess the impact of these filters on the individual systems.



# GSA Reopening Plan: Phase II

## CLEANING PROTOCOLS

Cleaning procedures have been enhanced to ensure full compliance with CDC guidelines, including but not limited to:

1. Use of EPA-approved cleaning and disinfecting products for COVID-19; and
2. All cleaning personnel have been trained on cleaning and disinfection for COVID-19.

## PUBLIC/EMPLOYEE CSO ENTRANCES

- High-touch points will be cleaned three times (3x) daily with an EPA-registered cleaner that is used against COVID-19.

## ELEVATORS

- High-touch points (control buttons) and handrails will be cleaned three times (3x) daily with an EPA-registered cleaner.

## STAIRWELLS

- High-touch points, such as handrails, will be cleaned three times (3x) daily with an EPA-registered cleaner.

## RESTROOMS

- The public restroom fixtures and high-touch points will be cleaned three times (3x) daily with an EPA-registered cleaner.



## DISTRICT OF NEW JERSEY COVID-19 RECOVERY GUIDELINES

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In order to ensure consistency throughout the District, this Phase II Plan has been submitted for review by all of the individual FSCs. As previously mentioned, however, due to the uniqueness of each courthouse, coupled with the disparity of community cases found in the surrounding areas, the specifics of Phase II as well as Phase III will be modified to meet the needs of each vicinage. An appendix outlining vicinage-specific plan modifications has been submitted by each individual FSC and is annexed hereto.

Michael Hammer, U.S.M.J., Newark, FSC Chair  
Michael Shipp, U.S.D.J., Trenton, FSC Chair  
Renée Marie Bumb, U.S.D.J., Camden, FSC Chair



# Phase II

## NEWARK

**NEWARK FSC** moves to incorporate and make a part of its Phase II Plan, the following:

- ❑ As litigants and the public begin to re-access the Court in Phase II: (1) Court staff working in the Lautenberg building are strongly encouraged to use the dedicated staff entrance; and (2) Court staff working in the Martin Luther King Jr. courthouse are strongly encouraged to use the rear entrance to the building.



# Phase II

## TRENTON

**TRENTON FSC** moves to incorporate and make a part of its Phase II Plan, the following:

- The Phase II Plan submitted by the **U.S. Secret Service - Trenton Resident Office**. Trenton is the only vicinage in the District of New Jersey to contain an office for this agency. (U.S. Secret Service – Trenton Resident Office plan annexed hereto.)



## Phase II Plan for US Secret Service Resident Office Trenton, New Jersey

Phase II Operational personnel in the building:

### Typical Daily Staffing

- 1 – 3 personnel in the office each day between 09:00 hrs and 17:00 hrs.

### Atypical Staffing

- Occasionally 1 – 2 personnel working off hours for a specific assignment.

### Outside Visitors

- Occasional visits from 1 – 2 other USSS personnel per week.
- Occasional visits of 1 – 2 USSS job applicants per week (this is currently on-hold until approved by our HQ).
- Rare visits of public to the office.

It should be noted that our staffing could be drastically reduced based on operational needs outside of the Trenton-area. With the looming 2020 Presidential campaign, personnel will be deployed for protective assignments, thus reducing in-building staffing levels.



## Phase II

### CAMDEN

**CAMDEN FSC** moves to incorporate and make a part of its Phase II Plan, the following:

- In order to reduce pedestrian traffic, all employees should enter/exit only through the door located in the building where they are employed (e.g. Probation, Pre-trial Services, Bankruptcy Court will enter/exit through the Post Office Building; Court and Clerk's Office employees will enter through the Courthouse).