

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

The Honorable Margo K. Brodie  
Chief Judge



Eugene Corcoran  
District Executive  
Brenna B. Mahoney  
Clerk of Court

**UPDATED HEALTH AND SAFETY PROTOCOLS**

Effective March 3, 2022

As the COVID-19 pandemic continues, the health and safety of everyone who comes to our courthouses - employees, lawyers, litigants, jurors, contractors, law enforcement personal, the press, and interested members of the public – remains our first priority. After ongoing guidance from an expert epidemiologist retained by the Court, as well as leading health organizations, including the Centers for Disease Control and New York State, New York City and Long Island public health agencies, the Eastern District of New York (EDNY) extends the following health and safety protocols for everyone’s protection. The Court may modify these protocols as necessary.

**Courthouse Entry Restrictions**

The following persons **may not** enter an EDNY courthouse:

1. Persons who feel sick or have any symptoms associated with COVID-19 including:
  - Cough
  - Shortness of breath
  - Fever
  - Chills
  - Muscle pain
  - Body aches
  - Congestion
  - Headache
  - Sore throat
  - New loss of taste of smell
2. Persons who have been advised to self-quarantine by any doctor, hospital, or health agency with the last 10 days.
3. Persons who, within the last 7 days, have been diagnosed with COVID-19 or told by a health professional to presume they have COVID-19. The 7-day period must be extended if the person is still experiencing COVID-19 symptoms.
4. Persons who reside with someone who has been diagnosed with COVID-19 within the last 10 days.
5. Persons who have not been vaccinated against COVID-19 and who, within the last 10 days, have been in close contact within six feet for more than 15 minutes) with someone who has been diagnosed with COVID-19.

If you are a court employee, you must alert your supervisor if you cannot enter the courthouse due to any of the above restrictions. You will be instructed on how to participate in the Court's Contact Tracing Program if appropriate.

If you are not an employee and are required to report to the courthouse of official business – whether you are a lawyer, witness, defendant, litigant, juror, contractor, or under the supervision of the Office of Pretrial Services or United States Probation Department – you should contact the person who directed you to report if you fall into one of the above categories.

### **Courthouse Entry Screening**

Every person who comes to one of courthouses, for any reason, must pass through the following screening process:

1. You will be asked to answer a few screening questions about your COVID-19 status and possible COVID-19 exposures.
2. You must wear a mask that covers your nose and mouth and conforms to the standards listed below under **Face Coverings**.
3. Upon entering a courtroom, you will be required to sign in with your name, phone number, and email address for the purpose of contact tracing in the event of a COVID-19 exposure. If you choose not to provide the information, you will not be informed in the event of a COVID-19 exposure.
4. You are encouraged to use hand sanitizer, which will be available at all courthouse entrances.
5. You must adhere to safe social distancing rules on entering the courthouse, by standing at least six feet away from other individuals. Markings are placed in the courthouse atrium to guide you. You must obey all instructions of the Court Security Officers.

### **During Your Time in the Courthouse**

While you are in the courthouse, you must comply with the following rules. If you fail or refuse to abide by these rules, you will be required to leave the courthouse immediately.

1. **Face Coverings:** You must wear a mask that covers your nose and mouth in all public and common areas of the courthouse (including hallways, public counters, elevators, public restrooms, and courtrooms), or in areas where more than two persons are working, and any time that you are interacting with any other person(s) regardless of social distancing. Anyone who interacts with the public must wear a mask at all times. Masks must conform to one of the following standards: (a) N95 mask, (b) KN95, (c) KF94, or (d) surgical mask. Bandanas, cloth masks, and gaiters are not permitted. Masks will be provided to you if you do not have one.
2. **Social Distancing:** You must adhere to safe social distancing rules, by standing or sitting at least six feet away from other individuals, unless instructed by a judge that the distance can be reduced. Courtrooms have been configured to provide for proper social distancing by lawyers, litigants, witnesses, jurors, and all others. Markings are placed in the well of the courtroom and in the public seating gallery to indicate where people may stand or sit. Overflow courtrooms or public call-in phone numbers will be used when necessary.
3. **Hand Washing and Sanitizing:** Everyone in the courthouse is expected to practice appropriate hygiene including frequent handwashing with soap and water for at least 20 seconds and the use of hand sanitizer. Hand sanitizer has been placed throughout the courthouses, especially in highly trafficked areas like courtroom entrances, employee work areas, and public counters.

**Responsibility for ensuring a safe courthouse environment rests with everyone who comes to our Court. Please help us by following these protocols during your visit.**