



**Warren Montgomery**  
**District Attorney**  
**Washington and St. Tammany Parishes**  
**Public Access**  
**Phase 1**

**EFFECTIVE MONDAY, MAY 18, 2020 THE OPEN OFFICE POLICY DURING PHASE 1 IS AS FOLLOWS:**

Pursuant to Phase 1 **all District Attorney's Offices are revising our open office policy, with the following restrictions:**

- a. Due to the Governor's Office Phase 1 reopening requirements restricting offices maximum occupancy to 25% of their total rated area capacity only Law Enforcement Officers (LEO) and Attorneys, have priority access to be admitted into any District Attorney's Office. The Justice and Tower's Building Security, or any security officer may enforce all limitations for meetings with members of the District Attorney's Office.
- b. As a result of these restrictions, LEO's may pass through security complying with their security requirements only for the express purpose to drop off, deliver or receive materials to/from the District Attorney's office. Extended entry is limited to appointments.
- c. Attorneys and Members of the public will be admitted into the Justice Center and the Tower's building and/or the secure portions of any District Attorney's Office only with proof of an appointment in writing, text or email OR ON THE BUILDING SECURITY ENTRY LIST.
- d. We encourage your inquires and requests for services through our website, <https://damontgomery.org/> OR via E-Mail to DAMonontgomery@22da.com.

**ENTRANCE TO DISTRICT ATTORNEY'S OFFICES**

The following risk mitigation will be strictly enforced in an effort to provide the safest work and public access environment possible:

- Employees, LEO, Attorney's and members of the Public entering the Justice Center will follow the entrance and screening requirements administered by the Security Detail.
- Entrance to the District Attorney's Civil Division office located in Building B on Koop Drive shall be in accordance with the policies, procedures and protocols established by St. Tammany Parish Government.
- Entrance to all District Attorney's Office, including those in Washington Parish **may** be subject to the following:
  - No-touch infrared thermometers may be used at the entrance of each office to take temperatures of employees, LEO's, attorney's and members of the public in order to gain access to the secure area of the office.
  - Completing an Entrance Questionnaire for Visitor (See attached).

**ONCE IN OFFICE COVID-19 PREVENTATIVE MEASURES**

- **All employees and visitors shall follow all signage in the office.**
- **All employees and any visitors are required to sanitize their hands prior to entering the secure area of the District Attorney's Office. NO EXCEPTIONS.**
- **All employees, and visitors will be required to have a face mask available and to wear masks whenever within 6 feet of an individual.**
- **All employees will wear a face mask when dealing with a member of the public within 6 feet if not protected by a transparent barrier.**
- **All individuals in the office shall adhere to social distancing.**
- We will utilize phone and video conferencing to the maximum extent possible.
- We will utilize DocuSign, I-phone or computer signatures whenever possible for internal documents requiring signature.
- **When in-person meetings with the public are necessary, they should take place in the designated public meeting areas: social distancing should be strictly adhered to, and facial coverings should be worn.**
  - St. Tammany Justice Center
    - Victim-Witness Room
    - Interview Room 2
    - Bay area
  - St. Tammany Slidell Office
    - Office behind receptionist station
  - Washington Parish Franklinton Office
    - Area adjacent to entrance lobby
  - Washington Parish Bogalusa Office

- Front lobby area
- Be polite and professional in requesting that there be distance between yourself and the general public
- Avoid handshaking, hugs, and other close contact greeting gestures.
- Cover coughs and sneezing.
- Conference rooms shall be limited to a maximum of 10 persons. Six-foot distance shall be maintained within the conference room
- Avoid human contact, including handshaking and hugging

**\*DISTRICT ATTORNEY OFFICE ENTRANCE DENIAL** *(Copy attached for reference)*

Visitors will **not be allowed to enter District Attorney's Offices** or in government buildings if they answer yes to any of the following questions. Temperatures may be taken prior to admission.

Have you had fever in the last 24 hours?	Yes / No	If yes, what was it? _____
Have you developed a new cough in the last 24 hours?	Yes / No	
Have you been directly exposed to COVID-19?	Yes / No	If yes, when? _____

**RETURN REQUIREMENTS**

Once denied entrance and/or required to leave an office, a visitor must provide one of the following to return:

- A negative test result or a doctor's note to return to work
- An attestation of no fever or other symptoms in 72 hours or longer
- If confirmed COVID positive, an attestation of no fever or other symptoms for 72 hours AND have been quarantined for no less than 14 days

It is the goal of this plan to treat all employees and visitor's in the fairest manner while simultaneously implementing measures designed to safeguard the health and safety of our employees and visitors to the best of our ability. Your cooperation and understanding are greatly appreciated as we venture into our "new normal" precipitated by this unprecedented event.

Warren Montgomery  
District Attorney

## ENTRANCE QUESTIONNAIRE FOR VISITORS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VISITOR NAME

\_\_\_\_\_  
OFFICE

\_\_\_\_\_  
PERSON AND/OR DEPARTMENT VISITED

Have you had fever in the last 24 hours?                      Yes / No    If yes, what was it? \_\_\_\_\_

Have you developed a new cough in the last 24 hours?    Yes / No

Have you been directly exposed to COVID-19?              Yes / No    If yes, when? \_\_\_\_\_

\_\_\_\_\_  
TEMPERATURE *(To be completed on site)*

\_\_\_\_\_  
VISITOR SIGNATURE

## DISTRICT ATTORNEY ENTRANCE DENIAL

For one or more reasons, you have been denied entry to the District Attorney's Office on today,

\_\_\_\_\_, 2020. In order to return to work or to be allowed entrance in the future, please provide us with one or more of the following:

- A negative test result – from a private laboratory or a site listed at <http://ldh.la.gov/index.cfm/page/3934>
- A return-to-work letter from a medical doctor
- Attestation that you have had no fever or other symptoms in the last 72 hours
- If you have been confirmed positive, an attestation that you have had no fever or other symptoms in the last 72 hours and have been away in quarantine for no less than 14 days

Please understand that your health and the health of all of our employees and visitors are paramount. Please take care of yourself and your family. We look forward to your recovery and return.