

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

Richard J. Hughes Justice Complex • P.O. Box 037 • Trenton, NJ 08625-0037

njcourts.gov • Tel: 609-376-3000 • Fax: 609-376-3002

MEMORANDUM

TO: Hon. Carmen J. Messano, P.J.A.D.
Assignment Judges
Hon. Joseph A. Andresini, P.J.T.C. *GAG JB*

FROM: Glenn A. Grant, Acting Administrative Director of the Courts

RE: COVID-19 -- Updated Policy – Facemasks Required When in
Common/Shared Areas of Courthouses and Court Facilities
(Supersedes April 3, 2020 Memo and April 17, 2020 Supplement)

DATE: May 8, 2020

Effective immediately, all individuals must wear a facemask or other face covering when in common or shared areas (e.g., hallways, elevators, restrooms) of state and county courthouses and court facilities.¹ This requirement extends to Judiciary employees, contractors, vendors, and anyone who visits a county or state court building for any reason. There is no requirement to wear a mask in a private area (e.g., a closed office) or if appropriate social distancing can be maintained.

The Judiciary already has provided masks to certain employees, including those involved with supervision and monitoring and those whose jobs require them to interact with members of the public. Other employees, including those who are onsite briefly to pick up or drop off work, mail, supplies, or equipment, should wear their own mask just as they would when going to a grocery store or other public setting where facemasks are required pursuant to Executive Order and consistent with NJ Department of Health guidance. Vendors and others who visit court facilities also should use their own personal mask when in common areas of the court facility.

¹ Exceptions will be permitted based on guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), which recommends that masks should not be worn by “children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.”

There is increasing evidence that some people with COVID-19 do not develop symptoms and that more widespread use of masks and face coverings may reduce the spread of the virus by these asymptomatic individuals. To that end, the Judiciary is establishing a universal requirement that masks must be worn by anyone in a public or shared area of a county or state courthouse or court facility. Based on the need to allocate N95 respirators and surgical masks to healthcare workers and first responders, Judiciary staff should not use such specialized personal protective equipment absent specific approval based on a medical need.

Please ensure that your respective Sheriffs are aware of this revised policy. We shortly will be providing you with standardized signage for the exterior doors of your courthouses and court buildings.

The requirement to wear masks/face coverings set forth in this memo does not apply to the Municipal Courts.

Questions on this memo should be directed to my office.

cc: Chief Justice Stuart Rabner
Hon. Jack M. Sabatino
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Special Assistants to the Administrative Director
ATCAs/Operations Division Managers
Human Resources Division Managers
Deirdre Hartman, Chief, Labor & Employee Relations
Cheryl Polios, Chief, Court Access Services