

Hearings Division Office Reopening Protocols for Las Vegas and Carson City Offices

Phase 1 (implemented and operational)

Staff

- Masks: Always on when away from your desk
- Copy machines: must wipe clean after use
- Mail center: must wear gloves or wash/disinfect after use
- When opening incoming mail, gloves must be worn.
- No congregating within 6 feet of coworkers
 - If necessary, minimize conversation length (10-15 mins).
 - Phone calls or emails are an excellent substitute
- Notify a supervisor if you witness these protocols not being followed.
- Daily wellness check
 - Upon arrival staff emails their respective supervisor to answer the following pertinent questions:
 - Do you feel healthy today?
 - Do you have a cough? Do you have a fever?
 - Have you been exposed to or near a person who is sick or possibly infected with COVID19?
 - Have you been out been out of the state or country?

Appeals Officer & Hearing Officer Hearings

- No in person hearings
- Held by telephone conference only

Document Filing

- All documents sent to office via USPS for internal filing
- Requests for Hearings before the Hearing/Appeals Officers may be filed by email at HearingsAndAppeals@admin.nv.gov.

Phase 2 (estimated effective date 6/22/2020)

- All Protocols set forth in Phase 1, modified as follows:

Document Filing

- Open Victims of Crime office (Suite 210-A) to in-person filing only. Attorneys/runners may also leave documents for service on other parties and pick up documents that have been served.
 - VOC lobby is used for filings from law firms and public
 - One person at a time in Suite 210-A; those waiting shall wait in the atrium and utilize marked spaces on the floor to maintain social distancing
 - All persons entering the building shall be required to wear masks and may be subject to infrared thermometer checks

Appeals Officer Hearings

- All hearings to be conducted by telephone unless a request to hold video conference hearing is granted.
- Video conference is available by request only and at least one attorney must have a GoToMeeting account. Counsel are responsible for ensuring that their client/witnesses can participate in the meeting or plan for those persons to be in their office. NAIW hearings will be conducted using State of Nevada equipment
 - Only in Courtroom 1, unless judges' personal laptops are used for GoToMeeting hearings
 - Carson City video hearings are contingent upon successful installation of Wi-Fi in the Carson City offices

Phase 3 (estimated effective date is 30-45 days after Phase 2, assuming no increase in COVID-19 cases or other direction from the Governor's Office)

- All Protocols set forth in Phase 1 & 2, modified as follows:

Appeals Officer Hearings

- In person hearings available by request only (contingent upon successful installation of protective Plexiglass barrier at the lobby front counter)
 - Only in 2 courtrooms, 1 on each side of the Appeals Office lobby
 - Participants are to wait in their cars or parking lot
 - Participants are to call the Appeals Office front desk upon arrival to check in for their hearing

- Only the representative, claimant/aggrieved party, or witnesses are allowed in. No other people are allowed in the lobby
- Participants are called at the AO's instruction when to come in
- Participants are not allowed to remain in the lobby or atrium after the hearing

Phase 4 (estimated date is 30-45 days after Phase 3, assuming no increase in COVID-19 cases or other direction from the Governor's Office)

- All Protocols set forth in Phases 1 through 3, modified as follows:

Document Filing

- Return to filing of documents at both the Hearings and Appeals office front counters (contingent upon successful installation of protective Plexiglass at both the Appeals and Hearing front counters)

HO Hearings

- In person HO hearings available by request only (contingent upon successful installation of protective Plexiglass in the Hearing rooms or reconfiguring the hearing rooms to allow for adequate social distancing)
 - Only in 2 Hearing rooms, Rooms 1 and 4 in the morning and Rooms 2, 3 and 5 in the afternoon
 - Participants are to wait in their cars or parking lot
 - Participants are to call the HO front desk upon arrival to check in for their hearing
 - Only the representative, claimant/aggrieved party, or witness are allowed in. No other people are allowed in the lobby
 - Participants are called at the HO's instruction when to come in.
 - Participants are not allowed to remain in the lobbies or atrium after their hearing

Phase 5 (estimated date is 30-45 days after Phase 4, assuming no increase in COVID-19 cases or other direction from the Governor's Office)

Appeals and Hearing Officer Hearings:

- Both lobbies reopened to allow participants to wait inside the building for their hearings

- Seating to be arranged in order to maintain social distancing; any overflow would be instructed to wait outside the building or in their vehicles until called.
- Consider opening additional courtrooms/hearing rooms for in-person hearings
 - Implement system that allows counsel to choose between an in-person, video conference or telephone hearing when notices of hearing are sent