

MUNICIPAL COURT OF THE CITY OF SENOIA  
COVID-19 OPERATING GUIDELINES

JUNE 13, 2020

Pursuant to Section IV of the Georgia Supreme Court's Third Order Extending Declaration of Statewide Judicial Emergency issued on June 12, 2020, the undersigned Judge for the Municipal Court for the City of Senoia, Coweta County, Georgia does declare the following guidelines for the operation of the Court.

These guidelines shall remain in effect until such time that public health guidance indicates that they are no longer required as determined by Order of the Georgia Supreme Court.

These Operating Guidelines shall be filed with the Administrative Office of the Courts to be posted at <https://georgiacourts.gov/covid-19-court-operating-guidelines/> and shall serve as notice to litigants, lawyers, and the public.

These Operating Guidelines shall also be prominently posted at entrances to the building housing the Senoia Municipal Court and on all City of Senoia websites to provide advance notice to litigants, lawyers and the public.

The purpose of these Operating Guidelines is to (a) reduce the transmission of COVID-19 among court employees and the public; (b) maintain healthy court operations and facilities for the public; (c) maintain a health work environment for court employees; and (d) exercise flexibility when applying these Guidelines to ensure each litigant receives a fair hearing as required by law.

These Operating Guidelines are established in an attempt to comply with the Georgia Court Reopening Guide established by the Judicial Council Strategic Plan Standing Committee and the Best Practices & Guidelines published by the Council of Municipal Court Judges.

## General Infection Control Measures

1. All employees and the public are required to wear a mask or face covering when entering the court facility. Masks will be provided to those who do not have one. If an individual produces a statement from a licensed physician excusing them from the use of a mask, that individual must maintain a distance of at least ten (10) feet from any other person.
2. In order to meet six (6) foot distancing requirements, no more than 112 individuals are to be scheduled for court on any court day. Sessions shall be staggered at one (1) hour increments to accommodate no more than 16 individuals per session, not including staff.
3. The public will have access to public restrooms with soap and/or hand sanitizer. Adequate signage shall be posted directing individuals to the restrooms and instructing them as to maximum capacity to facilitate social distancing.
4. Restrooms shall be well stocked with cleaning supplies and shall be cleaned on a regular basis.
5. Any and all water fountains in the court facility shall be turned off or access restricted.
6. Plexiglass shields are to be placed in the administrative areas to protect court employees and the public.
7. The ventilation system in the court facility shall be serviced at regular intervals to assure optimum operation.
8. Anyone who becomes symptomatic while in the court facility shall be isolated until they are able to leave the facility and any individuals remaining in the room in which the individual was located shall be relocated and the room shall be sanitized.
9. Signage shall be placed to provide the public with instructions on how to comply with health and safety measures. Signage and floor markings shall also be posted to direct the flow of foot traffic approaching and leaving the court facility as well as throughout the court facility.

10. Contact with shared documents and exhibits shall be limited as much as possible.
11. The courtroom shall be disinfected after each session.

### Notice to the Public of Increased Health and Safety Measures

In addition to the notice procedures outlined above, all hearing notices shall include information regarding the court's efforts to maintain the health and safety of the public including, but not limited to information about how to request a continuance in the event an individual:

- is currently infected with COVID-19 or in quarantine due to exposure to a person with COVID-19;
- is a member of an immune compromised or medically fragile population (or living in a household with someone who is immune compromised or medically fragile);
- is over 65;
- has small children but does not have child care due to COVID-19

Notices shall also provide information regarding prepayment of fines and fees for citations that do not require a court appearance and information about advance requests for reasonable and necessary accommodations in advance of arrival at the court facility.

### Access to the Court Facility

1. Individuals shall not be allowed to congregate on the sidewalk while waiting to access the courtroom.
2. Individuals shall be encouraged to wait in their vehicles until their scheduled report time.
3. Markings shall be placed on the sidewalk to keep individuals six (6) feet apart.

4. All courtroom attendees shall enter through one door and exit through another door.

5. Before entrance to the courtroom the following measures shall be taken:

(a) Each individual shall be asked the following questions:

- Whether or not they have traveled to or from any areas in which COVID-19 is particularly active;
- If they have, within the last ten (10) days, experienced symptoms of COVID-19, including: cough, shortness of breath or difficulty breathing, fever above 100.0 degrees, chills, muscle pain, sore throat, headache, or new loss of taste or smell;
- If they have been in contact with someone known to have COVID-19 within the last fourteen (14) days;
- If they have been tested for the virus and the result of such test.

(b) Each individual shall be subject to having their temperature taken with a no-contact thermometer. Entry shall be denied to anyone with a fever of 100.0 degrees Fahrenheit or greater. Entry shall also be denied to anyone reporting a fever above 100.0 degrees Fahrenheit in the past 72 hours.

(c) Any person denied entry to the courtroom for health reasons shall have their case rescheduled and be advised to seek medical evaluation and testing.

(d) The following information shall be collected from anyone denied entry to the courtroom for medical reasons: name, contact information, and the specific reason for denying entry.

#### Safety of Court Personnel

1. Court staff is discouraged from sharing phones, desks, offices, surfaces, or other equipment.

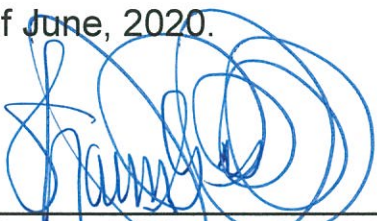
2. Offices and shared work spaces shall be disinfected on a regular basis.
3. All court staff shall wear face masks during the court sessions.
4. Court personnel who exhibit signs of illness are encouraged to stay home or seek medical attention.

#### Health and Safety of Inmates

1. Inmates shall be screen for COVID-19 symptoms before being transported to the court facility and shall be subjected to the same screening requirements as required of all individuals entering the courtroom.
2. Encourage law enforcement to observe social distancing, require face masks for all inmates during transport, require face masks and gloves for law enforcement personnel, and disinfect transport vehicles after use.
3. Holding areas in the court facility shall be disinfected and inmates shall be provided with hand sanitizer.

These Operating Guidelines shall remain in full force and effect until such time as rescinded by further Order of the Court.

**SO ORDERED**, this 13<sup>th</sup> day of June, 2020.



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Sharon I. Pierce, Chief Judge,  
City of Senoia