

Cumby Municipal Court

COVID-19 Operating Plan

The Cumby Municipal Court will operate pursuant to this plan effective January 1, 2021. NOTHING IN THIS PLAN SUPERCEDES EMERGENCY ORDERS ISSUED BY ANY NATIONAL, STATE OR LOCAL GOVERNMENT.

Judge and Court Staff Health

Court and City personnel **ARE NOT** permitted to enter the building if:

- They have had a known exposure to a person positive for COVID-19.
- They show signs or symptoms of any respiratory illness.
- They have a fever of 100.00° or greater.

The City Hall Lobby will remain closed to the public during the duration of the pandemic. Keeping a six-foot space between individuals, as recommended by the CDC's social distancing guidelines, would be impossible in the Lobby due to its size. This measure is being taken to protect City and Court personnel and well as the citizens and visitors of the City of Cumby.

UNTIL FURTHER NOTICE: Persons allowed in the lobby area will be **by appointment only.** The City of Cumby is requiring that only one person enter the lobby at a time, so that the lobby may be disinfected in-between customers.

Courtroom Scheduling

All Show-cause hearings will be conducted by phone until further notice.

All In-person trials will be conducted in a manner that follows state and local guidelines. In person proceedings will limit occupancies within the court room to ten (10) persons including staff, defendants, judges, and complainants. Only one (1) defendant will be permitted in the building at any given point. Individuals attending court will be required to wait in their vehicles for their designated time.

Vulnerable Populations

Vulnerable individuals, such as those over the age of 65 and those with underlying health conditions will be taken into consideration. Remote hearings will be available **upon request** for the at-risk and vulnerable population.

Social Distancing

Distancing of six (6) feet will be enforced throughout the Courtroom and City Hall facility. Seating and standing areas will be clearly marked inside and outside the building to ensure social distancing is followed. Restrooms will be available for staff use only.

Hygiene

Hand sanitizer will be readily available at entrances as well as throughout the facility. Signage instructing proper hygiene practices will be visible at all entrances. Tissues will be available in all public areas of the facility.

Screening

All individuals entering the courtroom will be screened for symptoms of COVID-19.

Temperatures will be read using a no-contact forehead thermometer. The following individuals will not be permitted entrance:

- Individuals presenting with temperatures equal to or greater than 100.00°F;
- Individuals experiencing any of the following symptoms will not be permitted: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, or diarrhea; and
- Individuals having had known contact with a person confirmed to have COVID-19.

Screeners will be required to wear a mask and gloves and will clean all surfaces and equipment between screenings.

Face Coverings

Face coverings will be required of all individuals within the courtroom. Face coverings should be cloth at the minimum and should cover the nose and mouth. Disposable masks will be provided if a person does not bring one.

Cleaning

Sanitizing of tables, doorknobs, and other surfaces will be conducted between court hearings, participant transitions, and after recesses. All surfaces will be regularly cleaned and disinfected throughout the facility.