



# *Manchester Police Department*

## *Manchester Municipal Court*

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### **Manchester Municipal Court COVID-19 Response Plan**

Beginning June 24, 2020, the court will resume conducting in-person hearings. Pursuant to the orders of the Supreme Court of Georgia and recommendations of Governor Brian Kemp and the Centers for Disease Control, certain safety measures will be put in place to protect the health and safety of the defendants, court personnel, and the public. The following precautions will be strictly followed as an order of the court.

#### **Procedures**

- Any defendant that has been exposed to or has symptoms of COVID-19 will receive a continuance of their case, at least 15 days out.
- Court guidelines were mailed to all defendants whose cases were reset from previous court dates and are posted on the outside of the police department, municipal court offices, and courtroom prior to court.
- Beginning July 8, 2020, due to the small size of the normal courtroom, court will be held in the Manchester Community Center Building to allow for more than 4 people to enter the court room. This will continue on arraignment dates for the foreseeable future and on trial dates where more than 4 people are set to appear in court.

#### **Day of Court Procedures**

- A court security officer (Manchester Police Officer) will be stationed outside the front door of the Manchester Municipal courtroom conducting check-in and a health screening. Individuals will be asked before entering the courtroom if they have answered 'YES' to any of the COVID-19 health screening questions. If they have answered 'YES' to any of the COVID-19 health screening questions, the individual will be given a continuance.
- All individuals entering the building will be subjected to a temperature check to verify they do not have a fever. Anyone with a temperature higher

than 100.4 degrees will not be allowed access to the building and their hearing will be continued to the next available court date.

- A hand sanitizer station will be placed outside of the building for individuals to sanitize their hands prior to entering the courtroom.
- All individuals entering the building will be required to wear a face covering or mask to cover nose and mouth. If the defendant does not have their own mask or face covering, one will be provided to them.
- All individuals entering the building will have their temperature checked by courtroom security using a touchless, temperate scanner. Individuals with a temperature higher than 100.4 will not be allowed in the courtroom and will be given a continuance.
- All individuals entering the building will be required to maintain social distancing requirements. This will include, but will not be limited to, remaining six feet from any other individual in the building, following all directions from the court personnel, and complying with all markings in the building.
- The courtroom will be disinfected prior to each court session and areas that are shared by individuals will be disinfected between each person's contact with that area.
- The court will provide supplies such as pens for all defendants, subject to the availability of those supplies. Each individual is allowed to use their own pen or supplies.
- Courtroom seating will be arranged by court personnel to maintain social distancing requirements. No one can modify the seating arrangements or to move the seating without prior court permission.
- Courtroom personnel will direct how many people can enter the building at one time. If there are more people waiting to enter the building than can be allowed, those individuals will be required to provide their phone number and wait in their vehicle. Once they are allowed to enter the building, the court personnel will notify the individual by call or text that they may proceed to the courtroom. Security/Health screenings will take place prior to entering the courtroom.
- In Order to comply with CDC physical distancing guidelines, the Court asks that only defendants and/or their attorney should attend the court hearing. Individuals are asked to contact the court if they are not able to comply with this request. No one other than the Defendant, the attorney, and witnesses will be allowed in the building.
- Defendants 21 and under may have one parent or guardian attend the court hearing with them.
- Chief Probation Officer will be taking initial information from the individual and directing them to their main office to continue the individuals' enrollment.