

# MILLEN DEPARTMENT OF PUBLIC SAFETY

919 College Ave/ P.O. Box 929  
Millen, GA 30442

S. DWAYNE HERRINGTON, CHIEF  
478-982-2750

Major Keith Taylor – Patrol

Det Lt Brad Adams - Investigations

June 3, 2020

In Re:

Safe Resumption of In-Court Proceedings

1. **All persons entering the Millen Municipal Building shall abide by Coronavirus (COVID-19) guidelines as promulgated by the Centers for Disease Control and Prevention ("CDC").**
2. **Directions for those who have, have been exposed to, or are especially vulnerable to, COVID-19.**
  - a. No individual actively infected with Coronavirus (COVID-19), as determined by diagnosis or positive test, will be allowed in the Municipal Building.
  - b. No person who knows that they have had contact, within the previous 14 day, with an individual who has tested positive for Coronavirus (COVID-19) shall be allowed to enter the Municipal Building.
  - c. Persons with other health limitations which make them especially vulnerable to COVID-19 are invited to call the telephone number provided with your court notice, or at the door, to speak with someone from the Court.
3. **Admission to the Millen Municipal Building.** All persons entering the courthouse **SHALL:**
  - a. Be subject to a health screening which may include the use of equipment to obtain no-contact body temperature readings.
  - b. WEAR A FACE MASK AT ALL TIMES while in the Municipal Building. Face mask means a covering of the mouth and nose but not the rest of the face.
  - c. Comply with directives of court personnel regarding appropriate distancing.
  - d. All persons entering the Municipal Building are directed to refrain from any physical contact with other individuals, including handshakes, elbow bumps, or any other such physical greeting or gesture. Additionally, to the extent possible all individuals are strongly encouraged to limit physical contact with doors or other surfaces.
  - e. Because of limited seating, nonessential persons will not be allowed in the Municipal Building. Only persons with business before the court can enter.
  - f. All persons with business before the court are strongly encouraged to bring their own pen to sign any paperwork that may be necessary.

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4. **Special court procedures.** Due to the ongoing judicial emergency, the Court is employing special procedures to minimize the risk to everyone's health. To this end, seating in the courtroom will be limited to designated seats, designed to require distancing; and distancing will be enforced in conferences with staff. Handling of paperwork will be kept to a minimum. Court personnel will sanitize areas of the courtroom between court sessions.
5. **Contempt of court.** The procedures outlined in this document are necessary for the safe, efficient operation of the Court. Persons failing to observe these procedures may be attached for contempt of Court.

S. Dwayne Herrington, Chief