

CITY OF SUGAR HILL

STATE OF GEORGIA

Guidelines for In-Court Judicial Proceedings

Pursuant to the Chief Justice's July 12, 2020 *Fourth Order Extending Declaration of Statewide Judicial Emergency*, the following guidelines for In-court proceedings are hereby established.

**Safety is a major concern for anyone entering the courtroom. Anyone exhibiting symptoms of infection such as a fever, cough, shortness of breathe or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 are asked not to enter the courtroom.**

**If you are sick and have concerns about appearing in person, please use phone or email to contact the Municipal Court Clerk. Contact information for the Municipal Court Clerk can be found at [www.cityofsugarhill.com](http://www.cityofsugarhill.com).**

HEALTHY PRACTICES ARE ENCOURAGED

We are requesting all visitors to the courtroom to frequently wash or clean their hands. Public restrooms are available in the building with appropriate supplies. Hand sanitizing wipes are located throughout the courtroom and their use by all is encouraged. When possible, refrain from touching your face or mouth. Please cover your mouth when you sneeze or cough. Signage is posted throughout the building encouraging and reminding people to follow healthy practices recommended by the CDC. **Everyone is encouraged to use face masks while in the building and courtroom. One can be provided if you do not have one after entering the courtroom.** Masks or face coverings must remain on while in the building or courtroom unless they are given the permission to remove by the Judge or court members.

SOCIAL DISTANCING TO BE MAINTAINED IN THE BUILDING

We are requesting all visitors to the courtroom maintain appropriate social distancing, including maintaining a 6-foot separation from others whenever possible. Please do not congregate in groups, particularly in public common areas, hallways in front of courtroom, elevators, restrooms, or other locations located inside the City of Sugar Hill building. Visitors entering the courtroom are encouraged to sit in the seats marked every six feet for proper social distancing. All visitors will have his/her temperature taken with a non-touch thermometer. Entrance to the court will be denied to all with a temperature of 100.4 degrees or higher. Any visitor with a temperature of 100.4 will be given contact information to have their session rescheduled.

#### MINIMIZING EXPOSURE RISK

Employees have been instructed to report potential exposure to their Supervisors and self-quarantine if necessary. Employees have been instructed not to report to work if experiencing any COVID- 19 related symptoms. All parties are encouraged to minimize the number of persons accompanying them to any court proceeding. If possible, the parties should not bring family, friends or minor children to the courtroom, this procedure is to minimize the health risks to themselves and others.

#### CLEANING & SANITIZING

Public spaces are being frequently and appropriately cleaned throughout the building. Sanitizing supplies including wipes, sprays and hand sanitizers have been provided to staff for use in maintaining a clean and sanitary work environment. The City of Sugar Hill is anticipating that the courtroom will be cleaned on a regular basis.

#### HIGH RISK INDIVIDUALS

All visitors who are members of a vulnerable population (such as persons over the age of 65, have serious underlying health conditions, high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those with compromised immune systems such as other conditions requiring such therapy are encouraged to bring that to the attention of the Municipal Court prior to any court appearances so that reasonable alternatives to appearing in person can be explored. Contact information for the Court is found at [www.cityofsugarhill.com](http://www.cityofsugarhill.com) under Departments/City Clerk.

It is further Ordered that the Clerk of Court shall provide a copy of this Order to the affected parties and the public.

SO ORDERED this 22<sup>nd</sup> day of July, 2020.

/s/ *Margaret Gettle Washburn*

MARGARET GETTLE WASHBURN

Chief Judge, City of Sugar Hill Municipal Court