

SUPERIOR COURT OF HENRY COUNTY
STATE OF GEORGIA

**STANDING ORDER FOR COURT PROCEDURES
DURING JUDICIAL EMERGENCY**

Filed in office this the 20th
day of July, 2020
at 5:56 o'clock p. m.
Barbara A. Harrison
Clerk, Henry Superior Court
(BJA)


IN ACCORDANCE WITH the Fourth Order Extending Declaration of Statewide Judicial Emergency entered on July 10, 2020, by the Hon. Harold D. Melton, Chief Justice of the Supreme Court of Georgia, the Superior Court of Henry County, Georgia, in consultation with the Georgia Department of Public Health and in compliance with Henry County COVID-19 protocols, hereby adopts the following guidelines for in-court proceedings.

1. **Purpose.** The purpose of these guidelines is to provide for public access to judicial proceedings and a criminal defendant's rights to confrontation and open courtrooms, while making reasonable provision for the health and safety of all persons attending court or working in the Superior Court.
2. **Definitions.**
 - a. "Face mask" means a covering of the mouth and nose but not the rest of the face.
 - b. "Superior Court" means the Superior Court of Henry County, 1 Courthouse Square, McDonough, Georgia.
 - c. "Public area" means all parts of the Superior Court not reserved for staff.
3. **Directions for those who have, have been exposed to, or are especially vulnerable to, COVID-19.**
 - a. Persons who have been diagnosed with COVID-19; who have been exposed to COVID-19 within 14 days; or who are experiencing fever, sneezing, cough or other COVID-19 related systems, SHALL NOT attempt to enter the Superior Court, but shall call the telephone number provided with your court notice, or at the door, to speak with someone from the Court.
 - b. 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.
4. **Admission to the Superior Court.:**
 - a. All persons entering the Superior Court shall enter at the rear entrance of the Courthouse.
 - b. All persons entering the Superior Court shall be screened for cough, fever, and recent exposure to COVID-19. Individuals with a temperature of 99.4 degrees or greater will not be permitted to enter the Courthouse.
 - c. All persons entering the Superior Court shall be required to answer a series of health questions before entrance will be allowed into the building.
 - d. Any person denied entry for health reasons may have their case continued at the discretion of the judicial officer and be advised to seek medical evaluation and testing.
 - e. Deputies shall instruct the person denied entry to call the clerk's office and provide the following information: name, contact information, the court he/she was scheduled to attend and why, and the specific reason for denied entry.

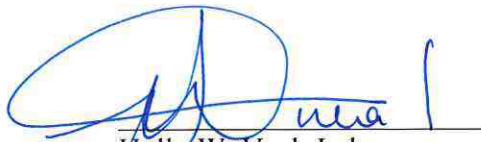
- f. All persons entering the Superior Court shall wear a face mask when entering the Courthouse and shall continue to wear a face mask while in the public areas of the Courthouse. Face masks will be provided at the door if needed.
 - g. All persons entering the Superior Court shall be provided with access to hand sanitizer or directed to the restroom for handwashing.
 - h. All persons entering the Superior Court shall Comply with directives of court and security personnel regarding appropriate distancing.
- 5. **Movement within the Superior Court:**
 - a. Persons within the Superior Court, outside of courtrooms, shall stay at least six feet from all other persons (except those with whom they are related or with whom they traveled to court), to the extent practicable;
 - b. Persons within the Superior Court, outside of courtrooms, shall not board elevators with other persons except those with whom they are related or with whom they traveled to court;
 - c. Persons within the Superior Court, outside of courtrooms, shall always wear a face mask while in the public areas of the Superior Court;
 - d. Persons within the Superior Court, outside of courtrooms, shall not congregate or loiter in the hallways in a way which obstructs other persons' access to restrooms, elevators, offices or courtrooms;
 - e. All persons visiting the Courthouse are encouraged to wash their hands frequently while present in the Courthouse. Handwashing may be done in the courthouse restrooms. Court visitors are also encouraged to use hand sanitizer while in the courthouse. Hand sanitizer dispensers can be found at the designated entrance, outside restrooms, and outside every courtroom; and
 - f. Persons within the Superior Court, outside of courtrooms, shall Comply with directives of court and security personnel regarding appropriate distancing.
- 6. **Admission to courtrooms:**
 - a. To allow for distanced seating, each person shall sit in a space marked with a tab. No one shall sit in a space not tabbed.
 - b. If a person is notified that a courtroom is full, they shall follow the instructions of court staff and court security for alternative seating.
 - c. A face mask or face covering shall always be worn while in the courtroom unless otherwise directed by a judicial officer.
 - d. Due to limited seating, persons with business before the Court are encouraged not to bring non-essential persons with them.
 - e. Persons with cases on the calendar shall be given priority for seating in the active courtroom; and
 - f. Persons entering Superior Court courtrooms or waiting areas shall Comply with directives of court and security personnel regarding appropriate distancing.
- 7. **Courthouse Personnel:**
 - a. All courthouse personnel shall, between the hours of 8am and 5pm, Monday thru Friday, enter the building through the designated entrance and be subject to screening. Personnel arriving outside of these hours are required to observe protocols for entering the building.

- b. All courthouse personnel shall wear a face mask covering their nose and mouth, except that any courthouse employee who is not sharing an office space or cubicle with another person, or who can maintain a distance of at least 6 feet from co-employees or others even though sharing an office, may remove a mask while in such office. Otherwise, masks shall be continuously worn by courthouse personnel during the time they are in the Courthouse.
 - c. Employees with a temperature of 99.4 degrees or greater, will not be permitted to enter the Courthouse.
 - d. Employees who are unable to maintain prescribed social distancing with their clients shall wear a face shield in addition to the required face mask or face covering. (Pretrial Services, Accountability Court, etc.)
 - e. Employees engaging in the frequent transfer of documents (court documents, mail, newspapers etc.) shall wear disposable gloves when engaging in these activities.
 - f. Frequent handwashing should be performed after being in a public area, sneezing, coughing, or touching your eyes, nose, or mouth. Hand sanitizer should be used if handwashing is not readily available.
 - g. Personal workspaces shall be cleaned and sanitized regularly.
8. **Courthouse Security:** Police Officers, Deputies, Bailiffs and other security personnel shall wear a face mask or face covering at all security or screening stations as well as all public areas of the Courthouse.
9. **Contempt of court.** The procedures outlined in this Order are necessary for the safe, efficient operation of the Court. Persons failing to observe these procedures may be attached for contempt of Court.

SO ORDERED, this 20th day of July 2020.



Brian J. Amero, Chief Judge
Superior Court of Henry County
Flint Judicial Circuit



Holly W. Veal, Judge
Superior Court of Henry County
Flint Judicial Circuit