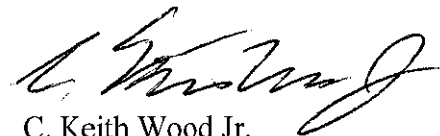


Municipal Court of Lake City
5455 Jonesboro Road
Lake City, GA 30260
(404) 366-8037

COVID-19 Procedures & Protocols

1. All court personnel and law enforcement officers will receive a temperature check, with a no contact reading device, to ensure they do not have a fever of 100.0 degrees or higher. If they do not have their own health safety devices, they will be provided medical masks and given a choice of vinyl, latex or nitrile gloves.
2. A minimum of 60% alcohol hand sanitizer bottles will be available throughout the lobby area, office areas, probation office and courtroom interior.
3. Signs will be posted at the Municipal Complex entrances providing instructions for contacting the court to obtain a reschedule of a court date should a defendant or a defendant's support or legal personnel feel sick, have any symptoms associated with COVID-19 or are not comfortable entering the facility due to health or exposure concerns. They are not to enter the facility. Court personnel are to be notified and will then generate a hearing reschedule and the reschedule notice will be brought to the defendant or to their legal-council.
4. All common and frequently touched areas (handles, tables, doors, bathrooms, lobby, etc.) will be disinfected with a hospital grade disinfectant before, during and after court sessions.
5. At close of business a disinfectant fogger will be released in the courtroom and bathrooms.
6. Plexiglass barriers will be in place in the courtroom providing separation between court personnel and defendants.
7. Plexiglass barriers will be in place in the lobby providing separation between security personnel and defendants as they go through the security check point.
8. Plexiglass barriers will be in place in the probation office providing separation between the probation personnel and defendants.
9. A permanent full bullet proof glass barrier is in place providing separation between the cashier and defendants.
10. The maximum fire code capacity for the courtroom is 139 people. During the Covid-19 pandemic no more than 25 people will be allowed entrance into the courtroom. This count is based on court personnel, law enforcement officers, defendants and any support or legal personnel there on the defendant's behalf. Once capacity has been met all remaining defendants will be instructed to stand-by outside the facility, at the entrance or in their vehicles, until court personnel advises them when they are able to enter the facility.
11. Prior to entrance into the Municipal Complex temperature checks, with a no contact reading device, will be conducted on everyone wishing to enter our facility.
12. Defendants will be interviewed to determine travel and illness history.
13. Should anyone meet any of the below criteria they will not enter the facility and their case will be rescheduled for a future hearing date.
 - a. Had travelled out of the country within the past 15 days.
 - b. Currently feeling ill or showing symptoms associated with Covid-19.

- c. Have a temperature of 100.0 degrees or higher.
 - d. Were ill or had symptoms associated with COVID-19 within the past 14 days.
 - e. Have tested positive for COVID-19 and have not received a follow-up negative test result.
 - f. Are pending test results from a COVID-19 test.
 - g. Are not ready to handle their case and intend on asking for a continuance.
 - h. Do not feel comfortable entering the facility due to health or exposure concerns.
14. If a defendant does not have health safety devices, they will be provided medical masks and a choice of vinyl or latex gloves.
 15. Upon entrance into the courtroom, bailiff's will instruct defendants to seat themselves in a manner to safely practice a social distancing of six feet or more.
 16. Defendants charged with a Failure to Appear and arrested on a warrant will be provided a bond amount in the case of a no bond warrant. They will also be given an opportunity to post that bond and provided a hearing date. In certain circumstances, as determined by the senior judge, a defendant may be released on their own recognizance and given a hearing date.
 17. Inmates/defendants temporarily released from the county detention center for a hearing will have their temperature checked, prior to entering the transport vehicle, to ensure they do not have a temperature of 100.0 degrees or higher. They will also be provided a medical mask and a choice of vinyl or latex gloves. To avoid potential exposure to the general public these hearings will be held prior to the courtroom being open for the general public's hearings or after the general public's hearings have concluded.
 18. Anyone contacting the court via phone or electronically meeting any of the criteria listed in #13 above will be rescheduled for a future hearing date.
 19. The Lake City Municipal Court does not have jury hearings, therefore there is no procedure or protocol developed for health safety.



C. Keith Wood Jr.
Senior Judge
Municipal Court of Lake City