

## **City of McRae-Helena Municipal Court COVID Procedures and Guidelines**

- When defendants arrive at court they will be met in the parking lot by a McRae-Helena Police Officer. The defendants name will be taken, COVID screening questions will be asked, and they will be directed to remain in their vehicle until such time as they are called to go into the courtroom. Only five defendants will be allowed in the courtroom at any given time. Anyone with questionable screening answers will be told to leave and a new court date will be issued.
- The courtroom will be set up in a manner that allows for one way traffic from entry to exit. Also the seating arrangement will meet or exceed all social distancing rules. (6ft or more space will be between all seats.)
- Only the defendant, as long as they are 18 or older will be allowed to enter the courtroom and attend the hearing. If the defendant is under 18 years of age they may be accompanied by one parent/guardian. Children and spouses will not be allowed inside of the courtroom. If this is a conflict because of childcare we will issue a continuance.
- Defendants who are 60 years of age or older, or any defendant with an underling health issue who are not comfortable coming into the courtroom while other defendants are present; will be allowed to come in by themselves. This will be arranged by officers present during the court proceedings.
- Defendants are required to wear a facemask during the time that they are inside of the courtroom.
- The Court will sanitize any area where defendants are present before court and during court as each of the defendants finish using the area. Also sanitation of the entire courtroom will be done once court is over.
- The court will provide sanitized pens during the proceedings to each defendant. No defendant will use a pen that has not been sanitized. Also sanitizer will be available to all defendants and staff.
- All defendants and staff will maintain and observe at least six feet of social distancing at all times.