

Tucker Municipal Courtroom Guidelines:

- Posting Signage
- Low-Density Population
- Staggered Scheduling
- Screening and PPE
- Staging Areas
- One Way Flow with Floor Markings

Courtroom Setup:

- Signage on doors explaining Guidelines for Court
- PPE Needed – masks, Clorox wipes and spray, hand sanitizer, gloves, thermometer
- Setup the belt barrier posts for pedestrian flow into courtroom
- Tape off the 6 feet distancing for the line to go thru the metal detector
- Table will be set up beside the metal detector for the Police Officer to search belongings with hand sanitizer (gloves as needed)
- The Judge and 2 Court Staff will be at the front table (6 ft apart)
- Tables setup on the side of the courtroom for Solicitors and Code Enforcement Officers (6 ft apart)
- 2 Tables set up for signatures on paperwork and clean pens provided
- Approx. 15-20 chairs will be set up 6 feet apart in 3-4 rows in the courtroom
- Small table set up in the hallway for staff person to check temperature, provide a mask, provide hand sanitizer and ask questionnaire for each

Tucker Court Staff Protocols:

- Stagger workstations to maintain 6 feet of distancing
- Wear mask, face shield, and gloves
- Temperature check
- Use UV light to kill germs on paper

Court Staff Duties:

- Check temperature, provide a mask, squirt some hand sanitizer and ask questionnaire for each person
- Check in defendants

SIGNAGE:

Guidelines of the Tucker Municipal Court

- Please wear a mask
- Please sanitize hands upon entry
- Questionnaire and Temperature check at check-in
- No food or drink allowed inside the courtroom
- Please be patient with wait times as we will allow 10 at a time in the courtroom
- Always maintain 6 feet of distance apart
- Only the defendant and attorney may come inside the courtroom (others in hallway or can be admitted if low density)

Questionnaire:

- ☐ Within the last 14 days, have you or someone in your household traveled to/from any region identified as having widespread ongoing transmission of COVID-19 as defined by the CDC.
- ☐ Within the last 14 days, have you or someone in your household traveled domestically to an area identified with extensive community transmission of COVID-19 as defined by the CDC.
- ☐ Within the last 14 days, have **you** been in close contact (within six feet for 15 or more minutes) with someone who has tested positive for COVID-19.
- ☐ Have **you** tested positive for COVID-19 – if so when.
- ☐ Have/Are **you** experiencing influenza-like symptoms, such as fever or chills and a cough or shortness of breath in the last 72 hours and or used medications to control such symptoms.