

**IN THE MUNICIPAL COURT OF THE CITY OF HOLLY SPRINGS  
STATE OF GEORGIA**

**ADMINISTRATIVE ORDER 2020-001**

**ADMINISTRATIVE ORDER ESTABLISHING PROTOCOLS AND  
PROCEDURES DURING PANDEMIC EMERGENCY**

The Municipal Court of the City of Holly Springs continues to assess federal, state and local responses to the Coronavirus (COVID-19) outbreak, and the Court will resume operations while complying with public health guidance provided by the Centers for Disease Control and Prevention, the Georgia Department of Public Health, and the local health department. In addition, the Court will adhere to the requirements of the Constitution of the United States, the Constitution of the State of Georgia, applicable statutes and court rules.

In order to mitigate the risk of COVID-19 exposure for all individuals present in the Municipal Court of the City of Holly Springs Courthouse, the Court orders the establishment and maintenance of the following protocols and procedures:

A. Admission to the Courthouse

1. All individuals entering the Courthouse shall proceed through the existing security screening process.
2. All individuals entering the Courthouse shall be screened for cough, fever, and recent exposure to COVID-19.
3. All individuals presenting with a temperature of 100.4 Fahrenheit degrees or greater shall not be permitted to enter the Courthouse.
4. All individuals shall wear a face mask or face covering when entering the Courthouse, and all individuals shall continue to wear a face mask or face covering at all times while in the public areas of the Courthouse. Public areas include the courtroom, security reception,

hallways, corridors, restrooms, and any other area in which members of the public are permitted. Face masks will be provided to those who do not possess a mask. An appropriate facemask or face covering covers the wearer's nose and mouth with fabric or filter material.

#### B. Movement within the Courthouse

1. Individuals visiting the Courthouse must observe social distancing protocols and remain at least six feet away from all other persons, at all times while in the Courthouse. Individuals who are related or residing together are not required to maintain a distance of six feet apart from one another.
2. Individuals entering the Courthouse shall remain socially distanced by remaining in designated/marked areas.
3. Courtroom personnel will direct the number of people permitted to enter the courtroom at any given time to maintain social distancing protocols. All individuals shall comply with directives of courthouse security and court staff regarding appropriate distancing.
4. Individuals shall not congregate or loiter in hallways in a manner which obstructs other individuals' access to offices or the courtroom.
5. Individuals entering the Courthouse are encouraged to frequently use hand sanitizer stations located throughout the Courthouse.
6. Use of water fountains is prohibited.

#### C. Admission to the Courtroom

1. In order to maintain social distancing protocols in the Courtroom, individuals shall sit in spaces designated with a blue tab in the Courtroom. No individual shall sit in a space that is not marked with a blue tab.
2. Face masks or face coverings shall be worn by all individuals while in the courtroom unless otherwise directed by courthouse security or a judicial officer.
3. Persons with cases on the calendar/docket shall be given priority for seating in the Courtroom.

4. All individuals shall comply with directives of court security and court staff regarding appropriate social distancing.

D. Courthouse Personnel

1. All courthouse personnel shall wear a facemask or face covering that covers their nose and mouth, except that any courthouse employee who is not sharing an office space or cubicle with another individual, or who can maintain a distance of at least six feet from co-employees or others even though sharing an office, may remove their mask while in said office.
2. Frequent handwashing should be performed after being in a public area, sneezing, coughing, or touching eyes, nose, or mouth. Hand sanitizer should be used if handwashing is not readily available.

This Administrative Order shall remain in effect until amended or withdrawn by future order of the Court.

**SO, ORDERED**, this 4<sup>th</sup> day of August, 2020.



Darrell R. Caudill, Jr., Judge

Municipal Court of the City of Holly Springs

Blue Ridge Judicial Circuit