

# Cedartown Municipal Court

118 N. Philpot St., Cedartown, GA 30125  
Jamie Newsome, Chief of Police



## Operational Guidelines

In response to the threat posed by the COVID-19 virus, the court has implemented some changes. The following guidelines have been established in an effort to ensure everyone has the opportunity to handle their judicial matters safely and efficiently.

1. Entrance into the courtroom that is temporarily located at the Cedartown Auditorium will be on the north side of the building at the main entrance.
2. All individuals entering the complex will be asked a series of questions asking about exposure to Covid-19 and also will have their temperature checked before entering the facility.
3. Screening court officials will wear masks to protect themselves.
4. Individuals entering the facility are required to wear masks.
5. Individuals who have had symptoms or a positive result of Covid-19 in the past 14 days will not be allowed to enter into the complex. Their court date will be rescheduled for a later date.
6. Once screening is complete, individuals will enter into the complex through a metal detector to be checked for weapons.
7. Persons and items are subject to be searched when entering the complex.
8. Upon entering the auditorium, individuals will be checked in to be seen by court officials and court officials will help guide them to their seats.
9. Inside of the complex, sections will be roped off and arrows and signs will be visible to control the flow into the auditorium.
10. Guidelines will be posted inside the auditorium advising individuals of Covid-19 guidelines while inside the complex.
11. Seating inside the complex will be spaced. Rows and seats will be blocked off with signs and tape requesting people not to sit in areas so that social distancing can be achieved.
12. Restroom use will be limited and only used for emergencies. Water Fountains will not be used.
13. Individuals speaking with court officials will maintain a distance of at least 6 feet apart.
14. Microphones will be set up for court officials so they can be easily heard and social distance maintained.
15. Hand sanitizing stations will be set up inside the facility in different areas.
16. Once court officials have completed and dismissed individuals, they will exit on the south side of the building and out of the south side entrance of the complex.

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**17. Once court is complete, city officials will have a cleaning company (Certi-Clean) disinfect the complex.**

**18. Prisoners who are awaiting to have their time in court will be processed over video conferencing.**

**Andrew Roper**

**Cedartown Municipal Court Judge**