



# City of Winder

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In the Municipal Court of the City of Winder  
State of Georgia

## Order Establishing Procedures and Protocols during the COVID-19 Pandemic

As a result of the existing viral pandemic, the Court hereby enters this order for the protection of court users and staff and for the prevention of further transmission of COVID-19. This order shall remain in effect until the expiration of the Statewide Judicial Emergency Order.

1. Upon entering the courthouse, all visitors will have his/her temperature taken with non-touch thermometer. Entrance to the building will be denied to all with a temperature of 100.4 degrees or higher. Such person shall be given contact information for a court official to have their session rescheduled.
2. Prior to entering the courthouse, all visitors must assess their physical symptoms, if they have or if they have been around an individual who has traveled overseas, or if they have come into contact with an individual infected with the virus or a potentially infected individual in the last 14 days, they shall contact a court official to have their session rescheduled.
3. Masks or face coverings are required for all persons entering the courthouse. The mask or face covering must remain on at all times while the visitor is in the court building unless they are given permission to remove the mask by the judge or other staff member and have the ability to remain at least ten feet away from other people.
4. Social distancing of at least six (6) feet must be maintained at all times. Seating will be arranged and marked so that social distancing measures will be maintained at all times. If there is a line to enter the court building, visitors shall maintain social distancing. Visitors entering the courthouse are encouraged to use the stairs (if applicable). Elevators are limited to 2 people at a time.
5. Hand sanitizer stations are located throughout the courthouse. Restrooms are located on every floor, and visitors are encouraged to wash their hands frequently. Hard surfaces in the court building will be wiped down frequently.

6. Only parties, counsel, and witnesses shall be allowed to enter the courthouse. If one anticipates that their case will require more people in attendance than can safely comply with social distancing requirements, then notify a court official sufficiently in advance of the hears so that accommodations can be made.
7. Visitors are encouraged to leave all non-essential people at home, especially children, the elderly, and those suffering from underlying health conditions.
8. To the extent possible, all parties, attorneys, and witnesses should appear via teleconference or video conference. The courthouse will remain open for the public, but visitors are encouraged to stay home, and appear only if necessary.
9. Anyone entering the other court buildings to meet with court officials will have a glass barrier between both parties. If this is not an option, all parties shall wear masks or face coverings.
10. The Clerk of Court is directed to post this Order at the entrance to the court buildings and on the Court's website.

So ordered this 2<sup>nd</sup> day of September, 2020.



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Steve W. Nicholas  
Municipal Court Judge  
City of Winder

