**IN THE MUNICIPAL COURT OF THE CITY OF AUBURN**

**STATE OF GEORGIA**

**ORDER ESTABLISHING PROCEDURES AND PROTOCOLS DURING RHE 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 September 11, 2020, unless extended due to the spread of the virus.

1.

 Upon entering the courthouse, all visitors will have his/her temperature taken with a non-touch

thermometer. Entrance to court 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 as 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. If the person

is at risk of transmitting the virus, they shall contact a court official to have their session rescheduled.

3.

 All attendees/visitors to the Auburn Municipal Courtroom shall wear a mask/face covering prior to admittance. Failure to wear a mask/face covering may result in the attendee/visitor being held in Contempt of Court and denied access.

4.

Mask or face covering is required for all Auburn City staff entering/remaining in the courthouse.

 The mask or face covering must remain on at all times while the visitor is in the courthouse unless given

permission to remove the mask by the judge or other staff member.

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5.

 Social distancing must always be maintained. Seating will be arranged and marked so that

social distancing measures will be maintained at all times. If there is a line to enter courthouse, visitors will maintain social distancing.

6.

 Hand sanitizer station will be located just inside the courtroom. Restrooms are in the lobby and

visitors are encouraged to wash their hands frequently. Hard surfaces in the courtroom area will be

wiped down before and after all court proceedings.

7.

 Only parties, counsel and witnesses shall be allowed to enter the courtroom and adjacent area.

If one anticipates that their case will require more people in attendance that can safely comply with

social distancing requirements, then notify a court official sufficiently in advance of the hearing so that

accommodations can be made.

8.

 Exhibits shall be made in electronic format in advance of the hearing in order to maximize safety.

9.

 Visitors are encouraged to leave all non-essential people at home, especially children, the

elderly, and those suffering from underling health conditions.

10.

 The courthouse will remain open for the public during the scheduled court sessions, but visitors

 are encouraged to stay home and appear only if necessary.

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11.

 The Clerk of Court is direct to post this Order at the entrance to the courthouse and on the Court’s website.

SO ORDERED this \_\_\_\_\_\_\_\_ day of August 2020.

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 Chief Judge

 Auburn Municipal Court

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