

IN THE MUNICIPAL COURT OF MARIETTA, COBB COUNTY

STATE OF GEORGIA

2022 MAR -2 A 11:19

**GUIDELINES FOR OPERATING MARIETTA MUNICIPAL COURT DURING THE RECOVERY OF COVID-19
EFFECTIVE 3/2/2022**

WHEREAS, on June 30, 2021, the Georgia Supreme Court Order Declaring Statewide Judicial Emergency expired on Wednesday, June 30, 2021. The termination of said order did not necessarily affect local orders to the extent the judge or judges issuing such orders have authority to issue orders regarding court operations and management.

WHEREAS, on July 14, 2021, Chief Judge Roger Rozen of the Municipal Court of Marietta, Cobb County, Georgia issued Guidelines for Operating Marietta Municipal Court During the Recovery of COVID-19 so that persons coming to court and court personnel can understand the precautions being taken to protect their health. On August 18, 2021, Chief Judge Roger Rozen issued an amendment to the guidelines to reflect changing public health guidance of CDC, DPH and local public health departments.

WHEREAS, the undersigned has monitored the COVID-19 infection rates in our community, and it appears that those rates have declined.

IT IS HEREBY ORDERED that all previous Guidelines for Operating Marietta Municipal Court During the Recovery of Covid-19 are hereby vacated, and effective March 1, 2022, the undersigned hereby issues new Guidelines for Operating Marietta Municipal Court During the Recovery of Covid-19.

GUIDING PRINCIPLES

- Reduce the transmission of COVID-19 among court employees and the public.
- Maintain healthy court operations and facilities for the public.
- Maintain a healthy work environment for court employees.

GENERAL INFECTION CONTROL MEASURES

- Masks or face coverings shall be worn by all individuals when in public areas of the building. Bailiffs are permitted to remove masks when no individuals are present in the bailiff lobby area.
- Masks or face coverings shall be worn by all individuals when in the courtroom. If wearing a mask would negatively impact the rights to a fair hearing, the court shall consider the use of transparent face shields, physical distancing, or other infection control measures.
- All individuals including staff shall wear a mask or face covering while in the hallway of the Prosecutor's Conference Room when court is in session.
- Signage shall be posted at the public entrance directing individuals to self-screen for entry as follows:

Individuals who answer yes to any of the following questions as to the time period within 48 hours prior to entry to the court building, are not to enter the building:

- Temperature of 100.0 or above
- Cough, shortness of breath or difficulty breathing
- Fatigue, muscle, or body aches
- Headache, new loss of taste or smell

- Sore throat, congestion, or runny nose
- Nausea, vomiting, or diarrhea

If unable to enter for any of these reasons, signs shall direct the individual how to seek assistance.

- Hand sanitizing stations shall be available in all public areas including the courtroom, lobby and court staff areas.
- Signage shall be posted for proper handwashing as published by the Center for Disease Control and limiting restroom capacity to facilitate social distancing.
- Plexiglass or teller glass windows are to be used to protect court employees and the public when performing both courtroom and non-courtroom interactions/transactions with the public.
- Utilize social distancing through use of floor markers to indicate distance from others when waiting in queue lines for teller windows and entry to courtroom.
- Requirement for a designated building entrance door and a separate door designated for exit.
- Seating in the courtroom shall be configured to accommodate social distancing.
- The court shall conduct virtual hearings by video conference or teleconferencing as deemed necessary.
- The court shall provide a live YouTube link to individuals who want to see proceedings in the courtroom but are unable to do so in person and at any time individuals are denied entry into the courtroom due to space limitations required for social distancing.
- Individuals shall be rotated in and out of the courtroom as quickly as possible to limit contact.
- Conferences being conducted in a private meeting space of the court area shall provide all individuals with social distancing or plexiglass separation, area sanitized and disinfected as frequently as practical by court staff; hand sanitizer shall be available and fully stocked.
- Prior to each court session, court staff shall verify all hand sanitizer stations throughout the courtroom are fully stocked.
- Court staff shall sanitize and disinfect surfaces within the courtroom as frequently as practical during court proceedings.
- Court employees shall disinfect and sanitize daily or as frequently as possible their personal workspace/equipment and shared work surfaces/equipment and will be provided with hand sanitizer and other disinfecting and sanitizing materials.
- This court shall utilize video conferencing for inmate proceedings whenever possible.
- City of Marietta Property Management shall:
 - Coordinate the cleaning and sanitizing of the public and court staff restrooms no less than twice daily (mid-morning and mid-afternoon).
 - Restrooms shall always be well-stocked with soap and paper towels.
- The Marietta Police Department shall:
 - Provide a mask to any individual approaching the police front desk area or entering the bailiff area who is not wearing a mask or face covering. Court will provide masks for distribution by police front desk personnel and bailiffs.
 - Coordinate with bailiffs or court officers to utilize the fogging equipment in the courtroom in between court sessions.
 - Coordinate with bailiffs or court officers to frequently disinfect and sanitize the work space/equipment and other items used in the bailiff lobby. Court will provide hand sanitizer and other disinfecting/sanitizing materials for use in this area.
 - Provide for proper spacing in transport vehicles and masks for inmates and detainees during transport. If necessary, coordinate with the Chief Judge for staggered arrivals and

departures to court facilities or buildings to provide spacing in transportation vehicles and holding areas.

- Ensure inmates, detainees and all other individuals wear a mask or face covering while in the courtroom, public areas of court facility and holding areas, except as directed by the Judge.
- Sanitize transport vehicles used in transporting inmates and detainees to the court facilities and buildings.
- Coordinate the sanitizing and disinfecting of holding areas, restraints, and other commonly used items when inmates or detainees are within the court facilities and buildings.
- Make hand sanitizer available to inmates and detainees while they are within the court facilities and buildings.
- Ensure the use of face coverings by transport officers or officers who are required to be in close proximity to inmates and detainees during transport to or while in the court facilities and buildings.

IT IS FURTHER ORDERED these guidelines shall remain in effect until further order by this court.

IT IS SO ORDERED, this 2nd day of MARCH, 2022.


LAWRENCE E. BURKE, Chief Judge
Marietta Municipal Court