

**IN THE SUPERIOR COURT FOR FORSYTH COUNTY
STATE OF GEORGIA**

ADMINISTRATIVE ORDER 20- 7

**ADMINISTRATIVE ORDER REGARDING WEARING OF FACE MASKS AND
SOCIAL DISTANCING IN THE FORSYTH COUNTY COURTHOUSE**

The Bell-Forsyth Judicial Circuit continues to closely monitor state and local responses to the Coronavirus (COVID-19) outbreak and follow guidance provided by state and local public health agencies and the Center for Disease Control and Prevention (CDC).

In order to reduce the risk of COVID-19 exposure for all people present in the Forsyth County Courthouse, the Court orders that the following health measures be observed. These measures are necessary to reduce the risk of exposure for people visiting or working in the courthouse until this Coronavirus outbreak has abated and the Court issues an order relaxing these restrictions.

A. Admission to The Courthouse

1. All persons entering the Courthouse shall be screened for cough, fever, and recent exposure to COVID-19. Individuals with a temperature of 100.4 degrees or greater will not be permitted to enter the Courthouse.
2. All persons shall wear a face mask or face covering when entering the Courthouse and shall continue to wear a face mask or face covering at all times while in the public areas of the Courthouse. (Face masks will be provided at the door if needed.) Public areas include courtrooms, security reception, hallways and corridors, rest rooms, and any other area in which members of the public are permitted. An appropriate face mask or face covering is one that covers the wearer's nose and mouth with fabric or filter material, preventing the circulation of air, particles, and other discharges.

B. Movement Within the Courthouse

1. People visiting the Courthouse must remain at least six feet away from all other persons, at all times while in the Courthouse. (People who are related or living together are not required to maintain that distance from each other.) People using courthouse facilities or areas that are marked to indicate required distances between people must observe the markings.
2. No one shall board a public elevator with more than two occupants, except those whom they are related to or with whom they have traveled to court, provided the elevator is empty.

3. Court visitors shall not congregate or loiter in the hallways in a way which obstructs other persons' access to elevators, offices, or courtrooms.
4. All people visiting the Courthouse are encouraged to wash their hands frequently while present in the Courthouse. Handwashing may be done in the courthouse restrooms. Court visitors are also encouraged to use hand sanitizer while in the courthouse. Hand sanitizer dispensers can be found in the elevator bays, outside restrooms, and outside every courtroom.
5. Court visitors shall comply with directives of court staff and security personnel regarding appropriate distancing.

C. Admission to the Courtrooms

1. To allow for distanced seating, each person shall sit in a space marked with a tab. No one shall sit in a space not tabbed.
2. If a person is notified that a courtroom is full, they must follow the instructions of court staff and court security for alternative seating.
3. A face mask or face covering shall be worn at all times while in the courtroom unless otherwise directed by a judicial officer.
4. Court visitors shall comply with directives of court staff and court security regarding appropriate distancing.
5. Due to limited seating, persons with business before the Court are encouraged not to bring non-essential persons with them.
6. Persons with cases on the calendar shall be given priority for seating in the active courtroom.

D. Courthouse Personnel

1. All courthouse personnel shall wear a face mask covering their nose and mouth, except that any courthouse employee who is not sharing an office space or cubicle with another person, or who can maintain a distance of at least 6 feet from co-employees or others even though sharing an office, may remove a mask while in such office. Otherwise, masks shall be continuously worn by courthouse personnel during the time they are in the Courthouse.
2. Employees with a temperature of 100.4 degrees or greater, will not be permitted to enter the Courthouse.

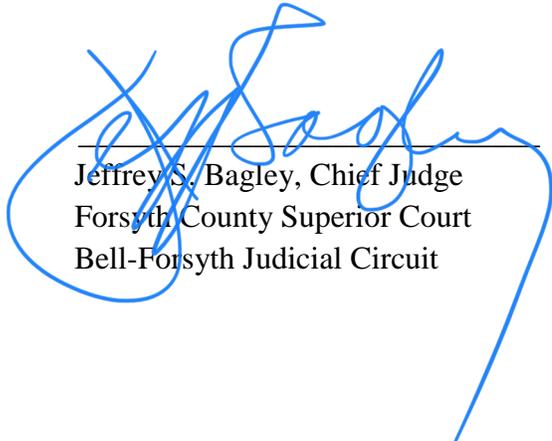
3. Employees who are unable to maintain prescribed social distancing with their clients shall wear a face shield in addition to the required face mask or face covering. (Pretrial Services, Accountability Court, etc.)
4. Employees engaging in the frequent transfer of documents (court documents, mail, newspapers etc.) shall wear disposable gloves when engaging in these activities.
5. Frequent handwashing should be performed after being in a public area, sneezing, coughing, or touching your eyes, nose, or mouth. Hand sanitizer should be used if handwashing is not readily available.
6. Personal work spaces shall be cleaned and sanitized regularly.

E. Courthouse Security

Law enforcement and security personnel shall wear a face mask or face covering at all security or screening stations as well as all public areas of the Courthouse.

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

SO, ORDERED, this 27th day of May 2020.



Jeffrey S. Bagley, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit