

## COOP Plan for the Ferguson Municipal Division

### Prior to Reopening

1. All Court personnel shall continue to follow all procedures previously put in place by the Ferguson Police Department (see attached).
2. All staff will be provided with sufficient Personal Protective Equipment (PPE – face masks, gloves, and hand sanitizer).
3. Staff are to wipe down high-touch common work surfaces with provided sanitation materials. This shall be done upon arrival at the beginning of their shift, throughout the work shift, and at the end of their shift before leaving the building.
4. Taped markings or stickers will be placed on the floor to provide 6-ft distancing between individuals in the lobby area as well as in the courtroom.
5. Seating will be reduced and spaced out in the lobby area as well as in the courtroom to ensure social distancing and to comply with new maximum occupancy guidelines.
6. Hand sanitizer stations for the public will be set up by the front door, next to the payment window, and in the courtroom. Signs will be posted requesting individuals to utilize hand sanitizer upon entry into the building as well as in between interactions with staff.
7. Plexiglass will be installed in the courtroom for applicable staff.
8. A COVID-19 Notice will be posted on the door. Access to the premise will be prohibited for individuals who have been exposed to or are exhibiting symptoms of COVID-19. Necessary contact information will be provided for individuals not authorized to enter the facility. The notice will also advise those entering of social distancing, the occupancy rate of the lobby area, and the requirement of a face covering.
9. Additional signs will be posted inside the lobby area as well as the courtroom reminding visitors of social distancing, hand sanitation, and face covering requirement.
10. Reopening guidelines/procedures will be posted to the public.
  - a. Online at the Court's website as well as Facebook.
  - b. On the front door.
  - c. Released to the media.
  - d. All callers are to be informed.

### Lobby Area Only Reopened

1. By order of the Ferguson Fire Chief, no more than 15 individuals may occupy the lobby area at one time. Signs are posted stating such.
2. Visitors are required to wear a face covering to enter the premises. For those without a face covering, necessary contact information is posted on the door to provide over-the-phone service.

3. Visitors are requested to utilize hand sanitizer upon entry and in between transactions with staff.
4. Staff are encouraged, but not required to utilize a face covering at the window. The window is bullet resistant and does not open. A speaker and shelf tray were built into the window to allow interaction with the public.
5. Staff are required to either wash their hands or utilize hand sanitizer in between transactions with the public at the window. Additionally, staff are required to wipe down surfaces throughout the day.
6. Throughout the day, the front doors will be locked and the lobby area closed to the public for short periods. This will allow staff time and access to sanitize and disinfect surfaces. Cleaning materials will be provided.

#### Court Hearings – Virtual

1. Upon approval from St. Louis County Circuit Court and the installation of necessary equipment, notices will be mailed to individuals regarding virtual court hearings.
  - a. The notice will include the name of the virtual hearing service (Webex or Zoom), the date and time of the hearing, and the meeting ID and password associated with said hearing.
  - b. Individuals that do not have access to a smart phone or computer will be requested to contact the court prior to the court date.
2. Virtual hearings will be staggered at different times on docket dates.

#### Court Hearings – In-Person

1. Upon St. Louis County Circuit Court entering Phase Three of the Operational Directives provided by the Supreme Court of Missouri, Ferguson Municipal Division will shift to in-person appearances.
2. All Individuals
  - a. Maximum occupancy is limited to 25 individuals, including staff.
  - b. Strict social distancing protocols will be observed and employed with all individuals maintaining a minimum of six feet of separation.
  - c. Everyone must have their temperature taken before entering the building. Anyone displaying any COVID-19 symptoms or a temperature of 100.4 or higher will not be allowed to enter.
    - 1) Name and contact information will be taken for individuals denied entry. The relative court case will be postponed and notice will be sent of the new court date.
  - d. All parties (attorneys, defendants, witnesses) are encouraged to contact the court prior to their court date if they have been exposed to or have symptoms of COVID-19. Accommodations will be made (virtual hearing or postponement).

- e. All vulnerable parties (attorneys, defendants, witnesses) are encouraged to contact the court prior to their court date. Accommodations will be made (virtual hearing or postponement).
  - 1) Vulnerable Individuals are defined by the CDC as individuals age 65 years or older or individuals with underlying medical conditions including those who suffer from chronic lung, kidney, or liver disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes or pregnant.
- 3. Court Staff
  - a. At least one hour prior to court starting, place the "Take-a-Number" dispenser outside the building. A sign will be placed requesting defendants to take a number upon arrival as well.
  - b. Before opening the courtroom, all surfaces (tables, dais, pens, etc.) must be sanitized.
  - c. Face coverings will be required throughout the proceedings.
  - d. Hand sanitizer must be utilized between seeing each individual.
  - e. For the writing table (used by defendants to fill out their forms) and the dais (area before the Judge), a designated staff member must sanitize them as well as any pens between each use.
  - f. After court, all surfaces must be sanitized before closing up the courtroom.
- 4. Attorneys
  - a. If meeting with the Prosecutor, attorneys will be requested to appear at least 30 minutes prior to court starting.
  - b. Face coverings are mandatory. The utilization of hand sanitizer upon entry and in between interactions with staff is requested.
  - c. If appearing with a client, attorneys are requested to notify the court staff at the door.
    - 1) If occupancy allows, the attorney and their client will be allowed entry after screening.
    - 2) If maximum occupancy is reached when the attorney and their client arrive, they will need to outside until occupancy levels are lowered.
- 5. Defendants
  - a. Upon arrival, defendants will need to take a number from the dispenser placed outside the building.
    - 1) Defendants are requested to wait in their vehicles until their number is called.
    - 2) Limited, spaced seating will be provided for individuals utilizing public transportation.
  - b. Face coverings are mandatory to enter the building.
  - c. Only those with court business may enter the courtroom. Friends and family members, with the exception of parental guardians and caregivers, must wait outside.
  - d. The use of hand sanitizer will be encouraged upon entry and in between interactions with staff.
  - e. No more than two people may use the writing table at one time and only after it has been sanitized between uses.
- 6. Witnesses
  - a. On Trial Docket dates, witnesses are requested to call the Court or PA upon arrival. The phone number will be posted on the door and the subpoena that was previously given to them.

- 1) Witnesses will need to provide their name, contact information, and the case information requiring their appearance.
- 2) Once the Defendant's case is called, witnesses will be allowed entry.
- 3) Face coverings are mandatory to enter the building. Only while testifying may a witness remove their face covering if it impedes their voice being heard.
- 4) The use of hand sanitizer will be encouraged upon entry and in between interactions with staff.

#### Other Pertinent Information for Staff

1. Staff will be required to stay home if ill or caring for an individual that is ill. This includes, but is not limited to, those exposed to or having symptoms of COVID-19 or caring for individuals exposed to or having symptoms of COVID-19.
  - a. Staff will be required to provide medical clearance in order to return to work.