

OLIVETTE MUNICIPAL DIVISION

OPERATIONAL PLAN DURING COVID-19 PANDEMIC

The Olivette Municipal Division has developed the following protocol for in-person court proceedings once local restrictions are eased and court hearings resume. To maintain compliance with the Centers for Disease Control and St. Louis County Department of Health guidelines to limit any potential exposure to the Coronavirus the following procedures will be adhered to:

Appearing for Court

- Upon entering the Olivette City Center parking lot, a police officer will take the name of the defendant and hand him/her a piece of paper with a group number. Groups will be **limited to 10 persons**.
- All persons will remain in their vehicles until their group number appears on the speed cart in the parking lot. Any person not arriving by vehicle, will be asked to sit on the benches outside the building (one person per bench).
- When a group number is posted, persons in that group may proceed to the entrance to the community room exterior door to begin a screening process.
- Markings will be made on the sidewalk to indicate positions 6 feet apart to assist in maintaining social distance and multiple social distancing notices will be posted.
- Entrance to the building will be limited to defendants and their attorneys if required. Minor children will be allowed only if necessary.

Screening

- Notice will be posted on the exterior of the building indicating those persons NOT allowed admittance into the courtroom per Administrative Order 14 issued by the Presiding Judge of St. Louis County. A person denied admittance based on the criteria listed will be given a future court date to return and the person's name will be relayed to the Court Administrator.
- After passing through the metal detector, court security personnel will conduct infrared temperature checks for all persons entering the Court. Any person with a temperature of 100.4 degree or higher will be subject to a second reading. If the second reading also indicates a reading of 100.4 degrees or higher the person will be given a future court date to return and the person's name will be relayed to the Court Administrator.
- All persons entering the building are required to wear a face mask. The use of personal face masks is highly encouraged. Disposable masks will be available to those appearing without one.
- An automatic hand sanitizer dispenser will be available inside the screening entrance and its use will be highly encouraged.

Inside the Courtroom

- Persons in Group 1 without a temperature will be directed by court security personnel to proceed to the court room. Group 2 will be directed to the waiting area inside the community room.

- Chairs in the courtroom and waiting area will be removed except for a *maximum* of 10 chairs spaced at minimum 6 feet apart. Social distancing is to be maintained at all times in each area.
- The podium in the courtroom will be removed and the defendant will proceed to a marked space on the floor in front of the Judge's bench.
- Upon having one's case heard, a defendant will exit the court room and leave the building through the main City Center entrance. When all the defendants in a group have exited the courtroom the group in the waiting area will be directed to the courtroom and the next group of 10 will proceed to screening.
- Payments will be accepted by the clerk at the enclosed court window. The credit card reader will be placed outside the window and its use will be encouraged. Other forms of payment will be accepted by the clerk who will be required to wear gloves during any transaction.

Other General Considerations

- Court dockets will be monitored for size to prevent overcrowding. Additional court dates will be added to the court calendar if necessary and staggered docket times will also be utilized to limit the number of defendants appearing at once.
- All court personnel will be required to wear masks inside the courtroom.
- The courtroom will be sanitized with disinfectant before and after all court sessions.
- Attorneys are encouraged to file motions electronically and dispose of cases by mail rather than appearing if possible.
- Notice of these procedures will be posted on the Court's website and at the entrance to the building.