

Village of Sycamore Hills Municipal Division
21st Judicial Circuit Court
8944 St. Charles Rock Road
St. John, Mo. 63074

SUPPLEMENT TO CONTINUITY OF OPERATIONS PLAN

In response to email received from Brian Millikan dated Friday, October 16, 2020 informing all that previous Continuity of Operations Plans will be reviewed in the near future, and enclosing a Phase Three Reopening Checklist, the following Supplement To Continuity Of Operations Plan is provided:

1. The previous Continuity of Operations Plan submitted by this court is attached hereto and made a part hereof.
2. The court either has complied with or will comply with, as the case may be, the Phase Three Reopening Checklist, as follows:

The court will certify that the Presiding Judge of St. Louis County has moved St. Louis County to Operating Phase Three if that occurs.

The court will consult with local judiciary partners and rely on local health officials or departments and CDC guidance to adapt court operating decisions to local health conditions.

The court has and will continue to reexamine and update local court orders and COVID-19 notices as appropriate. In-person court proceedings will be conducted in compliance with social distancing protocols and occupancy rate limitations applicable to the local community.

All common areas in the court facility, including courtrooms and break rooms, are and will be operated under social distancing protocols.

The use of face masks or coverings throughout the court facility during all court proceedings will be required unless good cause is shown to limit the requirement in a particular proceeding, such as for a witness who is testifying.

Vulnerable litigants, witnesses, victims, attorneys and other individuals involved in court proceedings will be permitted to participate in the proceedings remotely or the court will postpone their required presence at the court facility.

All available technologies – including teleconferencing and video conferencing – will be utilized whenever possible to limit in-person courtroom appearances to the extent not prohibited by constitutional or statutory provisions.

All persons entering the court facility will be screened. At a minimum, screening must include taking temperatures (must be below 100.4F), inquiring as to any COVID symptoms

and determining whether there has been contact with any COVID-positive individuals in the previous fourteen days.

All common areas will be cleaned and disinfected after each proceeding.

Hand sanitizers and wipes will be readily available and prominently displayed.

Face masks or coverings will be required except when an individual is alone in a private office.

Vulnerable judicial employees will be permitted to return to work but supervisors shall make reasonable accommodations to address those vulnerabilities.

Absent good cause shown, only those individuals whose attendance is required will be allowed to enter the court facility.

The court will insist that judicial employees stay home if they a) are subject to a quarantine or isolation order or are living with or caring for such an individual; b) have been advised by a health care provider to self-quarantine or are living with or caring for an individual who has been advised to self-quarantine; c) are experiencing symptoms of COVID-19 and seeking medical treatment, or are living with or caring for such individual.

The court will comply with all C.D.C./Department of Public Health directives relating to quarantining and contact tracing whenever COVID is detected.

3. The provisions of paragraph 2 herein, which contains and affirms the Phrase Three Reopening Checklist, shall take precedence over the previous Continuity of Operations Plan submitted in the event of conflict.

SO ORDERED:



PHILIP T. AYERS
Municipal Judge for the Village of Sycamore Hills

DATED: 10/20/2020

Village of Sycamore Hills Municipal Division
21st Judicial Circuit Court
3944 ~~10405~~ St. Charles Rock Road
St. John, MO. 63074

Continuity of Operations Plan

Social Distancing

The number of people who will have access to court settings will be limited. Only those who have business with the court will be allowed in the courtroom.

The number of cases to be set on individual dockets will be limited to the number based on expected appearance rates.

Court dates assigned by police officers will be changed immediately upon reaching the target number. The target number will be adjusted as needed.

Additional dockets will be added as needed.

On court nights, the following procedures will be initiated:

- a. A site will be set up outside the court building manned by at least one police officer.
- b. Each person desiring to enter the court will be asked the following questions:
 - Have you experienced a fever, have trouble breathing, persistent cough, body aches, and/or loss of taste or smell within the last 24 hours?
 - Have you been in contact with anyone who has been diagnosed, tested positive or are under investigation for COVID-19?
 - Temperatures will be taken of everyone prior to entering the building.
 - If the answer is "yes" to any of these questions or the temperature of the individual is above 100 degrees Fahrenheit the individual will be provided with a continuance for their court date and will be sent home.
- c. No one will be allowed to enter the building unless they are wearing a face mask.
- d. A maximum of 10 people will be allowed to enter the building at one time, maintaining social distancing. Names, license numbers, cellular telephone numbers and vehicle description will be obtained from defendants who will be notified by telephone call, text message, or in person when the court is prepared for them to enter.
- e. Markings will be placed on the wall, floor, and other appropriate places a minimum of six feet apart in various locations providing guides for proper social distancing. Court personnel/police officers will monitor all areas to insure that people are not congregating and are maintaining social distancing while entering and exiting the building.
- f. All court personnel, including the judge, will be in the courtroom behind plexiglass windows (there are 3 of them) and all court business will be conducted at that location. Defendants (no more than 10 at one time) will line up at that location, maintaining social distancing, for pleas of guilty or not guilty, motions, sentencing and other court business, and dealings with court clerk(s), each at separate windows. Trials, if any, will be conducted as usual at the bench in the courtroom with social distancing observed. There will be no seating for

defendants unless a defendant requires it, to reduce contact with chairs and other things in the building and reduce the potential for contamination.

g. Defendants will enter the building at one location and exit through another location, thereby reducing contact between defendants and reducing the potential for contamination.

h. All court personnel shall wear masks and gloves.

i. All of these procedures shall apply to attorneys as well as defendants.

Attorneys who wish to see the prosecuting attorney will be seen in a different part of the building, but will be encouraged to use other methods as set out hereafter in "Alternate Means for Court Operations".

Compliance with CDC and DPH directives

In addition to all procedures set out above, Court personnel will constantly clean and disinfect the office area. City maintenance workers shall clean and disinfect courtroom and other public areas on an ongoing basis, and in particular on court nights, before, during, and after court sessions. Hand sanitizer is available at all entrances. The city will provide facemasks and gloves for all court employees, and face masks for defendants during court sessions if they do not have their own, if available.

Alternate means for Court Operations

The Court and prosecutor's office have reached out to attorneys with options for video and telephone conferencing. Attorneys will be notified that motions to plea by mail will be granted in most cases due to pandemic. The court is adding information to its website for pro se defendants for email and phone communication. Prosecutors intend to be more aggressive in promoting case disposition and encouraging attorneys to respond to and act on written recommendations for case disposition by prosecutors.

Notification to litigants of Court protocols

The Court website will be updated with a separate page for court protocols. The continuity of operation plan will be included on this page along with links to other information. There will be prominent posting of signs setting out protocols. The media will be provided with court protocols.