

WOODSON TERRACE

PHASE THREE REOPENING CHECKLIST (as part of our COOP)

Certify that the Presiding Judge of St. Louis County has moved St. Louis County Courts to Operating Phase Three;

In-person Court at Woodson Terrace will not resume until St. Louis County is at Phase Three and the Presiding Judge of St. Louis County, and/or by Order of the Missouri Supreme Court, has approved our opening.

Once they resume, in-person proceedings will be conducted in compliance with social distancing protocols and occupancy rate limitations applicable to the local community.

We are following the CDC and DPH guidelines to protect the public, including but not limited to:

- a) Having both inside and outside ground markings so that people remain at least 6 feet apart for both waiting in line and for seating;
- b) Having one-way foot traffic both into and out of the building;
- c) Having multiple dockets differentiated by portions of the alphabet to minimize the amount of people allowed in Court.
 - a. For example: A-C at 5:00 pm; D-F at 6:00 pm, etc.
- d) Hand sanitizer throughout the building, including but not limited to: at the entrance to our building, our courtroom, at the bench, bathrooms, and at the payment windows.
- e) Regularly sanitizing all door handles tables, chairs, and other public areas.
- f) Plexiglass divider at the payment window;
- g) Disinfecting the payment window area after any payment;
- h) Requiring masks for all entry into the building (clearly marked on the building entry doors, online, and on notices).
- i) Requiring all staff to wear masks, unless good cause shown, while still adhering to the guidelines.
- j) Screen all those entering the Court facility including taking temperatures (must be below 100.4 F), inquiring as to any COVID symptoms and determining whether there has been contact with any COVID-positive individuals in the previous 14 days.

- k) All judicial employees adhere to social distancing guidelines in the Court facilities, unless good cause shown;
- l) Permit vulnerable litigants, witnesses, victims, attorneys and other individuals involved in Court proceedings to participate in the proceedings remotely or postpone their required presence at the Court facility.
- m) Absent good cause shown, allow only those individuals whose attendance is required to enter the Court facility;

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;

[See above](#)

Reexamine and update local Court orders and COVID-19 notices as appropriate. In-person Court proceedings must be conducted in compliance with social distancing protocols and occupancy rate limitations applicable to the local community;

[See A, B, C, and the second full paragraph above.](#)

Operate all common areas in the Court facility, including courtrooms and break rooms, under social distancing protocols;

[See all above](#)

Require the use of face masks or coverings throughout the Court facility during all Court proceedings unless good cause is shown to limit the requirement in a particular proceeding, such as for a witness who is testifying;

[See H, I above](#)

Permit vulnerable litigants, witnesses, victims, attorneys and other individuals involved in Court proceedings to participate in the proceedings remotely **or** postpone their required presence at the Court facility;

[See L above](#)

Judges and Court staff will utilize all available technologies including teleconferencing and video conferencing – whenever possible to limit in-person courtroom appearances to the extent not prohibited by constitutional or statutory provisions.

Utilize all available technologies – including teleconferencing and video conferencing – whenever possible to limit in-person courtroom appearances to the extent not prohibited by constitutional or statutory provisions;

[We are currently utilizing Zoom.](#)

[Judges and Court staff will utilize all available technologies including teleconferencing and video conferencing – whenever possible to limit in-person courtroom appearances to the extent not prohibited by constitutional or statutory provisions.](#)

Screen all those entering the Court facility. At a minimum, screening must include taking temperatures (must be below 100.4F), inquiring as to any COVID-19 symptoms and determining whether there has been contact with any COVID-19-positive individuals in the previous fourteen days;

[See J above](#)

Clean and disinfect all common areas;

[See D, E, F, G above](#)

Make readily available and prominently display hand sanitizers and wipes;

[See D, E, F, G above](#)

Require the use of face masks or coverings except when an individual is alone in a private office or with good cause shown;

[See H, I above](#)

Permit vulnerable judicial employees to return to work but supervisors shall make reasonable accommodations to address those vulnerabilities;

[Allow vulnerable judicial employees to return to work, but encourage supervisors to make reasonable accommodations to address those vulnerabilities.](#)

Mandate all judicial employees adhere to social distancing guidelines in Court facilities at all times unless good cause shown;

[See K above](#)

Absent good cause shown, allow only those individuals whose attendance is required to enter the Court facility;

See M above

Permit judicial employees to 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 diagnosis, or is living with or caring for such an individual.

Allow judicial employees to stay home if the employee:

- a. Is subject to a quarantine or isolation order or is living with or caring for such an individual;
- b. Has been advised by a health care provider to self-quarantine or is living with or caring for an individual who has been advised to self-quarantine;
- c. Is experiencing symptoms of COVID-19 and seeking medical diagnosis, or is living with or caring for such an individual.

IN ADDITION TO THE ABOVE, PER

ADMINISTRATIVE ORDER # 23: (In addition to all of the above)

We have not had any confined defendants, however if we would, the policy is that the Judge would immediately be notified (and if for any reason she could not be reached, then the Provisional Judge would be notified) to either grant a recognizance, or if appropriate, to set a bond. The Judge can be contacted by phone, email, in person, or via webcam.

We can receive payments by mail, in person, or online. If they appear in person for payment, we adhere to social distancing and sanitation guidelines as listed below.

All pending Court date were continued. Defendants were notified via mailed letter, online, and at the courthouse. All future dates will be posted in the same manner. Currently Court is being held by Zoom.

ADMINISTRATIVE ORDER #24: (In addition to all of the above)

We have not had any confined defendants, however if we would, the policy is that the Judge would immediately be notified (and if for any reason she could not be reached, then the

Provisional Judge would be notified) to either grant a recognizance, or if appropriate, to set a bond. The Judge can be contacted by phone, email, in person, or via webcam.

This Court has updated our contact information.

ADMINISTRATIVE ORDER #30: (In addition to all of the above)

Public Notice:

- a. The following persons shall not enter the St. Louis County Courthouse, or any of its Divisions in St. Louis County Missouri:
 - i. Persons who have traveled to any foreign country within the last 14 days;
 - ii. Persons who reside or have had close contact with someone who has travelled to any foreign country within the last 14 days;
 - iii. Persons who have been asked to self-quarantine by any doctor, hospital, or health agency;
 - iv. Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; and
 - v. Persons with unexplained fever, cough or shortness of breath.

- b) Anyone attempting to enter in violation of these protocols will be denied entry by a Court Security Officer. Effective March 16, 2020 per Administrative Order 14 of the 21st Circuit Court.

Notification of the above is/will be posted online at our website, on Facebook, and at the Courthouse, as well as mailed to the defendants.

The Court will consider resuming normal staffing schedules for judicial employees and discontinuing the suspension of non-essential travel by judicial employees for work-related functions.