

EXHIBIT 1

**20TH JUDICIAL CIRCUIT
OSAGE COUNTY, FRANKLIN COUNTY, GASCONADE COUNTY
STATE OF MISSOURI
ADMINISTRATIVE ORDER (5/29/2020)**

PHYSICAL DIRECTIVES/COURT PROCEEDINGS

20th JUDICIAL CIRCUIT

Note: Throughout each phase consideration should be given to allow vulnerable litigants, witnesses, victims, attorneys, and other individuals involved in court proceedings to participate in the proceedings remotely or continue or postpone their required presence at the court facility. A vulnerable individual is defined by the CDC as individuals 65 years or older or individuals with underlying medical conditions, particularly if not well-controlled, including those who suffer from chronic blood disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes or chronic kidney or liver disease.

With regard to those courts and/or court clerk offices located in multipurpose buildings these Physical Directives shall apply to the courtrooms and clerk's offices and not the entire building and the term "Courthouse" is to be modified accordingly.

I. PHYSICAL DIRECTIVES:

(1) **Physical Access to the Courthouse:** Attorneys, Non-Court Personnel, and Members of the public who are not involved in a scheduled court proceeding, applying for a protective order or appointment of an attorney in a juvenile matter, will not be allowed in the Courthouse because of occupancy limitations and the requirement of social distancing unless otherwise permitted by a Judge.

(2) **Signage:** A COVID-19 Notice at the entry of the Courthouse/Courtroom prohibiting access to the premises for individuals who have been exposed to or are exhibiting symptoms of COVID-19, listing necessary contact information for individuals not authorized to enter the premises, and advising those entering a court facility/building of the social distancing, occupancy rate and other precautionary restrictions taken to protect the health, safety and welfare of occupants.

(3) **Screening/Screening Questions/Temperature Checks :** (Court Personnel, Attorneys, Non--Court Personnel and Public): Court Personnel, Attorneys, Non-Court Personnel and Public shall be subject to Screening Questions and temperature checks if laser thermometer is available.

(4) **Occupancy Restrictions for each Courtroom:**

Note: All occupancy limitations are subject to the further limitation of maintaining Social Distance.

Phase 0: Limited to Judge, attorneys, parties, witnesses, security officers, and other individuals necessary to the proceedings as determined by the judge. Limited to 10 or, whenever possible, less.

Phase 1: Limited to 10 or, whenever possible, less than 10.

Phase 2: Limited to 25 or, whenever possible, less than 25.

Phase 3: Limited to occupancy rate limitations and social distancing protocol as is applicable to the local community.

(5) Social Distancing: Maintain 6 foot minimum physical distance from others in all areas of the courthouse, including lobbies, offices, meetings, and court proceedings. Mark 6 foot distances where practical with tape or other indicator/maintain 6 foot distances.

(6) Masks/Partial Face Covering Over Nose and Mouth:

Court Personnel: Court Personnel shall wear a mask or partial face covering over nose and mouth in all areas of the courthouse, however, court personnel may wear a mask or partial face covering over nose and mouth at their respective desk in their discretion. Court personnel shall wear a mask or partial face covering over nose and mouth in the courtroom unless otherwise instructed by the Judge.

Attorneys, Members of the Public and Non-Court Personnel: Attorneys, Members of the Public and Non-Court Personnel shall wear a mask or partial face covering over nose and mouth in all areas of the Courthouse, however, in the courtroom a mask or partial face covering over nose and mouth shall be worn unless otherwise instructed by the judge.

Bailiffs: Bailiffs shall wear a mask or partial face covering over nose and mouth in all areas of the Courthouse, however Bailiffs may wear a mask or partial face covering over nose and mouth at their respective desk in their discretion. Bailiffs shall not be required to wear a mask or partial face covering over nose and mouth in the courtroom unless otherwise instructed by the Judge.

Maintenance Personnel: Between the hours of 7:30 AM and 4:30 PM, in all areas of the Courthouse, if Court Personnel are present, Maintenance Personnel shall wear a mask or partial face covering over nose and mouth, unless otherwise instructed by a Judge.

(7) Handwashing/Sanitizer: frequent handwashing and use of sanitizer/disinfectant to clean work areas and equipment.

(8) Illness/Symptoms: All Court Personnel should immediately report to their supervisor:

1. Any symptoms of illness to their supervisor;
2. If they are subject to a quarantine or isolation order or living with or caring for such an individual;
3. Has been advised by healthcare provider to self-quarantine or is living with or caring for an individual has been advised to self-quarantine;
4. Is considered high risk based on local or state officials or departments criteria for contracting COVID -19, or is living with or caring for such an individual;
5. Is experiencing symptoms of COVID-19 and seeking medical diagnosis, or is living with or caring for such an individual;

6. Is caring for his/her child whose school or place of care is closed or whose childcare provider is unavailable due to COVID-19 precautions.

II. COURT PROCEEDINGS:

Phase 0: (In effect until May 16, 2020)

Teleconferences and Video Hearings: Continue to use available technologies such as teleconferences and video hearings in all cases where practical. Unless otherwise scheduled by the Court attorneys who believe they have a permitted matter which requires an in-person hearing should notify the court by appropriate motion.

In-Person Court Proceedings: All in-person court proceedings are suspended subject to the listed exceptions. Courts may set in person hearings in the listed exceptions but it is not mandated a judge set an in person hearing in any individual case. Such proceedings shall be limited to the attorneys, parties, witnesses, security officers, and other individuals necessary to the proceeding as determined by the judge presiding over the proceeding. **Maximum of 10 people subject to further limitation of maintaining Social Distance.**

In- Person Court Appearances Not Required: Proceedings that do not require in-person appearances of parties or counsel are not suspended and may continue in the manner and at the discretion of the judge as circumstances allow.

Jury Trials: Jury trials will not be held.

Phase 1: (Commencing May 16, 2020)

Teleconferences and Video Hearings: Continue to use available technologies such as teleconferences and video hearings in all cases where practical. Unless otherwise scheduled by the Court attorneys who believe they have a permitted matter which requires an in-person hearing should notify the court by appropriate motion.

In-Person Court Proceedings/Most Critical Matter: Same restrictions as in Phase 0 subject to a judge's determination that a matter is most critical and that an in person proceeding be conducted. **Maximum of 10 people subject to further limitation of maintaining Social Distance.**

In- Person Appearances Not Required: Proceedings that do not require in-person appearances of parties or counsel are not suspended and may continue in the manner and at the discretion of the judge as circumstances allow.

Jury Trials: Jury trials will not be held.

The Court will remain in Operating Phase 1 until June 1, 2020, at which time it will proceed to Phase 2 if local COVID-19 conditions remain the same or improve. However, if consideration of the Gateway Criteria indicate local COVID-19 conditions have deteriorated, the Court may remain in Phase 1 or return to Phase 0.

Phase 2: (Projected to commence June 1, 2020)

Teleconferences and Video Hearings: Continue to use available technologies such as teleconferences and video hearings in all cases where practical. Unless otherwise scheduled by the

Court attorneys who believe they have a permitted matter which requires an in-person hearing should notify the court by appropriate motion.

In Person Court Proceedings: Increased in-person court proceedings can begin. **Maximum of 25 people subject to further limitations of maintaining Social Distance.**

In- Person Appearances Not Required: Proceedings that do not require in-person appearances of parties or counsel are not suspended and may continue in the manner and at the discretion of the judge as circumstances allow.

Jury Trials: Jury trials will not be held.

The Court will remain in Operating Phase 2 until June 15, 2020, at which time it will proceed to Phase 3. However, if consideration of the Gateway Criteria indicate local COVID-19 conditions have deteriorated, the Court may remain in Phase 2 or return to Phase 1 or 0.

Phase 3: (Projected to commence June 15, 2020)

In-Person Court Proceedings:

All in-person court proceedings shall resume, including grand and petit jury proceedings, which can be conducted in compliance with social distancing protocols and occupancy rate limitations applicable to the local community. **(Note: Operational directives on conducting jury proceedings will be forthcoming from the Supreme Court as pandemic and health conditions improve.)**