



Conroe Municipal Court

"Striving To Make An Impact"

Michael Davis, Municipal Judge

Christina Roley, Administrator

COVID-19 Operating Plan for the City of Conroe Municipal Court

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the court, the Municipal Court of the **City of Conroe** will implement the following protective measures:

General

1. The judge will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
2. The judge will use all reasonable efforts to conduct proceedings remotely.
3. The judge will begin setting non-essential in-person proceedings no sooner than June 1, 2020

Judge and Court Staff Health

1. Judge or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 will not be permitted to enter the building and should seek medical advice.
2. Judge and court staff will be required to practice social distancing, and practice appropriate hygiene recommendations at all time.
3. Protective Measures: face masks when appropriate, frequent hand washing/sanitizing.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
 - a. The court has Zoom remote teleconferencing available for those who do not wish to appear at the court for the duration of the pandemic.
 - b. In person appearance dockets have been suspended as ordered by the Texas Supreme Court until June 1, 2020. Beginning in June, we will conduct appearance dockets at the clerk windows. Clerks are behind glass and communicate with defendants via microphone. Juvenile dockets will be held in the courtroom which has been modified in compliance with social distancing protocols.
 - c. The court will utilize emails, mail and fax when possible.

Vulnerable Populations

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.
2. A notice with this information will be posted on the courts' website and in conspicuous locations around the court building.
3. Vulnerable populations who are scheduled for court will be accommodated by remote hearings where possible, individual hearings when necessary.

Social Distancing

1. To ensure there is adequate social distancing of at least 6 feet apart, traffic corridors have been erected, providing for one-way traffic into and out of the court lobby. Additionally, "Wait Here" signs have been installed on the floor at six-foot intervals.
2. The lobby will be restricted to only 20 (twenty) persons at a time.
3. All persons not from the same household who are permitted in the court building will be encouraged to maintain adequate social distancing of at least 6 feet.

Gallery

4. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. The maximum capacity of the courtroom will be monitored and enforced by court staff.

Well

5. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk(s), and bailiff(s) seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, in the lobby and outside of the courtroom.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and at the clerk(s) desk.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations of the court building.

Screening

1. When individuals attempt to enter the courtroom, the bailiff or court clerk will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the courtroom.
2. When individuals attempt to enter the courtroom, the bailiff or court clerk will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the courtroom.
3. Staff who are screening individuals entering the courtroom will be provided personal protective equipment, including mask and surgical gloves.

Face Coverings

1. Individuals will be encouraged to wear face coverings while in the court building. If the individual does not have a face covering and would like to use one, a disposable face mask will be provided as supply is available .

Cleaning

1. Janitorial cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every three hours.
2. Janitorial cleaning staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom is used.
3. Janitorial cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Janitorial cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Date: 5/13/2020



Michael Davis,

Presiding Judge of Municipal Court

