

COVID-19 Operating Plan for the Crowley City Judiciary

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

General

1. All judges 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. All judges will use all reasonable efforts to conduct proceedings remotely.
3. The presiding judge of the municipal court will maintain regular communication with the local health authority and mayor and adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 8, 2020

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely will telework when possible.
 2. Judge and Court Staff Monitoring Requirements: will monitor their own temperature with the provided no touch thermometer in the court offices and also be aware if they have any of the Cov-19 signs/symptoms.
 3. Judges 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.
 4. Judges and court staff will have the choice to wear face coverings. However, face coverings are not mandatory. Judges and court staff will practice social distancing, and practice appropriate hygiene recommendations at all times.
 5. Protective Measures: Each person will be asked a series of questions and if anyone answers yes to any of the following (a) Persons who have or has had a temperature of 99.6 or greater within the last 24 hours (b) Persons who have experienced Covid-19 symptoms or been diagnosed with Covid-19 (c) Persons who have been in contact with anyone who has tested positive for Covid-19 (d) Persons who have been asked to self-quarantine in the last 14 days, will not be permitted to enter court room and will be reset via email/mail for at least two weeks out.
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Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
The public court docket shall resume on Monday Jun 8, 2020 there will be no more than 12 people and 4 members of the court staff aloud in the gallery of the courtroom for a scheduled docket time. Docket times are scheduled in 30 min increments. Remote appearances allowed for those that are considered vulnerable or uncomfortable with appearing in person.

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. Each judge will include information on orders setting hearings, dockets notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations. A notice with this information will be posted in conspicuous locations around the court building (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by remote appearance.

Social Distancing

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
2. Public common areas are marked with social distancing markers. No more than 3 persons aloud in the front foyer at a time. Others will wait outside the building on the appropriate social distancing marker.

Gallery

3. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
4. Chairs in the gallery of the courtroom have been moved to a distance of 6 ft apart, so that persons can practice social distancing. The maximum capacity of the court room will be monitored.

Well

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

1. Hand sanitizer dispensers have been placed at the counter of each department window, and at the entrance of the courtroom.
2. Tissues have been placed near the entrance of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and at the court window.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted at the court window and at the entry of the court room.

Screening

1. When individuals attempt to enter the court room, the court Bailiff will ask the individuals if they are feeling feverish or have a measured temperature of 99.6 or have had a measured temperature of 99.6 in the last 24 hours; have any symptoms of Covid-19; have tested positive for Covid-19; or have been in close contact with a person who is confirmed to have COVID-19; or have been asked to self-quarantine in the last 14 days. Individuals who indicate yes to any of these questions will be refused admittance to the court room, and told they will receive a call or email with further instructions on handling their case.
2. Inmates being transported from the jail to the court room will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
3. Staff who are screening individuals entering the court room will be provided kn95 mask and gloves.

Face Coverings

1. All individuals entering the court room will be required to wear face coverings at all time
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be required to be in the court room for over 30 minutes will be provided a surgical mask and required to wear them while in the court building if the supply is available.

Cleaning

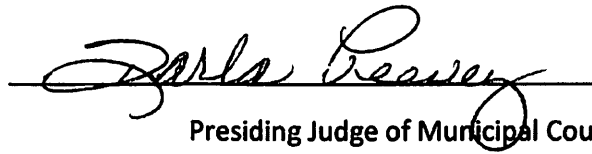
1. City Hall staff will clean the common areas of the of City Hall so that common spaces are cleaned at least every 1 hour.
 2. Court staff will spray the chairs of the courtroom between every docket, and at the end of each day the courtroom is used.
 3. Court and City Hall staff have been provided cleaning supplies shown to be effective with this coronavirus.
 4. Court and City Hall staff have been provided appropriate personal protective equipment for cleaning.
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Other

Court participants will be required to bring their own pens to sign any required documents.

In developing the plan, I consulted with the local Tarrant County Health Authority and the Mayor. Documentation of which is attached to this plan.

Date: 6/1/2020


Presiding Judge of Municipal Court

You are receiving this email because you have been set on the docket for . This docket will be held in person at the Crowley Municipal Court 201 E Main St, Crowley, TX. 76036.

In order to resume in person court dockets during the re-opening of Texas, the Court is implementing certain measures to make sure we make this as safe as possible during the re-opening.

The following measures have been implemented:

Staggered docket times. Please appear for your setting at the exact time that's on your setting form. You will not be admitted into the courtroom any earlier or later than your scheduled time. This will enable us to keep the amount of people in the courtroom at one time very low, so that social distancing maybe practiced. There are social distancing standards for the counter area as well. So please make sure you make your way into the building at the scheduled time for your setting.

It's recommended by the Office of Court Administration and Tarrant County Public Health that facial covering be worn during our in-person proceedings. Therefore, everyone entering the courtroom will be required to wear a facial covering. If you do not have one we will provide a disposable face mask for you to wear. There will be a small trash can outside the courtroom door so that you may dispose after you are done in the court room. You will also be required to bring your own pen for signing documents.

At check in there will be a series of screening questions asked before you're able to enter the courtroom. The following are the questions you will be asked:

1. Are you feeling feverish or have a measured temperature of 99.6 or have had a measured temperature of 99.6 in the last 24 hours;
2. Do you have any symptoms of Covid-19; have you tested positive for Covid-19; or have you been in close contact with a person who is confirmed to have COVID-19;
3. Have you have been asked to self-quarantine in the last 14 days.

Individuals who indicate yes to any of these questions will not be able to enter the court room, and you will receive a call or email with further instructions on handling your case.

Attached will be a list of symptoms from the CDC website and information on what constitutes "vulnerable population". If you are a part of the vulnerable population and would feel more comfortable with handling your case virtually, please respond to this email so we can make arrangements for you to do so.

If you have any questions, please contact the court directly.