

COVID-19 Operating Plan for the CITY OF FRIONA, PARMER COUNTY, TEXAS County 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 courts of **City of Friona** 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 1, 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: Judge will self-monitor and will immediately report any symptoms or exposure to the City of Friona.
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 be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: wearing of facial mask and social distancing and sanitizing. The use of a physical glass barrier will also be utilized.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Staggered times to minimize or eliminate contact with any other individuals.

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 on the courts' websites and 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 resetting their hearing until after the pandemic has subsided.

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. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
3. Public common areas, including breakrooms and snack rooms, have been closed to the public.
4. 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.

Gallery

5. 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 the court staff.

Hygiene

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

Screening

1. When individuals attempt to enter the court building, 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 court building.

2. When individuals attempt to enter the court building, will be provided personal protective equipment, including facial coverings.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times.
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 building for over 1 hour will be provided surgical masks and required to wear them while in the court building if the supply is available.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 6 hours before, during and after court proceedings.
2. Court building 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. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

- A. Texas DSHS/CDC color signs (copies attached and incorporated herein) have been posted in English and Spanish to warn and advise all people.
- B. Further, signs in English and in Spanish have been posted concerning masks and entry into the facility. (copies attached and incorporated herein.)
- C. I have attempted to confer with the Mayor, Police Chief & all Staff in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and mayor
- D. There are no formal courtrooms in this building. there is only a Municipal Judge for the Friona Municipal Court. This Court holds walk-in type dockets. Since COVID-19, we have used technology, telephone, fax, email, and the physical glass barrier.

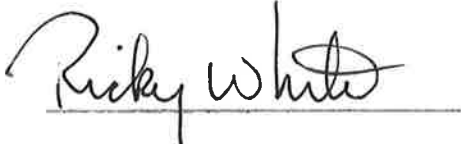
Date: 5/29/2020



Deborah Campbell Presiding Judge
City of Friona Municipal Court

Affirmation of Consultation

I, Ricky White, Mayor of the Town of Friona, affirm that I have consulted with Deborah Campbell, Presiding Judge of the Municipal Court of the Town of Friona regarding this COVID-19 Operating Plan for the Municipal Court.

A handwritten signature in cursive script that reads "Ricky White". The signature is written in black ink and is positioned above a horizontal line.

Mayor Ricky White

Affirmation of Consultation

I, GAYLA DWILLID, Administratrix of Parmor Med Center of the Town of Friona, affirm that I have consulted with Deborah Campbell, Presiding Judge of the Municipal Court of the Town of Friona regarding this COVID-19 Operating Plan for the Municipal Court.

A handwritten signature in cursive script that reads "Gayla Dwilid". The signature is written in black ink and is positioned above a horizontal line.

COVID-19
CORONAVIRUS DISEASE 2019

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



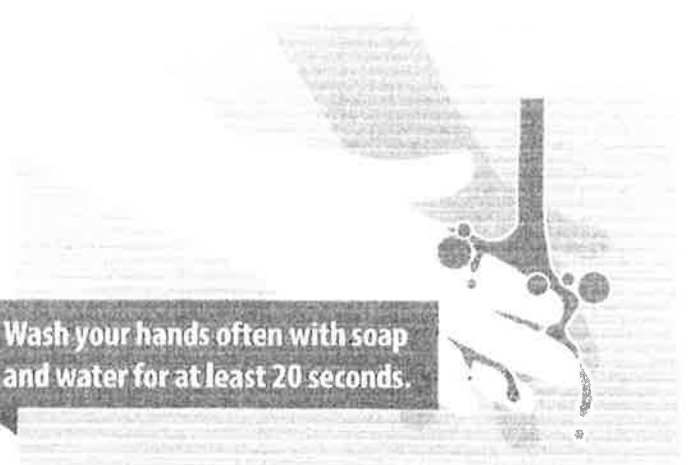
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



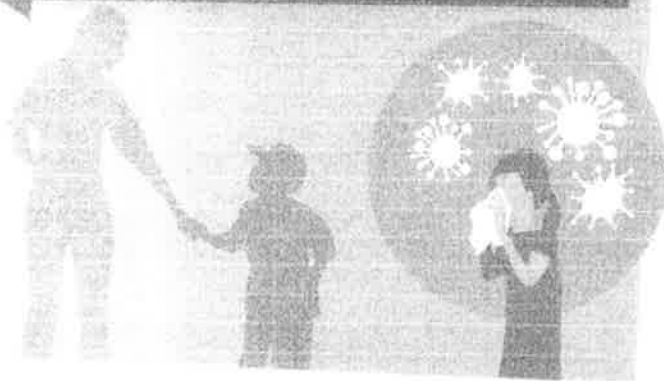
TEXAS
Health and Human
Services

Texas Department of State
Health Services

For more information: dshs.texas.gov/coronavirus

DETENGA LA PROPAGACIÓN DE MICROBIOS

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, o vaya para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

