

COVID-19 Operating Plan for the City of Jourdanton Municipal Court 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 the Jourdanton 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 15, 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: Temperatures will be taken of all individuals upon entering any buildings housing the court.
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, joint pain, headache, sore throat, loss of taste or smell, diarrhea, nausea, vomiting, 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: Staff are provided with hand sanitizer, sanitizing spray for workstations, gloves, and masks. Hand Sanitizer is provided in the lobby for the public. The public/defendants are only allowed into Municipal Court one at a time. Staff working the counter will be separated from the public by security glass. Options available to handle cases by phone, email, mail, and a 24 hour drop box are being encouraged to reduce any in-person dealings with court cases. Notices for these options have been posted on the court's website, mailed, and are posted outside of all court buildings. Before any signature is required, the defendant/public will be required to use hand sanitizer. Any pen used by the public will be sprayed with disinfectant between use and then disposed of at end of day.

4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

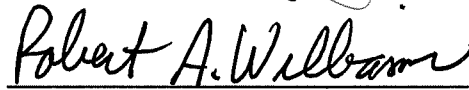
I have attempted to confer with all judges of courts with courtrooms in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and mayor, documentation of which is attached to this plan. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 6/8/2020

A handwritten signature in black ink, appearing to read "M. Dolores Cordova", written over a horizontal line.

M. Dolores Cordova, Presiding Judge of Municipal Court

Date: 6/8/2020

A handwritten signature in black ink, appearing to read "Robert A. Williams", written over a horizontal line.

Robert Williams, Mayor of City of Jourdanton