

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

This Operating Plan is effective immediately and shall remain in effect until further Order of this Court, or order of higher authority.

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 City of Navasota 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 City of Navasota Emergency Management Coordinator Jason Katkoski will maintain regular communication with local public health personnel and the Regional Medical Director for Public Health Region 7 serving Grimes County. The Presiding Judge will adjust this operating plan as necessary with the input from the Navasota Emergency Management Coordinator as well as guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
4. Judges will begin setting non-essential in-person proceedings no sooner than July 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: Judges and court staff who arrive at the court building to perform their respective duties must have their temperature taken and answer screening questions before beginning the performance of their duties.
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 times.
5. Protective Measures: social distancing, disinfectant spray, disinfecting wipes, hand sanitizer, disposable face mask and gloves.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Only two (2) individuals are allowed in the Court Clerk's area at one time. After checking in with the Court Clerk in person, individuals must wait in their vehicle until called/contacted.
2. Magistration schedules for conducting inmate magistration at the Grimes County Jail shall not be affected by this Plan. Magistrates shall otherwise maintain social distancing and hygienic procedures during magistration duties. To the extent possible, remote magistration shall be conducted.
3. Judges may increase the requirements contained in this Plan but may not decrease or diminish such requirements.

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. A notice with this information and about accommodations for such individuals in both English and Spanish will be included with each docket, setting notices and other posting of schedules. A copy of such notice is attached.
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 in both English and Spanish will be posted on the court's websites and in conspicuous locations around the court building.
3. Vulnerable populations who are scheduled for court will be accommodated to allow court appearances and proceedings by telephone, mail, email and Zoom video conferencing (or similar video conferencing technology), to the extent deemed feasible by the Presiding Judge.
4. Attorneys and self-represented parties shall provide the notice to vulnerable populations to any participants they plan to have attend court proceedings.

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. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity will be posted on each restroom door before and during court proceedings.
4. Public common areas, including breakrooms and snack rooms, have been closed to the public.

Gallery

5. The maximum number of persons permitted in the gallery of each courtroom will be determined and posted before and during court proceedings. The maximum capacity of the courtroom will be monitored and enforced by court staff.
6. The gallery of the courtroom will be marked to identify appropriate social distancing in the seating before and during court proceedings. Seating is limited to every other row.

Well

7. 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.

Hygiene

1. Hand sanitizer dispensers have been placed near the courtroom, and inside 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, the court clerk or other designated staff 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. Written questionnaires containing such questions may be used in lieu of oral questioning. 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, the 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 court building.
3. Inmates being transported from the jail to the court building 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.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including: disinfecting wipes, hand sanitizer, disposable face mask and gloves.

Face Coverings

1. All individuals entering the court building will be asked to wear face coverings at all times while in the building. Court Staff, on entering personal work areas, may remove masks or face coverings if alone in the workspace. Court Staff may remove masks or face coverings if there

- are partitions in the office, or if work spaces allow for social distancing of at least 6 feet. Court Staff shall use masks or face coverings for all contacts with others not of that office.
2. Individuals entering the court building 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. At the discretion of the individual judges, face coverings in the courtrooms may be made mandatory.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every hour.
2. Court building cleaning staff will clean the courtroom 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

1. The City of Navasota Municipal Court may take any other reasonable action necessary to avoid exposing court proceedings to the threat of COVID-19.
2. This Order may be extended or modified by written Order of this Court without notice. Any such extension or modification shall be delivered to City Manager, City Mayor, City Attorney/Prosecutor, City Emergency Management Coordinator, Judges and Court Staff.

I certify that I have conferred with the City of Navasota Mayor William A. "Bert" Miller, III, City Manager Brad Stafford and City Attorney/Prosecutor Cary Bovey regarding this Operating Plan. In developing the plan, I consulted with the City Emergency Management Coordinator Jason Katkoski and the Local Health Authority for Grimes County, Dr. Sharon K. Melville, Regional Medical Director for Public Health Region 7 serving Grimes County, 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: June 18, 2020



Patricia M. Gruner

Patricia M. Gruner
Presiding Municipal Court Judge
Navasota Municipal Court

Oliver Anderson

6/18/2020

NAVASOTA MUNICIPAL COURT COVID-19 SCREENING QUESTIONNAIRE

As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and Local Health Authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our staff, we are asking everyone to complete and submit this questionnaire prior to entering the courtroom. Please do not enter the courtroom until your responses have been reviewed and your entry has been approved.

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our staff.

Name:
Physical & Mailing Address:
Phone Number (mobile/home):

Representations	
1	<p>Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer these questions.)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Fever (100.0° F/37.8° C or greater as measured by an infrared thermometer)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Cough</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Shortness of breath or difficulty breathing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Sore throat</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> New loss of taste or smell</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Chills</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Headache or muscle aches</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Nausea, diarrhea, vomiting</p>
2	<p>In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4	<p>Have you been tested for COVID-19 and are waiting to receive test results?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

5	<p>Have you tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact the court at 936.825.6268 when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; and at least 7 days have elapsed since your symptoms first appeared.</p>
6	<p>In the past 14 days, have you been on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7	<p>In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8	<p>Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Explanation: _____</p>

Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential.

(For Office Use Only)

Temperature of the Individual: _____

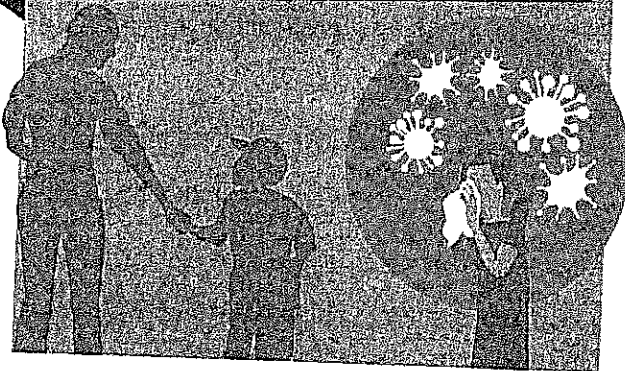
Access to courtroom (circle one): Approved Denied

COVID-19
CORONAVIRUS DISEASE 2019

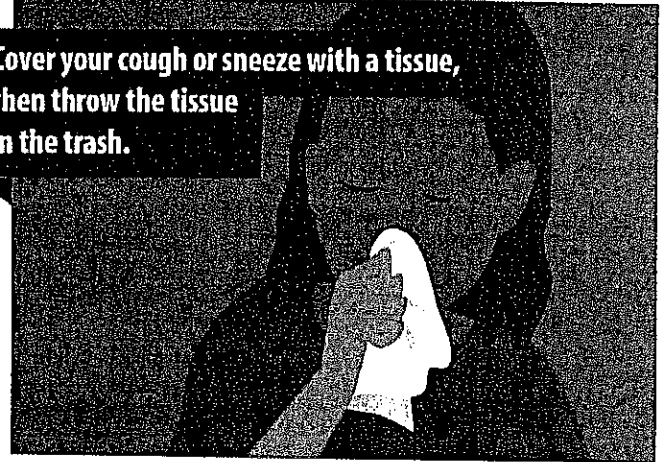
STOP THE SPREAD OF GERMS

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

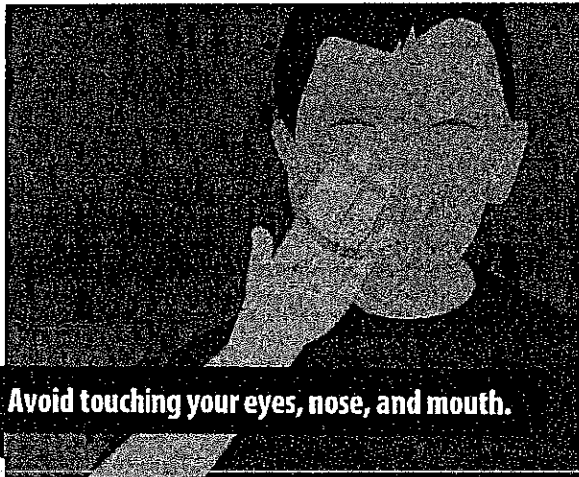
Avoid close contact with people who are sick.



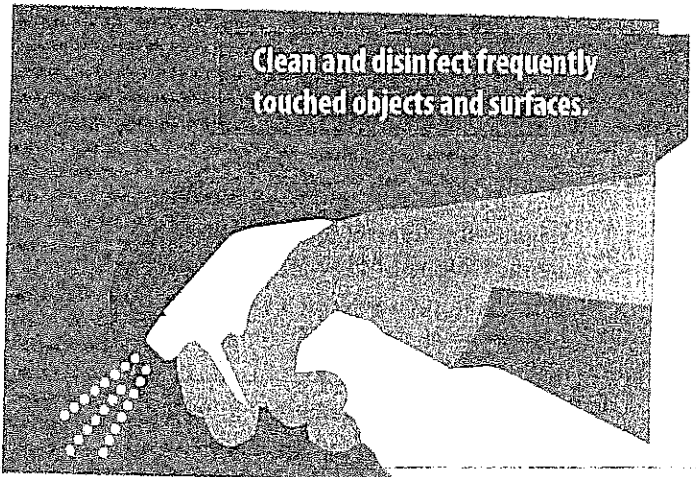
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



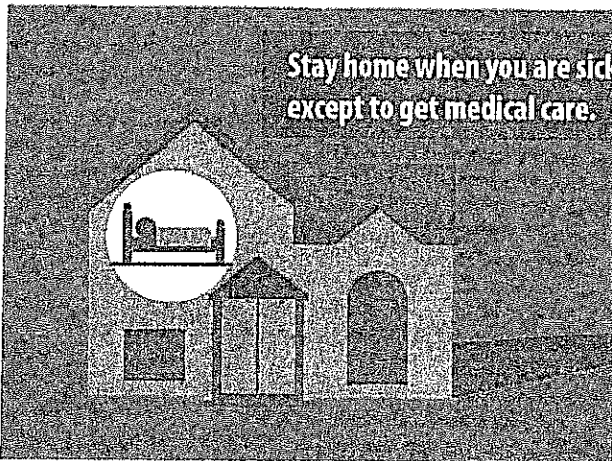
Avoid touching your eyes, nose, and mouth.



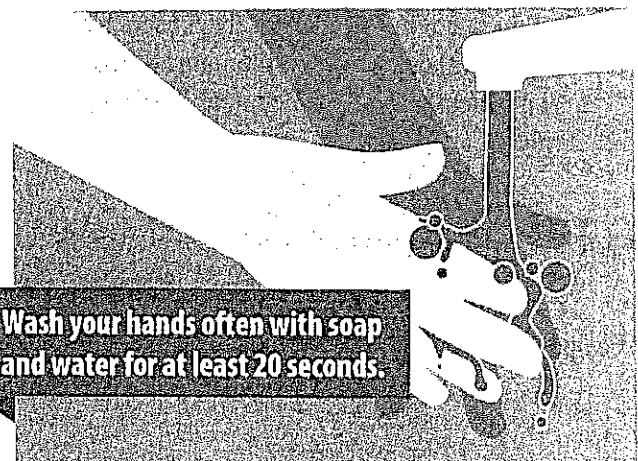
Clean and disinfect frequently touched objects and surfaces.



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

NOTICE TO VULNERABLE POPULATION INDIVIDUALS

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.

Except for specific legal requirements, members of vulnerable populations who are scheduled for court will be accommodated by being given an opportunity to appear by telephone, mail, email, teleconference and Zoom video conferencing, to submit necessary information in written form, or by rescheduling of the in-person hearing until a time after the COVID-19 crisis has diminished.

**Contact the Court for further information.
936.825.6268**

Aviso a poblaciones individuales vulnerables

Las personas que tienen más de 65 años y las personas con afecciones de salud subyacentes graves, como presión arterial alta, enfermedad pulmonar crónica, diabetes, obesidad, asma y aquellos cuyos sistemas inmunes que están comprometidos, como la quimioterapia para el cáncer u otras afecciones que requieren dicha terapia son consideradas **poblaciones vulnerables.**

Excepto por requisitos legales específicos, los miembros de poblaciones vulnerables que están programados para la corte serán acomodados al tener la oportunidad de comparecer por teléfono, correo, correo electrónico, teleconferencia y videoconferencia Zoom, presentar la información necesaria por escrito o reprogramar la audiencia en persona hasta un momento posterior cuando la crisis de COVID-19 ha disminuido.

Póngase en contacto con el Tribunal para obtener más información.

936.825.6268

NOTICE OF ONLINE COURT PROCEEDINGS

This Court has a YouTube Channel that allows compliance with the open courts requirements of the Texas and U.S. Constitutions. The matters on the attached notice of setting or docket that are identified a "Zoom" will appear on that channel at the posted time. Matters are frequently passed or rescheduled. Therefore, be prepared for changes to the schedule.

The YouTube Channel URL for this Court is as follows:

<https://www.youtube.com/channel/UCM7S5vtr1S4dDE6ofBGvXvA>