



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

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the court, the court of the **City of Parker** 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 City Administrator 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 17, 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: All staff will self-monitor and will immediately report any symptoms or exposure to his/her supervisor.
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. (If plexiglass barrier is in place at bench, judge will not be required to wear mask)
5. Protective Measures: *Frequent hand washing is required and hand sanitizer is strategically located throughout the workplace.*

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
Due to our court being a low volume court our court schedule will continue to be Once a month on the third Wednesday @ 9:00 am. We will maintain occupancy of no more than 10 in the courtroom.

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.
3. Vulnerable populations who are scheduled for court will be accommodated by mail or remotely.

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.

Gallery

4. 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.

Well

5. In the courtroom, the counsel tables, witness stand, judge's bench, 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 at the customer service window.
2. Tissues and hand sanitizer have been placed in the courtroom.
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 court building, Court security 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. Individuals who indicate yes to any of these questions will be refused admittance to the court building.
2. 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.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face mask and gloves.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times.

Cleaning

1. Court building staff will clean the common areas of the court building so that common spaces are cleaned at least every two hours, when courtroom is used.
2. Court building staff have been provided cleaning supplies shown to be effective with this coronavirus.
3. Court building staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

Staff will adhere to all social distancing requirements and will be spread out to meet all guidelines. Blue tape has been placed every six feet in our lobby to maintain public social distancing. Additionally, seating in the courtroom will be assigned to meet social distancing guidelines. Our court service window in the lobby is solid ballistic glass that substantially limits airflow between defendants and clerks. This will greatly reduce exposure. Court Administrator will wear gloves when handling cash.

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 City Administrator 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: 5/22/2020



Presiding Judge of Municipal Court

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.

