



**City of Plainview  
Municipal Court  
COVID-19 Operating Plan**

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

**General**

All judges will comply with the Emergency Orders issued by the City and County Local Governments, 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. All judges will use all reasonable efforts to conduct proceedings remotely.

The presiding judge of the municipal court will maintain regular communication with the local health authority, County Judge, Mayor and City Manager and adjust this operating plan as necessary with conditions in the City.

Judges will begin setting non-essential in-person proceedings no sooner than June 1, 2020.

**Judge and Court Staff Health**

The Judge and Court staff health monitoring requirements include:

- Check your temperature daily before going to the office and wear PPE when needed.
- Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.3°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.
- Judges and court staff will be required to practice social distancing and practice appropriate hygiene recommendations at all times consistent with those of the Local Health Authority, Department of State Health Services and the Centers for Disease Control.
- Protective Measures will be taken to wipe down cabinets, door knobs and anything that may have been touched during your time in the office before the staff member leaves each day.

## **Scheduling**

The court schedules are established to reduce occupancy in the court area. No more than one person in each office at this time. If you do have to enter another office, maintain a social distance of at least 6 feet and reduce your presence as much as possible.

## **Vulnerable Populations**

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.

The 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 area (a copy of which is attached).

Vulnerable populations who are scheduled for court will be accommodated by rescheduling the case if possible and/or will be encouraged to wear a mask and set the case in a time slot where least amount of defendants are here.

## **Social Distancing**

All persons not from the same household who are permitted in the court area will be required to maintain adequate social distancing of at least six (6) feet.

## **Restrooms**

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.

## **Gallery**

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.

The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

## **Well**

The 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**

- Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor and outside of each courtroom area.
- 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.

- The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the building that houses the court.

### **Screening**

When individuals attempt to enter the court area, Court clerks 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 area.

### **Face Coverings**

All individuals entering the court area will be encouraged to wear face coverings at all times.

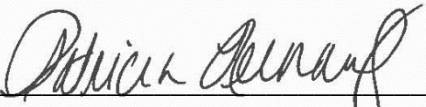
### **Cleaning**

- Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every four hours.
- Court building cleaning staff will clean the courtroom areas between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom is used.
- Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

The Municipal Court Judge and its court employees covered by this Operating Plan will conduct proceedings consistent with the plan

Dated 05/29/2020

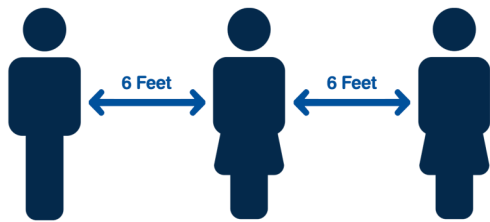


  
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Presiding Judge of Municipal Court

# COVID-19 and CITY OFFICES

**BEFORE ENTERING A CITY BUILDING,  
CITIZENS ARE ASKED TO:**

## Practice Social Distancing



## Wear Cloth Face Covering



## Stay Home If Possible

Utilize Online,  
Curbside or  
Drive-Thru

## Wash / Disinfect Hands when entering Building



Call 296.1100 for  
Assistance

## Other Ways We are Helping:

- Minimal number of customers in building
- Buildings Sanitized Twice a Day
- Clean and sanitize work areas, including vehicles
- Employees screened & sent home if showing symptoms of COVID-19

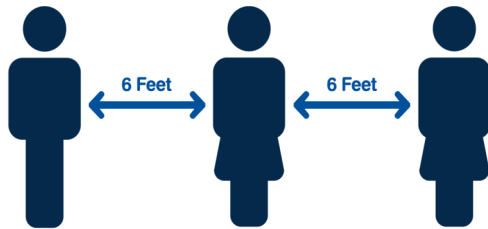


**Protecting Employees & Citizens**

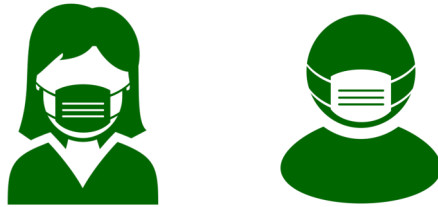
# COVID-19 y OFICINAS DE LA CIUDAD

ANTES DE INGRESAR A UN EDIFICIO DE LA CIUDAD,  
SE PIDE A LOS CIUDADANOS:

## Practicar el distanciamiento social



## Usar una mascarilla



**Quedarse en casa Si es posible**

Utilizar servicios por Internet, en la acera, o auto servicio

## Lavarse / desinfectarse las manos al entrar al edificio



Llame al 296.1100 para asistencia

## Otras formas en que estamos ayudando:

- Número mínimo de clientes en el edificio
- Edificios desinfectados dos veces al día
- Limpiar y desinfectar áreas de trabajo, incluyendo vehiculos.
- Empleados examinados y enviados a casa si muestran síntomas de COVID-19



**Protección de empleados y ciudadanos**

**COVID-19 and CITY OFFICES**

# **MUNICIPAL COURT**

## **NOTICE**

### **To Vulnerable Populations**

**"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."**

If you meet the above definition and feel uncomfortable coming to your appointment, please notify the Court and we will reschedule your hearing to set your case in a time slot where no one else is here. We suggest you wear a mask when appearing in court. Please contact us by phone at 806-296-1178.



**Protecting Employees & Citizens**