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COVID-19 Operating Plan for the City of Rio Hondo 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 Municipal Court of the City of Rio Hondo** 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 Court Clerk and Presiding Judge will maintain regular communication with the **City Manager** 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 **July 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:
Face Coverings are mandatory; temperatures are taken upon arrival; hand sanitizers have been installed; face coverings are provided for Judges, personnel and officers of the court and required. All staff is required to immediately report any symptoms to the Presiding Judge or Court Clerk.
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: Face Coverings for all employees and gloves for anyone in physical contact, i.e. exchanging paper forms, payments are mandatory; temperatures are taken upon arrival; hand sanitizers have been installed. All staff is required to immediately report any symptoms to the Presiding Judge or Court Clerk. Full and complete sanitations and cleaning shall be conducted before and after every in-person court session and the court offices, lobby and courtroom shall be completely sanitized on a regular four-hour daily basis and before and after operating times.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: All reasonable efforts will be made to conduct proceedings via drop box or email, when possible or practicable. The court will allow only 10 people in the building at any given time. The maximum 10 will apply to walk in defendants and scheduled court appearances and will be required to follow "social distancing" of at least 6 feet apart and wear face coverings. If the limit of individuals is reached, defendants must wait outside until others leave. If individuals other than defendants appear, they must wait outside. Defendants will be reminded to utilize the cashier's window to expedite payments when at capacity. RHPD will monitor and maintain order.

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 utilizing the drop box, mail, or email or by automatically resetting their cases.

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 has been posted on each restroom door.

4. Public common areas, including break rooms and snack rooms, have been closed to the public.

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

Well

7. In each courtroom, the counsel tables, witness stand, judges' 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 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, **Bailiffs and/or Court 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. When individuals attempt to enter the court building, **Bailiffs and/or Court Staff**, 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 masks and gloves.

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 if available, or will be directed to utilize the drop box, email or mail.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every four (4) hours.
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.

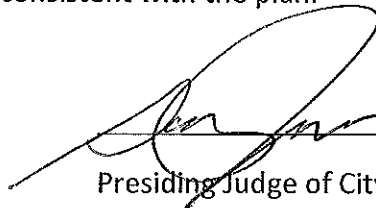
Other

1. Hand sanitizer will be made available to all entering and exiting the courtroom building.
2. No children under the age of 14 shall be allowed in the courtroom unless not feasible or necessary.
3. Not more than 6 inmates shall be allowed in the courtroom at one time.
4. Not more than 6 members of the public shall be allowed into the courtroom, at one time, unless approved by the Judge.
5. All persons in the courtroom and lobby shall remain 6 feet apart wearing face coverings.
6. We have glass at the front counters, that will limit exposure even more so to the clerks and the public.

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 **City Manager and City Mayor** documentation of which is attached to this plan. I will ensure that the Judges of the Rio Hondo Municipal Court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: June 3, 2020



Presiding Judge of City of Rio Hondo Municipal

Court



City of Rio Hondo, City Manager



Date



City of Rio Hondo, Mayor



Date