

COVID-19 Operating Plan for the City of Southside Place 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 to attend a scheduled court proceeding, the City of Southside Place 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. Any party requesting to appear remotely may contact the court for accommodations.**
- 3. The presiding judge of the municipal court will communicate with the local health authority, city manager and mayor as necessary and will adjust this operating plan as necessary with changing conditions in the city.**
- 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: The judges and court staff will take and record their temperature upon entering the municipal court building to attend a scheduled court proceeding.**
- 3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.4°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.**
- 5. Protective Measures: The judge and court staff will be provided gloves and face coverings and will comply with social distancing standards during in-person court proceedings.**
- 6. Judges and court staff will read and comply with the suggestions and guidance in attachments No.1 (Harris County Public Health Information Sheet titled How Do I Get**

Tested If I Am High Risk and Have Symptoms Related To COVID-19?), No.2 (Harris County Public Health Information Sheet titled Guidance for Cleaning and Disinfecting), No.3 (Harris County Public Health Information Sheet titled Guidance For Masks During COVID-19), No.4 (CDC Information Sheet titled Symptoms of Coronavirus (COVID-19)), No.5 (CDC Information Sheet titled Stop the Spread of Germs), No.6 (CDC Information Sheet titled Stop. Feeling Sick? Stay Home When You Are Sick!).

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: All court dockets will be held on three Mondays per month. Docket times will be staggered at 4:00pm, 4:30pm, 5:00pm, 5:30pm and 6:00pm. The number of people allowed in the courtroom at one time will not exceed 15. All persons in the courtroom and municipal court building during a scheduled court proceeding will be required to wear protective face coverings and will comply with social distancing standards.

Vulnerable Populations

1. Individuals who are 65 years old and over 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 court's website 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 on an individual case by case basis. Individuals identifying themselves as members of a vulnerable population will be given the opportunity to schedule their court appearance via Zoom teleconference or an individual court setting.

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.**
- 5. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.**
- 6. Floor markers will be placed to designate proper spacing for individuals in the courtroom.**
- 7. Social Distancing reminder signage will be posted outside of the courtroom.**

Well

- 8. 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 at the entrances to the building, outside of the courtroom and outside of the bathrooms.**
- 2. Tissues and waste bins 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 on the first floor of the court building.**
- 4. Proper handwashing signage will be placed in all restrooms.**

Screening

- 1. Proper signage will be placed on the entry door to the municipal building informing visitors to stay home if they are sick.**
- 2. Staff who are screening individuals entering the building will read attachments Nos. 1-6 as described above as well the operating instructions for the thermometer used to screen people entering the building.**
- 3. When individuals attempt to enter the court building to attend a scheduled court proceeding, a court security officer 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 an affirmative response to any of these questions will be refused admittance to the court building.**
- 4. When individuals attempt to enter the court building to attend a scheduled court proceeding, a court security officer will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.4°F will be refused admittance to the court building.**

5. Staff who are screening individuals entering the court building will be provided hand sanitizer disinfecting wipes, face coverings and gloves.

Face Coverings

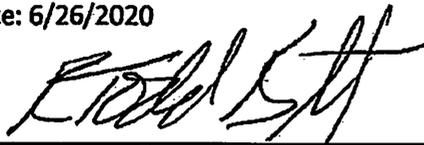
1. All individuals entering the court building to attend a scheduled court proceeding will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided if available.
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.

Cleaning and Disinfecting

1. City cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least one time every 24 hours.
2. City cleaning staff will clean the courtrooms at the end of each day the courtroom is used.
3. City cleaning staff will clean and disinfect frequently touched surfaces such as door handles, elevator buttons, handrails light switches, etc. at least one per day and more often as required.
4. City cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus and will use EPA-registered disinfectants when available.
5. City cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

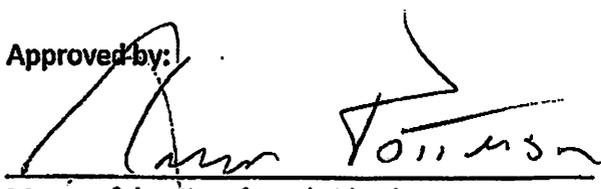
I have conferred with all judges of courts with courtrooms in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and mayor, documentation of which is attached to this plan. I will ensure that the judges of courts with courtrooms in the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

Date: 6/26/2020

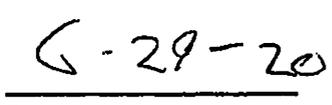


Presiding Judge of Municipal Court

Approved by:

A handwritten signature in black ink, appearing to read "Ann Tomlinson". The signature is written over a horizontal line.

Mayor of the City of Southside Place

A handwritten date "6-29-20" in black ink, written above a horizontal line.

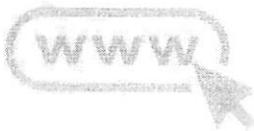
Date



How Do I Get Tested If I Am High Risk and Have Symptoms Related To COVID-19?

Local public health agencies are working with federal partners to provide testing to Harris County residents who need COVID-19. It is particularly important to seek testing if you are at high-risk, have come into contact with someone who tested positive, or you have symptoms. Most cases of COVID-19 can be cared for at home.

1 How to Sign Up for Testing



You can sign up for a test by calling 832-927-7575 or by visiting <http://covidcheck.hctx.net> to complete our brief questionnaire. Complete the brief online survey, choose your testing site location and time, receive your code and go to the testing site.

2 Travelling to Your Testing Site



Once you have completed the questionnaire, you will receive a unique ID code. Please arrive at your assigned testing location on time; be sure to bring your unique ID Code and any photo id. We encourage you to bring insurance information if you have it, but, you can and will be tested regardless of your insurance status.

Please do not come with passengers that do not have a code from one of our nurses. They will not receive a test.



Guidance for Cleaning and Disinfecting

Medical experts believe that COVID-19 (novel coronavirus) may remain contagious on surfaces of all materials for several hours to several days. Cleaning and infecting dirty surfaces is the best way to prevent the spread of COVID-19 and other viruses in the majority settings and at home.

Cleaning is the removal of dirt and germs from surfaces. However, cleaning does not get rid of all germs.

Disinfecting works by using chemicals to kill the majority of germs on surfaces. Killing germs on surfaces reduces the risk of spreading COVID-19 or other infections.

SURFACES

- If surfaces are dirty, they should be cleaned using a detergent or soap and water, prior to disinfecting
- Disinfect all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day
- Clean and disinfect any surfaces that may have blood, stool, or body fluids on them

LAUNDRY

- Do not shake dirty laundry. Shaking laundry could further spread the virus
- Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them
- Wear disposable gloves while handling soiled items and keep soiled items away from your body. Clean hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing gloves
- If possible, wash items with the warmest water setting and dry all items completely
- Disinfect items used to carry laundry

Place all used gloves, facemasks, and other contaminated items in a lined container before throwing away with other waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. If hands are visibly dirty use soap and water

OCEE 03/12/2020

For additional workplace guidance visit the Centers for Disease Control and Prevention: www.cdc.gov and the World Health Organization: www.who.int

GUIDANCE FOR MASKS

DURING COVID-19

What we know about COVID-19 is changing rapidly. The Centers for Disease Control and Prevention (CDC) have recently revised the guidelines on the use of face masks (or face covers) and how it might help to prevent the spread of COVID-19.



The Bottom Line

Surgical masks and N-95 should be reserved for use by healthcare workers due to already limited supplies. The use of masks must be coupled with frequent and proper hand washing and social distancing. Cloth face coverings **ARE NOT** a replacement for social distancing.



Types of Masks

- N95 Respirators: Tight-fitting mask that filters out airborne particles as well as larger droplets. Reserved for healthcare settings.
- Surgical Masks: Loose-fitting mask that protects from larger droplets, splashes, saliva and respiratory secretions. Prioritized for healthcare settings.
- Homemade Masks/Face covers: Made from fabric or scarves and generally reusable.

There are no official guidelines for quality control. The type of fabric used and fit will determine the effectiveness of a homemade mask/face cover.



When to Use a Mask

- If you are sick or experiencing COVID-19 symptoms.
- If you are caring for someone experiencing COVID-19 symptoms.
- If in public and you are unable to maintain 6ft of distance from others such as when grocery shopping, going to medical appointments or doing other essential business away from your home.



How to Put on and Take Off a Mask

- Before use, wash your hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask. Ensure there are no gaps.
- Avoid touching the mask while using it, if you do, clean wash your hands.
- Replace the mask with a new one as soon as it is damp. **DO NOT re-use single-use masks.** Discard immediately in a closed bin and wash your hands.



How to Care for Non-Disposable Masks/Face Covers

- Wash masks before first use and wash between each use.
- Wash in hot water and use a disinfectant like bleach, dry completely on high heat to kill pathogens.
- Masks may need to be ironed after washing to ensure no rolls or gaps on sealing surface. Doubling or tripling the layers of fabric has not been shown to be much benefit. It is not recommended and it makes the mask much harder to wear.

OCEE 04/05/2020



Harris County
Public Health
Building a Healthy Community



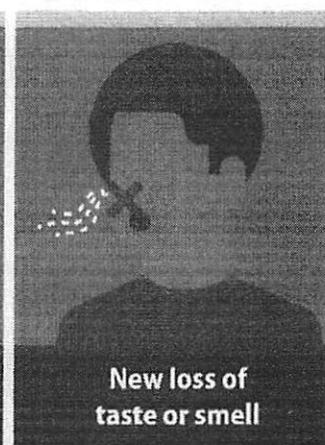
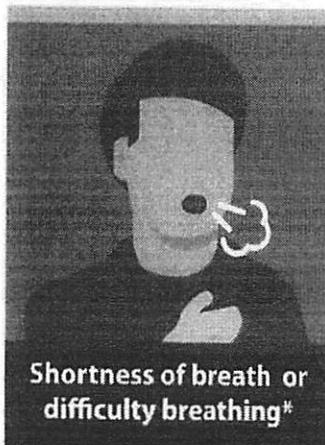
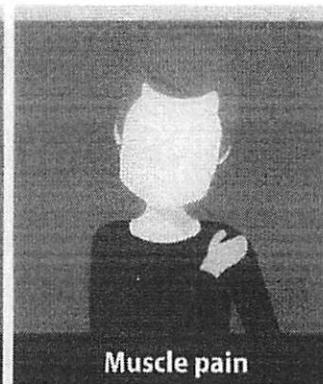
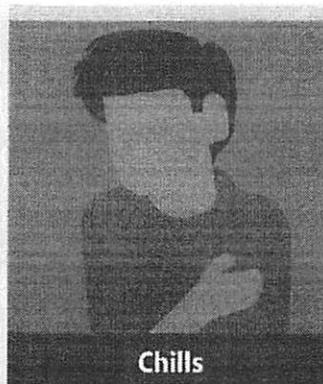
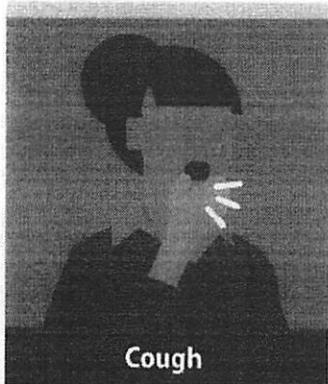
HCPHTX.ORG

COVID19

COMMON VIRUS DISEASE

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

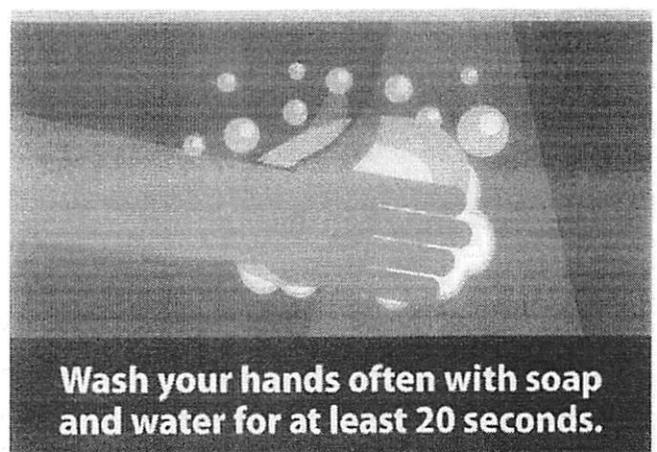
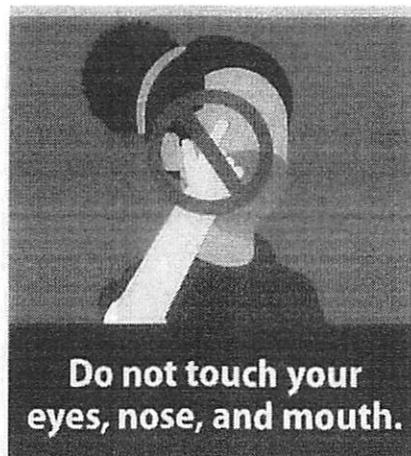
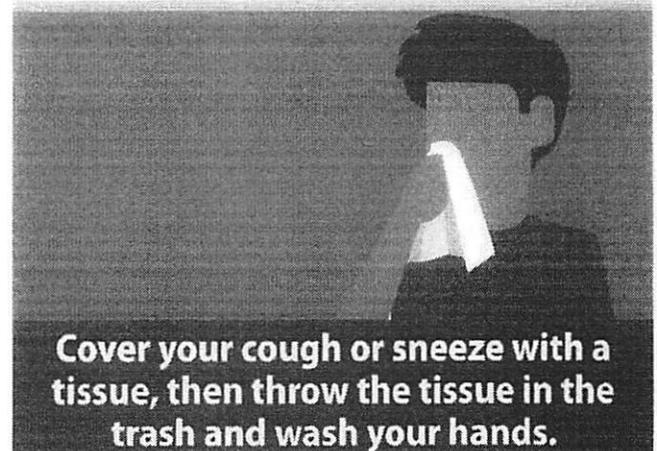
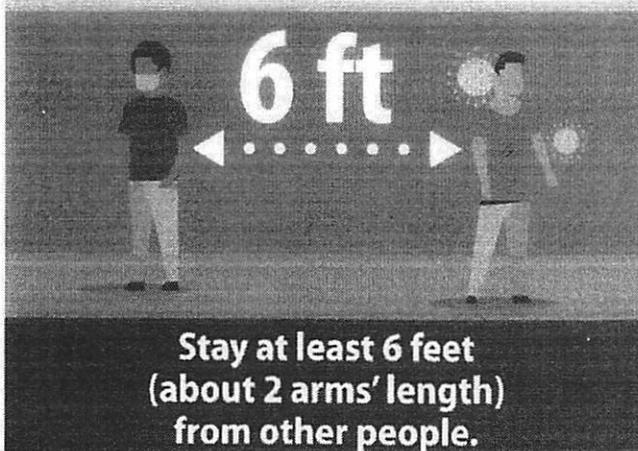


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Stop the Spread of Germs

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



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

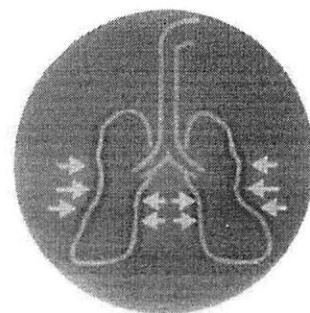
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)