

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of **the city of Springtown, Texas**, 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 mayor 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 10, 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: Court staff will monitor each other and report any health issues.
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.
5. Protective Measures: The public contact area in front of the clerks office is protected by a glass screen and hand sanitizers are available with tissues on both sides for the public and for the clerk staff as information and or paperwork is exchanged or reviewed,

**Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: Court Sessions will be twice monthly if required on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month; and depending on the number of persons requiring a hearing there will be 1 hour sessions scheduled for approximately 20 persons , because historically 40 to 50 percent fail to appear, which leaves a workable number of people and an adequate number of safe seating available.

**TEMPLATE TO BE MODIFIED AS APPROPRIATE**

2. On June 10 , 2020, there is an attorney plea docket scheduled with the prosecutor and 4 or 5 attorneys who have received notices to deal with their cases, no defendants will normally appear unless the attorney has requested their client to meet ..
3. On June 16, 2020, we have a first appearance docket call at 2:00, 3:00 and 4:00 pm , involving 18, 25 and 5 persons , respectively ,and because only 50 percent attendance is normal our safe seating in more than adequate and safe.

**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 offering them an alternative court date or being seen as soon as possible..

**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 breakrooms , 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. .
7. The Courtroom ordinarily affords seating for 60 to 70 people, but that seating has been altered to provide safe seating for 15 people, which will allow safe zones of at least 6 foot distancing, In addition the hallway has been marked with appropriate safe zones to separate individuals arriving for court where they may wait before being directed to the Courtroom by the Bailiff

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8. In each courtroom, the judge's bench, and clerk,, 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 or near t the entrances to the courtroom, and at the Clerks window in the hallway beside the court.
2. Tissues have been placed near the door of the courtroom, at the witness stand, on the judges' bench and at the clerks window..
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, subject to availability..

**Screening**

1. When individuals attempt to enter the court building, a staff person 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, a staff person 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 gloves and a mask..

**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.
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**

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned after each court date. The counter at the clerks windows will be cleaned twice daily.
2. Court building cleaning staff will clean the courtroom at the end of each day the courtroom is used.

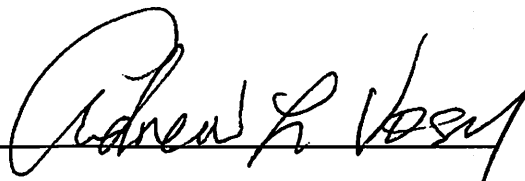
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3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

**Other**

1. I have met with the Court Administrator, the City Manager, and the Assistant City Manager and the Chief of Police in developing this plan. I will circulate the Plan with our Associate Judge Cecilia Thomas for her suggestions and to assure that operations consistent with these Plans take place in our Court during this period. I have consulted with the Parker County Health Official, and his response will be attached to this Plan.

Date: 6/1/2020

  
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Presiding Judge of Municipal Court