

COVID-19 Operating Plan for the Municipal Court of Taylor Lake Village, Harris County, Texas

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 court of Taylor Lake Village , 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 3, 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: Staff will check temperature daily before reporting to the office. Hands must be washed upon entering and exiting the building.
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 practice social distancing, suggested to wear face masks, and practice appropriate hygiene recommendations at all time.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Occupancy of city hall during court dockets shall not exceed one-half (1/2) of the gallery occupancy limit of 50, plus staff. Therefore, occupancy for attorneys and defendants shall be limited to twenty-five people.

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 allowing resets, pleas to be entered via the city website, curbside hearings in the city hall parking lot, or correspondence by mail.
4. Vulnerable populations who are scheduled for court will be accommodated by being allowed to reset or handle their matter via email, telephone and possibly a virtual appearances.

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(2) and the maximum capacity has been posted on each restroom door.
3. Public common areas, including breakrooms, 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 the ends of each row. One person at each end (= 10) or two persons from the same household (=20)

Well

6. 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, and inside of bathrooms.
2. Tissues have been placed near the door of the courtroom, on the judge's bench.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations in the court building.

Screening

1. When individuals attempt to enter the court building, baliffs 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, baliffs 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 face shields, 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.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 3 hours on court days.
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.

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, David P. Gill, 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: 6/4/20

Leslie D. Guhl

Leslie D. Guhl, Presiding Judge of Municipal Court

Date: 6/3/20

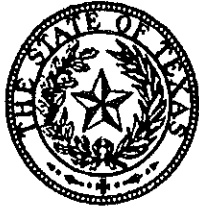
Jon Keeney

Jon Keeney, Mayor, Taylor Lake Village, Texas

Date: 6/5/20

David P. Gill

David, P. Gill, M.D.



TAYLOR LAKE VILLAGE MUNICIPAL COURT

NOTICE TO VULNERABLE INDIVIDUALS

NOTICE: ANY PERSON WHO HAS BEEN DEEMED A VULNERABLE INDIVIDUAL AS DEFINED BELOW SHALL CONTACT THE COURT AT LEAST 48 HOURS PRIOR TO ANY APPEARANCE DATE AND/OR HEARING DATE AT 281-326-2843 TO REQUEST TO HAVE THEIR IN-PERSON APPEARANCE SCHEDULED AT CURBSIDE SO THAT THE PERSON MAY REMAIN IN THEIR VEHICLE, OR TO RESCHEDULE THEIR HEARING FOR A LATER DATE, OR HANDLE THEIR MATTER VIA EMAIL, TELEPHONE AND POSSIBLY A VIRTUAL APPEARANCE.

*Vulnerable individuals are those 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.