

COVID-19 First Amended Operating Plan for the Coryell County Judiciary

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 Coryell County 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 local administrative district judge will maintain regular communication with the local health authority and county judge and adjust this operating plan as necessary with conditions in the county.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 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: The Texas Health and Human Services Protocol Checklist for All Employees Form will be provided to all Judges and Court Staff (see attached).
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 at all times, except in court staff offices, chambers, or courtrooms when social distancing is achievable, and at the discretion of the Presiding Judge.
5. Judges and court staff will be required to practice social distancing and practice appropriate hygiene recommendations at all time.
6. Protective Measures: Judges and court staff offices will be arranged to maintain adequate social distancing of at least 6 feet. Separate restrooms will be designated for Judges and court staff with restrooms evaluated to determine capacity. Hand sanitizer has been placed outside of each courtroom and bathroom. Tissues have been placed near the door of the courtroom and in chambers and court staff offices.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
Every Court has designated a specific courtroom for all in-person hearings. Each Court's in-person docket will be limited to specific days with staggered times and limited numbers of cases or individuals to reduce total occupancy.

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, docket notices, and 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 remote proceedings, or a special setting for only the case involving the vulnerable individual.

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 one individual 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 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, judge's bench, 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 has been placed at the entrances to the building, outside of elevators on each floor, outside 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, County 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, County Staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°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 surgical masks, gloves, and thermometer.

Face Coverings

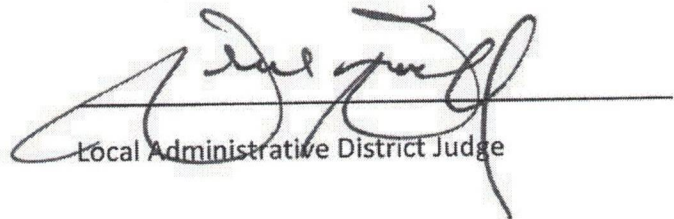
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be 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.
4. All individuals entering the courtrooms will be required to wear face coverings at the discretion of the Presiding Judge.

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) three 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.

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 the county judge, 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: 6/30/2020



Local Administrative District Judge

COVID-19 Operating Plan for the Coryell County Judiciary

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 Coryell County 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 local administrative district judge will maintain regular communication with the local health authority and county judge and adjust this operating plan as necessary with conditions in the county.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 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: The Texas Health and Human Services Protocol Checklist for All Employees Form will be provided to all Judges and Court Staff (see attached).
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 at all times, except in court staff offices, chambers, or courtrooms when social distancing is achievable, and at the discretion of the Presiding Judge.
5. Judges and court staff will be required to practice social distancing and practice appropriate hygiene recommendations at all time.
6. Protective Measures: Judges and court staff offices will be arranged to maintain adequate social distancing of at least 6 feet. Separate restrooms will be designated for Judges and court staff with restrooms evaluated to determine capacity. Hand sanitizer has been placed outside of each courtroom and bathroom. Tissues have been placed near the door of the courtroom and in chambers and court staff offices.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
Every Court has designated a specific courtroom for all in-person hearings. Each Court's in-person docket will be limited to specific days with staggered times and limited numbers of cases or individuals to reduce total occupancy.

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, docket notices, and 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 remote proceedings, or a special setting for only the case involving the vulnerable individual.

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 one individual 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 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, judge's bench, 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 has been placed at the entrances to the building, outside of elevators on each floor, outside 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, County 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, County Staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°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 surgical masks, gloves, and thermometer.

Face Coverings

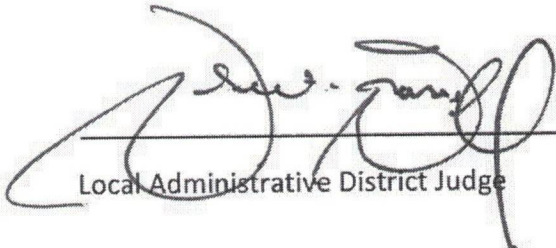
1. All individuals entering the court building will be requested to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will 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.
4. All individuals entering the courtrooms will be required to wear face coverings at the discretion of the Presiding Judge.

Cleaning

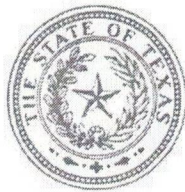
1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every (3) three hours.
2. Court building cleaning staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day 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.

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 the county judge, 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: 6/8/2020



Local Administrative District Judge



TRENT D. FARRELL

Judge 52nd Judicial District Court
Coryell County Courthouse
Gatesville, Texas 76528

Judges of Coryell County,

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the courts, as Local Administrative District Judge, in accordance with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, I am requesting all judges of Coryell County to conduct proceedings consistent with the Coryell County operating plan.

Regional Administrative Judge Stubblefield requests all the judges require masks in their Courtroom. "The governor's office and AG clarified that their statements about being able to require citizens to wear masks did not include the judicial branch. People who don't wear masks are often confused in their motivation NOT to wear a mask. Masks are not so much to protect the wearer, but to protect others coming into contact with the wearer. A person who chooses not to wear a mask is not demonstrating courage or a belief that the virus is a vast hoax, but rather choosing to potentially infect other people (he or she might be asymptomatic or the virus is in the early stages of incubating). To wear a mask is actually to demonstrate a concern for your neighbors and fellow citizens, particularly the vulnerable population."

As the Presiding Judges of your courts please ensure everyone complies with the county operating plan and the Supreme Court's Emergency Orders, 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.

Thank you for all that you are doing to keep the courts operating during this trying time.

A handwritten signature in black ink, appearing to read "Trent D. Farrell", written over a circular stamp or seal.

Trent D. Farrell
Local Administrative District Judge

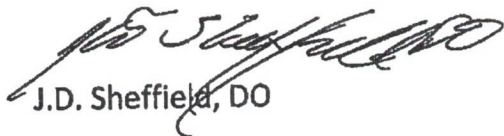
June 6, 2020

To Whom It May Concern,

In my role as Local Health Authority for Coryell County I have examined the Covid-19 Operating Plan for the Coryell County Judiciary and I approve it.

Please contact me if any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "J.D. Sheffield, DO". The signature is written in a cursive style with a large, stylized initial "J".

J.D. Sheffield, DO



CHECKLIST FOR ALL EMPLOYERS

The following are the minimum recommended health protocols for all businesses choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health protocols for your employees and contractors:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and contractors before coming into the business:
 - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:

<ul style="list-style-type: none"> - Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache 	<ul style="list-style-type: none"> - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19
---	--
 - Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing



ALL EMPLOYERS: Page 2 of 2

medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or

- In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

- Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees and contractors wash or sanitize their hands upon entering the business.
- Have employees and contractors maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- If an employer provides a meal for employees and/or contractors, employers are recommended to have the meal individually packed for each individual.
- Consistent with the actions taken by many employers across the state, consider having all employees and contractors wear cloth face coverings (over the nose and mouth). If available, employees and contractors should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- If 6 feet of separation is not available between employees, contractors, and/or customers inside the facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and customers.
- Place readily visible signage at the business to remind everyone of best hygiene practices.
- For employers with more than 10 employees and/or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the employer are being successfully implemented and followed.

*******COVID NOTICE*******

VULNERABLE POPULATION NOTICE

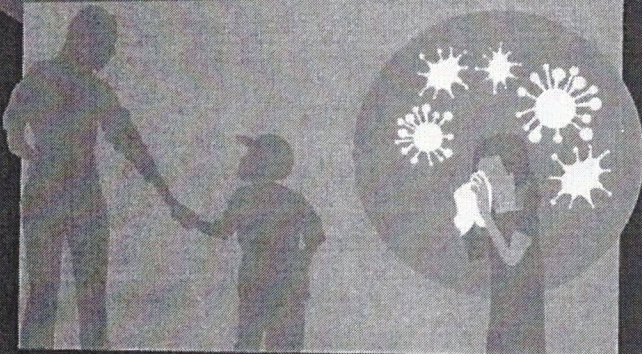
IF YOU ARE OVER AGE 65 OR AN INDIVIDUAL WITH SERIOUS UNDERLYING HEALTH CONDITIONS, SUCH AS HIGH BLOOD PRESSURE, CHRONIC LUNG DISEASE, DIABETES, OBESITY, ASTHMA, AND THOSE WHOSE IMMUNE SYSTEMS ARE COMPROMISED SUCH AS BY CHEMOTHERAPY FOR CANCER OR OTHER CONDITIONS REQUIRING SUCH THERAPY, YOU ARE CONSIDERED TO BE IN THE VULNERABLE POPULATION.

IF YOU CONSIDER YOURSELF IN THE VULNERABLE POPULATION PLEASE CONTACT THE COURT HEARING YOUR CASE TO RECEIVE ACCOMODATIONS

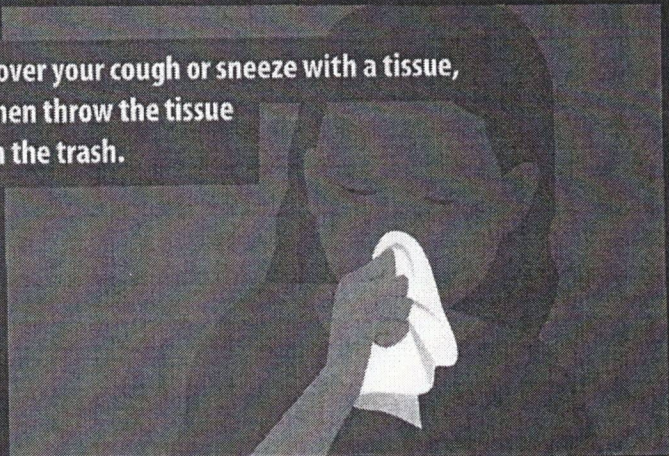
Stop the Spread of Germs

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

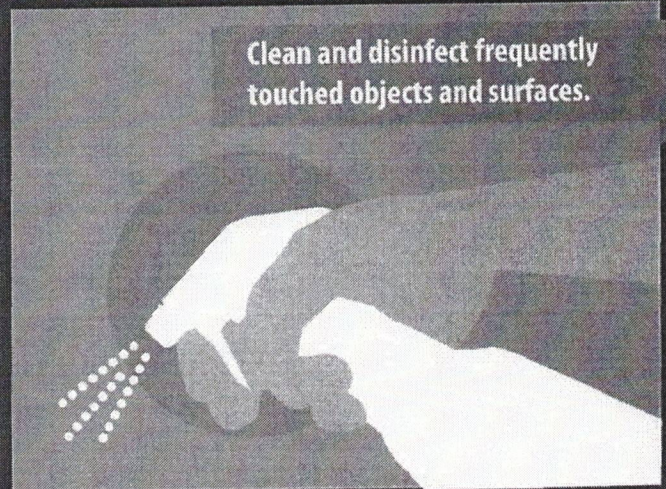
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



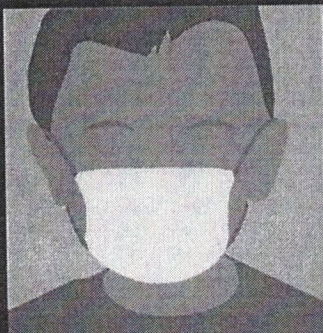
Clean and disinfect frequently touched objects and surfaces.



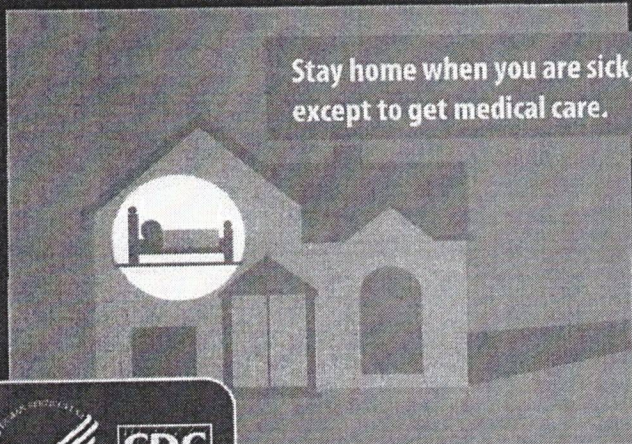
Avoid touching your eyes, nose, and mouth.



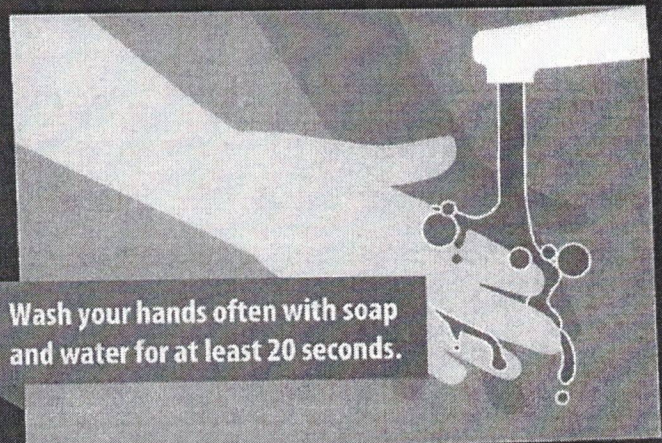
When in public, wear a cloth face covering over your nose and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



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

Trent Farrell

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Tuesday, May 12, 2020 9:07 AM
To: Trent Farrell
Subject: Fwd: Coryell county operational plan

Sent from my iPhone

Begin forwarded message:

From: Trent Farrell <52dist_judge@coryellcounty.org>
Date: May 6, 2020 at 11:05:10 AM CDT
To: Roger Miller <countyjudge@coryellcounty.org>
Cc: Brandon Belt <county_attorney@coryellcounty.org>
Subject: Coryell county operational plan

Judge Miller

As we talked about yesterday, I have set my meeting Thursday at 3:00 for all of the judges to appear remotely to begin discussions towards the creation of a county operational plan for in-person hearings in accordance with OCA's further guidance after June 1, 2020.

Thank you for contacting Dr. Bates, our county's local health authority, to coordinate his assistance and setting up the protocols and procedures for our county's plan. Please confirm with our health authority expert his availability to not only review our plan but also make specific recommendations for the protocols and procedures as suggested by OCA guidance and OCA template. Thank you again for all your help.

TD Farrell
Local Administrative District Judge

Sent from my iPhone

Trent Farrell

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Tuesday, May 12, 2020 12:03 PM
To: Trent Farrell
Subject: Fwd: Court building capacity

Sent from my iPhone

Begin forwarded message:

From: Trent Farrell <52dist_judge@coryellcounty.org>
Date: May 8, 2020 at 12:28:56 PM CDT
To: Roger Miller <countyjudge@coryellcounty.org>
Cc: Brandon Belt <county_attorney@coryellcounty.org>
Subject: Court building capacity

Judge Miller

As we discussed - thank you for requesting someone from the county or health authority to assess the total number of people within the guidelines for each court building, specific parts of each court building including each part of the courtrooms as set out in the OCA template so the courts could attempt to set dockets around area capacity limitations?

It would be more appropriate if those numbers came from experts in their respective field rather than the individual courts attempting to estimate.

TDFARRELL
Local Adm Dist Judge

Sent from my iPhone

Jeannye Skinner

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Tuesday, May 12, 2020 1:24 PM
To: Jeannye Skinner
Subject: Fwd: Cleaning staff protocol for in person hearings

Please print

Sent from my iPhone

Begin forwarded message:

From: Trent Farrell <52dist_judge@coryellcounty.org>
Date: May 12, 2020 at 12:32:17 PM CDT
To: Roger Miller <countyjudge@coryellcounty.org>
Subject: Cleaning staff protocol for in person hearings

Judge Miller

One of the common questions I'm getting from the different judges (as they try to plan in-person dockets in accordance with the new guidelines) is the county going to assist with providing cleaning staff in addition to cleaning supplies or is it going to be the individual courts staff responsibility to try to address cleaning as set out in the guidelines?

Addressing this matter would assist the courts in planning their dockets.

Thank you

TD Farrell
LADJ

Sent from my iPhone

Trent Farrell

From: Roger Miller <countyjudge@coryellcounty.org>
Sent: Tuesday, May 12, 2020 5:31 PM
To: 'Trent Farrell'
Subject: RE: Cleaning staff protocol for in person hearings

Judge Farrell,

It is my intent to resource a cleaning team to assist the court staff. I believe we have grant funds available that would cover the cost of hiring a cleaning team, but two things come to mind... 1) They would need to be supervised or assisted by someone from the Court Staff to ensure we are meeting OCA requirements. 2) The individual courts (or someone) would need to do direct coordination to hire the cleaning teams. Since we don't have centralized purchasing, I just don't have someone I can task to find and coordinate for the cleaning team. And the dates would need to be specific to each courts docket.

Short version... if the courts will assist in finding a cleaning team/teams, the county has funds to pay for those services.

v/r
ram

Roger A Miller

Coryell County Judge
800 E Main Street, Ste A
Gatesville, TX 76528
254-865-5911 x2222

-----Original Message-----

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Tuesday, May 12, 2020 12:32 PM
To: Roger Miller <Countyjudge@coryellcounty.org>
Subject: Cleaning staff protocol for in person hearings

Judge Miller

One of the common questions I'm getting from the different judges (as they try to plan in-person dockets in accordance with the new guidelines) is the county going to assist with providing cleaning staff in addition to cleaning supplies or is it going to be the individual courts staff responsibility to try to address cleaning as set out in the guidelines? Addressing this matter would assist the courts in planning their dockets.

Thank you

TDFarrell
LADJ

Sent from my iPhone

Trent Farrell

From: J.D. Sheffield <repjdshef@outlook.com>
Sent: Thursday, June 4, 2020 12:57 PM
To: 52dist_judge@coryellcounty.org
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx
Attachments: DRAFT - COVID OPERATING COUNTY PLAN.docx

4 questions-

Judge and Court Staff Health #4- discretion of presiding judge. Not required?

Social Distancing Gallery- does that mean the upper part that is not used or the lower part of courtroom seating?

I wonder why 2 different measurements. 100.0 for outsiders and 99.6 for inmates.

Screening. Requested or required for face coverings. How do you handle those folks who are in the building less than 2 hours but do not want to wear a face mask?

Let me know your thought, please
JDS

Sent from Mail for Windows 10

From: Roger Miller <countyjudge@coryellcounty.org>
Sent: Monday, June 1, 2020 1:36:46 PM
To: JD Sheffield <repjdshef@outlook.com>
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

Dr Sheffield,

As our Local Health Authority, would you please review the attached Courtroom Operating Plan? This is a requirement from the OCA and Tx Supreme Court. Your concurrence is necessary for our submission to the Regional Administrative Judge for his approval, and thus our ability to move forward with additional judicial proceedings. Please provide any comments or recommendations and we will incorporate them.

Respectfully,

Roger A Miller
Coryell County Judge
800 E Main Street, Ste A
Gatesville, TX 76528
254-865-5911 x2222

From: laurie@coryellcounty.org <laurie@coryellcounty.org>
Sent: Monday, June 1, 2020 12:00 PM
To: JUDGE BILL PRICE <jp2@coryellcounty.org>; JUDGE COY LATHAM <jp4@coryellcounty.org>; JUDGE GRANT KINSEY <440dist_cc@coryellcounty.org>; JUDGE JIM CALDWELL <jp3@coryellcounty.org>; JUDGE JOHN GUINN <jp1@coryellcounty.org>; JUDGE JUDGE MABRAY <Cheryll.Mabray@txcourts.gov>; JUDGE LEE <ccl_judgelee@coryellcounty.org>; JUDGE MICHAEL J. NELSON <mike.nelson@txcourts.gov>; JUDGE ROGER MILLER

<countyjudge@coryellcounty.org>; MUNICIPAL COURT JUDGE PLACE <tonyakayp@gmail.com>
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

*******COVID NOTICE*******

IF YOU ARE OVER AGE 65 OR AN INDIVIDUAL 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, YOU ARE CONSIDERED TO BE IN THE VULNERABLE POPULATION.

YOU MUST CONTACT THE COURT IMMEDIATELY 52dist_court@coryellcounty.org

Laurie M. Morse
Court Coordinator
52nd District Court

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Monday, June 1, 2020 11:54 AM
To: 'Laurie Morse' <52dist_court@coryellcounty.org>
Subject: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

OPERATING PLAN DRAFT SENT OUT AFTER 6/1/2020 11:00 MEETING

Trent Farrell

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Thursday, June 4, 2020 3:23 PM
To: 'J.D. Sheffield'
Subject: RE: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

Dr. Sheffield

Thank you again for all your help and addressing this request so quickly –

Regarding the 4 questions-

Judge and Court Staff Health #4- discretion of presiding judge. After my meeting with all the judges in the county it was the consensus to give the Judges the ability to use their discretion in the courtroom when everyone is social distancing (in accordance with Social Distancing Gallery #7).

Social Distancing Gallery- does mean only the lower part of the 52nd courtroom seating – the balcony does not meet current safety standards to allow public seating.

In relation to the 2 different measurements of 100.0 for outsiders and 99.6 for inmates? Almost all of our operating plan was created from the OCA sample template, and it is my understanding the OCA template was created with the assistance of the State health officials. (I will forward the OCA template so you can see the minor changes I made).

In relation to Screening. We will request the public to have face covering and county to provide if they do not bring one – we will Require face coverings for the screening staff personnel. We plan to request and encourage the public to wear face coving (but with the recent orders by the Governor advising mayors they cannot enforce required face coving ordinances - we decided to “request” at the entrance of the court building but “require” for entry into the courtroom (where there is less space and the individual judges can address those individuals that do not want to wear the face covering).

Hope this helps – please call if you have any questions
Trent

From: J.D. Sheffield <repjdshef@outlook.com>
Sent: Thursday, June 4, 2020 12:57 PM
To: 52dist_judge@coryellcounty.org
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

4 questions-

Judge and Court Staff Health #4- discretion of presiding judge. Not required?

Social Distancing Gallery- does that mean the upper part that is not used or the lower part of courtroom seating?

I wonder why 2 different measurements. 100.0 for outsiders and 99.6 for inmates.

Screening. Requested or required for face coverings. How do you handle those folks who are in the building less than 2 hours but do not want to wear a face mask?

Let me know your thought, please
JDS

Sent from Mail for Windows 10

From: Roger Miller <countyjudge@coryellcounty.org>
Sent: Monday, June 1, 2020 1:36:46 PM
To: JD Sheffield <repjdshef@outlook.com>
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

Dr Sheffield,

As our Local Health Authority, would you please review the attached Courtroom Operating Plan? This is a requirement from the OCA and Tx Supreme Court. Your concurrence is necessary for our submission to the Regional Administrative Judge for his approval, and thus our ability to move forward with additional judicial proceedings. Please provide any comments or recommendations and we will incorporate them.

Respectfully,

Roger A Miller
Coryell County Judge
800 E Main Street, Ste A
Gatesville, TX 76528
254-865-5911 x2222

From: laurie@coryellcounty.org <laurie@coryellcounty.org>
Sent: Monday, June 1, 2020 12:00 PM
To: JUDGE BILL PRICE <jp2@coryellcounty.org>; JUDGE COY LATHAM <jp4@coryellcounty.org>; JUDGE GRANT KINSEY <440dist_cc@coryellcounty.org>; JUDGE JIM CALDWELL <jp3@coryellcounty.org>; JUDGE JOHN GUINN <jp1@coryellcounty.org>; JUDGE JUDGE MABRAY <Cheryll.Mabray@txcourts.gov>; JUDGE LEE <ccl_judgelee@coryellcounty.org>; JUDGE MICHAEL J. NELSON <mike.nelson@txcourts.gov>; JUDGE ROGER MILLER <countyjudge@coryellcounty.org>; MUNICIPAL COURT JUDGE PLACE <tonyakayp@gmail.com>
Subject: FW: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

******* COVID NOTICE *******

IF YOU ARE OVER AGE 65 OR AN INDIVIDUAL 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, YOU ARE CONSIDERED TO BE IN

THE VULNERABLE POPULATION.

YOU MUST CONTACT THE COURT IMMEDIATELY 52dist_court@coryellcounty.org

Laurie M. Morse
Court Coordinator
52nd District Court

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Monday, June 1, 2020 11:54 AM
To: 'Laurie Morse' <52dist_court@coryellcounty.org>
Subject: UPDATED DRAFT - COVID OPERATING COUNTY PLAN.docx

OPERATING PLAN DRAFT SENT OUT AFTER 6/1/2020 11:00 MEETING

Jeannye Skinner

From: Trent Farrell <52dist_judge@coryellcounty.org>
Sent: Friday, June 05, 2020 8:49 AM
To: Jeannye Skinner
Subject: Fwd: OFFICE OF COURT ADM (OCA) Template - COVID Operating Plan

Follow Up Flag: Follow up
Flag Status: Flagged

Please print for our records

Sent from my iPhone

Begin forwarded message:

From: "J.D. Sheffield" <repjdshef@outlook.com>
Date: June 5, 2020 at 7:41:22 AM CDT
To: Trent Farrell <52dist_judge@coryellcounty.org>
Subject: RE: OFFICE OF COURT ADM (OCA) Template - COVID Operating Plan

The only recommendation now is to make all temperature readings the same at 100.0 degrees. I'm good with everything else.
You need a letter, right?
JDS

Sent from [Mail](#) for Windows 10

From: [Trent Farrell](#)
Sent: Thursday, June 4, 2020 3:34 PM
To: '[J.D. Sheffield](#)'
Subject: OFFICE OF COURT ADM (OCA) Template - COVID Operating Plan

Dr. Sheffield

The template used to create the operating plan provided by OCA for your reference –

Trent