

COVID-19 Operating Plan

Bartonville Municipal Court, Denton County

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 **Bartonville 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.
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 **August 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: Steps to be taken to monitor Judge/Court Staff's Health will include: 1) Scanning temperature (infrared/no touch,) 2) Asking *Health Screening* questions regarding symptoms, traveling, or exposure to COVID-19.
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: Measures taken to protect Judge/Court Staff from potential exposure will include: 1) Practicing social distancing, at least 6' distance seating in the court room, 2) Hand sanitizer at court window and in the court room, 5) Anti-bacterial soap in restroom(s,) 3) Masks required in the court room (provided,) 4) Gloves will be available in the courtroom, 5) Limiting persons in courtroom to essential Court personnel and defendant, with the exception of a parent/guardian's required attendance with juvenile defendant and an attorney representing defendant, and 6) a plexiglass shield to provide additional protection for Judge, prosecutor, and Court clerk; Court Clerk's window has permanent glass protection with no-draft speaker covers.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
Based on the number of cases, our usual court once a month may be extended to two dates.
For each court date scheduled, we will stagger docket times at 4:30, 5:00, 5:30, and 6:00 to limit the number of persons coming to the court at a given time.

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 population person(s) will be contacted via phone, mail, and/or email and asked to contact the court for alternative options to reduce the in-person appearances, and court personnel will discuss arrangements with the Judge and/or Prosecutor. Options for protecting vulnerable populations may include but not limited to written appearance / citation disposition options, assigning vulnerable population individuals to the first docket of the day to reduce exposure, and/or placement on a videoconference docket.

Social Distancing

1. All persons not from the same household permitted in the court building will be required to maintain adequate social distancing of at least 6 feet and abide with required mask requirements.
2. Each of two restrooms is a single capacity inherently ensuring social distancing.
3. Public common areas, including breakrooms and snack rooms, will be 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.

Well

6. In each courtroom, counsel table, 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 entrance(s) to the building, courtroom, and anti-bacterial soap is provided in each bathroom, with hand towel to operate door.
2. Tissues will be available in courtroom.
3. Texas Department of State Health Service's posters *Stop the Spread of Germs* and *COVID-19 Symptoms* (English and Spanish versions) are posted in the court building.

Screening

1. Before entry to the court, the Bailiff will ask 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, and individuals will complete and sign the written Health Screening; individuals who indicate yes to any of these questions will be refused admittance to the court building.
2. Before entry to the court, the Bailiff 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. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face mask, gloves, face shield, and access to hand sanitizer and antibacterial soap, gloves, rolls towels, and tissues.

Face Coverings

1. All individuals entering the court 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 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. Cleaning staff will clean the common areas of the court building prior to each court. Court cleaning will additionally be cleaned with building cleaning every week.
2. Cleaning staff will clean the courtroom before proceedings begin and at the end of each day the court is in session, including tables, chairs, knobs, keypads, and pens.
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

Attachments:

Bartonville Municipal Court COVID-19 Guidelines, posted information

Texas DSHS Checklist for All Individuals: Minimum Recommended Health Protocols

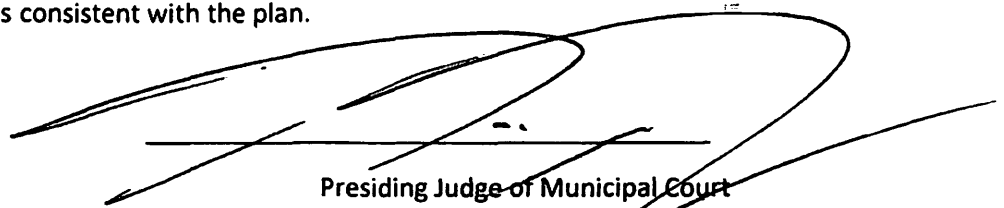
Cleaning of Computer Equipment. Instructional handout

COVID-19 Symptoms, English & Spanish, poster

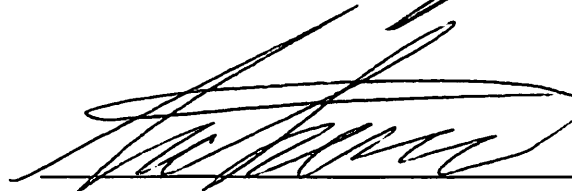
Stop the Spread of Germs, English & Spanish, poster

I have conferred with town, court, and ancillary employees actively working in the court/Town Hall 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 town, court, and ancillary employees actively working in the court/Town Hall building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 6/8/2020



Presiding Judge of Municipal Court



Mayor, Town of Bartonville



Bartonville Municipal Court COVID-19 Guidelines

Prior to Entering the Court

- ALL persons entering for Court proceeding will be screened as follows:
 - *COVID-19 Health Screening Questionnaire*
 - Temperature Scanned with a No-touch Infrared thermometer

Persons attending Court must notify the Court if:

- You have been exposed to someone who has tested positive with COVID-19 in the last 14 days
- You are experiencing any of the symptoms listed below or a combination of symptoms:
 1. Cough
 2. Shortness of breath or difficulty breathing
 3. Fever
 4. Chills or repeated shaking with chills
 5. Muscle pain
 6. Headache
 7. Sore throat
 8. New loss of taste or smell

Restricted Entry: Any person with 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, fever, chills or 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.

Masks Required inside the Court

- All defendants, juvenile defendants' parents/guardians, attorneys, and Court personnel are required to wear a mask.
 - Disposable masks may be available.
- Family, friends, and/or children should not accompany defendants/personnel to Court.

Social Distancing

- Social distancing is required in the Court
- Stay at least 6 feet (about 2 arms' length) from other people, as possible
- Groups of people are restricted outside and inside of the Court. Remain in your car until your docket time.
- Additional family/friends arriving at Court will be directed to return to their car.

If you are 65 or over or have underlying conditions, please contact the Court for alternative options.

Hygiene

- Wash your hands often with soap and warm water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Do NOT touch your face, eyes, nose, ears, or mouth until you have thoroughly cleaned your hands with soap and water.
- Sneeze or cough into the bend of your arm; do not remove mask on to prevent the spread of germs.

Court staff are working diligently to protect everyone to the extent possible and appreciate compliance from everyone in doing your part to join the fight in protection from COVID-19.

Bartonville Municipal Court COVID-19 Health Screening Questionnaire

“To prevent the spread of COVID-19 and reduce the potential risk of exposure to Bartonville Municipal Court staff and visitors, we are conducting a simple screening questionnaire to help us take precautionary measures. Please answer ‘Yes or No’ to each question.”

- 1. In the past 24 hours, have you been exposed to someone who has tested positive with COVID-19 in the last 14 days?**
- 2. Are you experiencing any of these symptoms?**
 - a. Cough**
 - b. Shortness of breath or difficulty breathing**
 - c. Fever**
 - d. Chills or repeated shaking with chills**
 - e. Muscle pain**
 - f. Headache**
 - g. Sore throat**
 - h. New loss of taste or smell**

All attending Court on date below were asked the above health screening questions, and visitors answering NO to all four (4) questions were then scanned for fever with infrared thermometer.

Only visitors admitted to Court were those who answered “No” to all four (4) health screening questions and exhibited no temperature equal to or greater than 99.6 degrees, Fahrenheit.

Screener:

Name (printed) : _____

Signature: _____

Date: _____

Additional Screener: (if required)

Name (printed) : _____

Signature: _____

Date: _____



CHECKLIST FOR ALL INDIVIDUALS

The following are the minimum recommended health protocols for all individuals in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

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. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Individuals should avoid being in a group larger than 10 individuals (including those within the individual’s household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual’s household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
 - In certain settings, such as restaurants and bars, minimizing in-person contact is more difficult, and wearing face coverings or masks is not feasible. For this reason, tables at restaurants and bars should not exceed 10 individuals.
 - In other settings, the group size may be larger than 10 individuals, based on the particular recommended minimum health protocols. In those settings, individuals should, to the extent possible, minimize in-person contact and use other methods to slow the spread of COVID-19.
- Self-screen before going into a business for any of the following new or worsening signs or symptoms of possible COVID-19:

| | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache | <ul style="list-style-type: none"> <input type="checkbox"/> Sore throat <input type="checkbox"/> Loss of taste or smell <input type="checkbox"/> Diarrhea <input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit <input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19 |
|---|---|



INDIVIDUALS: Page 2 of 2

- Wash or disinfect hands upon entering a business and after any interaction with employees, other customers, or items in the business.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks. One benefit of wearing a mask is to remind you not to touch your face.
- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid being within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible.**
- Carry and use hand sanitizer regularly, especially before eating.
- A group in this guidance is defined as: 10 or fewer persons including household members and including those who traveled together to the event or facility. Between groups or other persons outside of the group, 6 feet of distancing should be maintained and within 6 feet face coverings are strongly recommended.

Cleaning computing equipment

1. If available, we recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Also remove batteries from items like wireless keyboards. **If you are unable to unplug and disconnect the device**, ensure device is in "lock mode" before cleaning to prevent accidental keystrokes.
3. Never spray any liquids directly onto the product.
4. **Always** use the cleaning solution that is labeled for computing equipment that your site provides. It may be a bottled solution or wipes. The cloth or wipe should be damp, but not dripping wet. Excess moisture should be removed if the cloth or wipe is wet before wiping the product. In general, Clorox wipes or Mark E II cleaner should only be used when 70/30 isopropyl alcohol solution is unavailable, as long-term use may damage keyboards and mice. Clorox wipes, Mark E II and other abrasive cleaners cannot be used on monitors, touchscreens or tablets.
5. Gently wipe the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product. Excessive wiping potentially could lead to damaging some surfaces.
6. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
7. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in (if unplugged).
8. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

You may experience some visible cosmetic changes to finishes over time as a result of the cleaning process outlined above on some surfaces. Other cleaning chemicals are very harsh and will damage surfaces. Avoid using any of the following chemicals or products containing these chemicals:

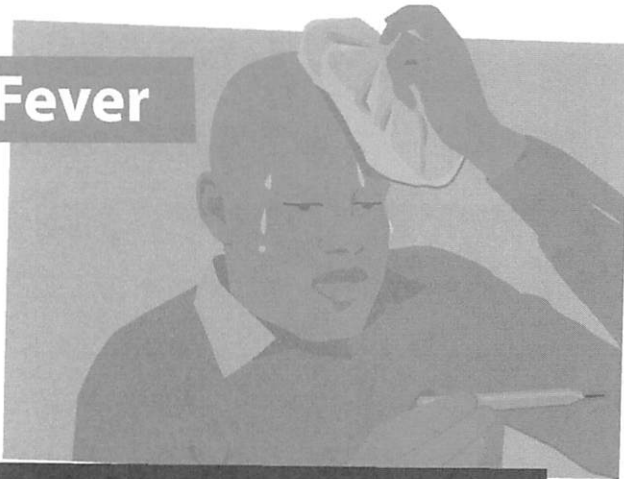
- Any chlorine-based cleaner, such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents, such as; acetone, paint thinner, benzene, methylene chloride or toluene
- Ammonia (i.e., Windex)
- Ethyl alcohol

Using any of the chemicals listed above will cause permanent damage to some product surfaces. By following the steps outlined in this document, you can minimize the risk of damage.

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Cough



Shortness of breath



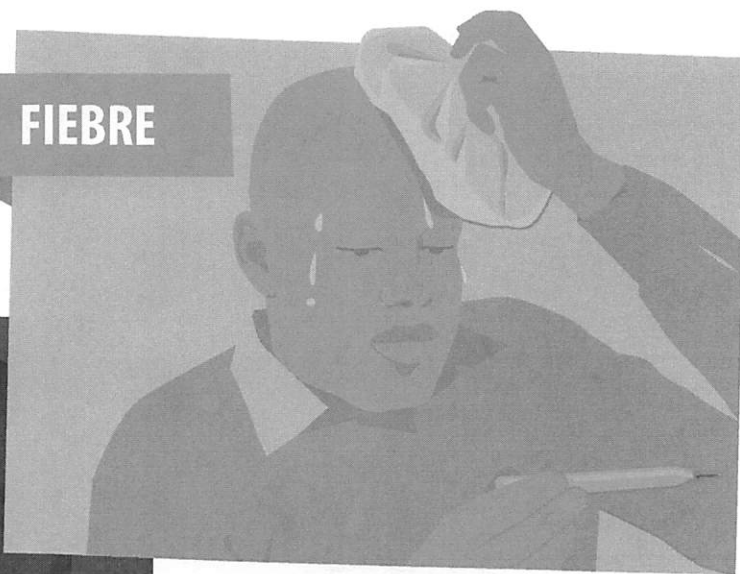
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

SÍNTOMAS DE LA ENFERMEDAD DEL CORONAVIRUS 2019

Los pacientes con COVID-19 han presentado enfermedad respiratoria de leve a grave.

Los síntomas* pueden incluir

FIEBRE



TOS



*Los síntomas pueden aparecer de 2 a 14 días después de la exposición.

Consulte a un médico si presenta síntomas y ha estado en contacto cercano con una persona que se sepa que tiene el COVID-19, o si usted vive o ha estado recientemente en un área en la que haya propagación en curso del COVID-19.

DIFICULTAD PARA RESPIRAR



cdc.gov/COVID19-es

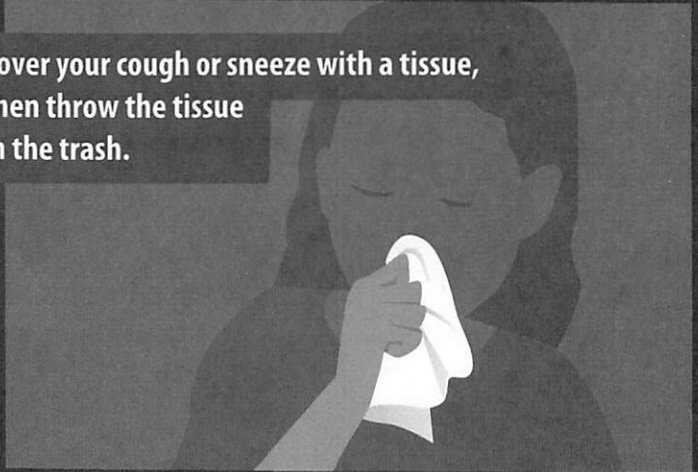
Stop the Spread of Germs

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.



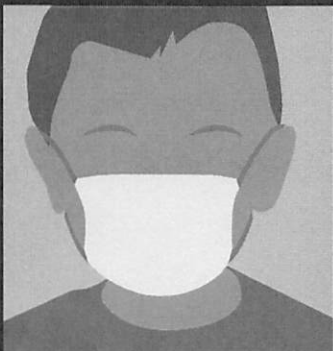
Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



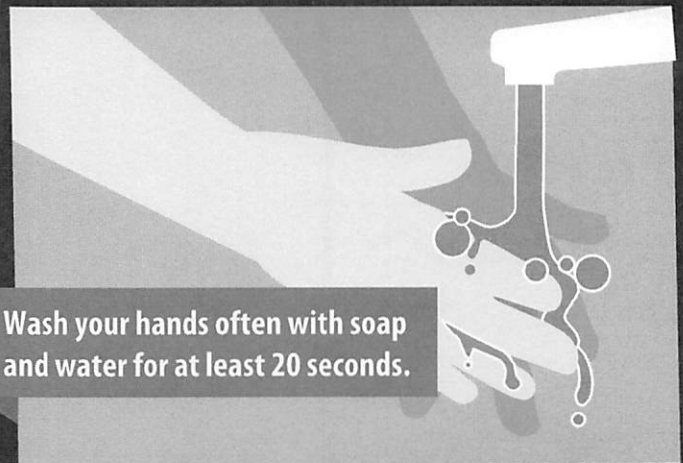
When in public, wear a cloth face covering over your nose and mouth.



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



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

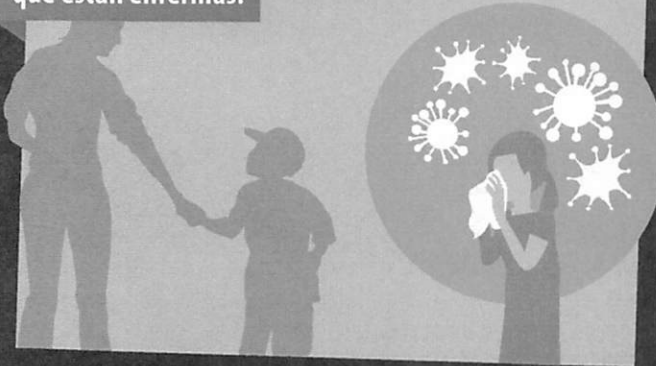


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

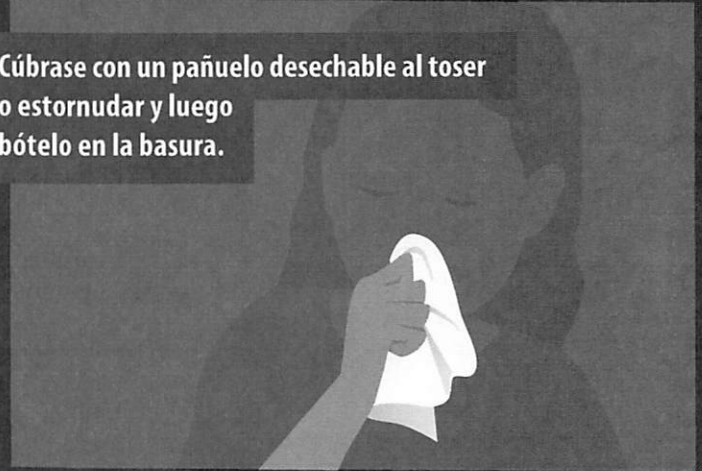
Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19

Evite el contacto cercano con personas que están enfermas.



Cúbrase con un pañuelo desechable al toser o estornudar y luego bótelo en la basura.



Limpie y desinfecte los objetos y superficies de contacto frecuente.



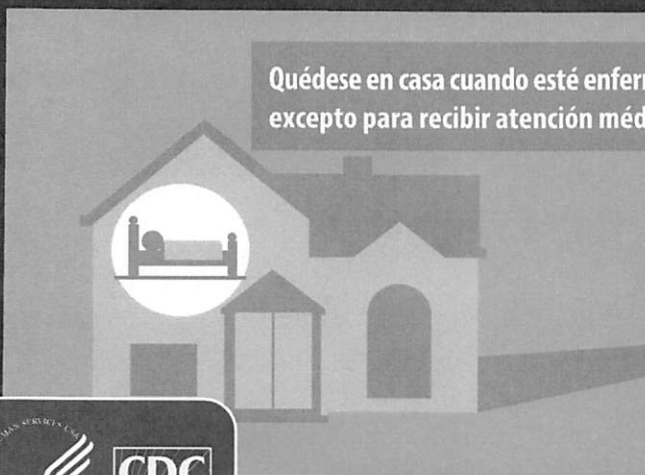
Evite tocarse los ojos, la nariz o la boca.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



cdc.gov/coronavirus