

COVID-19 Operating Plan for the Town of Copper Canyon City 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 **Copper Canyon** 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 county.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 2, 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: All Court staff, the Judge, and visitors will be Screened at Check – In which will involve temperature taking and answering a few questions regarding symptoms, traveling, or persons being exposed to COVID- 19, we will be practicing social distancing in and out of the court room, we will space out the seating in the court room at least 6 feet apart from other people, hand sanitizer will be at the court window, in the court room, along with anti- bacterial soaps being provided in the restrooms, masks will be required when entering the court room to limit the transmission of the virus, only the persons who are required to come to court will be allowed in the court room to limit the number of people in the courtroom, and the Judge will have a plexiglass shield protect him as well.
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: All Court Staff, the Judge and visitors will be Screened at Check – In which will involve temperature taking and answering a few questions regarding symptoms, traveling, or persons being exposed to COVID- 19, we will be practicing social distancing in and

out of the court room, we will space out the seating in the court room at least 6 feet apart from other people, hand sanitizer will be provided for the Judge and staff along with being at the court window, in the court room, along with anti- bacterial soaps being provided in the restrooms, masks will be required when entering the court room to limit the transmission of the virus, only the persons who are required to come to court will be allowed in the court room to limit the number of people in the courtroom, and the Judge will have a plexiglass shield protect him as well. All Court Staff, the Judge, and visitors will be required to wear a protective face covering to limit the transmission of the virus.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: We typically have court once a month because we are a small city and do not have a police station. We currently contract for two Denton County Sheriff Officers. We are having two court dates with our first one starting June 11, 2020 to limit the number of persons coming to the court. Our second one will be held on June 25, 2020.

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 We have NOT scheduled anyone who is compromised in any way. We have instructed people who are 65 and over or have underlying conditions, to please contact the court for alternative options. We will discuss arrangements with the Judge or Prosecutor if need be if/when we have any vulnerable populations who are compromised. So far, our court has not experienced this issue.

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 and snackrooms, 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, 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 elevators on each floor, outside of 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, the Bailiff and the Court Administrator 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, the Bailiff and the Court Administrator 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 Face Mask, gloves, hand sanitizer, anti-bacterial soap, anti-bacterial kleenex, and we also have a window between persons and at the court window and plexiglass shield to protect the Judge.

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 at least every Daily by Staff and every 2 weeks on Tuesday before and after Court is in session. We usually only have court once a month. The cleaning company is usually here for no less than 3 hours cleaning and disinfecting. They have implemented new measures as well for their staff. The court staff will be wiping all the tables, chairs, desks, door knobs, pens, an any other items handled by the public for cleaning everyday as needed. 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.

Other

Please see our attached COVID-19 Guidelines for our court for visitors as well.

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 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: 5/19/2020



Presiding Judge of Municipal Court



Town of Copper Canyon Municipal Court COVID-19 Guidelines

Screening at Check-in: We will be screening all people entering the building for Court. The screening will involve answering a few questions and having your temperature taken.

Masks

Everyone including visitors and staff are required to wear a mask when in the building. Children are also required to wear a mask as well. By wearing a mask, it is one of the best ways to limit the transmission of the virus.

Social Distancing

Social distancing, means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups

Please 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

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

Clean your hands often

Wash your hands often with soap and 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

We appreciate your understanding and patience as we all work to keep everyone safe and we look forward to seeing you in our office. Please contact the Court if you have any questions.

Respectfully,

Town of Copper Canyon Municipal Court
400 Woodland Drive, Copper Canyon, Texas 75077