

COVID-19 Operating Plan for the City of Georgetown Municipal Court

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 Georgetown 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 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: all staff will self-screen for symptoms and submit to temperature checks upon entering the building for the day. The Presiding Judge and Court Administrator will meet as necessary to determine if additional requirements will be considered.
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 personal protection equipment as necessary, practice social distancing, practice appropriate hygiene recommendations and follow current city policies at all times. "As necessary" includes, but is not limited to, having direct interaction with the public and unable to maintain proper social distancing.
5. Protective Measures: Court staff in the customer service lobby area are separated from the public by ballistic glass. Each clerk is assigned to a designated window workstation and has been provided with masks, gloves, hand sanitizer, and sanitizer spray/wipes. Each window workstation has also been fitted with a cover for the passthrough area and a cloth barrier for the speaker hole as approved by the City's Safety and Risk Management department. Hand sanitizer, sanitizing wipes, control ropes, and social distancing floor markings have been placed in the lobby for customers. Customers are encouraged to wear masks and gloves and will be provided with disposable masks if requested. Signs have been placed on the door to direct customers to call prior to entering the facility and to avoid entering if they have any of

the signs or symptoms of COVID-19 (as listed in item 3). Information has also been posted on the City of Georgetown website. Frequently touched surfaces will be cleaned regularly by staff throughout the day and daily after hours by the city to ensure proper cleaning. Cleaning will be done with chemicals that are EPA and CDC certified to kill Coronavirus.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: The court will prioritize remote proceedings when preparing the court schedule. Any necessary in-person hearings will follow established social distancing guidelines. The bailiff and court staff will monitor the number of defendants entering the courtroom. At no point will the maximum number of defendants in the courtroom exceed the number of persons who can safely be present at one time while still maintaining social distancing and related health guidelines.

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. This information will also be posted on the courts' website.
3. Vulnerable populations who are scheduled for court will be accommodated by having access to remote hearings, rescheduling the hearing to a later date, or providing alternate ways to resolve their citation including, but not limited to online payment options, mail, e-mail and usage of the Court's drop box.

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. Floor markings will direct customers on where to stand.
2. The lobby area, to include the public restrooms, have been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on the lobby entrance doors. The initial determination has been set at a maximum capacity of 8 persons (based on 100sf per person). The maximum capacity will be reevaluated on a regular basis and any changes to the maximum capacity will be posted on the lobby entrance doors.
3. Public common areas, including breakrooms and snack rooms, have been closed to the public.

Gallery

4. The maximum number of persons permitted in the gallery of the courtroom will be monitored and enforced by court staff. The initial determination has been set at 1 person per row resulting in 18 persons in the gallery. The maximum number of persons permitted in the gallery will be reevaluated on a regular basis to ensure proper social distancing can be maintained.
5. The gallery of the courtroom has also been marked to identify appropriate social distancing in the seating. Seating is marked as "Yes" or "No" with at least 6 feet between seats marked as "Yes".

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 and sanitizing wipes have been placed in the lobby. Allowances will be made to allow frequent handwashing in restrooms.
2. Tissues will be available in the lobby and courtroom upon request.
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 enter the court building, they will be advised 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 they will be required to exit the court building and will be provided with alternatives to appearing in person.
2. When individuals attempt to enter the courtroom, the bailiff or court 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 courtroom and provided alternatives to appearing in person.
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 courtroom will be provided personal protective equipment to include masks, gloves, and a contactless thermometer.

Face Coverings

1. All individuals entering the court building will be encouraged to wear face coverings at all times.
2. Face coverings will be required for all individuals entering the courtroom to appear before the Judge.

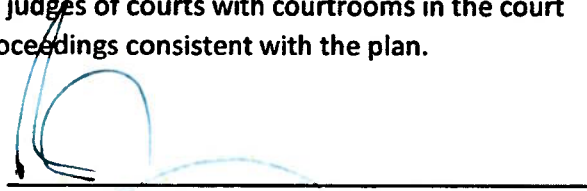
- Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.

Cleaning

- Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every day. Additional cleaning will be done by staff every 2-4 hours. The time period between cleanings will be determined by the volume of customers (not to exceed 4 hours between cleanings). The courtroom will be cleaned at the conclusion of any proceedings or other meetings.
- Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
- Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.


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: 6/5/2020



Randall C. Stump, Presiding Judge
Georgetown Municipal Court

The operating plan for the Georgetown Municipal Court has been reviewed by the following:

 _____	<u>6/8/2020</u>
Mayor Dale Ross, City of Georgetown	Date
 _____	<u>06/08/2020</u>
Williamson County Health Authority	Date

The operating plan for the Georgetown Municipal Court has been reviewed and approved by the following:

_____	_____
Judge Billy Ray Stubblefield	Date
Third Administrative Judicial Region	