

## **COVID-19 Operating Plan for the Idalou Municipal Judiciary**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the Idalou City Hall (which houses the court), and the Municipal Court of Idalou, Lubbock County, 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 23, 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 Judge and court staff will submit to the measuring of their temperature before entering the courtroom or court offices. If any judge, court clerk, or court staff member has a temperature equal to or greater than 99.6°F, that person will not be permitted to enter the offices or courtroom and shall be sent home and should monitor their medical condition and seek the counsel and advice of their personal physician.
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 and judges shall wear cloth, fabric, or surgical masks or bandana that completely cover their mouth and nose, practice social distancing of a minimum of 6 feet from any other person, using antimicrobial hand sprays and gels, such as Purell and Germ-X, utilize frequent hand washing, especially after handling any documents, touching any doorknobs, computer keyboards, telephones, etcetera. Staff will also ensure that their immediate work area is periodically wiped down with cleaners that contain sanitizing properties that kill viruses and bacteria, such as Clorox® wipes and sprays.

### Scheduling

1. The following court schedules are established to reduce occupancy in the city/court building:

No more than 4 persons at a time will be admitted into the courtroom, in addition to court security personnel, the judge, and the court clerk. All persons in the courtroom and in the lobby, waiting to be processed, shall wear cloth, fabric covering, bandana, or surgical mask that completely covers their mouth and nose and shall maintain social distancing of at least 6 feet between any other person, inside the courtroom and while in the court building, such as the lobby.

### 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 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 telephone, tele-conference or videoconference, or if requested available drive-thru window.

### 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 and the maximum capacity has been posted on each restroom door.
3. Public common areas, including breakrooms and snackrooms, have been closed to the public.
4. The maximum number of persons permitted in the gallery of the courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court/city 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.
6. In the courtroom, the counsel tables, witness stand, judge's bench, and clerk 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 the 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 in the court building.

### **Screening**

1. When individuals attempt to enter the court building, court staff, city staff and/or police officers 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, court staff, city staff and/or police officers 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 city offices and 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 masks and gloves. It is highly encouraged that screening personnel also wear goggles or glasses, since tear ducts are known to be a point of entry for the COVID-19 virus.

### **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**

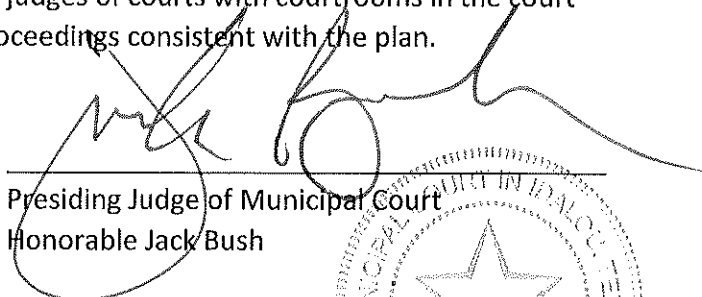
1. Court building staff will clean the common areas of the court building so that common spaces are cleaned at least every eight (8) hours.
2. Court building cleaning staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom 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.

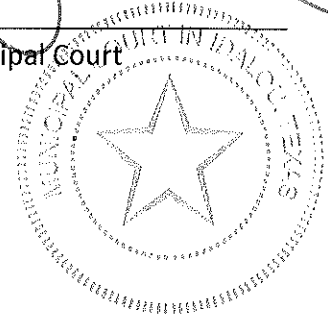
### **Other**

An alternative drive-up location is available, if requested.

In developing this 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: 6/16/2020

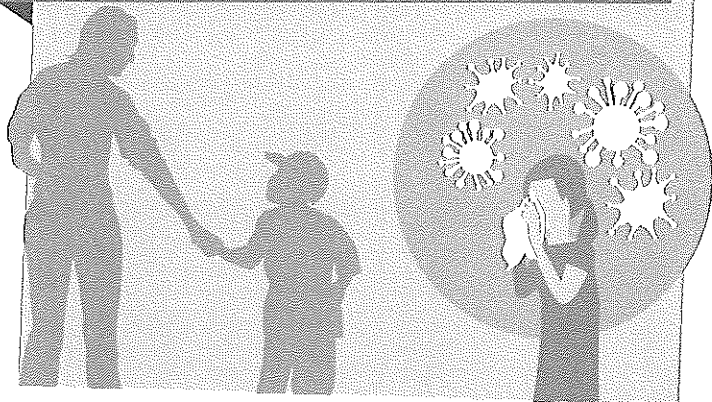
  
\_\_\_\_\_  
Presiding Judge of Municipal Court  
Honorable Jack Bush



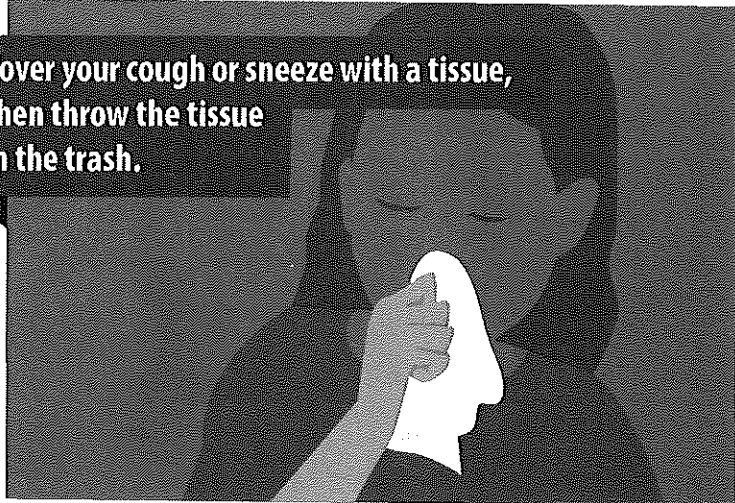
# STOP THE SPREAD OF GERMS

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

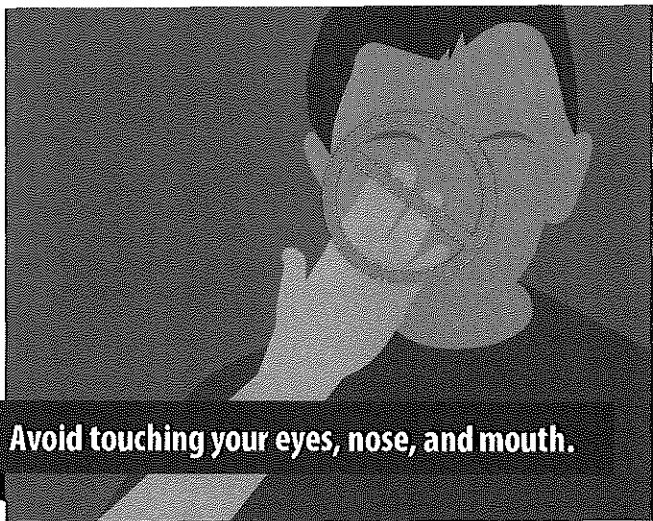
**Avoid close contact with people who are sick.**



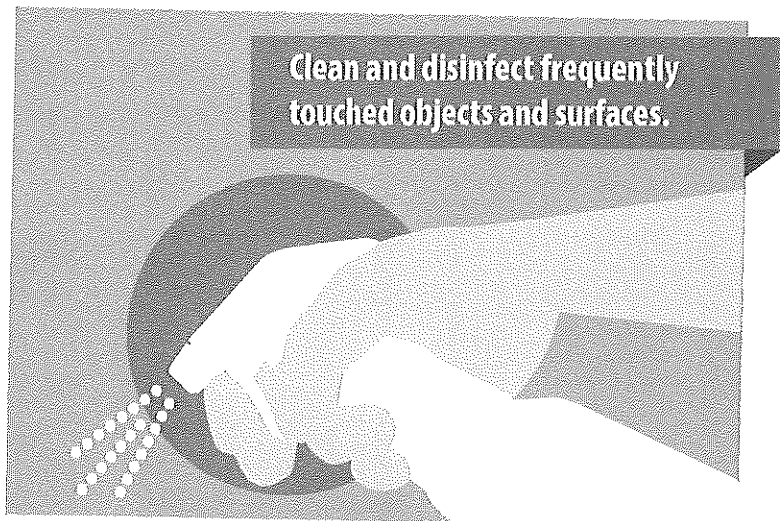
**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**



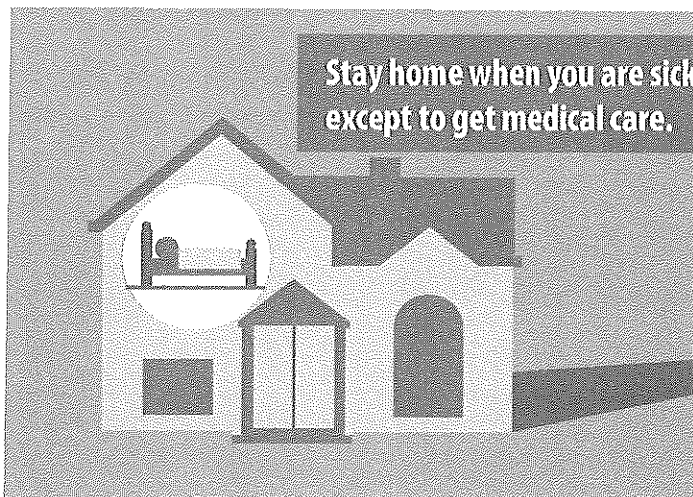
**Avoid touching your eyes, nose, and mouth.**



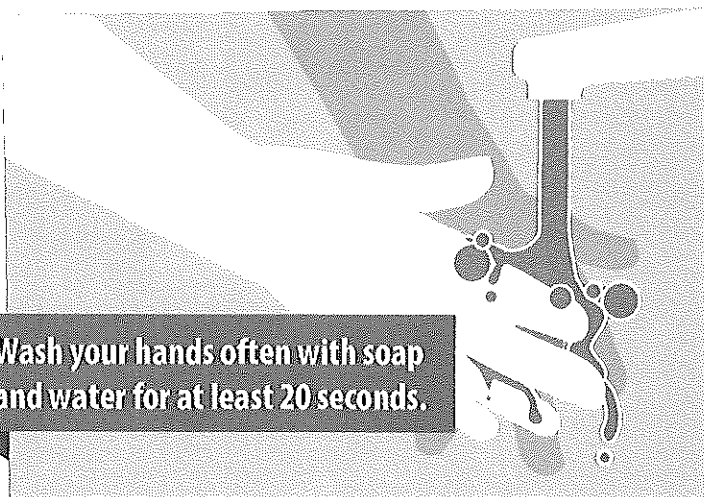
**Clean and disinfect frequently touched objects and surfaces.**



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



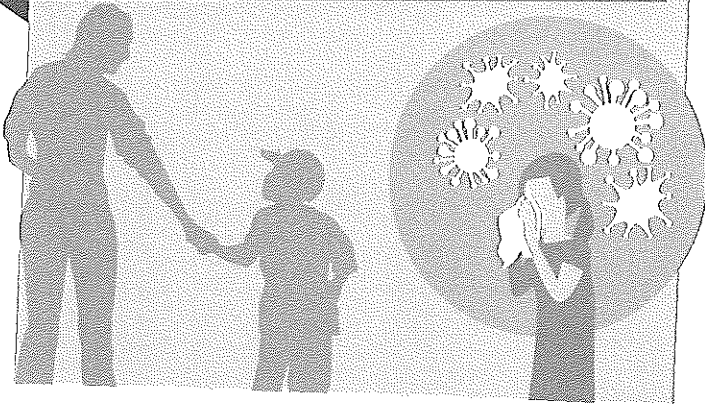
**Wash your hands often with soap and water for at least 20 seconds.**



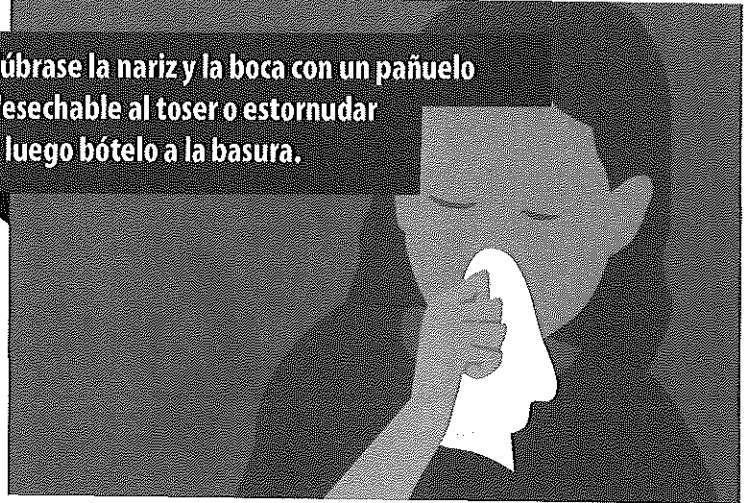
# DETENGA LA PROPAGACIÓN DE MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo coronavirus 2019

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



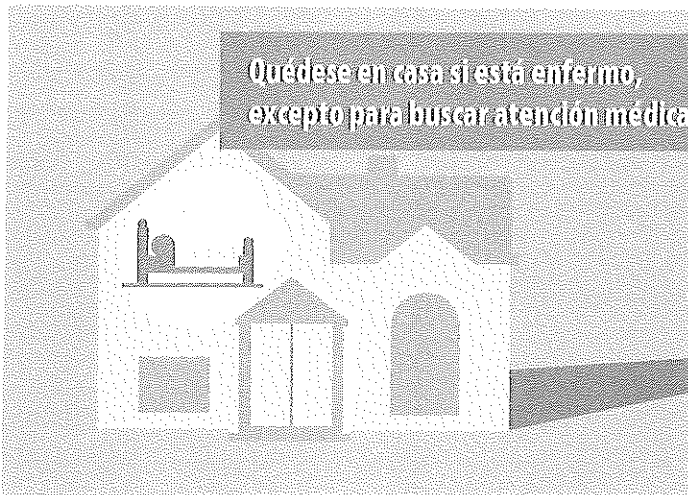
Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



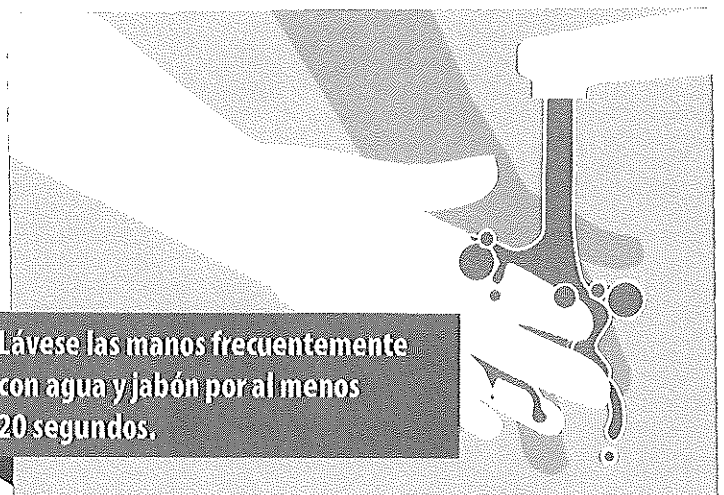
Evite tocarse los ojos, la nariz y la boca.



Quédese en casa si está enfermo, excepto para buscar atención médica.



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



# Coronavirus Alert

If you have



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+



been or live in an area with ongoing spread of COVID-19 in the 14 days before you got sick

a fever

a cough or shortness of breath

**Tell staff NOW and put on a mask.**

Also, tell us if you have symptoms and have been in close contact with a person known to have COVID-19 or live in an area with ongoing spread of COVID-19.

**COVID-19**  
CORONAVIRUS DISEASE 2019



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

updated 03/05/20  
1:34 pm

For updates and more information, visit [dshs.texas.gov/coronavirus](https://dshs.texas.gov/coronavirus)