

COVID-19 Operating Plan for the Ivanhoe Municipal Court 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 court, of the City of Ivanhoe Municipal 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 1, 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: Temperatures will be taken of all staff when entering the building for the day.
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: Options available to handle by phone, email, mail, and drop box in lobby entrance are being encouraged to reduce any in-person dealings with court cases. Notices for options are given to the defendant with their citation, as well as posted on our website and on the entrance to the court building. Pens used by the public will be collected after each use and disinfected.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Defendants will be scheduled for remote appearances unless an in-person appearance is absolutely necessary. Defendants will not be allowed to bring other guests with them to a

hearing, unless witness to the case. Juvenile defendants shall be accompanied by one parent/guardian and no other guest, including siblings. Accommodations will be made to comply with the Open Court Provision, but at no time will the courtroom exceed 25% normal capacity.

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 . " COVID-19 NOTICE: Please contact the court to make other arrangements for a hearing if you are over 65 or have serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are comprised by treatments for cancer, transplant, or by the use of immunosuppressants.
3. Vulnerable populations who are scheduled for court will be accommodated by remote appearance via Skype , Zoom phone and mail appearances..

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 is single occupancy and will only be available to those with business in the court or city. Otherwise they will remain closed to the public.

Courtroom/Gallery

3. 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.
4. The courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

5. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court and bailiff seating will be arranged in such a way so that there is social distancing of at least 6 feet between each space.

PREPARED

1. Hand sanitizer dispensers have been placed at payment window, and inside the court area.
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, Bailiff/court 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, Bailiff/Staff will use a thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the courtroom.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face mask, gloves, and hand sanitizer.

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 two hours.
2. Court 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 staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

I have conferred with the associate judge working in the court building regarding this mayor Operating Plan. In developing the plan, I consulted with the local health authority and, 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.

Judith Haney
Presiding Judge of Municipal Court
Date: 5/27/2020

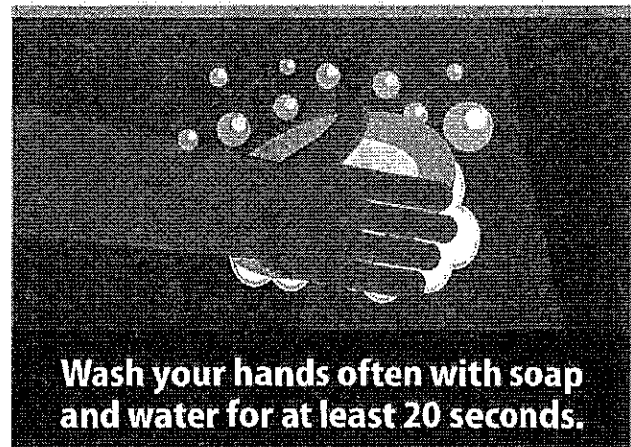
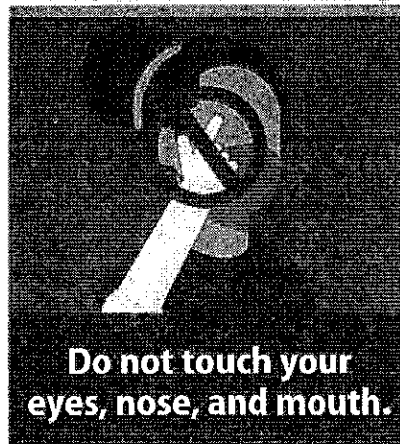
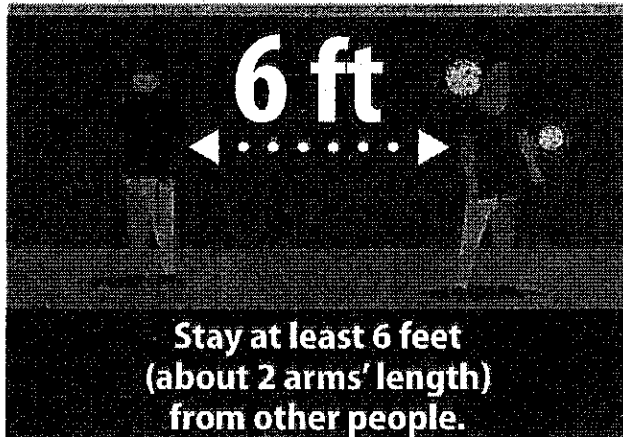
Cathy Radue 5-27-20
Associate Judge Date

Ch R Bennett 5-27-20
Mayor City Of Ivanhoe Date

Oliver Anderson 6/2/2020

Stop the Spread of Germs

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



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

NOTICE

VULNERABLE POPULATION ACCOMMODATIONS

THE FOLLOWING VULNERABLE POPULATIONS WILL BE ACCOMMODATED REGARDING COURT HEARINGS PURSUANT TO THE OPERATING PLAN OF THE TYLER COUNTY JUDICIARY:

- INDIVIDUALS WHO ARE OVER AGE 65
- INDIVIDUALS WITH SERIOUS UNDERLYING HEALTH CONDITIONS
- INDIVIDUALS IMMUNOCOMPROMISED
- INDIVIDUALS WHO ARE PREGNANT

ALL INDIVIDUALS IN THE VULNERABLE POPULATION CATEGORY HAVE THE OPTION TO PARTICIPATE REMOTELY. CONTACT THE COURT FOR FURTHER INFORMATION.