

COVID-19 Operating Plan for the Mineola Municipal Court, Wood County 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 **Mineola Municipal Court** will implement the following protective measures:

General

1. The judge 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. The judge 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, county judge and mayor and adjust this operating plan as necessary with conditions in the city.
4. The judge will begin setting non-essential in-person proceedings no sooner than June 22, 2020.

Judge and Court Staff Health

1. The judge and court staff who can perform the essential functions of their job remotely will telework when possible.
2. 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.
3. The judge and court staff will practice social distancing and practice appropriate hygiene recommendations at all time.

Scheduling

1. Telephone conferencing will be available when possible.
2. The following court schedules are established to reduce occupancy in the court building: Defendants will be scheduled in incremental periods.

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. The 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 telephone conferencing when possible.

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. The maximum number of persons permitted in courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
3. The courtroom has been arranged in such a way so that there is adequate social distancing of at least 6 feet.
4. The courtroom seating has been marked to identify appropriate social distancing.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances and exits of the courtroom.
2. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in courtroom.

Screening

1. When individuals attempt to enter the court building, the Bailiff will ask the individuals to complete a COVID-19 Active Screening Questionnaire. Individuals who indicate yes to any of these questions will be refused admittance to the court building.
2. When individuals attempt to enter the courtroom, the Bailiff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equal or exceed 100.0°F will be refused admittance to the courtroom.
3. Magistrate hearings conducted in the jail will be conducted in a quarantined hearing room with video access to the public.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including a mask to wear.

Face Coverings

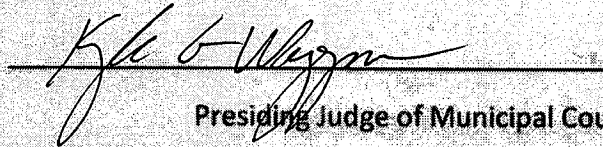
1. Individuals will be encouraged to bring cloth face coverings with them.
2. Disposable masks will be provided upon request.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned before and after each court hearing.
2. Court building cleaning staff will clean the courtrooms 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.

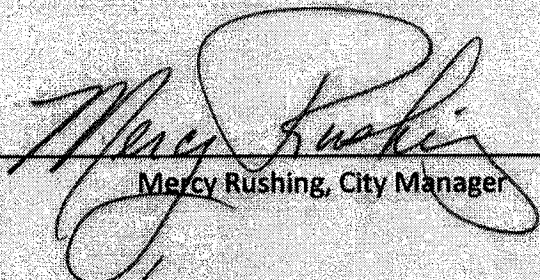
In developing the plan, I consulted with the local health authority, city manager and mayor, documentation of which is attached to this plan. I will ensure that the courtroom covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/28/2020



Presiding Judge of Municipal Court

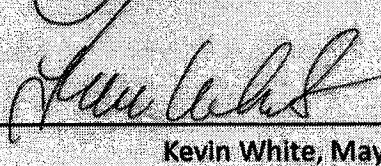
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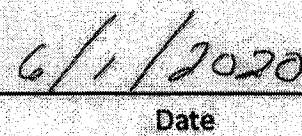
Mercy Rushing, City Manager



Date



Kevin White, Mayor



Date