

COVID-19 Operating Plan for the Plano 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 Plano, 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 will 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: All court personnel will be temperature checked as they enter the courthouse.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.4°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: Plastic shields/sneeze guards will be installed in front of clerks and Public Safety Officers who deal with the public.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
The number of cases assigned to dockets has been reduced by approximately half. Appearance docket times have been separated into 15 minute segments rather than hourly.

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 resetting their hearing until after the pandemic has subsided, and/or offered remote video hearings.

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 snack rooms, 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 gallery seating, counsel tables, witness stand, judge's bench, and clerk, and court reporter seating have been arranged in such a way to meet social distancing guidelines 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, a Public Safety Officer or Security Guard 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, a Public Safety Officer or Security Guard will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.4°F will be refused admittance to the court building.
3. Inmates being transported from the jail to the court 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 shields.

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 one (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 building at least twice daily.
2. Court building cleaning staff will clean the courtrooms 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

Assignment of cases to specific dockets and times is subject to change depending on docket availability, changes to this Operating Plan, and changes in the emergency medical crisis.

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: 5/21/2020



Presiding Judge of Municipal Court

COVID-19
CORONAVIRUS DISEASE 2019

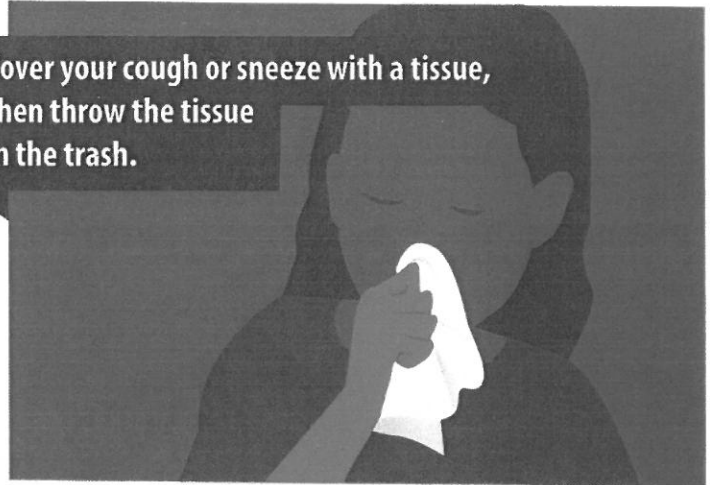
STOP THE SPREAD OF GERMS

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

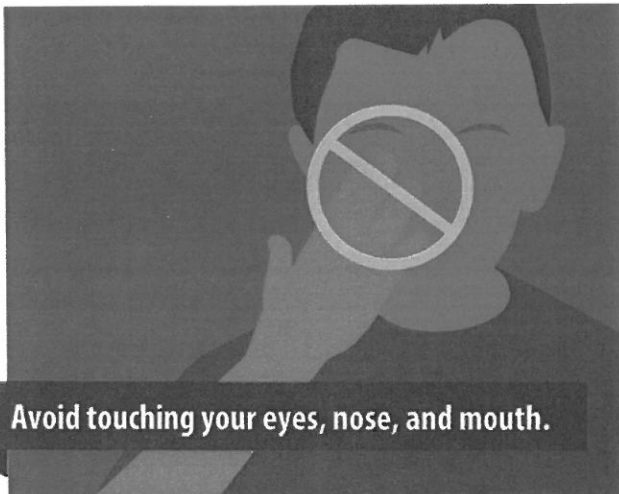
Avoid close contact with people who are sick.



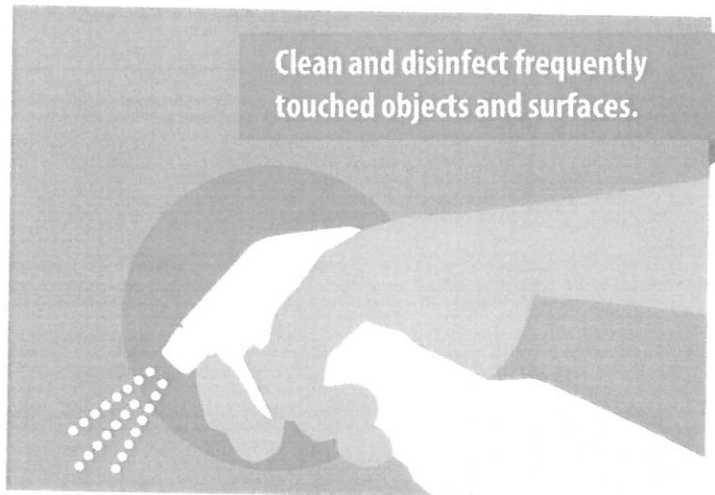
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



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.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

For more information: dshs.texas.gov/coronavirus

COPY

Plano Municipal Court

Due to the continuing health crisis, please be advised of the following:

- **FACE MASKS** or **FACIAL COVERINGS** are required and must cover both the mouth and nose. The court will not provide masks.
- All visitors are subject to a temperature check upon arrival.
- A limited number of people will be allowed inside the building at one time.
- **DO NOT BRING ADDITIONAL PERSONS** with you unless they are needed for physical assistance or language interpreting.
- Customers are **ENCOURAGED** to handle pending cases by mail or online.
 - **Juvenile defendants** must appear in person with a parent or guardian.
- If scheduled for a hearing, you may have the same options available online or by mail that you will have in the courtroom.
- Vulnerable individuals are those who are over the age of 65 or have serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy.
 - Vulnerable individuals may contact the Court Clerk's Office to receive reasonable accommodations.

Contact the clerk's office at **972-941-2199** to determine options available to handle your citation.

Mailing address:
P.O. Box 860828
Plano, TX 75086

Online Payments:
www.municipalonlinepayments.com/planotx

Plano Municipal Court

Debido a la continua crisis de salud, por favor tenga en cuenta lo siguiente:

- **Se requieren MASCARILLAS o COBERTURA FACIAL que deben cubrir tanto la boca como la nariz.**
 - La corte no proporcionara mascarillas.
- Todos los visitantes estan sujetos a un control de temperatura a su llegada.
- Se permitira un numero limitado de personas dentro del edificio al mismo tiempo.
- **NO TRAIGA PERSONAS ADICIONALES** con usted a menos que sean necesarias para la asistencia fisica o interpretacion de idiomas.
- Se **RECOMIENDA** a los clientes que manejen los casos pendientes por correo o en linea.
 - **Demandados Juveniles** deben presentarse en persona con un padre o guardian.
- Si esta programado para una audiencia, es posible que tenga las mismas opciones disponibles en linea o por correo que tendra en la sala del tribunal.
- Las personas vulnerables son aquellas que tienen mas de 65 años o tienen condiciones de salud subyacentes graves como hipertension, enfermedad pulmonar cronica, diabetes, asma y aquellos cuyos sistemas inmunes estan comprometidos, como por quimioterapia para el cancer u otras afecciones que requieren dicha terapia.
 - Las personas vulnerables pueden comunicarse con la oficina para recibir adaptaciones razonables.

Comuniquese con la oficina al **972-941-2199** para determinar las opciones disponibles para manejar su citacion.

Direccion de envio:
P.O. Box 860828
Plano, TX 75086

Pagos en linea:
www.municipalonlinepayments.com/planotx