

## COVID-19 Operating Plan for the City of Timpson 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 courts of **City of Timpson 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 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. 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. Judges and court staff will be required to practice social distancing, and practice appropriate hygiene recommendations at all time.
4. Protective Measures: Court staff, judge and prosecutor will be provided with individual hand sanitizers, will wear facial coverings during all in person court proceedings, and be socially distanced during in person court proceedings from each other and from the public.

### Scheduling

1. The following court schedules are established to reduce occupancy in the court building: After June 1, 2020 we will resume our traditional 3<sup>rd</sup> Thursday of each month in person docket to be held at 10:00am and will schedule no more than 8 defendants at each. Additionally, Court will work with and accommodate those that are in the vulnerable population or who does not feel comfortable attending in person court proceedings.

### 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 and or radiation therapy 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 around the court building (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated on a case by case basis.

### 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. Public common areas, including breakrooms and snackrooms, have been closed to the public.

### 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 gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other chair.

### Well

5. 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 will be at the entrances to the building, 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 of the court building.

### Screening

1. When individuals attempt to enter the court building, a city employee will ask who feels 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.

2. When individuals attempt to enter the court building, a city employee 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 court building.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including Mask and Gloves.

#### 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.

#### Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every day and in between each court docket.
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.

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.

*Marilyn Gordon*

Date: 6/1/2020

Presiding Judge of Municipal Court

*FS 6/3/2020  
approved*

**Florencio Singson M.D.**  
P.O. Box 1985  
Center, TX 75935  
(936) 598-2933

*Timpson* \*

## **VULNERABLE POPULATIONS**

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 and or radiation therapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations. requiring such therapy, please notify court staff at 936-254-2421 to discuss alternate accommodations.

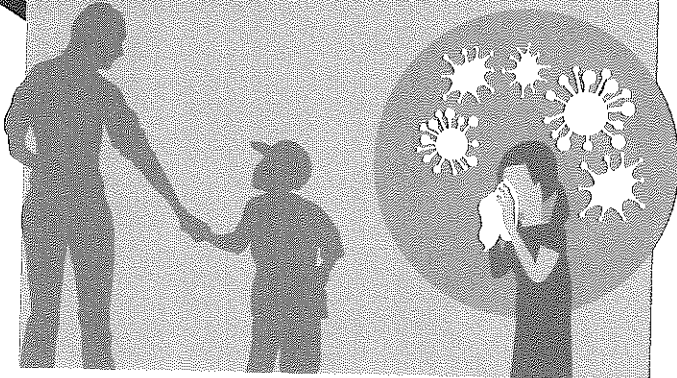
**COVID-19**

CORONAVIRUS DISEASE 2019

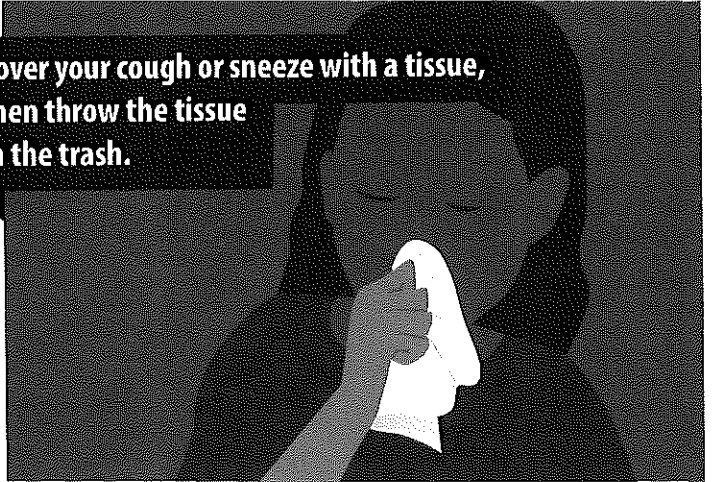
# STOP THE SPREAD OF GERMS

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

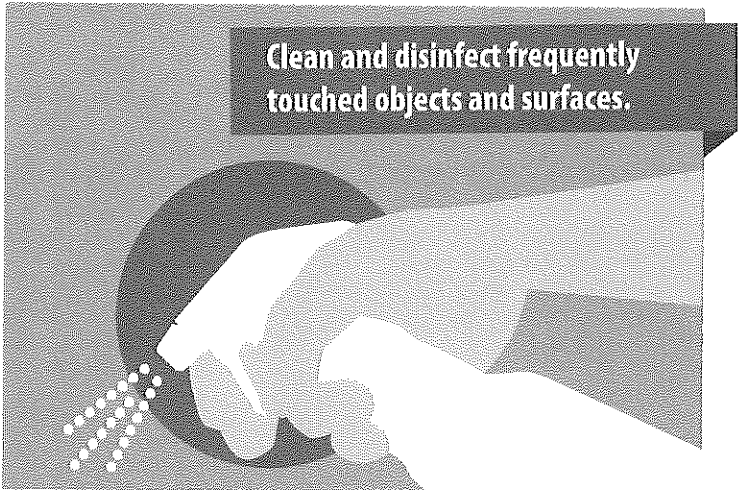
Avoid close contact with people who are sick.



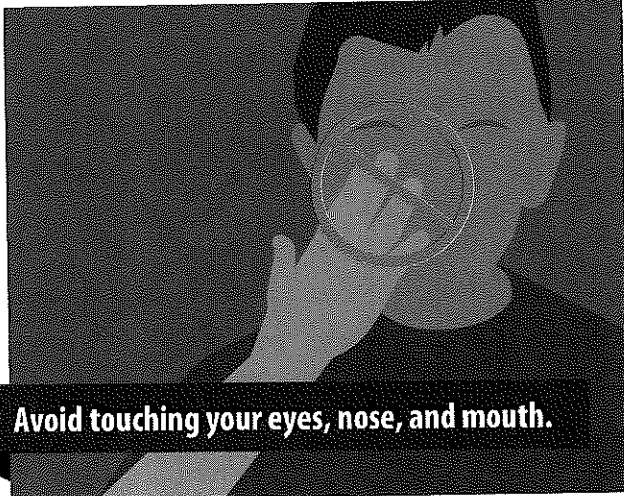
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



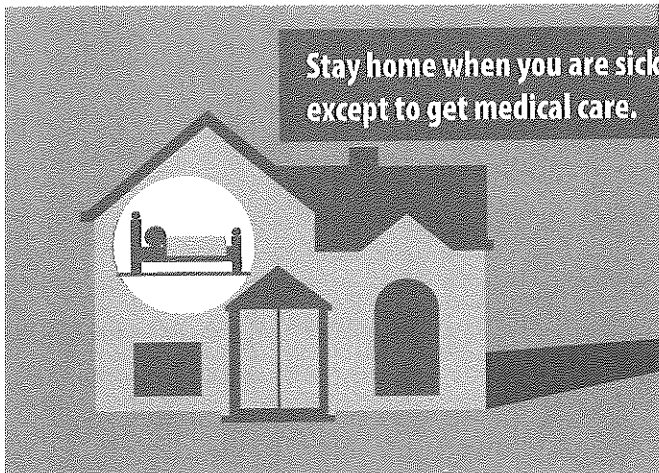
Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



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](https://dshs.texas.gov/coronavirus)