



1 Trophy Wood Drive, Trophy Club, TX 76262 | 682.237.2900 | info@trophyclub.org | trophyclub.org

COVID-19 Operating Plan for the Town of Trophy Club Municipal Court of Record, Denton/Tarrant County

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 court for the Town of Trophy Club 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 town.
4. Judges will begin setting non-essential in-person proceedings no sooner than October 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: Judges and court staff shall self-monitor body temperature and signs or symptoms of COVID-19 before reporting to work. A judge or staff member may also take his or her temperature upon entrance to the Town Office and Public Safety Building located at 1 Trophy Wood Drive, Trophy Club, Texas 76262.
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:



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Social distancing markers added to courtroom and lobby.

Face masks, disinfectant wipes and Hand sanitizer available in Court Lobby/Courtroom.

Procedure Masks will be provided to judges and court staff when available, or a three (3) layer or filtered cloth face covering if procedure masks are not available.

Before any signatures are needed, the defendant/public will be required to use hand sanitizer.

Pens used by the defendants/public will be sprayed/wiped with disinfectant between uses.

No purses, backpacks or other big items requiring a search will be allowed in courtroom in order to reduce direct contact between bailiff and visitors to courtroom.

The defendants/public will be allowed into the court area one at a time (unless Juveniles). Each Defendant will be asked to sit in the seats as arranged to comply with social distancing.

We have options available to handle citations online and by e-mail and are encouraging defendants to use in order to reduce in person dealings with court cases. Notices of these options have been posted on the Court's website.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building. Court time to start at 1pm on the 4th Wednesday of each month. Individual defendant appearance times will be staggered to avoid unnecessary delay.

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, if at all possible, by rescheduling the matter or allowing remote access or being excused from jury duty, as applicable.



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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. This includes individuals participating in a jury trial when authorized.
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 snack rooms, have been closed to the public.

Gallery

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 staff.
5. The gallery of the courtroom will be marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

6. In the courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating will be 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 in the foyer of the government building and will be placed and made available on a table outside the courtroom.
2. Tissues will be placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways during a jury trial set up.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" will be posted in multiple locations of the court building.

Screening

1. Signs will be posted at the entrance of the court building stating: "If you 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, DO NOT ENTER the court building. Please contact Melinda Davis at mdavis@trophyclub.org or 682-237-2990 for further instruction. Signs will be in English and Spanish.
2. When individuals attempt to enter the court building, a table will be set up with an infrared thermometer in the gallery prior to the entrance to the courtroom. The use of the thermometer will be encouraged, but not required. Individuals whose temperature equals or



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exceeds 99.6°F will be refused admittance to the court building and will be provided further instructions regarding their case(s).

3. Staff who are assisting individuals entering the court building will be provided personal protective equipment, including facemasks, hand sanitizer, and latex 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 facemask 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 one time the day the court opens for operations.
2. Court building cleaning staff will clean the courtrooms at least once prior to the court room opening.
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

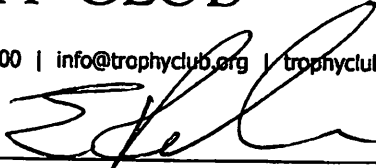
The Town of Trophy Club Municipal Court utilizes the Town Council Chambers that is within the Town Government Building for courtroom proceedings. All uses of the term court building and/or court room pertain to this arrangement and set up.

In developing the plan, I consulted with the Tarrant County local health authority, mayor, and town manager and/or assistant town manager. I will ensure that the associate judges for this court conduct proceedings consistent with the plan. I will also see that the Denton County local health Authority is notified of this plan and ask for comments as our court serves two (2) counties.

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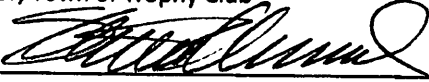
Date: Click or tap to enter a date



Presiding Judge of Municipal Court



Mayor, Town of Trophy Club



Town Manager/Assistant Town Manager
Town of Trophy Club

Dr. Catherine Colquitt, MD
Health Authority-Tarrant County, Texas
817-321-5305 Office

DR M. Buchanan, MD, PHD
Denton Health Official

**VEERINDER (VINNY) TANEJA, MBBS; MPH
PUBLIC HEALTH DIRECTOR**



**CATHERINE A. COLQUITT, M.D.
LOCAL HEALTH AUTHORITY & MEDICAL DIRECTOR**

TARRANT COUNTY PUBLIC HEALTH
Safeguarding Our Community's Health

Date: October 19, 2020

To Whom it May Concern,

Tarrant County Local Health Authority & Medical Director or Tarrant County Deputy Local Health Authority & Assistant Medical Director has reviewed and approved the Guidance for All Court Proceedings During COVID-19 Pandemic.

Sincerely,

Catherine A. Colquitt, M.D.
Local Health Authority and Medical Director
Tarrant County, Texas

Dr. Kenton K. Murthy
Deputy Local Health Authority &
Assistant Medical Director
Tarrant County, Texas

Tarrant County Public Health
Accountability. Quality. Innovation.



A healthier community through leadership in health strategy



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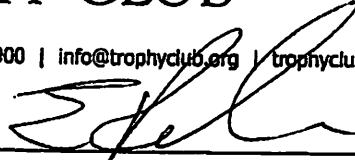
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Date: Click on tab to enter date



Presiding Judge of Municipal Court



Mayor, Town of Trophy Club



Town Manager/Assistant Town Manager
Town of Trophy Club

Dr. Catherine Colquitt, MD
Health Authority-Tarrant County, Texas
817-321-5305 Office

→ Revised and approved Catherine Colquitt 10/19/2020

DR M. Buchanan, MD, PHD
Denton Health Official