

**WEATHERFORD MUNICIPAL COURT
JUDGE'S STANDING ORDER NO. 6-4**

COVID-19 Operating Plan for the Weatherford 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 **Weatherford 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 has communicated with the local health authority, City Manager 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 11, 2020

Judge and Court Staff Health

1. Judges who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: Court staff and judges will check in at the beginning of each workday with the city designated temperature monitor or court administrator for a temperature check.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.0°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 are encouraged to wear face coverings, practice social distancing, and practice appropriate hygiene when conducting business in a one on one setting with a defendant.
5. Protective Measures: reusable cloth masks will be provided for judges and staff to wear when conducting business with the public one-on-one. It is recommended that each workstation for clerks will be sanitized after each public interaction. Clerks are encouraged to wear disposable gloves when handling money or paperwork from defendants.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:

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JUDGE'S STANDING ORDER NO. 6-4**

COVID-19 Operating Plan for the Weatherford Municipal Court

In-person court proceedings will be limited to 10 persons, including court staff, with 6-foot social distancing of seating.

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 court's website 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 making individual one on one appointments to appear in-person or by video teleconferencing.

Social Distancing

1. All persons not from the same household who are permitted in the court area will be required to maintain adequate social distancing of at least 6 feet.
2. Public common areas, including breakrooms and snack rooms, 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 row.

Well

5. In each courtroom, the counsel tables, witness stand, judge's bench, clerk, 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 dispensers have been placed at the entrances to the court hallway and inside of the courtroom.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and the entrance hallway of the court.

**WEATHERFORD MUNICIPAL COURT
JUDGE'S STANDING ORDER NO. 6-4**

COVID-19 Operating Plan for the Weatherford Municipal Court

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 area, the court staff will provide the CDC Covid-19 questionnaire (copy attached), to complete and return prior to entering the courtroom. Individuals who indicate 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, will be refused admittance to the courtroom.

Face Coverings

1. All individuals entering the courtroom are encouraged to wear face coverings at all times.
2. If the individual does not have a face covering, a disposable face mask will be provided by the court, if available.

Cleaning

1. Cleaning staff will clean the common areas of the court so that common spaces are cleaned daily.
2. 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 area regarding this Operating Plan. 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 judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/21/2020



Robert L. Ballreath

Presiding Judge of Municipal Court

City of Weatherford, Parker, Texas

**COVID-19
ACTIVE SCREENING QUESTIONNAIRE**

Your health and well-being are of the utmost importance and we are taking measures to keep the court a safe environment for employees as well as the individuals under our charge and the public.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?
 YES
 NO

2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?
 YES
 NO

3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?
 YES
 NO

4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
 YES
 NO

5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever/chills?
 YES
 NO

6. Within the last 14 days, have you had close contact, without the use of appropriate personal protective equipment, with someone who is currently sick with suspected or confirmed COVID-19?* *(Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)*
 YES
 NO

If the individual answers YES to any of the questions they will not be allowed into the courtroom.

Signature

Date

Printed name



MUNICIPAL COURT

Courtroom COVID-19 Maximum Capacity

Defendants:

7

Court Staff:

3



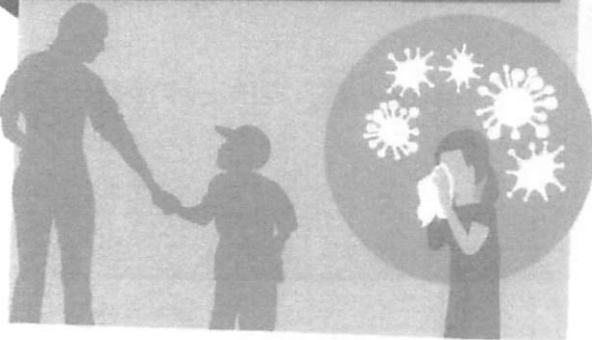
MUNICIPAL COURT

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, will notify the court immediately for an individual appointment.

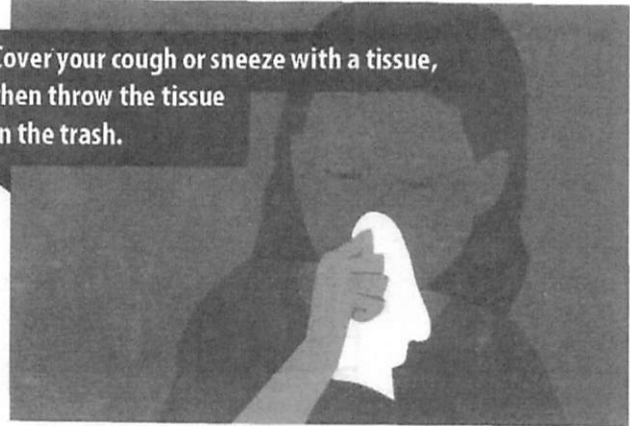
STOP THE SPREAD OF GERMS

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

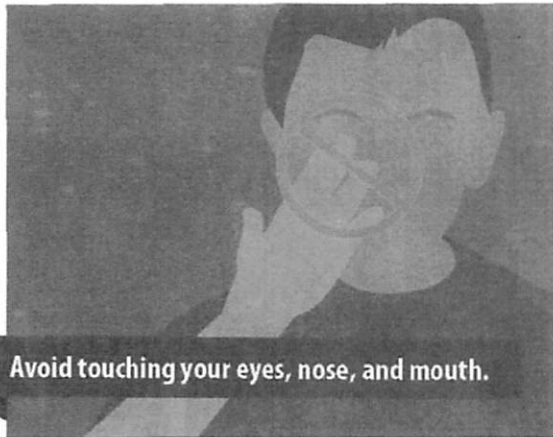
Avoid close contact with people who are sick.



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.



What are the symptoms of **COVID-19?**

Patients with COVID-19 report mild to severe respiratory illness.

Symptoms can include:

Fever



Cough



Shortness
of breath



- Symptoms may appear 2-14 days after exposure.
- Seniors and those with medical conditions are at higher risk and should pay extra attention for these symptoms.
- If you have these symptoms visit dshs.texas.gov/coronavirus for instructions on what to do.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services

Texas Department of State
Health Services

updated 03/10/20
8:56 am

For updates and more information, visit dshs.texas.gov/coronavirus