

COVID-19 Operating Plan for the Wills Point Municipal Court 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 **Wills Point** 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 and keep updated on the local health authority and county judge 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 July 15, 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 staff will self-monitor and will immediately report any symptoms or exposure to his or her supervisor.
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 may wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Frequent handwashing is encouraged, and sanitizer is strategically located throughout the workplace.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
We will conduct all scheduled dockets in a manner consistent with social distancing guidelines.
We will maintain occupancy under 10 for any given courtroom and 2 for the lobby area.

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.
3. Vulnerable populations who are scheduled for court will be accommodated by remote means.

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. Each restroom has been evaluated to determine the appropriate capacity to be one person at a time.
3. Public common areas, including breakrooms and snack rooms, have been closed to the public.

Gallery

4. The maximum capacity of the courtroom will be monitored and enforced by court staff.
5. The gallery of the courtroom when open and the front lobby have been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

6. 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 dispensers have been placed at the entrances to the building.
2. Tissues have been placed near the door of the courtroom.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations of City Hall and the Municipal Courtroom/Council room.

Screening

1. When individuals attempt to enter the court building, City Hall staff 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. Inmates being transported to the court building 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.

3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face mask.

Face Coverings

1. All individuals entering the court building will be encouraged to wear face coverings.
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.

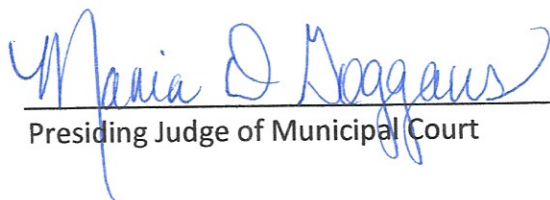
Cleaning

1. Court building staff will clean the common areas of the court building so that common spaces are cleaned at least every day.
2. Court building 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 staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

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: 6/10/2020



Presiding Judge of Municipal Court



**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