

COVID-19 Operating Plan for the Addison Municipal Court of Record in Dallas County

Recognizing that the lobby of the Police and Courts Building is controlled by the Police Department and the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the court room, the Addison Municipal Court of Record 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 to adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting non-essential in-person proceedings no sooner than August 4, 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: Those 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 wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
4. Protective Measures: In the Court Room, install sneeze shields at clerks, judge, prosecutor and defense locations, all court personnel will be provided a face mask, face shields, gloves and hand sanitizer and provide a disposable face mask to entering persons who do not have one, space chairs 6 feet apart with no more than 10 chairs.

Scheduling

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

August 4, 2020	3:00 PM Trials before the Court
August 4, 2020	4:00 PM Trials before the Court
August 5, 2020	3:00 PM Trials before the Court
August 5, 2020	4:00 PM Trials before the Court

September 1, 2020 3:00 PM Trials before the Court
September 1, 2020 4:00 PM Trials before the Court
September 2, 2020 3:00 PM Trials before the Court
September 2, 2020 4:00 PM Trials before the Court

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 at the front of the court room (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by remote eConferencing or scheduling a special hearing with the Judge after there is no longer a threat from Covid-19. Notice attached.

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. The lobby to the Police and Courts Building must be open at all times, 24/7, to allow access to the 911 dispatch phones. To the extent possible social distancing indicators will be placed on the floor and sign at entry to follow those to access the court.

Gallery

The court room has no separate gallery and no bar and will be included in the total count of 10 persons.

Well

The counsel tables, witness stand, judge's bench, and 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 entrance to the courtroom
2. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations in the court building.

Screening

1. When individuals attempt to enter the court building, the bailiff 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 room.
2. When individuals attempt to enter the court building, the bailiff 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 or if they refuse to have their temperature taken.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face shield, gloves and sanitizer.

Face Coverings

1. All individuals entering the court room 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 to enter the court room.

Cleaning

1. Court building cleaning staff will clean the common areas of the building so that common spaces are cleaned at least every twenty-four hours during court sessions.
2. Court staff have been provided cleaning supplies shown to be effective with this Covid-19 and will spray the chairs and wipe the electronic pen in between court dockets

Other

If maximum allowed capacity of 10 exclusive of indispensable personnel is exceeded, people will be asked to give their cell number and asked to wait in their car until room is available to allow them to enter the court room.

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 conduct proceedings consistent with the plan.

Date: June 13, 2020



Presiding Judge of Municipal Court

Affirmation of Consultation

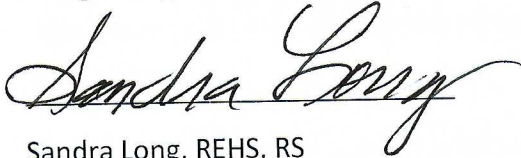
I, Joe Chow, Mayor of the Town of Addison, affirm that I have consulted with Larry Dwight, Presiding Judge of the Municipal Court of the Town of Addison regarding this COVID-19 Operating Plan for the Municipal Court.

A handwritten signature in blue ink, appearing to read "Joe Chow", written over a horizontal line.

Mayor Joe Chow

Affirmation of Consultation

I, Sandra Long, Environmental Health Manager of the Town of Addison, affirm that I have consulted with Larry Dwight, Presiding Judge of the Municipal Court of the Town of Addison regarding this COVID-19 Operating Plan for the Municipal Court.

A handwritten signature in blue ink, appearing to read "Sandra Long", written over a horizontal line.

Sandra Long, REHS, RS

Vulnerable Populations

Older adults and people of any age who have serious underlying medical conditions can call the Addison Municipal Court at 972-450-7111 to set up a Zoom meeting with the Court.

How to prevent the spread of COVID-19



Wash hands often for 20 seconds and encourage others to do the same.



Use hand sanitizer with at least 60% alcohol, if no soap or water is available.



Cover coughs and sneezes with a tissue, then throw the tissue away.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Disinfect surfaces, buttons, handles, knobs and other places touched often.



Avoid close contact with people who are sick.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services

Texas Department of State
Health Services

updated 03/10/20
12:15 pm

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

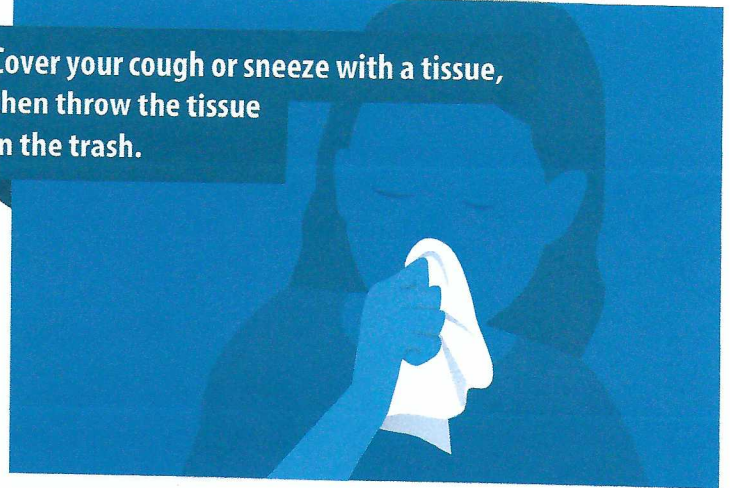
STOP THE SPREAD OF GERMS

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

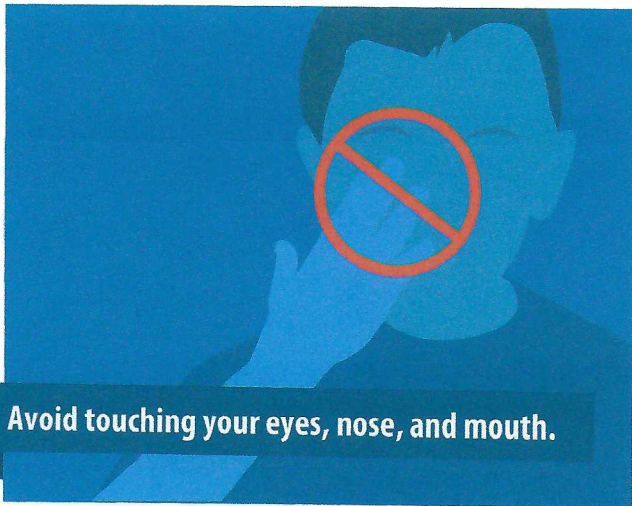
Avoid close contact with people who are sick.



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.



