



COVID-19 Operating Plan for the Athens Municipal Court

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, witnesses and other individuals entering the building housing court, the **Municipal Court of the City of Athens, Henderson County, Texas** is implementing the following protective measures effective immediately and until the COVID-19 Emergency Orders of the Governor of Texas are no longer in effect.

General

- 1) Presiding Judge of the Municipal Court 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) Presiding Judge of the Municipal Court will maintain regular communication with the Mayor or local health authority and adjust this operating plan as necessary to meet conditions in the City.
- 3) Presiding Judge of the Municipal Court will begin setting non-essential in-person proceedings no sooner than June 3rd, 2020.
- 4) The CDC's "Feeling Sick?" flyer has been posted on front doors to the building.

Judge and Court Staff Health

Presiding Judge or Court Staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or who have 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 who have been in 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.

Scheduling

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

- Initial Appearance dockets will begin at 10:00 am each Thursday
- Reappear/Show Cause dockets will be held every 1st and 3rd Thursday from 1:30pm - 4:30pm
- Juvenile dockets will begin every 3rd Thursday at 9:00 am
- Pre-trial dockets will begin every 3rd Thursday at 10:00 am

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) The 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 either granting reasonable continuances or allowing individual access in the courtroom.

Social Distancing Inside Court Building

- 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 ensure social distancing and the maximum capacity has been posted on each restroom door.

Gallery

- 1) Court Staff will assist defendants from behind plexiglass sneeze shield and a chair will be provided for defendant. Chair, pens and tabletop will be sanitized after each use.
- 2) The maximum number of persons permitted in the gallery will be limited to no more than 10 people, including staff. The maximum capacity of the courtroom will be monitored and enforced by Court Staff.
- 3) The gallery of the courtroom has been marked to identify appropriate social distancing in limited seating.

Hygiene

- 1) Hand sanitizer has been placed at the entrance to the building and inside of the courtroom.
- 2) Tissues have been placed near the door of the courtroom and at counsel tables.
- 3) The CDC's "Stop the Spread of Germs Flyer" has been posted in multiple locations of the court building.

Screening

- 1) When an individual enters the court room, Staff will ask the individual 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 courtroom.
- 2) Staff who are screening individuals entering the court building will be provided personal protective equipment, including gloves and masks.

Face Coverings


- 1) Individuals are highly encouraged to wear cloth face coverings. Court Staff will wear face coverings.

Cleaning

- 1) Court Staff will sanitize the courtroom between every hearing and at the end of each day the courtroom is used.
- 2) Court Staff have been provided cleaning supplies shown to be effective against the coronavirus.
- 3) Court Staff have been provided appropriate personal protective equipment.

The City of Athens Municipal Court is committed to providing a sanitary and safe environment for all court patrons and staff. In developing this plan consultations were had with the Mayor and Local Health Authority, documentation of which is attached to this plan. As presiding Judge of the City of Athens Municipal Court, I will ensure proceedings will be consistent with the guidelines provided by this Operating Plan.

Approved this 2nd day of June 2020.



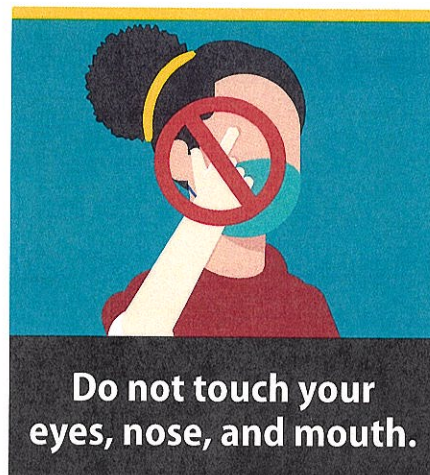
Steven Green, Presiding Judge



Monte Montgomery, Mayor

Stop the Spread of Germs

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



cdc.gov/coronavirus

Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelos en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.



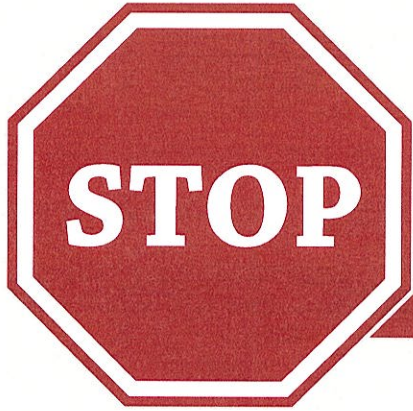
Quédense en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



cdc.gov/coronavirus-es



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.

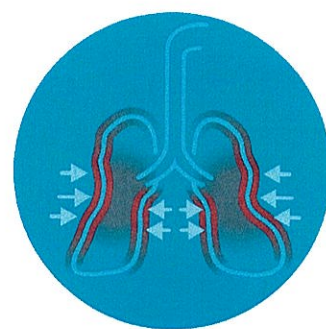
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS



¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su proveedor de atención médica.

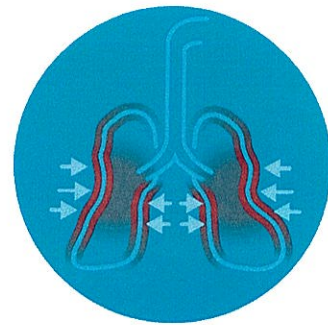
NO ENTRE si tiene:



FIEBRE



TOS



**DIFICULTAD PARA
RESPIRAR**



cdc.gov/CORONAVIRUS-ES