

# COVID-19 Operating Plan for the Daingerfield Municipal Court County 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 **Daingerfield 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 will maintain regular communication with the local health authority 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 June 12, 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: there will be a person (with mask and latex gloves) who will use an infrared touchless thermometer to check the temperature of all persons coming into court building and courtroom (including judge and staff) and if anyone has 100 degree or more temperature they will be denied entrance and their case re-set
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100°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.

Protective Measures: all persons shall wear cloth or fabric face masks or bandanas (or a cloth) that covers their mouth and nose there will be adequate spacing, including social distancing of a minimum of 6 feet that will be enforced in the court lobby and courtroom; and common areas like the countertops and table tops and doorknobs will be sanitized with Clorox or some other disinfectant that kills viruses and bacteria

FILED FOR RECORD  
AT 4:30 O'CLOCK P M

MAY 14 2020

JENNIFER T EASLEY  
JUSTICE OF THE PEACE PCT 2,3,4  
MORRIS COUNTY, TEXAS

## **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: IA at 9:00am & 1:30pm. SC Docket @ 10:15am & 4:00pm and Vulnerable (all) Docket 10:15am and 2:45pm daily.

Dockets will be staggered throughout the day to allow for sufficient Social Distancing and appropriate sanitation between dockets.

## **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 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 Special Docket Setting or Virtual Hearings .

## **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.

### *Gallery*

2. 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.
3. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

### *Well*

4. 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, outside of each courtroom.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.

3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations.

### **Screening**

1. When individuals attempt to enter the court building, Court 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. When individuals attempt to enter the court building, Court Staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the court building.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including Gloves and Mask.

### **Face Coverings**

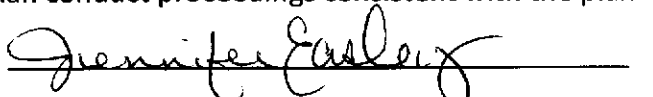
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be 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 every 4 hours or more if needed.
2. Court building cleaning 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 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.

In developing the plan, I consulted with the local health authority and county judge, 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: 5/14/2020

  
Presiding Judge of Municipal Court

# DAINGERFIELD MUNICIPAL COURT

## HEARING PROCEDURES

The Municipal Court of Daingerfield has been monitoring closely the developments internationally, locally and regionally regarding the Coronavirus. The health and safety of our community is of paramount importance, and recent mandates placed on the courts requires a drastic change in our procedure. In an effort to protect our communities and our staff, the Municipal Court of Daingerfield has implemented safety precautions for all court hearings until further notice. We have not resolved every issue and every question. And, there necessarily may be additional changes in the days to come. You may contact the court for specific information concerning your case. **Until then, these measures will be observed to help prevent the spread of COVID19:**

1. All persons *shall wear a face mask* that covers their mouth and nose. A cloth face covering is acceptable. If you do not have one we will provide you with one.
2. There will be a person (with mask and latex gloves) who will use an infrared touchless thermometer to check the temperature of all persons coming into court building and courtroom and if anyone has 100 degree or more temperature they will be denied entrance and their case re-set
3. 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.
4. There will be adequate spacing that will be clearly marked to maintain a minimum of 6 feet in the court lobby and courtroom.
5. You may have the option to have a virtual hearing set. Contact the court if you would like to set this up.
6. 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 and should contact the court to identify themselves as a vulnerable individual and receive accommodations.

NAME AND ADDRESS OF THIS COURT IS:

DAINGERFIELD MUNICIPAL COURT  
101 LINDA DRIVE  
DAINGERFIELD, TX 75638  
903-645-2114  
903-645-3263  
[MICHELLE.JONES@CITYOFDAINGERFIELD.COM](mailto:MICHELLE.JONES@CITYOFDAINGERFIELD.COM)

TELEPHONE NUMBER OF THIS COURT

FAX NUMBER OF THIS COURT

EMAIL ADDRESS OF THIS COURT IS