

## COVID-19 Operating Plan for the De Leon 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 De Leon Municipal Court will implement the following protective measures:

### General

1. The 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. The Court 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 2, 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: as needed.
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 **will be required** to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: court to be disinfected as needed.

### Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Tuesdays and Fridays, 10am to 11am, for in-person pleas.

### 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. A notice with this information will be posted on the courts' websites 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 restricted in-person pleas, or schedule remote teleconference if available.

### 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 ensure social distancing and the maximum capacity has been posted on each restroom door.
3. Public common areas, including breakrooms and snackrooms, will be closed to the public.

### *Gallery*

4. 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.
5. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited chairs available. No additional chairs will be added to the gallery.

### *Well*

6. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating will be arranged in such a way so that there is social distancing of at least 6 feet between each space.

### Hygiene

1. Hand sanitizer dispensers, if available, will be placed at the entrances to the building, outside of the courtroom, and outside of bathrooms.
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 on each floor of the court building.

### Screening

1. When individuals attempt to enter the court building, the Court Clerk 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, the Court Clerk will use, if available, 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 masks, gloves, and any other PPE that is available.

**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 2 hours, as 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 will be provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff will be trained on proper cleaning techniques and provided appropriate personal protective equipment.

**Other**

Other procedures may be implemented as needed or required.

I will ensure that the De Leon Municipal Court covered by this Operating Plan conduct proceedings consistent with the plan.

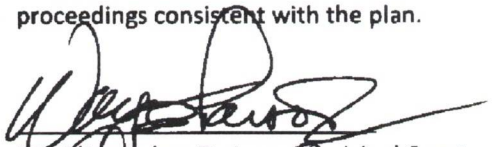
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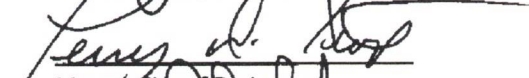
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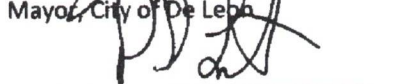
I will ensure that the De Leon Municipal Court covered by this Operating Plan conduct proceedings consistent with the plan.

  
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Presiding Judge, De Leon Municipal Court

Date: May 29, 2020

  
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Mayor, City of De Leon

Date: May 29, 2020

  
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Comanche County Health Authority

Date: 6/2/2020

# **MUNICIPAL COURT OF DE LEON**

## **NOTICE TO VULNERABLE POPULATIONS**

The following notice shall be posted on the Court's website, at the entrance to the Court and at the Court Clerk's window, and in all orders setting hearings, docket notices, and other communications.

### **NOTICE TO VULNERABLE POPULATIONS**

The following are considered to be a member of Vulnerable Populations:

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.

Any person who is in a Vulnerable Population category may to contact the court to identify themselves as a vulnerable individual and receive accommodations, which will include the ability to participate in electronic or telephonic proceedings. If you do not have the technology to appear electronically or by telephone, the court will make accommodations for you at the court that will include the ability to so participate using equipment that will be sanitized between users. If you appear in person at the court, you will be required to wear a protective mask and one will be provided to you if you do not have one.