

COVID-19 Operating Plan for the City of Fort Worth Municipal Court

Purpose

Courts have a responsibility not only to take steps to ensure the health and safety of those entering a court building for court proceedings, but also to reassure visitors that the courts are working to ensure visitors' health and safety so that they feel safe returning to the courthouse. Because of the courts' unique ability to compel participants to attend versus other entities who may open for individuals to voluntarily visit, this responsibility is even more important.

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 City of Fort Worth Municipal Court, including Public Safety Building, City Hall Security Post, Lake Patrol, Warrants, Teen Court, and Parking Hearing Office, 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 (OCA) 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 1, 2020

Judge and Municipal 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: Judges and Court Staff will not come to work if they develop COVID symptoms that cannot be attributed to another noncontagious health condition
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. (See Appendix 1).
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: Hand washing, use of hand sanitizer, not touching your face, a facemask or face covering, gloves, and social distancing via environmental engineering/monitoring/enforcement.

Court Docket Schedule

The following Court schedule has been established to reduce occupancy in the Public Safety Building. Throughout each Phases E-Court and "paper-lite" processes will be used whenever possible.

1. PHASE 1

- a. WALK-IN DOCKET
- b. ATTORNEY PLEA DOCKET (ATPD)
- c. PAY DOCKETS

2. PHASE 2

- a. CODE PLEA DOCKET - ENVIRONMENTAL / FIRE / WASTE CART
- b. PROPERTY HEARINGS
- c. CIVIL FORFEITURE
- d. BUILDING STANDARDS

3. PHASE 3

- a. SELF-REPRESENTED DEFENDANT PLEA DOCKET – GENERAL (NOT TRAFFIC)
- b. SELF-REPRESENTED DEFENDANT PLEA DOCKET - TRAFFIC
- c. REVOCATION DOCKET
- d. PRE CAPIAS PRO FINE SHOW CAUSE
- e. EXPUNCTION HEARINGS
- f. DSC SHOW CAUSE NON COMPLIANCE
- g. BOND DOCKET (APPEARANCE BONDS, SURETY BONDS, CASH BONDS)
- h. INDIGENCY DOCKET
- i. COMMUNITY COURT
- j. ANIMAL (DANGEROUS DOG, ANIMAL CRUELTY)
- k. ASSAULT / ASSAULT FAMILY VIOLENCE PLEA DOCKET
- l. PARKING APPEAL
- m. JUVENILE ARRAIGNMENT DOCKET (JAD)
- n. JUVENILE NOW AN ADULT DOCKET (JNA) (NOT CURRENTLY USED)
- o. TRUANCY – PARENT CONTRIBUTING
- p. TRUANCY – SUMMONS
- q. TRUANCY – STUDENT
- r. TRUANCY – SHOW CAUSE
- s. TEEN COURT
- t. TEEN COURT DOCKET
- u. TEEN COURT SHOW CAUSE (TCSC)
- v. SPECIAL – COMIN 'UP

4. PHASE 4

- a. JURY TRIALS
- b. BENCH TRIALS
- c. CODE / TRIAL DOCKET – BENCH TRIAL
- d. ANIMAL / TRIAL DOCKET – BENCH TRIAL
- e. JUNKED VEHICLE APPEALS / BENCH TRIAL
- f. EPO HEARINGS (APPEAL / MOTION)

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 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 video arraignment and walk-in docket via personal electronic device or by video arraignment and walk-in docket in the field facilitated by a Deputy Marshal.

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. No more than four individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. 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.
4. Public common areas, including breakrooms and snack rooms, have been closed to the public.
5. 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.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.
7. 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.

Screening

1. When individuals attempt to enter the court building, a Deputy Marshal and/or Clerk will ask the individuals health screening questions relevant to the status of the COVID 19 pandemic. 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, a Deputy Marshal and/or Clerk 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.
3. Inmates being transported from the jail 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.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including hand washing, use of hand sanitizer, not touching your face, a facemask or face covering, gloves, and social distancing via environmental engineering/monitoring/enforcement.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
2. Signs reminding people to wash their hands, use of hand sanitizer, not touching their face, wearing facemask or face covering, and to use social distancing will be posted on each floor of the PSB.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are spot cleaned as often as possible and will be sanitized each day (Monday thru Friday).
2. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
3. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Face Coverings

1. All individuals entering the court building will be required to wear a mask or 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 covering will be provided.

Other

Fort Worth Municipal Court will operate all services in phases as dictated below to maximize the safety of the public, staff, clerks, judges, marshals, and partner department personnel.

1) Safety Requirements:

a) Personal Protective Equipment (PPE):

- i) Municipal Court employees will wear a face covering whenever they are within 6 ft. of another person or while in common areas. Employees will wear gloves whenever an employee has physical contact with a member of the public or when exchanging items with said person.**
- ii) Additionally, employees will use, social distancing, handwashing, not touching their face, and disinfecting surfaces in conjunction with PPE. Employees will not come to work if they develop COVID symptoms that cannot be attributed to another noncontagious health condition. PPE usage will continue through Phase 4 as defined below.**
- iii) Individual employees who are unable to wear PPE due to a medical or psychological condition will be exempt from this policy and when possible that employee's exposure to other staff members and the public will be limited.**
- iv) Social distancing, handwashing, not touching their face, and disinfecting surfaces and employees not coming to work if they develop cold or flu symptoms that cannot be attributed to another noncontagious health condition will continue in perpetuity.**

b) Facility Wide Environmental COVID Mitigation:

i) Access and Screening Control PSB –

- (1) Change time models on the West entrance, South entrance and external elevators to deadlocked**
 - (a) Persons requiring ADA accommodations will utilize the ADA ramp at the East Entrance.**
 - (b) People requiring ADA accommodations requiring the use of the ADA elevator and are unable to use the ramp will be address on a case by case basis.**
 - (c) After-hours time models will remain at current setting.**
- (2) All employees and visitors will be health screened at the main entrances during business hours.**
 - (a) After-hours Municipal Court Employees, Code Employees, and Fort Worth Police Department Employee will "self-screen" (take and long own temperature) at the West entrance.**
- (3) Standard security screening operations will remain in effect**

ii) Access and Screening City Hall –

- (1) Designate South end visitor entrance and North end employee only**
- (2) All employees and visitors will be health screened at the main entrances**
- (3) Standard security screening operations will remain in effect**

iii) Respiratory droplet contamination mitigation-

- (1) Cover holes in clerk/cashier windows with tape, standoff or speaker**
- (2) Regular surface cleaning in common area**
- (3) Installation of Plexiglas at x-ray stations (PSB)**
- (4) Installation of Plexiglas dividers in the courtrooms**
- (5) Hand disinfectant stations (PSB Waiting areas)**

iv) Mask/Gloves-

- (1) Facemasks or face covering will be worn by all staff members when within 6 feet of others and while in common areas. Gloves will be worn as necessary.**

c) Reporting:

- i) See Appendix 1**

2) Operational Phase:

a) Phase 1 –Initial Operations:

- i) Hours of Operation 0800-1700 hours Monday through Friday**

ii) Capacity (6ft Social Distancing)-

- (1) Cashier and Clerks – Every other window staffed**
- (2) Cashier/Clerk waiting area – 10**
- (3) Main lobby- Approximately 15**
- (4) 1st Floor courtroom hallway -Approximately 10**
- (5) Parking Waiting – 4 defendants**
- (6) Courtroom 1 – 4 defendants**
- (7) Courtroom 2 – 8 defendants**
- (8) Courtroom 3 – 8 defendants**
- (9) Courtroom 4 – 8 defendants**
- (10) Courtroom 5 – 16 defendants**
- (11) Jury Pool Room – 24 potential Jurors**
- (12) 2nd Floor courtroom hallway- Approximately 8**
- (13) Parking Hearing Office Waiting Area – 2 defendants**
- (14) Teen Court Room 400 – 1 defendant and guardian or a single family unit.**

iii) Social Distancing Marking (6ft) –

- (1) Cashier and Clerk Windows**

- (2) Prosecutor to Defendant (Courtrooms 1-5) Main Entrance South to Texas St to West end of building

iv) Media Requirements-

- (1) Press Release-Provide the Office of Communication with Press Releases notifying the public our hours of operations, available services, and available resources
- (2) Website-Provide the Office of Communication with website updates notifying the public our hours of operations, available services, and available resources
- (3) COVID Signage and Notices-Update PSB COVID signage and notices to reflect current state.

v) Access and Screening Control PSB-

- (1) Change time models on the West entrance, South entrance and external elevators to deadlocked
 - (a) Persons requiring ADA accommodations will utilize the ADA ramp at the East Entrance.
 - (b) People requiring ADA accommodations requiring the use of the ADA elevator and are unable to use the ramp will be address on a case by case basis.
 - (c) After-hours time models will remain at current setting.
- (2) All employees and visitors will be health screened at the main entrance during business hours.
 - (a) After-hours Municipal Court Employees, Code Employees, and Fort Worth Police Department Employee will "self-screen" (take and long own temperature) at the West entrance.
 - (b) From 0730 until 0800 hours a Deputy Marshal will conduct Health Screenings at the West entrance of PSB to facilitate staff screening prior to the beginning of the day.
- (3) Standard security screening operations will remain in effect

vi) Access and Screening City Hall –

- (1) Designate Southeast visitor only entrance and Northeast employee only
- (2) All employees and visitors will be health screened at the main entrances
- (3) Standard security screening operations will remain in effect

vii) In-person proceedings and services (TBD)

b) Phase 2-Improved Operations:

- i) Hours of Operation 0800-1700 hours Monday through Friday**

- ii) Capacity (6ft Social Distancing)- Capacity (6ft Social Distancing)-**
 - (1) Cashier and Clerks – Every other window staffed**
 - (2) Cashier/Clerk waiting area – 10**
 - (3) Main lobby- Approximately 15**
 - (4) 1st Floor courtroom hallway -Approximately 10**
 - (5) Parking Waiting – 4 defendants**
 - (6) Courtroom 1 – 4 defendants**
 - (7) Courtroom 2 – 8 defendants**
 - (8) Courtroom 3 – 8 defendants**
 - (9) Courtroom 4 – 8 defendants**
 - (10) Courtroom 5 – 16 defendants**
 - (11) Jury Pool Room – 24 potential Jurors**
 - (12) 2nd Floor courtroom hallway- Approximately 8**
 - (13) Parking Hearing Office Waiting Area – 2 defendants**
 - (14) Teen Court Room 400 – 1 defendant and guardian or a single family unit.**

- iii) Social Distancing Marking (6ft) –**
 - (1) Cashier and Clerk Windows**
 - (2) CA attorney to Defendant (Courtrooms 1-5)**
 - (3) Main Entrance South to Texas St to West end of building**

- iv) Media Requirements-**
 - (1) Press Release-Provide the Office of Communication with Press Releases notifying the public our hours of operations, available services, and available resources.**
 - (2) Website-Provide the Office of Communication with website updates notifying the public our hours of operations, available services, and available resources.**
 - (3) COVID Signage and Notices-Update PSB COVID signage and notices to reflect current state.**

- v) Access and Screening Control PSB –**
 - (1) Change time models on the West entrance, South entrance and external elevators to deadlocked**
 - (a) Persons requiring ADA accommodations will utilize the ADA ramp at the East Entrance.**
 - (b) People requiring ADA accommodations requiring the use of the ADA elevator and are unable to use the ramp will be address on a case by case basis.**

- (c) After-hours time models will remain at current setting.
 - (2) All employees and visitors will be health screened at the main entrance during business hours.
 - (a) After-hours Municipal Court Employees, Code Employees, and Fort Worth Police Department Employee will “self-screen” (take and long own temperature) at the West entrance.
 - (b) From 0730 until 0800 hours a Deputy Marshal will conduct Health Screenings at the West entrance of PSB to facilitate staff screening prior to the beginning of the day.
 - (3) Standard security screening operations will remain in effect
 - vi) Access and Screening City Hall –
 - (1) Designate South end visitor only entrance and North end employee only
 - (2) All employees and visitors will be health screened at the main entrances
 - (3) Standard security screening operations will remain in effect
 - vii) In-person proceedings and services (TBD)
- c) Phase 3-Enhanced Operations:
 - i) Hours of Operation 0800-1700 hours Monday through Friday
 - ii) Capacity (6ft Social Distancing)-
 - (1) Cashier and Clerks – Every other window staffed
 - (2) Cashier/Clerk waiting area – 10
 - (3) Main lobby- Approximately 15
 - (4) 1st Floor courtroom hallway -Approximately 10
 - (5) Parking Waiting – 4 defendants
 - (6) Courtroom 1 – 4 defendants
 - (7) Courtroom 2 – 8 defendants
 - (8) Courtroom 3 – 8 defendants
 - (9) Courtroom 4 – 8 defendants
 - (10) Courtroom 5 – 16 defendants
 - (11) Jury Pool Room – 24 potential Jurors
 - (12) 2nd Floor courtroom hallway- Approximately 8
 - (13) Parking Hearing Office Waiting Area – 2 defendants
 - (14) Teen Court Room 400 – 1 defendant and gradian or a single family unit.
 - iii) Social Distancing Marking (6ft) –
 - (1) Cashier and Clerk Windows
 - (2) Prosecutor to Defendant (Courtrooms 1-5)
 - (3) Main Entrance South to Texas St to West end of building

iv) Media Requirements-

- (1) Press Release-Provide the Office of Communication with Press Releases notifying the public our hours of operations, available services, and available resources.**
- (2) Website-Provide the Office of Communication with website updates notifying the public our hours of operations, available services, and available resources.**
- (3) COVID Signage and Notices-Update PSB COVID signage and notices to reflect current state.**

v) Access and Screening Control PSB –

- (1) Change time models on the West entrance, South entrance and external elevators to deadlocked**
 - (a) Persons requiring ADA accommodations will utilize the ADA ramp at the East Entrance.**
 - (b) People requiring ADA accommodations requiring the use of the ADA elevator and are unable to use the ramp will be address on a case by case basis.**
 - (c) After-hours time models will remain at current setting.**
- (2) All employees and visitors will be health screened at the main entrance during business hours.**
 - (a) After-hours Municipal Court Employees, Code Employees, and Fort Worth Police Department Employee will “self-screen” (take and long own temperature) at the West entrance.**
 - (b) From 0730 until 0800 hours a Deputy Marshal will conduct Health Screenings at the West entrance of PSB to facilitate staff screening prior to the beginning of the day.**
- (3) Standard security screening operations will remain in effect**

vi) Access and Screening City Hall –

- (1) Designate South end visitor only entrance and North end employee only**
- (2) All employees and visitors will be health screened at the main entrances**
- (3) Standard security screening operations will remain in effect**

vii) In-person proceedings and services (TBD)

d) Phase 4-Full Operations, Date (TBD):

- i) Hours of Operation 0800-1700 hours Monday through Friday**
- ii) Capacity (6ft Social Distancing)-**

- (1) Cashier and Clerks – Every other window staffed
- (2) Cashier/Clerk waiting area – 10
- (3) Main lobby- Approximately 15
- (4) 1st Floor courtroom hallway -Approximately 10
- (5) Parking Waiting – 4 defendants
- (6) Courtroom 1 – 4 defendants
- (7) Courtroom 2 – 8 defendants
- (8) Courtroom 3 – 8 defendants
- (9) Courtroom 4 – 8 defendants
- (10) Courtroom 5 – 16 defendants
- (11) Jury Pool Room – 24 potential Jurors
- (12) 2nd Floor courtroom hallway- Approximately 8
- (13) Parking Hearing Office Waiting Area – 2 defendants
- (14) Teen Court Room 400 – 1 defendant and guardian or a single family unit.

iii) Social Distancing Marking (6ft) –

- (1) Cashier and Clerk Windows
- (2) Prosecutors to Defendant (Courtrooms 1-5)
- (3) Main Entrance South to Texas St to West end of building
- (4) Social distance standards could end at this phase.

iv) Media Requirements-

- (1) Press Release-Provide the Office of Communication with Press Releases notifying the public our hours of operations, available services, and available resources.
- (2) Website-Provide the Office of Communication with website updates notifying the public our hours of operations, available services, and available resources.
- (3) COVID Signage and Notices-Update PSB COVID signage and notices to reflect current state.

v) Access and Screening Control PSB –

- (1) Change time models on the West entrance, South entrance and external elevators to deadlocked
 - (a) Persons requiring ADA accommodations will utilize the ADA ramp at the East Entrance.
 - (b) People requiring ADA accommodations requiring the use of the ADA elevator and are unable to use the ramp will be address on a case by case basis.
 - (c) After-hours time models will remain at current setting.

(2) All employees and visitors will be health screened at the main entrance during business hours.

(a) After-hours Municipal Court Employees, Code Employees, and Fort Worth Police Department Employee will “self-screen” (take and log own temperature) at the West entrance.

(b) From 0730 until 0800 hours a Deputy Marshal will conduct Health Screenings at the West entrance of PSB to facilitate staff screening prior to the beginning of the day.

(3) Standard security screening operations will remain in effect

vi) Access and Screening City Hall –

(1) Designate South end visitor only entrance and North end employee only

(2) All employees and visitors will be health screened at the main entrances

(3) Standard security screening operations will remain in effect

vii) In-person proceedings and services (TBD)

*Health Screening will remain in effect as long as City and OCA dictate.

3) Staffing Plan:

a) Phase 1-Initial Staffing:

i) Jail-Will operate 24/7 in all phases-

(1) Clerk of Court (at PSB) -Five jail clerk staff would be needed to operate 24/7 to support the jail.

(2) Judges (at PSB) - Five Judges would be needed to operate 24/7 to support the jail.

ii) Marshal Division- (Administration, PSB, Lake Patrol, Warrants and City Hall)

(1) City Marshal x1

(2) Chief Deputy Marshal x1

(3) Senior Deputy Marshal x5

(4) Deputy City Marshal x37

iii) Administration –

(1) 9 admin services staff (HR, Finance, Training, and Process) can continue teleworking and when necessary report to a physical location; working regular business hours 8 am – 5 pm.

(2) admin services staff (Department Head, Hearing Officer, Business Analyst) working in office 8 am –5 pm

iv) Clerk of Court (Non Jail)-

- (1) Minimal staff in house, at the capacity of approximately 13, which includes 2 cashiers for payments, virtual court, and other assignments; 1 mail clerk for mail pickup, assignment, and processing; 3 docket clerks for courtroom duties, and virtual court; 2 caseworkers for payment plans, community service, Community Court, and Truancy; 1 bond clerk; 1 parking clerk; 1 information desk clerk; 1 supervisors; 1 Deputy Court Clerk; Assistant Clerk of Court.**
- (2) The remaining 40 staff will be processing all other court duties while teleworking, which supports social distancing.**

v) Judges-

- (1) Rotate Judges to work Virtual walk in court, physical walk-in court and telecommuting.**

vi) Parking Hearings-

- (1) 1 Parking Hearing Officer will continue to telecommute until in-person hearings start again (TBD).**

vii) Teen Court-

- (1) The Teen Court Administrator will work on sight.**
- (2) Part-time Teen Court Assistant will not return to PSB until in-person hearings start again (TBD).**

b) Phase 2-Improved Staffing:

i) Jail-Will operate 24/7 in all phases-

- (1) Clerk of Court (at PSB) -Five jail clerk staff would be needed to operate 24/7 to support the jail.**
- (2) Judges (at PSB) - Five Judges would be needed to operate 24/7 to support the jail.**

ii) Marshal Division – (Administration, PSB, Lake Patrol, Warrants and City Hall)

- (1) City Marshal x1**
- (2) Chief Deputy Marshal x1**
- (3) Senior Deputy Marshal x5**
- (4) Deputy City Marshal x37**

iii) Administration –

- (1) 9 admin services staff (HR, Finance, Training, and Process) can continue teleworking and when necessary report to a physical location; working regular business hours 8 am – 5 pm.**

(2) 3 admin services staff (Department Head, Hearing Officer, Business Analyst) working in office 8 am –5 pm

iv) Clerk of Court (Non Jail)-

- (1) Operating at the capacity of approximately 24 which includes 4 cashiers for payments, virtual court, and other assignments; 1 mail clerk for mail pickup, assignment, and processing; 4 docket clerks for courtroom duties, and virtual court; 4 caseworkers for payment plans, community service, Community Court; 4 data entry clerks for citation entry; 2 clerks for phones; 1 information desk clerk; 1 public information clerk; 1 bond clerk; 1 parking clerk; 2 supervisors; 2 Deputy Court Clerks; Assistant Clerk of Court
- (2) The remaining 29 staff will be processing all other court duties while teleworking, which supports social distancing.

v) Judges-

- (1) Rotate Judges to work Virtual walk in court, physical walk-in court and telecommuting.

vi) Parking Hearings-

- (1) 1 Parking Hearing Officer will continue to telecommute until in-person hearings start again (TBD). May return to office if needed.

vii) Teen Court-

- (1) The Teen Court Administrator will work on sight.
- (2) Part-time Teen Court Assistant will not return to PSB until in-person hearings start again (TBD). May return to office is needed.

c) Phase 3-Enhanced Staffing:

i) Jail-Will operate 24/7 in all phases-

- (1) Clerk of Court (at PSB) -Five jail clerk staff would be needed to operate 24/7 to support the jail.
- (2) Judges (at PSB) - Five Judges would be needed to operate 24/7 to support the jail.

ii) Marshal Division- (Administration, PSB, Lake Patrol, Warrants and City Hall)

- (1) City Marshal x1
- (2) Chief Deputy Marshal x1
- (3) Senior Deputy Marshal x5
- (4) Deputy City Marshal x37

iii) Administration –

(1) 5 admin services staff (HR, Finance, Training, and Process) can continue teleworking and when necessary report to a physical location; working regular business hours 8 am – 5 pm.

(a) 7 admin services staff (Department Head, Hearing Officer, Business Analyst, Sr. Admin, Sr, Accountant, Customer Solutions Analyst, Admin Manager) working in office 8 am –5 pm

iv) Clerk of Court (Non jail)-

(1) Operating at the capacity of approximately 36, which includes 6 cashiers for payments, virtual court, and other assignments; 1 mail clerk for mail pickup, assignment, and processing; 5 docket clerks for courtroom duties, and virtual court; 6 caseworkers for payment plans, community service, Community Court and Truancy; 5 data entry clerks for citation entry; 4 clerks for phones; 1 information desk clerk; 1 bond clerk; 1 parking clerk; 3 supervisors; 2 Deputy Court Clerks; Assistant Clerk of Court

(2) The remaining 17 staff will be processing all other court duties while teleworking, which supports social distancing.

v) Judges-

(1) Rotate Judges to work Virtual walk in court, physical walk-in court and telecommuting.

vi) Parking Hearings-

(2) 1 Parking Hearing Officer will continue to telecommute until in-person hearings start again (TBD). May return to office if needed.

vii) Teen Court-

(1) The Teen Court Administrator will work on sight.

(2) Part-time Teen Court Assistant will not return to PSB until in-person hearings start again (TBD). May return to office is needed.

d) Phase 4-Full Staffing

i) Jail-Will operate 24/7 in all phases-

(1) Clerk of Court (at PSB) -Five jail clerk staff would be needed to operate 24/7 to support the jail.

(2) Judges (at PSB) - Five Judges would be needed to operate 24/7 to support the jail.

ii) Marshal Division –(Administration, PSB, Lake Patrol, Warrants and City Hall)

(1) City Marshal x1

- (2) Chief Deputy Marshal x1
- (3) Senior Deputy Marshal x5
- (4) Deputy City Marshal x37

iii) Administration –

- (1) 12 admin services staff working in office at full capacity 8am – 5 pm

- (2) Clerk of Court (no-jail)-

- i. Operating at the capacity of 53 which includes 10 cashiers for payments, virtual court, and other assignments; 1 mail clerk for mail pickup, assignment, and processing; 8 docket clerks for courtroom duties, and virtual court; 1 jury coordinator; 9 caseworkers for payment plans, community service, Community Court, and Truancy; 8 data entry clerks for citation entry; 5 clerks for phones; 4 supervisors; 1 bond clerk; 1 public information clerk; 1 information desk clerk; 1 parking clerk; 2 Deputy Court Clerks; Assistant Clerk of Court.

4. Judges -

- (1) Rotate Judges to work Virtual walk in court, physical walk-in court and telecommuting.

5. Parking Hearings-

- (1) 1 Parking Hearing Officer will continue to telecommute until in-person hearings start again (TBD). May return to office if needed.

6. Teen Court-

- (1) The Teen Court Administrator will work on sight.
- (2) Part-time Teen Court Assistant will not return to PSB until in-person hearings start again (TBD). May return to office is needed.

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: 6/1/2020


Presiding Judge of Municipal Court

Appendix 1

Workplace Steps for Dealing with COVID-19 Exposures

ISSUE/SCENARIO	EMPLOYEE NEXT STEPS	MANAGER/DEPARTMENT NEXT STEPS	HR/RISK MANAGEMENT
Employee feeling ill with COVID-19 or flu like symptoms	<ul style="list-style-type: none"> ✓ All employees must immediately notify their department HRC/MRC and HR Risk Management (Angela Lucusta) if they have symptoms of COVID-19, or have a positive COVID-19 test. ✓ If not at home already, the employee may choose to go home or contact HR Risk Management (Angela Lucusta) for city isolation options if they are an essential personnel**. ✓ Employee should contact a health care provider to seek a medical diagnosis and determine appropriate treatment. ✓ Employee, if instructed by the health care provider, should quarantine 14 days and follow CDC guidelines. ✓ Subject to departmental discretion, the employee may work from home. ✓ Employee may be required to obtain doctor's release before returning to work. 	<ul style="list-style-type: none"> • Supervisor should instruct the employee to contact HR Risk Management for isolation options. • Supervisor should notify department leadership. • Contact Departmental Janitorial services provider to clean/sanitize work area(s). 	<ul style="list-style-type: none"> • If the employee is categorized as essential personnel**, then HR asks if the employee wants to quarantine at home or in a city isolation location while they are awaiting their test results. • Distributes monitoring and isolation instructions to essential personnel. • Notifies Incident Commander (IC) if hotel is needed for essential personnel.
Employee is tested and is positive for COVID-19	<ul style="list-style-type: none"> ✓ All employees must immediately notify their department HRC/MRC and HR Risk Management (Angela Lucusta) if they have symptoms of COVID-19, or have a positive COVID-19 test. ✓ Employee should isolate at home and follow health care provider instructions, which may include being in quarantine for 14 days and follow CDC guidelines (if essential personnel** then special city isolation location/hotel accommodations may be available and HR Risk Management will help determine this). ✓ Depending on symptoms and availability of work, the employee may work from home. ✓ Employee may return to work after obtaining a doctor's release and supplying that paperwork to the department HRC/MRC. 	<ul style="list-style-type: none"> • Supervisor should instruct the employee to contact HR Risk Management for isolation options. • Department leadership gets information from employee of other co-workers they had direct/close contact* with and communicates with those employees without disclosing any protected health information (PHI). • Contact Departmental Janitorial services provider to clean/sanitize work area(s). • Department HRC/MRC obtains doctor's release prior to return to work. 	<ul style="list-style-type: none"> • If the employee is categorized as essential personnel**, then HR asks if the employee wants to quarantine at home or in a city isolation location after receiving positive test results. • Distributes monitoring and isolation instructions to essential personnel. • Notifies IC if hotel is needed for essential personnel.
Employee has had direct/close contact* with someone who has tested positive for COVID-19 but is asymptomatic (i.e. no symptoms)	<ul style="list-style-type: none"> ✓ Employee should quarantine for 14 days from last date of exposure to the individual and follow CDC guidelines (if essential personnel** then special city isolation location/hotel accommodations may be available and HR Risk Management will help determine this). ✓ Depending on availability of work, the employee may work from home. 	<ul style="list-style-type: none"> • Supervisor should instruct the employee to contact HR Risk Management for isolation options. • Supervisor should notify department leadership. • Contact Departmental Janitorial services provider to clean/sanitize work area (s). 	<ul style="list-style-type: none"> • If the employee is categorized as essential personnel**, then HR asks if the employee wants to quarantine at home or in a city isolation location after receiving positive test results. • Distributes monitoring and isolation instructions to essential personnel. • Notifies IC if hotel is needed for essential personnel.
Employee has had direct/close contact* with someone who had contact with someone who tested positive for COVID-19 (i.e. employee has had no direct/close contact with COVID-19 patient)	<ul style="list-style-type: none"> ✓ If asymptomatic (the employee does not feel sick), employee should seek personal medical advice from healthcare provider. ✓ Depending on availability of work, the employee may work from home. 	<ul style="list-style-type: none"> • Supervisor can allow employee to work from home depending on availability of work. • Management can call JECC timer DePaula if you have any questions 817-991-3802. 	

Name	Medical Screening	Phone Number
Texas Health Resources	Medical Screening	(800)-574-0606
Angela Lucusta	HR Risk Management	(802) 201-7240

*Direct/Close Contact is defined as: a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case—or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

**Essential (General) Employee are defined as: 1) Any city employee directly supporting COVID-19 operations. 2) Any city employee who is actively working in a city of Fort Worth facility during COVID-19 operations.

