



COVID-19 Operating Plan for the City of Gladewater Municipal Court, Gregg County, Texas

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the court, the court of **The City of Gladewater** 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. All judges will begin setting non-essential in-person proceedings no sooner than June 1, 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: Daily Temperature checks.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°, 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 when a clear physical barrier is not between staff and those in court, practice social distancing, and practice appropriate hygiene recommendations at all time.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Evening dockets: June 9, 23, 30; July 7, 21. An additional docket was scheduled in June to keep numbers small.
2. The court will be implementing Zoom for videoconferencing to reduce the number of in-person defendants.

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, docket 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 in the conspicuous locations in the court building.
3. Vulnerable populations who are scheduled for court will be accommodated by allowing a scheduled time for only that individual to enter the court.

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.

Gallery

3. The maximum number of persons permitted in the gallery of the courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
4. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every third seat and opposite each row.

Well

5. In the courtroom, the judge's bench, counsel tables, witness stand, 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 have been placed around the lobby of the court and outside the courtroom.
2. Tissues have been placed near the door of the courtroom, at the judge's bench, and at the counsel tables.
3. The Department of State Health Service's "Stop the Spread of Germs" flyer has been posted in multiple locations of the court building.

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.
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 99.6° will be refused admittance to the court.
3. The court staff who are screening individuals entering the court building will be provided personal protective equipment, including mask and gloves.

Face Coverings

1. All individuals entering the court will be encouraged 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.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 24 hours.
2. Court building cleaning staff will clean the courtrooms between every hearing.
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.

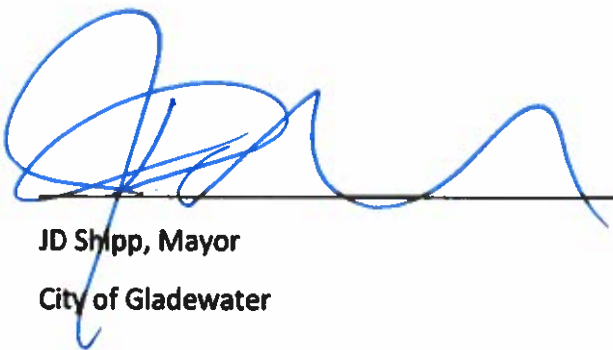
In developing the plan, I have consulted with the local health authority and mayor; documentation of which is attached to this plan. I will ensure that all court staff in the court building covered by this Operating Plan conducts proceedings consistent with the plan.

Date: 6/4/2020



Chris Botto, Presiding Judge
Gladewater Municipal Court

Date: 6/8/2020



JD Shipp, Mayor
City of Gladewater

COVID-19 NOTICE

Please contact the court to make other arrangements for a hearing if you are over 65 or have 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.