

July 9, 2020

City of Hackberry Municipal Court
Judge David P. Moore, Presiding
Tenure: Year 28
Frisco (Hackberry), Texas

COVID-19 Operating Plan for the City of Hackberry 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 court of the City of Hackberry 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, mayor, and City Manager 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 August 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: All staff will self-monitor and will immediately report any symptoms to his/her supervisor.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6⁰F, 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.

2.

Scheduling

1. The Judge has worked with the Court Administrator to limit Dockets. The volume in Texas Municipal Courts is substantially higher than other types of Courts.
The Court will limit the Court Room to 10 Defendants at a time-with the 6 foot distancing rule in place and followed. Defendants shall be allowed to wait in the lobby 4 at a time-with the 6 foot distancing rule in place and followed. 6 foot markings will be on the ground.
3. The court will not conduct Jury Trials until September 2020 at the earliest and only if guidelines are consistent with pandemic safety as described, The Judge will contact the Regional Presiding Judge and health authority if any changes in the pandemic occur, such as a surge or the pandemic changes. We will stop live dockets as such and contact the Regional Presiding Judge and health authority.
4. All persons NOT from the same household who are permitted in the court room must maintain the 6 foot social distancing at all times.
5. Each restroom will be/has been evaluated to determine the appropriate capacity to ensure social distancing. The maximum capacity will be posted for pandemic times, a photo to Regional Presiding Judge and health authorities if requested.
6. Public common areas, including break rooms and snack rooms do not exist and would be closed to the public at this time.
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.

Gallery

1. The maximum number of persons permitted in the gallery of each courtroom will be determined and posted. This will be monitored by staff, Hackberry does not offer such spectator seating.
2. The seating will be spaced and distanced by row,

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 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 resetting their hearing until after the pandemic has subsided or conduct their hearing via zoom or other similar mean remotely .

4. Judge Moore will continue his plan of justice with mercy.

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, have been closed to the public.
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 near the entrances to the building, outside of each courtroom, and inside each courtroom.
2. Tissues have been placed in the courtroom
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

When individuals attempt to enter the court building, court screening 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.

1. 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 screening staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6⁰F 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 99.6⁰F will not be transported to the court building. Staff who are screening individuals entering the court building will be provided personal protective equipment, including facial coverings and gloves.

4.

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.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 6 hours.
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.

Other

Staff will adhere to all social distancing requirements and will be spread out to meet all guidelines. Blue tape has been placed every 6 feet in our lobby to maintain social distancing, Seating will be removed from the courtroom to provide separation, and will be assigned in order to meet social distancing guidelines.

Finally:

Attached is the hygiene, screening, face covering and cleaning needs that the City of Hackberry will adhere to during the pandemic.
Equally are the notices our court plans to display.

I appreciate the Regional Presiding District Judge and health authority for their time and consideration to my plan and their time and energy during this unprecedented time.

Please feel free to contact me regarding any questions or comments. I will forward this plan to our Mayor Ronald Austin and City Administrator Brenda Lewallen.
My Court Administrator at the City of Hackberry is Kim Vance. 972-292-3223.

Symptoms of Coronavirus (COVID-19)

Please feel free to contact me regarding any questions or comments. I will forward this plan to our Mayor Keith Palmer and City Manager Stephen Ashley. My Court Administrator at Oak Point is Jennifer Henry. 972-294-2312.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. D. Moore', with a long horizontal flourish extending to the right.

Judge David P. Moore
Presiding Municipal Court Judge
Judicial Districts: Collin-Denton
County
972-658-4487
davidcfpmoore@gmail.com

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

Trouble breathing Inability to wake or Persistent pain or
pressure stay awake in the chest Bluish lips or face
New confusion

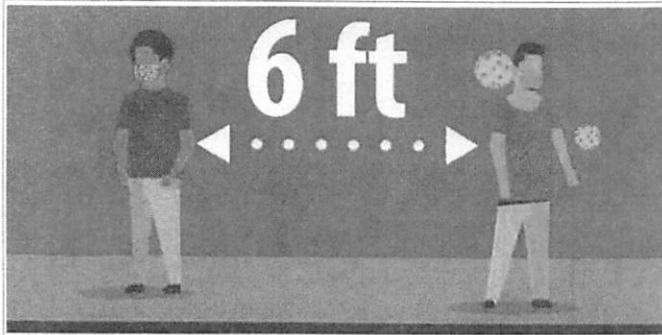
This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

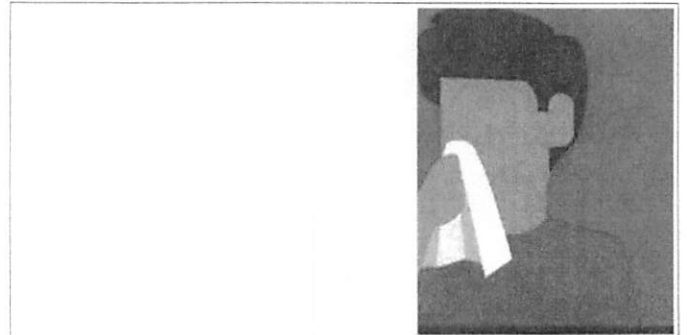
Stop the Spread of Germs

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

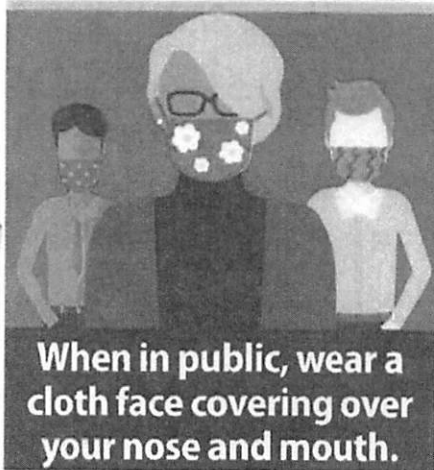


Stay at least 6 feet
(about 2 arms' length)

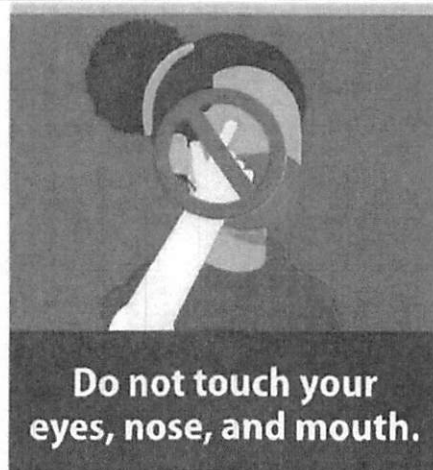
from other people.



Cover your cough or sneeze with a
_____ tissue, then throw the
_____ tissue in the
trash and wash your hands.



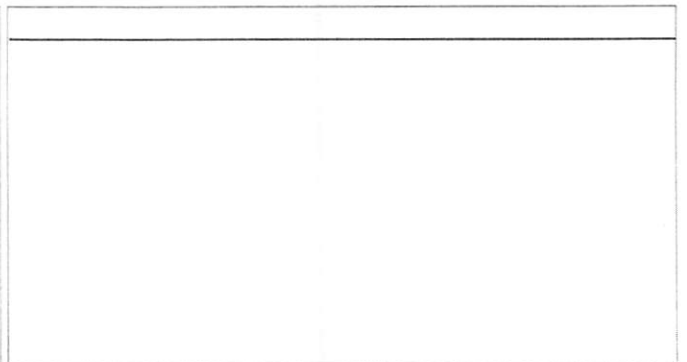
When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



cdc.gov/coronavirus