



COVID-19 Operating Plan for the City of Irving 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 courts of **City of Irving** 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 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 or exposure to his or her supervisor.
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: Frequent handwashing is required and hand sanitizer is strategically located throughout the workplace.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
The volume in a municipal court is substantially higher than other types of courts in Texas. That said, we will conduct all scheduled dockets in a manner consistent with social distancing guidelines. We will utilize additional spaces to maintain occupancy under 10 for any given courtroom or lobby area. Our court schedule/calendar is attached for your review.

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 resetting their hearing until after the pandemic has subsided or conducting their hearing via Zoom.

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 two 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 snackrooms, have been closed to the public.

Gallery

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.

Well

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.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building near the elevators.
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 on each floor of the court building.

Screening

1. When individuals attempt to enter the court building, court security 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 and receive accommodations, such as resetting their proceeding.
2. 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.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including facial coverings and gloves.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every six 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. Red tape has been placed every six feet in our lobby to maintain public social distancing, and seating will be removed from the courtroom waiting areas to provide separation. Additionally, seating in the courtroom will be assigned in order to meet social distancing guidelines.

During our public closure, all 10 customer service windows in the court lobby were replaced with solid ballistic glass that substantially limits airflow between defendants and clerks. This will greatly reduce exposure. Additionally, city marshals will limit the number of individuals entering the building in accordance with federal, state and local guidelines. Temporary barriers will be placed between prosecutors, court staff and defendants during courtroom proceedings. All arraignments and magistrations are conducted utilizing Zoom.

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: 5/11/2020



A handwritten signature in black ink, appearing to be 'D.P.', is written above a solid horizontal line.

Presiding Judge of Municipal Court

View Court Calendar

File Edit Options Help

MONTHLY

Filters

Calendar Type

Prosecutor

Location

Judge

6/01/2020 - 6/30/2020



Monthly

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 8 00am Type TR... 9 00am Type TR...	2 1 00pm Type FT... 2 00pm Type FT...	3 4 30pm Type CS...	4 8 00am Type TR... 9 00am Type TR...	5 10 00am Type CS... 4 30pm Type CS...	6
7	8 1 00pm Type AT	9 8 00am Type FT... 9 30am Type FT...	10 8 00am Type CS... 10 00am Type CS...	11 1 00pm Type AT 8 00am Type FT	12	13
14	15	16 1 00pm Type AT... 13 00am Type FT...	17 4 30pm Type CS...	18 1 00pm Type AT... 8 00am Type FT...	19	20
21	22 1 00pm Type AT	23 8 00am Type FT...	24 1 00pm Type AD... 4 30pm Type CS...	25 1 00pm Type AT... 8 00am Type FT	26	27
28	29	30 8 00am Type CS... 10 00am Type CS...	1	2	3	4
5	6	7	8	9	10	11

Exit

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View Court Calendar

File Edit Options Help

MONTHLY

Filters

Calendar Type

Prosecutor

Location

Judge

7/01/2020 - 7/31/2020



Monthly

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			4 30pm Type: CS ...			
5	6	7	4 30pm Type: CS ...	1 00pm Type: AT ...	10	11
12	1 00pm Type: AT ...	8 00am Type: PT ... 9 00am Type: PT ...	15	1 00pm Type: AT ... 8 00am Type: PT ...	8 00am Type: CS ...	18
19	8 00am Type: PT ... 9 00am Type: PT ...	1 00pm Type: AT ...	8 00am Type: JT ...	1 00pm Type: AT ... 8 00am Type: PT ...	9 00am Type: CS ... 10 00am Type: CS ...	25
26	1 00pm Type: AT ... 8 00am Type: PT ...	8 00am Type: PT ...	1 00pm Type: AD ... 4 30pm Type: CS ...		9 00am Type: CS ... 10 00am Type: CS ...	

Exit

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What are the symptoms of **COVID-19?**

Patients with COVID-19 report mild to severe respiratory illness.

Symptoms can include:

Fever



Cough



**Shortness
of breath**



Symptoms may appear 2-14 days after exposure.

Elderly and those with medical conditions are at higher risk and should pay extra attention for these symptoms.

If you have these symptoms visit dshs.texas.gov/coronavirus for instructions on what to do.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services

Texas Department of State
Health Services

For updates and more information, visit dshs.texas.gov/coronavirus

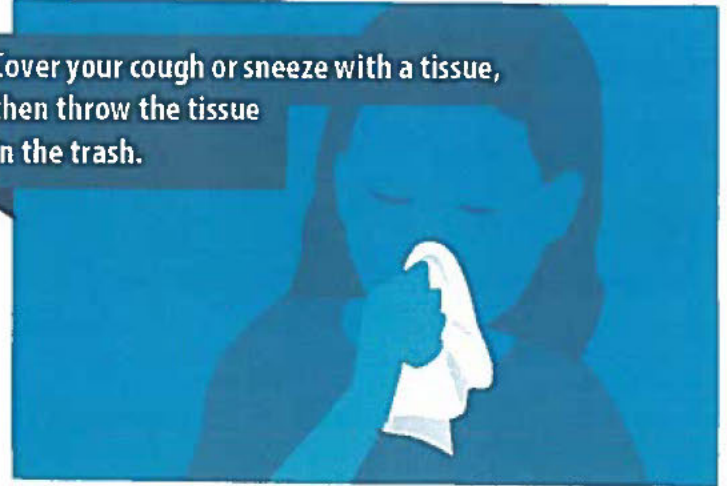
STOP THE SPREAD OF GERMS

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

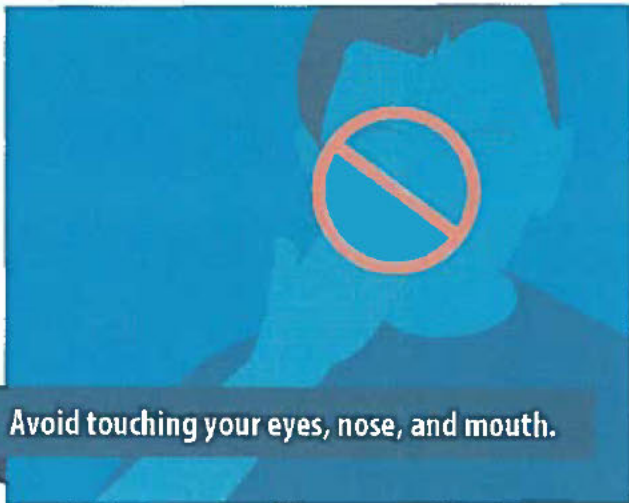
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

