

**CITY OF LIVERPOOL  
MUNICIPAL COURT  
8901 CR 171 ◦ P.O. BOX 24  
LIVERPOOL, TEXAS 77577  
PHONE: 281-581-2342 ◦ FAX: 281-581-2071**

**COVID-19 OPERATING PLAN FOR THE CITY OF LIVERPOOL, TEXAS**

Recognizing the need to ensure the health and safety of Litigants, Attorneys, Visitors, Court Staff, Judges, and other individuals entering the buildings that house the courts, the Courts of the City of Liverpool will implement the following protective measures:

**General**

1. All Judges will comply with the Emergency Orders issued by Governor Abbot. And will take into consideration the Emergency Orders issued by the Supreme Court of Texas and the Court of Criminal Appeals. Which include 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 in a safe and healthy manor.
3. The City of Liverpool will maintain regular communications with the local health authority, Dr. Scott Rodgers and Brazoria County, and will adjust this operating plan as necessary with conditions in the County.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 9, 2020.

**Judge and Court Staff Health**

1. The Judge and Court Staff will monitor the requirements set forth by Governor Abbot and Judge Sebesta of Brazoria County.
2. 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, lost 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.
3. Judges and Court Staff may wear face coverings (but is not required), and will practice social distancing, and practice appropriate hygiene recommendations at all times.
4. Protective Measures:
  - All Court Clerks will work through the window at all times when helping Defendants.

- Hand Sanitizer will be available at every window and in the lobby, and court rooms.
- All Court Staff will be advised to wash hands regularly, use hand sanitizer regularly, wear face covering (if desires to, but not mandatory), and will practice social distancing at all times.

### **Scheduling**

The City of Liverpool Municipal Court will not have any appearance or pre-trial dockets until June 9, 2020. But will allow Defendants to conduct court related business prior to Court at the window.

### **Vulnerable Population**

1. Individuals who are over the age of 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. Judges will include information on orders setting hearings, docket notices, and in other communications notifying individuals who are in a 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' website, and in conspicuous locations around the court building.
3. Vulnerable populations who are scheduled for court will be accommodated by, either a court by phone, or a court time away from the regular scheduled court docket time.

### **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 break rooms and snack rooms have been closed to the public.

### **Gallery**

4. During court proceedings, chairs will be placed outside the building, under the covered porch marked six feet apart, for individuals who are on the court docket to wait for their name to be called. Only one individual will be permitted inside the court room at a time. Once the individuals name is called they will enter the building through the doors on the South side of the building.

5. Each individual will be scanned before entering the building, they will be asked a series of questions regarding their health, and their temperature will be taken.

Well

6. Once in the building, the individual will proceed down the hallway to the prosecutor's window.
7. The Prosecutor will work through a window to conduct pre trial negotiations.
8. Once the individual has completed the pre trial negotiations, the individual will then proceed into the court room to appear before the Judge.
9. The Judge and court staff will be seated 6 feet apart in the court room. The individual will also be 6 feet apart from the Judge and Court Clerk. The Judge and court staff may work through another window if preferred, and will be placed 6 feet apart to adhere to the 6 feet distance required.
10. Once the individual is done with court, the individual will exit the building on the North side of the building.

### **Hygiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building, in the courtroom, outside the restrooms, and at each staff's windows.
2. Tissues have been placed near the door of the building, and at the windows of the staff.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations in the building.

### **Screening**

1. When individuals attempt to enter the Court building, a Court Clerk or Bailiff 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. Staff who are screening individuals entering the Court building will be provided personal protective equipment, including, a face covering, and gloves.

### **Face Coverings**

Individuals entering the Court building will be encouraged to bring and wear a face covering, but it is not required.

### **Cleaning**

1. Court building cleaning staff will clean the courtrooms and all areas that is being used for Court proceedings between hearings and at the end of the day.

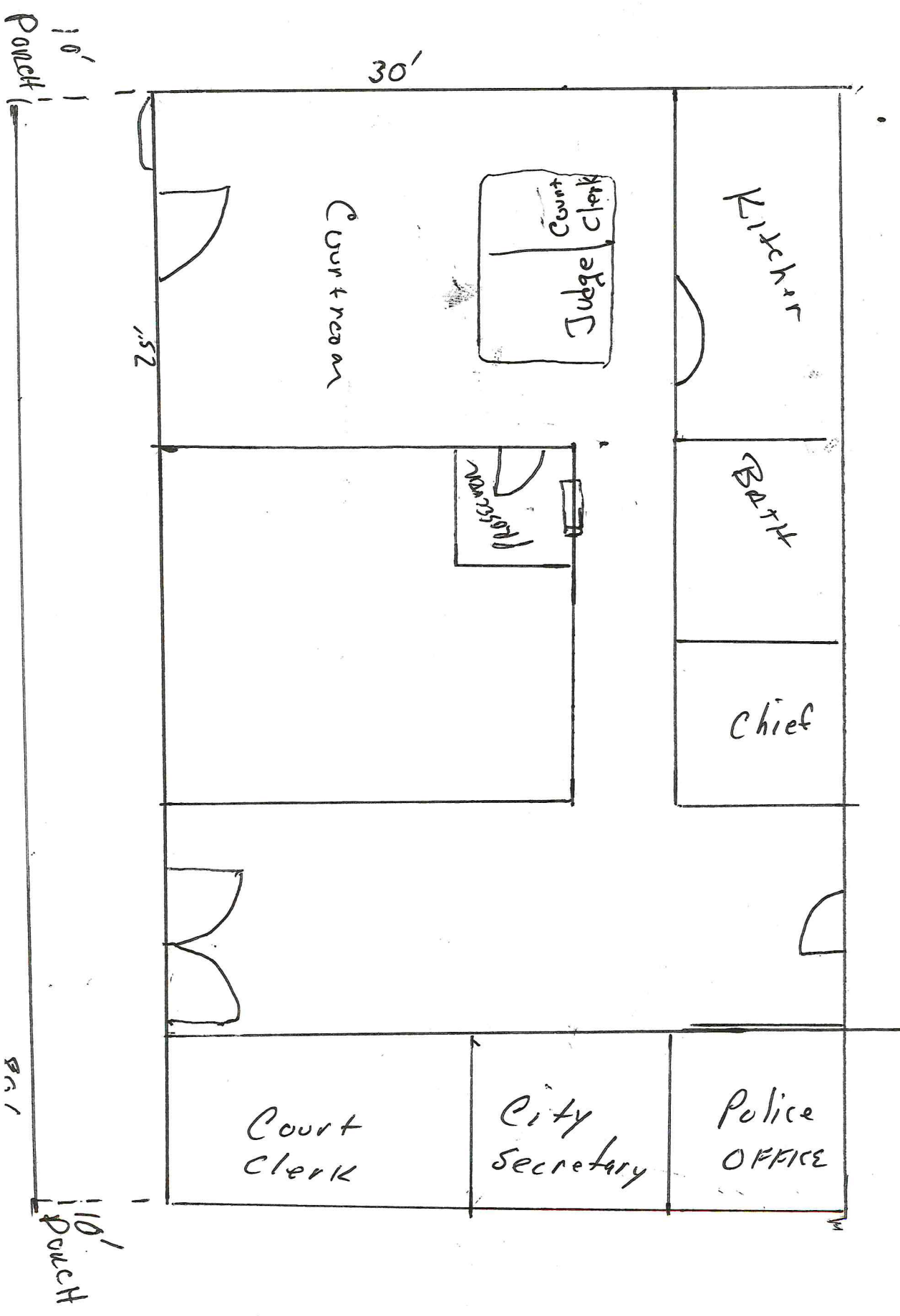
2. Court building cleaning staff will be provided cleaning supplies shown to be effective with the COVID-19.
3. Court building cleaning staff will be trained on proper cleaning techniques and provided appropriate personal protective equipment.

In developing this plan, I have consulted with local health authorities and with the Mayor of Liverpool. I will ensure that this operating plan will be used to conduct proceedings.



Judge Randal Langston  
City of Liverpool Municipal Court

5/26/2020  
Date



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MUNICIPAL COURT  
8901 CR 171 ◦ P.O. BOX 24  
LIVERPOOL, TEXAS 77577  
PHONE: 281-581-2342 ◦ FAX: 281-581-2071**

Date

Defendant name  
Address  
Address

RE: Cause No:  
Citation No:  
Offense:  
Fine Amount:

You received citation No.: \_\_\_\_\_ on (date). You have a court date on June 9, 2020.

As per Governor Abbott's COVID-19 regulations, we will be taking the necessary steps to insure the health and safety of everyone that is required to appear in court, as well as our staff. The following are the guidelines for court.

- You MAY wear a face covering if you choice, but will not be required.
- Only the Defendant will be allowed in the court room, unless the Defendant is a minor, then the minor's parent/guardian will be allowed in the court room as well.
- You will be required to stay outside with the required 6 foot distance between you and everyone else, until your name is called for court.

We will have hand sanitizer available at each door and at the clerk windows for you to use. We will only be allowing one person in the court room at a time. We do understand that is process will slow down the court process, so we ask that you please be patient and we will work as fast as we can to get you through with court in a timely manner.

If you are 65 year old or older, or have a serious underlying health condition, such as, high blood pressure, chronic lung disease, diabetes, obesity, asthma, or a compromised immune system from chemotherapy or any other condition, please notify the Court prior to your Court date, so that we may take the extra precautions for you to schedule other arrangements for you.

If you have any questions or concerns, please feel free to call the Court Clerk at 281-581-2342. The Court Clerk is available Monday – Thursday from 8:00 AM – 5:00 PM and Friday from 8:00 AM – 12:00 PM.

Respectfully,

Catherine Long, CCCII  
Certified Court Clerk, Level II  
City of Liverpool  
Municipal Court