

COVID-19 Operating Plan for the Mineral Wells 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 Mineral Wells Municipal Court 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 municipal court judge will maintain regular communication with the local health authority and the 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: Daily symptomatic inquiry of all persons staffing the court.
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 court building and should seek medical advice.
4. Judges and court staff will practice social distancing and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Monitoring of all persons entering the court building or courtroom within the court building as set forth in this plan.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: No group scheduling of cases.

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 court's website and in conspicuous locations around the court building (a copy of which is attached).
3. Vulnerable persons who are scheduled for court will be accommodated by specific settings during a time when no other court proceedings are scheduled.

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. Breakrooms and snackrooms, have been closed to the public.

Gallery

4. 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.
5. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

6. 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, outside of the courtroom, and outside of bathrooms.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' bench, and in the hallways.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations in the court building.

Screening

1. When individuals attempt to enter the court building, court security personnel 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. When individuals attempt to enter the court building, court security personnel will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°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 gloves and mask.

Face Coverings

1. All individuals entering the courtroom within the court building will be required to wear at least a double layered cotton face covering at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have an appropriate 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 four hours.
2. Court building cleaning staff will clean the courtroom between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom is used.
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.

Other

Individual circumstances may require modification of these requirements from time to time as necessary to protect public health.

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, the mayor, and multiple others. Documentation of some of these conversations is attached to this plan. I will do my best to ensure that all court proceedings are conducted consistently with the plan.

Date: JUNE 17, 2020


Keri Walden, Presiding Judge
Mineral Wells Municipal Court

NOTICE TO VULNERABLE POPULATIONS

If you are a vulnerable individual, you may contact the Mineral Wells Municipal Court to identify yourself as a vulnerable individual and receive accommodations.

Vulnerable Individuals are 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.

For more information, you may contact the Mineral Wells Municipal Court clerk:

kglover@mineralwellstx.gov or you may call 940-328-7733

REQUEST FOR APPOINTMENT

Because I am a vulnerable individual*, I am requesting a specific appointment for my appearance in Mineral Wells Municipal Court.

1. Name: _____
2. Cause Number (if known): _____
3. If hearing date is known, enter date here: _____
4. Attorney (if retained): _____
5. Contact Information:
 Phone Number: _____
 Email Address: _____

***Vulnerable individuals are those 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.**

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