

MURPHY MUNICIPAL COURT

City of Murphy | Collin County | Texas

COVID-19/CORONAVIRUS OPERATING PLAN

The Murphy Municipal Court (the security check area, the court clerk window, the bathrooms serving the court, the court offices, the courtroom, the ancillary rooms to the courtroom, and the court jury room) (the “Court”) is a public place, a functioning branch of our municipal government. The COVID-19 outbreak has led to the Court being closed to the public, with no in-person court proceedings being conducted since March of this year.

It is now time for the Court to take action to allow in-person proceedings again, but with safeguards implemented to protect the health and safety of every person who visits the Court, including defendants, court staff, judges, prosecutors, bailiffs, witnesses, and others who may appear before the Court.

The Texas Department of Health and Human Services (“Texas DSHS”) recently provided:

“The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow [social distancing, wearing face coverings, washing hands, and other anti-spread protocols], all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.”

To allow in-person proceedings again and to promote a safe reopening of the Court, the Court adopts this its “COVID-19/Coronavirus Operating Plan” (the “Plan”) and will implement the following:

MURPHY MUNICIPAL COURT TEAM

Cass Robert Callaway	Presiding Judge	ccallaway@murphytx.org
Colette Sallas	Associate Judge	csallas@murphytx.org
Patti Towne	Court Administrator	ptowne@murphytx.org
Heather McGee-Smith	Juvenile Case Manager	hsmith@murphytx.org
Roberta Reyes	Court Clerk	rreyes@murphytx.org
Brent Bartholomew	Bailiff	bbartholomew@murphytx.org

MAIL **Murphy Municipal Court | 206 North Murphy Road | Murphy, Texas | 75094**

PHONE **972-468-4250**

EMAIL **courts@murphytx.org**

GUIDANCE/RESOURCES

The Court sought guidance from multiple agencies and entities to build this plan. These include, the Honorable Ray Wheless, Regional Presiding Judge for the First Administrative Judicial Region (“Wheless”),

the Office of Court Administration (“OCA”), the Centers for Disease Control and Prevention (“CDC”), the United States Environmental Protection Agency (“EPA”), the Texas Supreme Court (“Supreme Court”); the Texas Court of Criminal Appeals (“CCA”), Dr. Mark Gamber (“Gamber”) of the Medical Center of Plano (health official serving Murphy, Texas); the Texas Department of State Health Services (“Texas DSHS”), Collin County Health Care Services, (“Collin CHCS”), the United States Food and Drug Administration (“FDA”), the World Health Organization (“WHO”), the Texas Municipal Courts Education Center (“TMCEC”), and the Texas Municipal League (“TML”).

GENERAL

Emergency Orders – The judges of the Court will comply with the **Emergency Orders Regarding the COVID-19 State of Disaster** issued by the Texas Supreme Court and/or the Texas Criminal Court of Appeals, authorized by TEXAS GOVERNMENT CODE Section 22.0035(b) including conducting in-person proceedings. The judges will also comply with the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions. The presiding judge of the Court will maintain regular communications with the local health authority and mayor and adjust this Plan as necessary. The judges of the Court will not set any in-person non-essential proceeding before August 1, 2020. And, the judges of the Court will not set any in-person jury selection or jury trial prior to September 1, 2020.

IN-PERSON PROCEEDINGS

The Court must use all reasonable efforts to conduct proceedings remotely (video conferencing and live broadcasting), as is mandated and required by the *Eighteenth Emergency Order Regarding the COVID-19 State of Disaster* issued by the Texas Supreme Court. **The only proceedings to occur in-person at the court shall be hearings that cannot be conducted remotely and cannot be conducted remotely for reasons beyond the judge’s control, a judgment that must be made by the judge to conduct the in-person proceeding.** Any person who wishes to appear remotely instead of in-person will be allowed to do so.

COURT STAFF AND JUDGE HEALTH

Judges and court staff who can perform the essential functions of their job remotely will telework when possible and in accordance with the city’s policies for teleworking. Judges and court staff will abide by the policies and procedures set forth by the city for social distancing, mask wearing, and other COVID-19 prevention of spread policies. However, when in-person proceedings are occurring at the Court, this Plan and its requirements shall govern.

SCHEDULING/DOCKETING

The Court shall schedule in-person proceedings with social distancing and this Plan in mind. In particular, the Court shall schedule defendants in small numbers and with ample time in between docket settings to allow for defendants to come and go without offending any provision of this Plan. And, scheduling should take into consideration the ability of city cleaning staff to be able to comply with the disinfecting and cleaning provisions of this Plan.

SCREENING/PREPARING TO COME TO COURT

Educational Packet – the Court will educate those who are to appear in-person (defendants, witnesses, parents/guardians, etc.) at the Court by emailing/ mailing a COVID-19 prevention packet (Exhibit “A”) to the

individual (the Court will also maintain a version of the prevention packet in Vietnamese, Amharic, and Spanish – available upon request).

Temperature – All individuals entering the Court – will be required to submit to a temperature test. If any individual's temperature is 100.0 degrees or above, that individual will be refused entry and directed to seek medical attention/observation. And, the individual will be requested to get tested for COVID-19. The Court shall maintain temperature reading equipment (thermometers) that accurately test body temperature, and with no contact with the person to be tested (infrared, or other thermometer that does not require touching the person to be tested).

Direct Contact/Positive – All individuals entering the Court will be pre-screened (interviewed by phone, email, or form before actual entry to the Court) on whether they have tested positive for COVID-19 or may have had direct contact with a person testing positive for COVID-19 or that displayed symptoms of COVID-19 in the previous 14 (fourteen) days. If answer is yes – that individual will be refused entry and directed to seek medical attention/observation. And, the individual will be requested to get tested for COVID-19.¹

Symptoms Checklist – all individuals entering the Court will be pre-screened (interviewed by phone, email, or form before actual entry to the Court) on whether they have the following symptoms: 1) cough, 2) shortness of breath or difficulty breathing, 3) chills, 4) repeated shaking with chills, 4) muscle pain, 5) headache, 6) sore throat, 7) loss of taste or smell, 8) diarrhea, 9) feeling feverish, 10) fever, and/or 11) flu-like symptoms.² If answer is yes to any of these symptoms – that individual will be refused entry and directed to seek medical attention/observation. And, the individual will be requested to get tested for COVID-19.

Vulnerable Populations – All individuals entering the Court will be pre-screened (interviewed by phone, email, or form before actual entry to the Court) on whether they are individuals who are vulnerable to COVID-19 or are caregivers/live with vulnerable individuals – those over age 65 and individuals with serious underlying conditions (high blood pressure, chronic lung disease, diabetes, obesity, asthma, weakened immune systems – chemotherapy patients or HIV/AIDS). If answer is yes to any of these conditions – that individual will be refused entry and accommodations made through rescheduling, setting up remote proceedings, or otherwise.

COVID-19 TESTING

Testing locations – To find a location to be tested for COVID-19, please visit: <https://ar.cg.is/0e9a1i>. This search tool will provide you a map of Collin and surrounding counties and a listing of locations providing testing with information on making appointments, contacting the providers, cost, etc. This service is provided by the Texas DSHS (www.dshs.state.tx.us).

Collin County residents without health insurance – Collin County residents without health insurance coverage are eligible for **free** testing. The Court shall maintain copies of the “COVID-19 Testing for Uninsured Collin County Residents FAQ – General Public” handout (Exhibit “B” and the “Collin County Health Care Services 2019 Novel Coronavirus (COVID-19) Testing Application” (Exhibit “C”) and provide it to anyone seeking assistance with COVID-19 testing expenses.

¹ *Seventeenth Emergency Order Regarding the Covid-19 State of Disaster*, Misc. Docket No. 20-9071, in the Supreme Court of Texas – 3(f).

² *Id.*

STOPPING THE SPREAD OF COVID-19 – THE COURT

A. CONTACTLESS TRANSACTIONS

The Court will enact procedures and processes which eliminate hand-to-hand transactions (the transfer of paper/documents, court files, identification cards, money, credit cards, or otherwise) from one individual to another. And for items left in the Court's drop box or received in the mail, court personnel will take precautions to make sure contact with these items is limited and when contact is made, hand washing follows. And, the Court will minimize the need for the opening and closing of doors – which require the touching of door handles, where possible. And the Court will enact procedures to prevent the need for signatures and the sharing of pens.

B. FACE COVERINGS

Face covering required - All individuals in the Court **will be required to wear a face covering.**

Suitable face coverings – face coverings shall cover both the nose and mouth and be fitted/designed to prevent respiratory droplets from being transmitted from one's mouth to outside of the face covering. The face covering should ensure a tight-fitting seal around your mouth and nose, preventing any exhaled air to escape without passing through the face covering's material/filter.

Preferred face coverings – individuals should choose face coverings that are most effective in stopping the spread of COVID-19. Here is a list of face coverings listed most effective to least effective: N95 respirator masks, surgical/medical masks, multi-layer cloth masks, and single layer cloth masks.

Bring your own – those visiting the Court are encouraged to bring their own face covering. If unable or appearing without a face covering, the Court will supply a face covering. The Court will keep an inventory of 30 (thirty) face coverings for this purpose – a supply donated from the community. The bailiff is responsible for the inventory, security, storage, and distribution of these court provided face coverings. Face coverings provided to court visitors shall be only used by one individual and become the property of the individual – not to be returned or reused by another.

Frequently Asked Questions Regarding Wearing Face Coverings During COVID-19:

1. **“I am not sick. Why do I have to wear a mask?”** COVID-19 is different than most contagious diseases. An individual may carry and spread the virus without showing any symptoms whatsoever – completely unaware they are infecting others around them. Wearing a face covering protects the people around you from this type of transmission.

2. **“I am keeping six (6) feet away from everyone when I go out and don't wear a mask – I'm social distancing.”** Social distancing (maintaining at least six (6) feet of separation from another individual) in the Court is hard to accomplish at all times/everywhere – with hallways, tight doorways in the courtroom, and the sometime need to be in close proximity with another person (security scanning/searching, entering or exiting through a doorway, waiting in line, etc.). Wearing a face covering protects everyone when social distancing cannot be accomplished fully; a wise extra layer of protection.

3. **“I already had COVID-19 and have antibodies. Why do I have to wear a mask?”** Wearing a face covering has more to do with preventing the spread of infection, than getting it yourself. Not

enough research has been done on COVID-19 to know if you can spread COVID-19 and infect others after already having had the illness, or to know when infectiousness ends for somebody who's had it. The safe, smart, and responsible act is to wear a face covering – to prevent others from getting it too – particularly those in vulnerable or compromised health situations.

4. **“What if I do not feel comfortable wearing a mask, for personal or health reasons?”** The Court will accommodate those that opt not to or are unable for health reasons to wear a face covering by either providing a remote (videoconference) option for their court appearance or specially setting the individual for a one-on-one court appearance, when maximum social distancing may be achieved. Individuals opting not to wear a mask will be required to notify the Court prior to their set date and time to allow for accommodation.

5. **“I have a child who is less than ten (10) years old. Do they have to wear a mask?”** The Court, during this time of COVID-19 strongly encourages children (16 and younger) not to visit the Court. And, if unavoidable, a child less than 10 should not wear a face covering/mask. All other ages, must wear a face covering.

C. CLEANING/DISINFECTING

Surfaces – Prior to the use of any part of the Court area – common space/waiting area, bathrooms, court window, and/or courtroom (and ancillary rooms to the courtroom) each day, cleaning/disinfecting shall be performed of surfaces – glass windows, chairs, tables, railings, benches, sinks, toilets, nonporous wall and floor coverings, etc. following the recommended “6 Steps for Safe & Effective Disinfectant Use” guidelines as provided and updated by the Environmental Protection Agency (“EPA”) and the Centers for Disease Control (“CDC”), using “List N” disinfectants approved for the fight against SARS-CoV-2³. (Exhibit D”). And, cleaning staff will be trained on proper cleaning techniques and be provided with personal protective equipment.

D. SOCIAL DISTANCING

The Court will strictly enforce social distancing within the Court. The Court adopts the CDC recommendation that at least six (6) feet (about two arms’ length) separation between people shall be maintained. The Court will affix markers to the ground in areas where people line up, to help promote effective social distancing. The Court will also block off seating areas in a manner that prevents people sitting within six (6) feet of each other.

And, the Court will, at no time, allow more than ten (10) people to be gathered in the **lobby area** of the Court. And, the Court will, at no time allow more than ten (10) people **in the courtroom** (galleries, wells, jury box, witness stand, counsel tables, bench, seating areas, etc.). And, the Court will, at no time allow more than one (1) person in the Court **bathrooms** at a time, with posted signs.

The Court’s bailiff will enforce social distancing in all areas of the Court. For purposes of calculating the number of people for social distancing compliance, the court staff, bailiffs, judge, lawyers, etc. all are included in the count.

If a person is attending court with a **household member** (somebody they live with or are currently quarantining with) then social distancing requirements are not required.

And, the Court will prohibit hand-shaking and other traditional contact violative of social distancing.

³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

E. SNEEZE/COUGH BARRIERS

The Court will install plexiglass sneeze/cough barriers at the lectern where defendants stand to address the court, and positioned with the six (feet) separation from the bench and counsel tables. Plexiglass sneeze/cough barriers will also be installed at the clerk's window to allow individuals standing side-by-side at the court window to achieve a sneeze/cough barrier. And, plexiglass sneeze/cough barriers shall be installed at any other location where social distancing may not be achieved easily.

F. HAND WASHING/HAND SANITIZER

Hand washing – The Court adopts and will promote the CDC and FDA recommendation that hand washing with soap and water for at least twenty (20) seconds is the best way to prevent the spread of infections such as COVID-19, even more than the use of hand sanitizer or gloves as gloves can be contaminated and spread the virus easily.⁴

Hand sanitizer dispensers – The Court will supply at least four (4) hand sanitizer dispensers throughout the Court where visitors and staff may, without contact with the dispenser, dispense hand sanitizer. The Court is responsible for making sure these dispensers are stocked and available to all. The dispensers may be mounted on stands (station type) or mounted on a wall or other fixture, but wherever installed, shall prevent a child from accessing the dispenser. Per the recommendation of the CDC and FDA, the Court will supply hand sanitizer that is at least sixty (60%) alcohol. And the Court should be vigilant about only using hand sanitizer that is not expired.

G. SIGNAGE

Hand Washing – the Court will print large, in color, in English and Spanish, signs of the “How to Properly Wash Your Hands” (Exhibit “E” and Exhibit “F”) sign and post them in bathrooms accessible to those visiting the Court.

COVID-19 Prevention – the Court will print large, in color, in English and Spanish signs of the “COVID-19: What to Do” (Exhibit “G” and Exhibit “H”) sign and post in visible locations in the Court entrance lobby area and/or at the court clerk window.

Face Coverings – the Court will print large, in color, “Wear a Face Covering: Help Protect Texans” (Exhibit “I”) sign and post in visible locations in the Court entrance lobby area and/or at the court clerk window.

CONTACT TRACING COOPERATION

The Court, if notified or becomes aware, of a COVID-19 positive individual visiting the Court, will make great efforts to assist in the notification of any others that may have come into contact with the positive individual or were present in an area the positive individual occupied or may have touched. This shall include, email and/or phone notice. And, the Court will work with local health authorities to assist in any tracing or contact research, if requested. The Court will keep the COVID-19 positive individual's identity private when making notifications.

⁴ *Stopping the Spread of COVID-19*, Angel N. Desai, MD, MPH and Payal Patel, MD, MPH, March 20, 2020, Journal of the American Medical Association (JAMA).

ENFORCEMENT/COMPLIANCE

If any provision of this Plan is violated, the Court will use any and all available enforcement mechanisms to gain full compliance. This includes the removal of any offender, contempt, criminal citation, etc. And, if any provision of this Plan cannot be achieved due to a temporary situation, the Court will close/cancel in-person proceedings until the circumstance has been corrected or resolved.

PLAN EXPIRATION

This Plan shall remain in effect thirty (30) days after Governor Abbott's COVID-19 disaster declaration, and any renewals, have expired.

REVIEW AND ENDORSEMENT

The Court sought review and received endorsement of this Plan from the following:

Scott Bradley

Mayor – Murphy, Texas
sbradley@murphytx.org
(Exhibit “J”)

Mike Castro

City Manager – Murphy, Texas
mcastro@murphytx.org
(Exhibit “K”)

Marie Johnson

Assistant City Attorney – Murphy, Texas
Messer, Fort, McDonald PLLC
marie@txmunicipallaw.com
(Exhibit “L”)

Dr. Mark Gamber, DO, MPH

Health Official – Murphy, Texas
mark.gamber@questcare.net
(Exhibit “M”)

ACKNOWLEDGEMENT

On this the 13th day of July 2020, I submit this Plan to the Regional Presiding Judge and the Office of Court Administration for review, consideration, and acceptance.

Respectfully,



Cass Robert Callaway

Presiding Judge
Murphy Municipal Court
972-468-4286 | Chambers
214-808-8958 | Cell
ccallaway@murphytx.org |Email

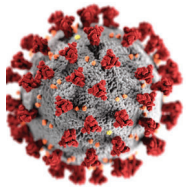


CITY OF _____
MURPHY
LIFE LIVED AT YOUR PACE

EXHIBIT

A

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



COVID-19: What to Do



Stay **6 feet away** from all people not in your household.



Wash hands often for **20 seconds** and encourage others to do the same.



When soap and water aren't available, use hand sanitizer with at least **60% alcohol**.



Please **wear a face covering**.
Cover coughs and sneezes with a disposable tissue.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Disinfect surfaces, buttons, handles, knobs and other places touched often.



Stay away from people who are sick.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services

Texas Department of State
Health Services

updated 05/21/20
4:00 pm

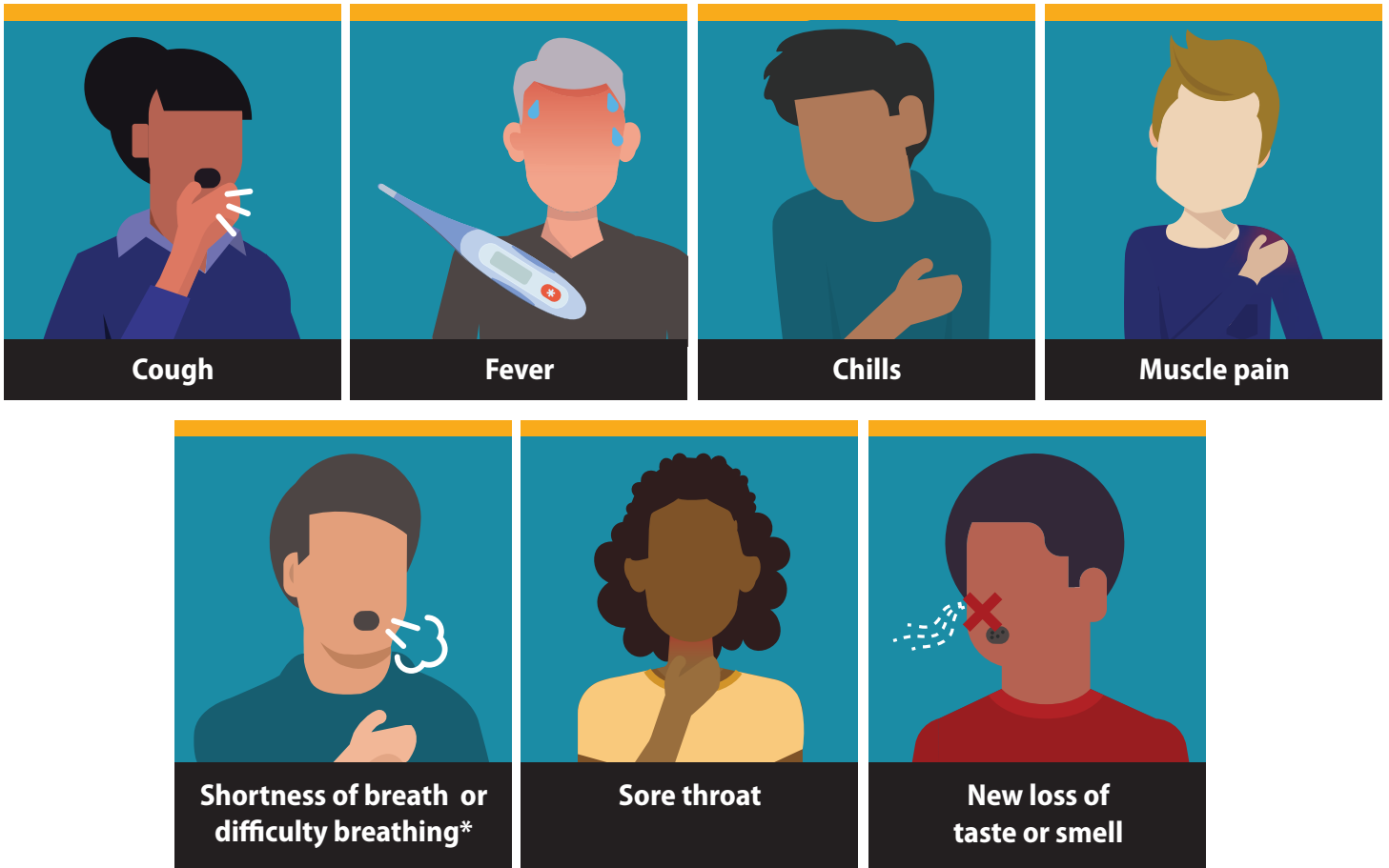
For updates and more information, visit dshs.texas.gov/coronavirus.

Dial:  **211** or: Visit: **211texas.org**

COVID-19 Mental Health Support Line:
1.833.986.1919

Symptoms of Coronavirus (COVID-19)

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

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



How To Properly Wash Your Hands



1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



2. **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



4. **Rinse** hands well under clean, running water.



5. **Dry** hands using a clean towel or air dry them.

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Texas Department of State Health Services

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

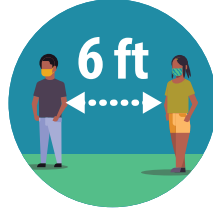
Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



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

Cloth Face Covering Do's and Don'ts

Do:

- Make sure you can breathe through it.
- Wear it when directed to and when in public places, like grocery stores.
- Make sure it covers your nose and mouth.
- Wash after using, like normal laundry.

Don't:

- Use if you cannot take it off yourself, like young children under 2.
- Use masks, PPE, intended for healthcare professionals.
- Stop social distancing, washing your hands, and preventing germs.

Their face covering protects you, your face covering protects them. Staying 6 feet away protects both of you.



COVID-19
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TEXAS
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Health Services

updated 05/01/20

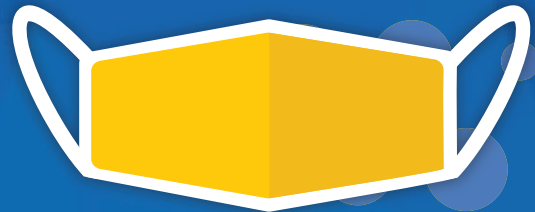
For updates and more information, visit dshs.texas.gov/coronavirus

You **Must** Wear Cloth Face Coverings in Public

Medical or surgical masks should be reserved for health care workers.



Reserve Medical or Surgical masks for health care workers.



Use cloth face coverings. Reuse as needed, but wash at least once a day.

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Updated 05/19/20

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

EXHIBIT B



COVID-19 Testing for Uninsured Collin County Residents FAQ – General Public

- 1. What is covered by this program?** Collin County will cover testing and physical evaluation for COVID-2019 for uninsured, Collin County residents.
- 2. What are eligible testing and services?** Eligible services include FDA approved COVID-19 testing and medical evaluation, including an office visit.
- 3. Is the medicine prescribed by this doctor also covered?** No, only the office visit, evaluation, and COVID-19 test are covered. If the doctor gives you a prescription to help with your symptoms, you will fill and pay for the prescription at your local pharmacy.
- 4. Do I need to make an appointment?** Please reach out to a doctor of your choosing for their scheduling process. At this time, the providers below have agreed to partner with Collin County to provide COVID-19 testing to uninsured residents of Collin County:
 - PrimaCare Urgent Care: www.pmc.nextcare.com ; 1-855-750-2544
 - CommunityMed Urgent Care: <https://communitymedcare.com/collin-covid/> ; 972-808-6761
 - Heal 360 Primary Care: www.heal360.com ; 972-226-8900
 - Prime Choice Family Clinic & Urgent Care : <https://primechoicerc.com/> ; 214-550-0911
 - Family Health Center at Virginia Parkway: <https://fhcntx.org/> : 214-618-5600
- 5. Will I be billed?** Uninsured Collin County residents will not be billed for eligible COVID-19 testing and services. All other medical services may be subject to billing.
- 6. How often can I receive testing under this program?** Individuals must wait at least 20 calendar days from the date of their last COVID-19 test before submitting another application for COVID-testing.
- 7. Where can I be tested?** If you are an uninsured Collin County resident, please contact local area medical providers and ask if they are participating in Collin County’s uninsured COVID-19 testing program. At this time, the following providers have agreed to partner with Collin County to provide COVID-19 testing to uninsured residents of Collin County:
 - PrimaCare Urgent Care: www.pmc.nextcare.com ; 1-855-750-2544
 - CommunityMed Urgent Care: <https://communitymedcare.com/collin-covid/> ; 972-808-6761
 - Heal 360 Primary Care: www.heal360.com ; 972-226-8900
 - Prime Choice Family Clinic & Urgent Care : <https://primechoicerc.com/> ; 214-550-0911
 - Family Health Center at Virginia Parkway: <https://fhcntx.org/> : 214-618-5600

- 8. Am I eligible for this service if I am underinsured or I have insurance but cannot afford the deductible?** No. Only uninsured Collin County residents are eligible. Please check with your insurance provider. Congress has waived all deductibles for COVID testing.
- 9. Are children eligible for free testing?** Uninsured Collin County residents of all ages are eligible for this program.
- 10. I am not able to print this form. Where can I get a paper copy?** When you schedule an appointment with a healthcare provider for COVID-19 testing as part of this Collin County program, please ask if they have this form available for you in their office or if they have an electronic check in process.

EXHIBIT C



COLLIN COUNTY

Collin County Health Care Services
825 N. McDonald St. Suite 130
McKinney, Texas 75069
www.collincountytx.gov

Collin County Health Care Services 2019 Novel Coronavirus (COVID-19) Testing Application

UNINSURED COLLIN COUNTY RESIDENTS ONLY

Patient Information--**Applicant or Parent must provide Driver's License or Proof of County Residency**			
Last Name:		First Name:	
Physical/Street Address (P.O. Box is NOT accepted):		City:	Zip:
County (Only Collin County Residents are Eligible):	Phone:	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
If the patient is under 18 years, name of parent/guardian: (Parent/Guardian First Name) (Parent/Guardian Last Name)			
Reason for COVID-19 Testing (please check all that apply)			
<input type="checkbox"/> I have symptoms of COVID-19 (if yes, please check off all symptoms you have experienced)			
<input type="checkbox"/> Abdominal Pain	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Headache	<input type="checkbox"/> Red Eyes
<input type="checkbox"/> Chills	<input type="checkbox"/> Fever Temp: _____	<input type="checkbox"/> Muscle aches	<input type="checkbox"/> Runny Nose
<input type="checkbox"/> Cough	<input type="checkbox"/> Fever (Subjective)	<input type="checkbox"/> Nausea	<input type="checkbox"/> Shortness of Breath
<input type="checkbox"/> I have had contact with someone who has COVID-19			
<input type="checkbox"/> My work is requiring me to get tested			
<input type="checkbox"/> Other, please explain:			
Self-Certification of Collin County Residency and Medically Uninsured Status			
(Patient Initials) I hereby certify, under penalty of perjury, my (or my child's) status as a medically uninsured resident of Collin County: I affirm that I (or my child) currently reside(s) in Collin County. I affirm that I am not (or my child is not) presently covered by any public or private health insurance program (i.e. Blue Cross, United Healthcare, Medicaid, Medicare, etc...).			
I understand Collin County Health Care Services has authorized my chosen health care provider to perform certain COVID-19 related services for me (or my child) free of charge based on the information I have provided on this form. By signing this form, I agree the statements I have made, including my answers to all questions, are true and correct to the best of my knowledge and belief. I understand that giving false information could result in disqualification from and a requirement to repay for COVID-19 services.			
Consequence of Fraud Policy: If, after due process, a person is found to have intentionally misrepresented information in order to receive COVID-19 services, that person:			
<ul style="list-style-type: none"> • shall reimburse Collin County for the cost of benefits they were ineligible to receive; • shall be administratively ineligible for Collin County COVID-19 services in accordance with County Policies/Procedures; • shall be financially responsible for any insurance or other billing generated by their chosen health care provider as allowable for services received; and • may be subject to prosecution under Texas Penal Code. 			
I understand that as part of the provisions of healthcare services, Collin County creates and maintains health records and other information describing, among other things, my health and medical history, symptoms, examination and test results, diagnoses, treatment, and any plans for future care of treatment.			
Print name of person who completed application	Signature of person who completed application	Relationship to Patient	Date
FOR OFFICE USE ONLY—Fax Completed Form to 972-547-7268			
Date Test Performed:	Type of COVID-Test (FDA Approved Only): <input type="checkbox"/> PCR (Oral) <input type="checkbox"/> PCR (Nasal or Throat)	Billed Amount:	



COLLIN COUNTY

Collin County Health Care Services
 825 N. McDonald St. Suite 130
 McKinney, Texas 75069
 www.collincountytx.gov

Collin County Health Care Services 2019 Novel Coronavirus (COVID-19) Testing Application
SOLAMENTE PARA RESIDENTE SIN SEGURO VIVIENDO EN EL CONDADO DE COLLIN

Información del Paciente- *Solicitante o Padre debe mostrar Licencia de Conducir o Comprobante de Domicilio en el Condado de Collin**

Apellido:		Nombre:	
Domicilio (NO se acepta el Apartado Postal):		Ciudad:	Código Postal:
Condado (Solamente residentes del Condado de Collin son Elegibles):	Teléfono:	Fecha de Nacimiento:	Género: <input type="checkbox"/> Hombre <input type="checkbox"/> Mujer

Si el paciente es menor de 18 años, escribe el nombre del padre/guardián: _____
 (Nombre de Padre/Guardián) (Apellido de Padre/Guardián)

Razón para Prueba de COVID-19 (por favor marque todos los que apliquen)

Yo tengo síntomas de COVID-19 (Si la respuesta es sí, marque todas las síntomas que ha tenido)

<input type="checkbox"/> Dolor abdominal	<input type="checkbox"/> Diarrea	<input type="checkbox"/> Dolor de cabeza	<input type="checkbox"/> Ojos Rojos	<input type="checkbox"/> Dolor de Garganta
<input type="checkbox"/> Escalofríos	<input type="checkbox"/> Fiebre Temp: _____	<input type="checkbox"/> Dolor muscular	<input type="checkbox"/> Goteo Nasal	<input type="checkbox"/> Vomito
<input type="checkbox"/> Tos	<input type="checkbox"/> Fiebre (Subjetivo)	<input type="checkbox"/> Nausea	<input type="checkbox"/> Dificultad para Respirar	<input type="checkbox"/> Otro:

Tuve contacto con alguien que tiene COVID-19
 Mi trabajo requiere que tenga una prueba
 Otro, favor de explicar: _____

Autocertificación de Residencia en el Condado de Collin y Estatus Sin Seguro Medico

(Iniciales del Paciente) Yo, **bajo pena de perjurio, declaro que mi estatus (o el estatus de mi hijo/a) es un residente del Condado de Collin sin seguro médico:** Por el presente, yo afirmo que yo (o mi hijo/a) soy (es) un residente del Condado de Collin. Yo afirmo que no tengo (o mi hijo/a no tiene) cobertura de seguro médico público o privado (por ejemplo Blue Cross, United Healthcare, Medicaid, Medicare, etc...).

Yo entiendo que Collin County Health Care Services le dio autorización a mi proveedor de servicios médicos para desempeñar ciertos servicios relacionados a COVID-19 para mí (o mi hijo/a) sin costo basado en la información que yo he proveído en esta forma. Por mi firma debajo, yo afirmo que las declaraciones hechas, incluyendo las respuestas de todas las preguntas, son verdaderas y correctas a mi leal saber y entender. Yo entiendo que dar información falsa puede resultar en ser descalificado de recibir servicios de COVID-19 y causara la obligación personal de reembolso.

Póliza de Consecuencias del Fraude: Si se descubre después del debido proceso que una persona mintió o dio una descripción falsa a propósito para recibir servicios de COVID-19, esa persona:

- Reembolsara al Condado de Collin por el costo de los beneficios que fueron recibidos pero no fueron elegibles para recibir;
- No será elegible para servicios del Condado de Collin para COVID-19 de acuerdo a sus Pólizas y Procedimientos;
- Tendrá la responsabilidad financiera por cualquier facturación permitida por medio de aseguranza u otra agencia cual que fue generada por mi médico por los servicios proveídos; y
- Puede ser sujeto a juicio bajo el Código Penal de Tejas.

Yo entiendo que el departamento de Servicios de Salud del Condado de Collin crea, guarda y mantiene expedientes médicos y otra información que describe mi salud, mi historial médico, síntomas, exámenes, resultados de pruebas, diagnósticos, tratamientos y planes de tratamiento o cuidado médico en el futuro como parte de la provisión de servicios de salud.

Nombre de la Persona quien completo el formulario	Firma de la Persona quien completo el formulario	Relación con el Paciente	Fecha

FOR OFFICE USE ONLY—Fax Completed Form to 972-547-7268

Date Test Performed:	Type of COVID-Test (FDA Approved Only): <input type="checkbox"/> PCR (Oral) <input type="checkbox"/> PCR (Nasal or Throat)	Billed Amount:
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EXHIBIT D

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

EXHIBIT E

How To Properly Wash Your Hands



1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



2. **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



4. **Rinse** hands well under clean, running water.



5. **Dry** hands using a clean towel or air dry them.

COVID-19
CORONAVIRUS DISEASE 2019



Texas Department of State Health Services

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

EXHIBIT

F

Cómo lavarse bien las manos



1. Mójese las manos con agua corriente limpia (tibia o fría), cierre el grifo y enjabónese las manos.



2. Frótese las manos con el jabón hasta que haga espuma. Asegúrese de frotarse la espuma por el dorso de las manos, entre los dedos y debajo de las uñas.



3. Restriéguese las manos durante al menos 20 segundos. ¿Necesita algo para medir el tiempo? Tararee dos veces la canción de “Feliz cumpleaños” de principio a fin.



4. Enjuáguese bien las manos con agua corriente limpia.



5. Séquese las manos con una toalla limpia o al aire.

COVID-19
CORONAVIRUS DISEASE 2019



Texas Department of State Health Services

Para obtener más información, visite dshs.texas.gov/coronavirus-sp/

EXHIBIT G

COVID-19: What to Do



Stay **6 feet away** from all people not in your household.



Wash hands often for **20 seconds** and encourage others to do the same.



When soap and water aren't available, use hand sanitizer with at least **60% alcohol**.



Please **wear a face covering**.
Cover coughs and sneezes with a disposable tissue.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Disinfect surfaces, buttons, handles, knobs and other places touched often.



Stay away from people who are sick.

COVID-19
CORONAVIRUS DISEASE 2019



Texas Department of State Health Services

updated 05/21/20
4:00 pm

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

Dial:  or Visit: 211texas.org

COVID-19 Mental Health Support Line:
[1.833.986.1919](tel:1.833.986.1919)

EXHIBIT

H

COVID-19: Qué hacer



Manténgase a **6 pies de distancia** de toda persona ajena a su hogar.



Lávese las manos frecuentemente durante **20 segundos** y pida a los demás que hagan lo mismo.



Si no dispone de agua y jabón, use un desinfectante de manos a base de alcohol que contenga por lo menos **60% de alcohol**.



Use una **cubierta para la cara**. Cúbrase la boca con un pañuelo desechable al toser y estornudar.



Evite tocarse los ojos, la nariz y la boca sin antes lavarse las manos.



Desinfecte superficies, botones, manijas y toda superficie que se toque con frecuencia.



Manténgase alejado de las personas enfermas.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services | Texas Department of State
Health Services

updated 05/21/20
4:00 pm

Para más información y ver las últimas noticias, visite dshs.texas.gov/coronavirus.

Marcar:  **211** or: Visite: 211texas.org | COVID-19 Línea de Apoyo de Salud Mental:
1.833.986.1919

EXHIBIT

I

Wear a Face Covering

Help Protect Texans



Your face covering protects **others**
Their face covering protects **you**

The Texas Department of State Health Services recommends Texans wear face coverings in public places to stop COVID-19 from spreading.

Those who cannot take off a face covering by themselves or have trouble breathing should not wear a face covering.

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

EXHIBIT

J



Thursday, July 9, 2020

Honorable Ray Wheless
Regional Presiding Judge
First Administrative Judicial Region
2100 Bloomdale Road
McKinney, Texas 75071
rwheless@firstadmin.com

Re: Murphy Municipal Court Operating Plan Endorsement/Approval

Dear Judge Wheless,

My name is Scott Bradley. I serve the City of Murphy as mayor. I, and the City Council of Murphy are charged with keeping the city operational during these times of COVID-19.

It is important that we maintain all departments within the city – keeping them operational and in service to the community. One such department is the municipal court.

Our presiding municipal judge has developed an operating plan to allow in-person proceedings to make sure all who visit the court stay safe and healthy. I have reviewed the plan and approve/endorse it. And, I have met with our presiding judge regarding the plan.

We hope it meets your requirements and may be implemented without delay.

Sincerely,

Scott Bradley
Mayor
Murphy, Texas

From the desk of
Scott Bradley
Mayor
sbradley@murphytx.org
972-468-4010 direct

206 North Murphy Road
Murphy, TX 75094
www.murphytx.org

EXHIBIT

K



Thursday, July 9, 2020

Honorable Ray Wheless
Regional Presiding Judge
First Administrative Judicial Region
2100 Bloomdale Road
McKinney, Texas 75071
rwheless@firstadmin.com

Re: Murphy Municipal Court Operating Plan Endorsement/Approval

Dear Judge Wheless,

My name is Mike Castro. I serve the City of Murphy as city manager. I am responsible for the operations of our city's municipal court. Our presiding municipal judge has developed an operating plan to allow in-person proceedings, if needed, in our court during these times of COVID-19.

I have reviewed the plan and approve/endorse it. And, I have met with our judge to discuss the plan and how to implement it.

We hope you will find it to be in good order and allow for implementation as soon as practicable.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Castro", is written over a light blue circular stamp.

Mike Castro, PhD
City Manager
Murphy, Texas

From the desk of
Mike Castro, PhD
City Manager
mcaastro@murphytx.org
972-468-4007 direct

206 North Murphy Road
Murphy, TX 75094
www.murphytx.org

EXHIBIT L



July 9, 2020

Honorable Ray Wheless
Regional Presiding Judge
First Administrative Judicial Region
2100 Bloomdale Road
McKinney, Texas 75071
rwheless@firstadmin.com

Re: Murphy Municipal Court Operating Plan Endorsement/Approval

Dear Judge Wheless,

My name is Marie Johnson. I serve as an Assistant City Attorney for the City of Murphy. I write this correspondence on behalf of City Attorney Wm. Andrew Messer.

Our municipal court has developed an operating plan to allow for in-person proceedings, per the Supreme Court orders.

I have reviewed the plan and endorse it. We thank you for your assistance in getting all the necessary approvals and notices accomplished to implement this plan.

Very truly yours,
MESSER, FORT & McDONALD, PLLC

MARIE N. JOHNSON
ASSISTANT CITY ATTORNEY

EXHIBIT

M



Thursday, July 9, 2020

Honorable Ray Wheless
Regional Presiding Judge
First Administrative Judicial Region
2100 Bloomdale Road
McKinney, Texas 75071
rwheless@firstadmin.com

Re: Murphy Municipal Court Operating Plan Endorsement/Approval

Dear Judge Wheless,

My name is Dr. Mark Gamber. I serve the City of Murphy as its public health authority/official. Since the beginning of the COVID-19 pandemic, I have been advising the city on best practices and policies for slowing the spread of this disease, and proper procedures to protect the people who work for the city, and the people that come to interact with the city.

The Murphy Municipal Court has developed an operating plan to allow for in-person proceedings, per the Supreme Court orders. The presiding judge has presented me the plan. I have reviewed the plan and it meets or exceeds the necessary public health standards for combating COVID-19.

I wholeheartedly endorse the plan and urge you to approve/accept it as written.

Sincerely,

A handwritten signature in black ink, appearing to be 'M. Gamber', written in a cursive style.

Dr. Mark Gamber, DO, MPH
Public Health Authority
Murphy, Texas