

# COVID-19 Operating Plan for the Round Rock Municipal Court

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the court, the Round Rock 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 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 to adjust this operating plan as necessary with conditions in the Round Rock Municipal Court.
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: Temperatures will be checked upon entering the building for the day.
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: Court staff in the customer service lobby are separated from the public by ballistic glass. For their workstations, staff have been provided hand sanitizer, sanitizing wipes, gloves, and masks. Hand sanitizer, tissues, social distancing signs and floor markers have been placed in the lobby for customers. Signs have been placed on the building doors explaining alternate ways to resolve a citation to reduce in-person contact. Information has been posted on the City of Round Rock website. City facilities will be cleaned and disinfected daily, and high-touch points will be wiped down throughout the day, with chemicals that are EPA and CDC certified to kill the Coronavirus. Hand sanitizer dispensers are placed throughout the building and common areas.

## **Scheduling**

1. The court schedules have been established to reduce occupancy in the court building:

Bailiff's and court staff will monitor the number of defendants in the courtroom. Defendants will not be allowed to bring other guests with them inside the courtroom unless required by law. The maximum number of defendants in the courtroom should not exceed 5. A separate sign-in sheet requesting phone numbers will be used so the court may contact the defendants and advise them when they may enter the courtroom.

## **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.
3. Vulnerable populations who are scheduled for court will be accommodated by providing alternate ways to resolve a citation or rescheduling the court hearing to a later date or remote proceedings when practical.

## **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 snack rooms, have been closed to the public.

### *Gallery*

5. The maximum number of defendants permitted in the gallery of each courtroom has been determined to be 5 and has been 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, outside of elevators on each floor, outside of each 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' benches, and in the hallways.
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, the Bailiff or court 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.
2. When individuals attempt to enter the court building, the Bailiff or designated staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°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 mask, gloves, and thermometer.

## **Face Coverings**

1. All individuals entering the courtroom 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.
3. Individuals who will be required to be in the court building for over 20 minutes will be provided surgical masks and required to wear them while in the court if the supply is available.

## **Cleaning**

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 2-4 hours.
2. Court building cleaning staff will clean the courtrooms 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.

In developing the plan, I consulted with the local health authority and mayor for the city of Round Rock, Craig Morgan, documentation of which is attached to this plan. I will ensure that the judges using the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/20/2020



Alan M. McGraw, Presiding Judge  
Round Rock Municipal Court



Attached hereto is:

- 1 – Email from Round Rock Mayor Craig Morgan confirming consultation regarding this Plan.
- 2 – Email from Williamson County Health Authority Dr. Lori L. Palazzo, making recommendations which were incorporated into this Plan.

The Operating Plan for the Round Rock Municipal Court has been reviewed and approved by the following:

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Judge Billy Ray Stubblefield  
Third Administrative Judicial Region

\_\_\_\_\_  
Date