

COVID-19 Operating Plan for the Municipal Court City of West, Texas

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the City of West Municipal Court:

General

1. The City of West Municipal Court 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. The court 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. The municipal court is under renovation and is expected to have limited non-essential in-person proceedings no sooner than July 20, 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. 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.
3. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
4. Protective Measures: The court clerk shall attempt to conduct all transactions via phone, email, or fax. Court staff will handle all filings using appropriate PPE provided.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
All proceedings shall be conducted remotely via Zoom or teleconference.

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 in conspicuous locations around the court building (a copy is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by being provided with additional instructions on how to attend the video teleconference hearing.

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. The court has removed chairs from the lobby and placed each existing chair at least 6 feet apart. The court has placed Social Distance signage in the lobby and at the entrance to the court building.
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.

Well

4. The courtroom, the counsel tables, witness stand, judge's bench, 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 dispenser has been placed at the entrances to the building.
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, a security personnel will ask the individuals
 - A. Are you feeling feverish?
 - B. Do you have a cough?

C. Do you have shortness of breath or difficulty breathing?

D. Have you 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 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. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face covering and gloves.

Face Coverings

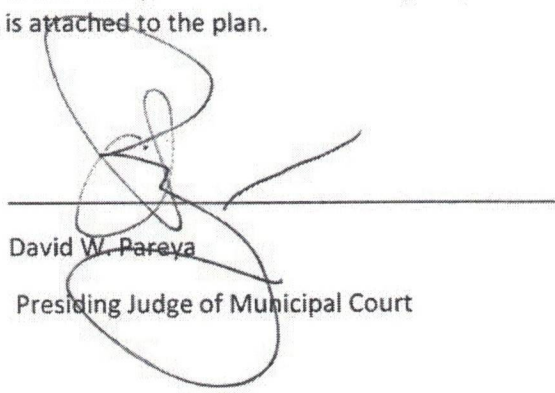
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be required to be in the court building for over 1 hour will be provided surgical masks and required to wear them while in the court building if the supply is available.

Cleaning

1. All court proceedings will be held remotely until further notice therefore cleaning will be done at the end of each day by court staff.
2. Court staff and or building maintenance have been provided cleaning supplies shown to be effective with this coronavirus.
3. Court staff and or building maintenance have not yet been trained but informed on proper cleaning techniques and provided appropriate personal protective equipment.

In developing the plan, I consulted with the City of West Mayor and the West Emergency Medical Service Supervisor and documentation of which is attached to the plan.

Date: 6/5/2020



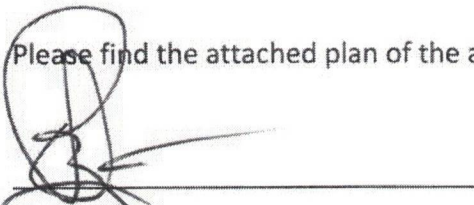
David W. Pareya

Presiding Judge of Municipal Court

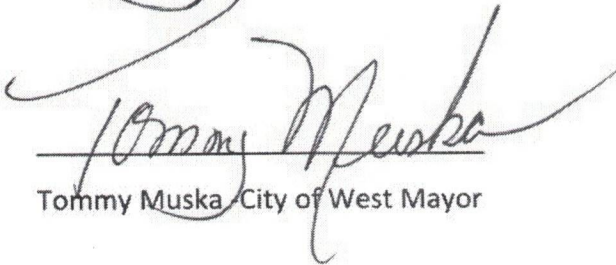
Documentation of required meeting for COVID-19 Operating Plan for the City of West Municipal Court Submitted to Regional Judge Billy Ray Stubblefield

May 18, 2020, the City of West Court personnel met with the Mayor and Emergency Medical Service Supervisor and went over the procedures and proposed operating plan. Discussions, along with additions and subtractions were made to the template and we were all in agreement.

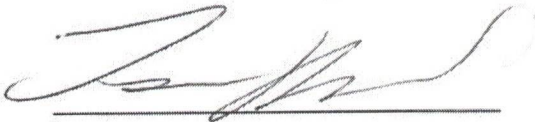
Please find the attached plan of the above meeting for your review and approval.



David W. Pareya- Presiding Judge



Tommy Muska - City of West Mayor



Tom Marek – West EMS Supervisor

MUNICIPAL COURT IN THE CITY OF WEST, TEXAS

NOTICE TO VULNERABLE POPULATIONS

The following notice shall be posted on the Court's website, at the entrance to City Hall and at the Court Clerk's window, and in all orders setting hearings, docket notices, and other communications.

Notice to Vulnerable Populations

The following are considered to be member of Vulnerable Populations: 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.

Any person who is Vulnerable Population category may contact the court to identify themselves as a vulnerable individual and receive accommodations, which will include the ability to participate in electronic or telephone proceedings. If you do not have the technology to appear electronically or by telephone, the Court will make accommodations for you at City Hall that will include the ability to so participate using equipment that will be sanitized between users. If you appear in person at City Hall, you will be required to wear a protective mask and one will be provided to you if you do not have one.