

COVID-19 Operating Plan for the City of Wolfforth, Tx 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 court, the Municipal Court of Wolfforth, Tx 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 presiding judge of the municipal court will maintain regular communication with the Lubbock Health Authority and Wolfforth mayor to 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 2, 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: The Judge and Court Clerk are required to check the Wolfforth Fire and EMS Department for a temperature check and to answer the screening questions before being allowed to enter the building that houses 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 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: All hearings and appearances will take place in the Council Chambers acting as the Courtroom. Blue tape marks are being placed on the floor where the Defendant will be standing while in the Courtroom. This will give 11 feet distance between the Judge and the Defendant as well as the Court Clerk. Sitting and waiting areas will be spread out, and no more than 4 people will be allowing in the Court Building to wait to see the Judge or court staff. All Court appearances will be scheduled with 20 minutes between the start of one case and the start of another case with a different defendant. The surfaces used during an appearance or hearing will be disinfected after every court appearance or hearing. Individuals who answer YES to any question on the Initial Screening Questionnaire OR have a temperature of 99.6 F [38.0 C] or higher will be denied access to any City facility or building,

and their court appearance will be rescheduled for at least 14 days. Hand sanitizer has been placed outside the Courtroom and people will be encouraged to use it before entering the court and after leaving the court. All court staff will wear masks during court appearances and hearings.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: For scheduled appearances or hearings, the Judge will be available for those appointments only and they will be scheduled in 20 minute intervals. Such appointments will take place in the Courtroom using the same protocols as set forth above.

Vulnerable Populations

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. 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 (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by extensions until it is safe for them to come into the court or have the option of talking to the Judge or prosecutor via telephone or a video call.

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 breakrooms and snackrooms, have been closed to the public.

Gallery

4. The maximum number of persons permitted in the gallery of the courtroom has been determined is 4 and has been 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 set up to maintain social distancing of at least six feet between each chair.

Well

6. 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 the of bathroom.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judge's 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 of the court building.

Screening

1. When individuals attempt to enter the court building, before being allowed access, the Court Clerk or receptionist 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 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. Staff who are screening individuals entering the court building will be provided personal protective equipment, including gloves and mask as worn by the representative of Wolfforth Fire and EMS.

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 the proper cloth face coverings with them. If the individual shows up to Court without a face mask they will be rescheduled until a time when they can report to Court with a proper face covering on.

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 hours and the defendant's podium will be cleaned between every defendant court appearance.
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 COVID-19 virus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

A copy of the Defendants screening sheet will be placed in their court shack. This Covid-19 sheeting sheet will include the defendants name, screening question to determine so symptoms are being shown and defendants temperature as recording when entering the building.

I have conferred with all Wolfforth Municipal Judges regarding this Operating Plan. In developing the plan, I consulted with the Lubbock Health Authority and Wolfforth mayor, documentation of which is attached to this plan. I will ensure that the Wolfforth Judges conduct proceedings consistent with the plan.

Date: 5/12/2020

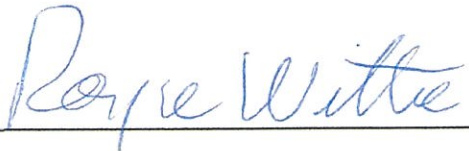
Presiding Judge of Municipal Court

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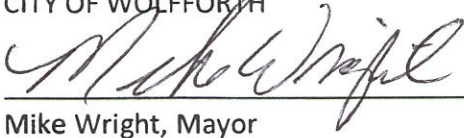
Date: 5/12/2020



Presiding Judge of Municipal Court

Passed by the Wolfforth City Council this 18th day of May, 2020.

CITY OF WOLFFORTH



Mike Wright, Mayor

Attest:



Lauren Murphey, City Secretary

ACCESS PROTOCOLS FOR ALL CITY OF WOLFFORTH OPERATED FACILITIES AND BUILDINGS

Building entry protocol must be put into place to protect City officials, employees, visitors, and others who come into contact with City officials or employees or enter City facilities or buildings. ALL individuals entering ALL City-operated facilities or buildings must be ASKED Initial Screening Questions.

The Initial Screening Questionnaire script must be followed. The person asking the questions must attempt to maintain a distance of 6 feet while asking the questions. See attached.

Access to City Office Buildings

- Prior to entry into any City operated facility, all individuals should report to a designated central location for a screening evaluation.
- Prior to entry all individuals will be ASKED the questions in the Initial Screening Questionnaire by entry screening staff AND will have their temperature checked.
- Individuals who answer YES to any question on the Initial Screening Questionnaire OR have a temperature of 99.6 F [38.0 C.] or higher will be denied access to any City facility or building.
- Individuals refusing to answer screening questions or refusing to have their temperature taken will not be allowed access to the City facilities and buildings. For defendants in Municipal Court, refusal to answer screening questions or refusal to have their temperature taken will result in a failure to appear or violation of promise to appear, whichever is applicable.

INITIAL SCREENING QUESTIONNAIRE

IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.

For infection control purposes, I need to ask you a few questions:

Have you had any of the following new symptoms in the last seven days: fever or chills, cough (either new, or different than your usual cough), sore throat, shortness of breath, or any other flu-like symptoms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past week, have you been in close (less than 6 feet), prolonged contact (more than 2-3 minutes) with someone with suspected or confirmed COVID-19 without using infection protection and control precautions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For congregate care facilities only, no visitors are allowed. All employees and vendors or contractors on official business must submit to a temperature check. Is Temperature 99.6°F [38°C] or above?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Individuals who answer YES to ANY question on the Initial Screening Questionnaire OR have a temperature of 99.6°F [38°C] OR refuse to participate in the screening process must be denied access to the facility

Name of Individual Seeking Access _____ (please print)

Access Determination _____ Approved _____ Denied

Name of staff completing form _____ Date: _____ Time: _____