

# **COVID-19 Operating Plan for the CITY OF DALLAS Judiciary**

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 courts of **THE CITY OF DALLAS** 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 local health authority and mayor and adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting limited non-essential in-person proceedings for no sooner than June 12, 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: All staff will self monitor and will immediately report any symptom or exposure to his or her supervisor.
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: Frequent handwashing is required and hand sanitizer is strategically located throughout the workplace. In each courtroom a plexiglass shield will separate the bench from the bar and gallery of the courtroom.

## **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: The volume in a municipal court is substantially higher than other types of courts in Texas. In an effort to reduce occupancy in The City of Dallas Municipal Court building,

the following protocols have been established. Beginning June 12, 2020, the City of Dallas Municipal Courthouse will limit occupancy to 25%. Only four courtrooms will operate with in person proceedings as follows. City of Dallas Security and the Dallas Marshall's Office (Court Bailiffs) will monitor the total number of people allowed in the courthouse at one time. Throughout the court building, markers for standing and for seating identify the appropriate social distance for each individual to maintain. Only ten persons at a time will be allowed in each courtroom with appropriate social distancing directives within the courtroom provided for seating and standing, and with oversight by the court bailiff. Court dockets have been spread throughout the day at one hour intervals to accommodate the maximum 10 person per courtroom docket requirement. The remaining seven courtrooms will continue with remote proceedings according to the City of Dallas Municipal Court Schedule Effective July 5, 2020, or until further guidance. Trial scheduling will begin after August 1, 2020, absent further directive from the Texas Supreme Court and/or Regional Presiding Judge for the administrative judicial region. Trials will be held on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesday, Wednesday, and Thursday according to the published City of Dallas Municipal Court Schedule and in order to accommodate the maximum 10 person per courtroom trial docket. All arraignments and magistrations will continue to be conducted remotely via Teams.

### **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 (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by an option to reset the court date or schedule a video teleconference (remote proceeding) with a prosecutor and judge.

### **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 snackrooms, have been closed to the public.

#### *Gallery*

5. 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.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating.

#### *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. Disinfecting wipes 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, City of Dallas Security 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, City of Dallas Security 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 coverings 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. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 8 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.

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 and mayor, documentation of which is attached to this plan. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/29/2020



Presiding Judge of Municipal Court

