

# **First Recertified 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 non-essential in-person proceedings no sooner than March 1, 2021

## **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: Judges and court staff should take a measured temperature and assess symptoms prior to starting work each 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 times.
5. Protective Measures: In each courtroom a plexiglass shield will separate the bench from the bar and gallery of the courtroom. While on the bench, the judge is not required to wear a face covering.

## **Scheduling**

1. *The City of Dallas Municipal Court will continue to conduct all proceedings virtually via TEAMS. Per City of Dallas Municipal Court Scheduling Orders, all individuals shall appear*

*remotely following all instructions noted within the order. The City of Dallas Court and Detention Services website provides additional instruction about how to connect with the assigned court on the date and time of the scheduled hearing. The City of Dallas Judiciary website provides an instructional how-to video describing the virtual court TEAMS process and procedures. If an individual would like to schedule an appearance outside a previously scheduled hearing, an individual can visit the Courts and Detention Services website and request to appear at a virtual walk-in court.*

2. If an individual is not able to appear virtually despite all reasonable efforts, the following court schedules are established to reduce occupancy in the court building:

In an effort to reduce occupancy in The City of Dallas Municipal Court building, the following protocols have been established. 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 30 minute intervals to accommodate the maximum 10 person per courtroom docket requirement. Trial scheduling will begin on March 1, 2021, 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 Effective March 1, 2021, and in order to accommodate the maximum 10 person per courtroom trial docket. This date is subject to change based on further instruction from the Texas Supreme Court and Court of Criminal Appeals Emergency Orders with guidance from the Texas Office of Court Administration.

The following questions shall be posted on each courtroom door:

- a. Are you feeling ill?
- b. Have you been in close physical contact with anyone who is known to have COVID-19 or symptoms consistent with COVID-19?
- c. Are you isolating or quarantining because you may have been exposed to a person with COVID-19?
- d. Are you currently waiting on the results of a COVID-19 test?

Individuals who indicate yes to any of these questions will be refused admittance to the courtroom. If denied entry, the individual indicating yes to the above questions will be given an opportunity to request court personnel contact them about the status of their case/s. No warrant shall issue for anyone denied entrance.

### **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 with a prosecutor.

### **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 the following questions:
  - e. Are you feeling ill?
  - f. Have you been in close physical contact with anyone who is known to have COVID-19 or symptoms consistent with COVID-19?
  - g. Are you isolating or quarantining because you may have been exposed to a person with COVID-19?
  - h. Are you currently waiting on the results of a COVID-19 test?

Individuals who indicate yes to any of these questions will be refused admittance to the court building. If denied entry, the individual indicating yes to the above questions will be given an opportunity to request court personnel contact them about the status of their case/s. No warrant shall issue for anyone denied entrance.

2. When individuals attempt to enter the court building, City of Dallas Security may 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**

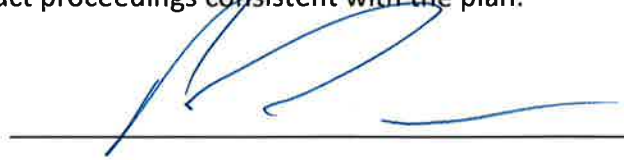
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be 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 First Recertified 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 First Recertified Operating Plan conduct proceedings consistent with the plan.

Date: 12/30/2020



Presiding Judge of Municipal Court  
City of Dallas, Texas

