

COVID-19 Operating Plan for the Live Oak County 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 **Live Oak County** 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 local administrative district judge will maintain regular communication with the local health authority and county judge and adjust this operating plan as necessary with conditions in the county.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 1, 2020.

Judge and Court Staff Health

1. Courts should consider encouraging teleworking for all court staff, including Judges whenever possible and feasible.
2. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.5°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 follow the county's requirements for wearing face coverings. Judges and all shall practice social distancing, and follow appropriate hygiene recommendations at all times.

Scheduling

1. Judges must coordinate scheduling of any in person proceedings to reduce the number of people in the courthouse/county buildings at one time.

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 shall ensure that if an individual requests to be identified as a vulnerable population, they are able to contact the court to request accommodations. A notice with this information will be posted on the courts' websites and on doors entering the court building.
3. Any requests for those that need accommodations as a member of a vulnerable population who are scheduled for court can be made if requested. The Court must be contacted prior to the set court date in order to schedule/make these accommodations.

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.

Gallery

2. 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.

Well

3. 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. All persons entering the court building should follow proper hygiene practices including washing hands often, avoiding close contact with other people, and covering coughs and sneezes.
2. Hand sanitizer dispensers have been placed in the building.

Screening

1. Individuals who are named parties in a case on that day's court docket and their attorneys will be given priority regarding entering the court building.
2. When individuals attempt to enter the court building for a court proceeding, County officials 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. If the answer is YES to any of these questions - DO NOT LET IN COURT BUILDING/COURTHOUSE, NOTIFY THE JUDGE OF THE COURT THEY ARE ATTEMPTING TO ATTEND AND HAVE THEM AWAIT FURTHER INSTRUCTIONS FROM JUDGE.
3. When individuals attempt to enter the court building, County officials will take the temperature of the individual. An individual whose temperature equals or exceeds 99.5°F will be refused admittance to the court building. DO NOT LET IN COURT BUILDING/COURTHOUSE, NOTIFY THE JUDGE OF THE COURT THEY ARE ATTEMPTING TO ATTEND AND HAVE THEM AWAIT FURTHER INSTRUCTIONS FROM JUDGE.

4. 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 99.5°F will not be transported to the court building. JAIL STAFF WILL NOTIFY THE PRESIDING JUDGES' OFFICER PRIOR TO THE START OF THE DOCKET IF AN INMATE WILL NOT BE TRANSPORTED TO COURT.
5. Staff who are screening individuals entering the court building will be provided personal protective equipment by the County.

Face Coverings

1. All individuals entering the court building will be required to follow the County's requirements regarding wearing of face coverings.
2. If face coverings are required, individuals will be required to bring their own cloth face coverings. If they do not have such each Court will determine how to proceed.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building and ensure common spaces are cleaned twice a day.
2. Court building cleaning staff will clean the courtrooms 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.

Other

36th, 156th and 343rd District Court Infectious Disease Protocol - Revised May 15, 2020 is also attached for further reference.

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 county judge, 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: 5/18/2020

/s/ Janna K. Whatley

Local Administrative District Judge

Janna K. Whatley, 343rd District Court Judge