

# **COVID-19 Operating Plan for the 336<sup>th</sup> District Court and Fannin County Court at Law**

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 **Fannin 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 August 3, 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: Judge and Court Staff temperatures will be taken at beginning of each work 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 report to work or 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: Masks will be provided to the Judge and Court Staff; the Judge or Court Staff will not report to work in the event of not feeling well. Plexiglas is installed in the courtroom at the district clerk's work station, the bailiff's station, the court reporter's station, the judge's bench, the jury box and counsel tables.

## **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: Criminal dockets will be limited to not more than five people appearing in person at a designated time; Civil cases will be scheduled to take into account the number of litigants and

attorneys to limit the number of people in the courtroom consistent with directives of the Office of Court Administration; Hearings will be scheduled at different times during the morning and afternoon sessions to limit the number of people in the courtroom at any given time, consistent with directives of the Office of Court Administration.

### **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 offering the person who is a witness or litigant to appear remotely for nonessential hearings; if the person is attending court as a prospective juror, allow the person to be excused upon request; If the person desires to participate or attend court in person, a mask will be provided as well as hand sanitizer and latex gloves, and special attention paid to provide sufficient social distance.

### **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 have been closed to the public.
4. No congregating in foyer areas will be allowed.

### *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. Seating is limited to every other row.

### *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. Plexiglas has been installed at the respective work areas.

## **Hygiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of each courtroom, and outside of bathrooms.
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, security personnel 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, security personnel 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. 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 99.6°F will not be transported to the court building.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including masks, gloves and sanitizers.

## **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 24 hours.
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**

Pedestrian traffic into the South Annex for the 336<sup>th</sup> District Court will be limited to the east side door of the building to ensure screening by the security personnel. The west entrance into the building will be limited to court staff and county employees.

Pedestrian traffic entering the Clarence White Family Life Center for access to the Fannin County Court at Law shall enter the door on the south side of the building. The west entrance into the building will be limited to court staff and county employees.

I have conferred 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: 6/17/2020



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Laurine J. Blake, 336<sup>th</sup> District Court

Local Administrative District Judge



**Fannin County Court at Law  
Judge Charles W. Butler**

*200 w. 8th  
Bonham, Texas 75418*

*Phone: 903-583-9258  
Fax: 903-583-9283*

June 17, 2020

Judge Laurine J. Blake  
336<sup>th</sup> District Court  
210 S. Main Street  
Bonham, Texas 75418

Re: COVID-19 Operating Plan

Dear Judge Blake:

I have this day reviewed the COVID-19 Operating Plan for the 336<sup>th</sup> District Court and Fannin County Court at Law and I am in full agreement with the operating plan. It is in the best interest of the individuals working and conducting business in the County Court at Law.

Thank you for your hard work on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Butler", written over a horizontal line.

Judge Charles Butler



*Royce W. Smithey*  
Justice of Peace, PCT.1

*June 19, 2020*

Judge Laurine j Blake  
336<sup>th</sup> District Court  
Fannin County, Texas

Dear Judge Blake,

I have reviewed the COVID-19 Plan for the 336<sup>th</sup> District Court and the County Court at Law that you have prepared. I am in full agreement with the guidelines set forth. We will adopt this plan and implement it accordingly. Thank you for all your hard work in the protection of the public as well as the staff.

The office of Justice of the Peace, Precinct 1 will adopt this plan as our own.

Sincerely,

*Royce W. Smithey*  
Judge Royce W Smithey  
Justice of the Peace, Pct 1  
Fannin County, Texas



**RANDY MOORE**

*Fannin County Judge*

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June 18, 2020

Dear Judge Blake,

I, Randy Moore, Fannin County Judge, have reviewed the attached Covid-19 Operating Plan for the 336<sup>th</sup> District Court and the County Court at Law for Fannin County, TX. This Plan has also been reviewed by our County Health Authority so, therefore, I accept and approve of the Plan and hereby declare it as the Covid-19 Operating Plan for the listed Courts of Fannin County, TX.

Regards,

A handwritten signature in cursive script that reads "Randy Moore".

Randy Moore  
Fannin County Judge

*"...Live together in Unity." Psalm 133:1*

