



## Second Administrative Judicial Region of Texas

**Olen Underwood**

Presiding Judge

*Connie Teel*

*Administrative Assistant*

May 26, 2020

RE: COVID-19 Operating Plan for All Court Proceedings

Dear Judge,

After review, the COVID-19 Operating Plan for the Liberty County Judiciary, as submitted is APPROVED.

Please note a copy of the plan will be placed in the file within the Second Administrative Region of Texas and the Texas Office of Court Administration.

Operating plans will remain in effect until updated guidance is issued from OCA indicating they are no longer required or upon the expiration of the provisions in the Twelfth Emergency Order, as amended or extended, requiring adherence to OCA Guidelines.

Thank you,

A handwritten signature in black ink that reads "Olen Underwood".

Olen Underwood,  
Presiding Judge

OU/ct



## COVID-19 OPERATING PLAN FOR THE LIBERTY 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 Liberty 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 judges shall maintain regular communication with the county judge, and the county judge will maintain regular communication with the local health authority 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. Judges and court staff who can perform the essential functions of their job remotely may telework when possible.
2. Judge and Court Staff Monitoring Requirements:
  - a. All judges and staff will be required to be screened daily with temperature checks and a medical/travel/exposure screening form upon entry into courtroom and/or court offices. A thermometer and screening forms will be provided by the county for each department.

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, if practical, practice social distancing, and practice appropriate hygiene recommendations at all times.
5. Protective Measures: Strict handwashing and sanitizing of all surfaces and materials used in the offices and courtroom will be maintained. The use of hand sanitizer/washing of hands should be done immediately upon entering the building.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building:
  - a. Each court will stagger the times of all hearings in order to maintain social distancing requirements and avoid more than 10 persons gathered in the courtroom or in areas around the courtroom.
  - b. Court dockets will be reduced in size and scheduled ~~appropriately to comply with social distancing and~~ courtroom occupancy requirements.
  - c. All jail cases will be done remotely when possible to comply with social distancing and courtroom occupancy requirements.
  - d. All litigants seeking the court's services should schedule an appointment whenever possible.
  - e. There should be no family members or visitors accompanying any party scheduled for hearings, unless disabled.

### **Vulnerable Populations**

1. Individuals who are over age 65, individuals with serious underlying health conditions, individuals immunocompromised, and individuals who are pregnant are considered to be vulnerable populations.

2. Each judge will include information on orders setting hearings, docket 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 the option to participate remotely.

### **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 snack rooms, 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. 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.

### Hygiene

1. Hand sanitizer dispensers, if available, have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
2. Tissues, if available, 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, the Security Checkpoint Officers will ask and/or require a screening form to determine if individuals 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 Checkpoint Officers 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. Transport officers and 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. Inmates cleared by the jail screening to enter the court building will be screened again upon entrance to the court building, as well as the transport officers.
5. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face coverings and disposable gloves, if available.

### Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times, if practical.

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 or face covering may be provided, if available.
3. All transport officers and inmates entering the court building are required to wear face coverings at all times.

### **Cleaning**

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every two to three 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.

### **Other**

Please watch the following video. It will help county employees and the public understand the daily screening and hygiene procedures:

<https://www.youtube.com/watch?v=w5Z8oeSlrWg>

I have attempted to confer with all District judges, County Court at Law judges, and CPS and AG judges using courtrooms in the Liberty County Courthouse regarding this Operating Plan. In developing the plan, I consulted with the local health authority and county judge. I will ensure that the judges of those courts listed above covered by this Operating Plan have a copy of this plan and are aware of conducting proceedings consistent with the plan.

Date: May 14<sup>th</sup>, 2020.



CHAP B. CAIN, III  
LOCAL ADMINISTRATIVE DISTRICT JUDGE  
253RD DISTRICT COURT JUDGE

I have attempted to confer with all District judges, County Court at Law judges, and CPS and AG judges using courtrooms in the Liberty County Courthouse regarding this Operating Plan. In developing the plan, I consulted with the Local Administrative District Judge and County Judge. I will ensure that the judges of those courts listed above covered by this Operating Plan have a copy of this plan and are aware of conducting proceedings consistent with the plan.

Date: May 13, 2020.

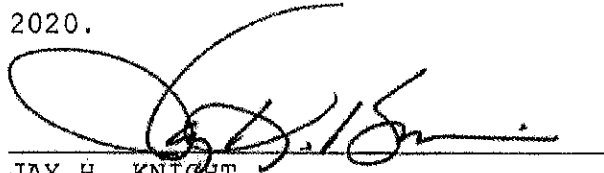


Thomas A. Chambers  
Judge, Liberty County Court at Law

THOMAS CHAMBERS  
LOCAL ADMINISTRATIVE STATUTORY JUDGE  
COUNTY COURT AT LAW

I have attempted to confer with all judges of courts with courtrooms in all court buildings regarding this Operating Plan. In developing the plan, as County Judge, I consulted with the local health authority. I will ensure that the judges of courts with courtrooms in the court buildings covered by this Operating Plan have a copy of this plan and are aware of conducting proceedings consistent with the plan.

Date: MAY 18<sup>TH</sup>, 2020.



JAY H. KNIGHT  
COUNTY JUDGE  
LIBERTY COUNTY, TEXAS



5/21/2020



# **APPENDIX**

- 1. NOTICE FOR VULNERABLE POPULATIONS**
  - 2. SAMPLE SCREENING FORM**
  - 3. SAMPLE EMPLOYEE SCREENING FORM**
  - 4. FIRE MARSHALL - MAXIMUM OCCUPANCY REQUIREMENTS**
  - 5. LOCAL HEALTH AUTHORITY APPROVAL**
  - 6. JP PCT. 1 SIGNED OPERATING PLAN**
  - 7. JP PCT. 2 SIGNED OPERATING PLAN**
  - 8. JP PCT. 3 SIGNED OPERATING PLAN**
  - 9. JP PCT. 4 SIGNED OPERATING PLAN**
  - 10. JP PCT. 5 SIGNED OPERATING PLAN**
  - 11. JP PCT. 6 SIGNED OPERATING PLAN**
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# NOTICE

## VULNERABLE POPULATION ACCOMMODATIONS

THE FOLLOWING VULNERABLE POPULATIONS WILL BE ACCOMMODATED REGARDING COURT HEARINGS PURSUANT TO THE OPERATING PLAN OF THE LIBERTY COUNTY JUDICIARY:

- INDIVIDUALS WHO ARE OVER AGE 65
- INDIVIDUALS WITH SERIOUS UNDERLYING HEALTH CONDITIONS
- INDIVIDUALS IMMUNOCOMPROMISED
- INDIVIDUALS WHO ARE PREGNANT

ALL INDIVIDUALS IN THE VULNERABLE POPULATION CATEGORY HAVE THE OPTION TO PARTICIPATE REMOTELY. CONTACT THE COURT FOR FURTHER INFORMATION.



## COVID-19 SCREENING FORM

Date		Time	
Name		Agency	

Do you have any of these symptoms?

Symptom	YES	NO
Fever of 100.0 F or higher		
Shortness of Breath		
Loss of Taste or Smell		
Sore Throat		
Cough		
Chills		
Runny / Stuffy Nose		
Have you returned from international or domestic travel in last 14 days?		
Have you had exposure to someone with, or under investigation for COVID-19?		

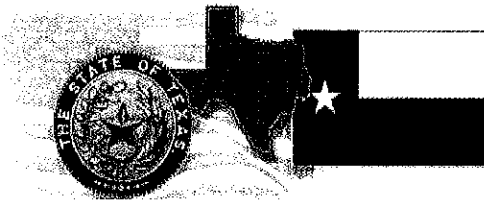
Temperature:

Cleared to Enter Facilities?

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Signature of Evaluator: \_\_\_\_\_





## LIBERTY COUNTY, TEXAS

Liberty County Fire Marshal's Office

Reference: COVID-19 Operating plan for Liberty County Judiciary.

May 8<sup>th</sup> 2020

Listed below are the Maximum Occupancy requirements for each court room.

- 253<sup>rd</sup> Court Room- 112  
Per COVID 19 operating plan of 25% compliance of no more than 28 including staff.
- Commissioner Court Room- 112  
Per COVID 19 operating plan of 25% compliance of no more than 28 including staff.
- 75<sup>th</sup> Court Room- 309  
Per COVID 19 operating plan of 25% compliance of no more than 77 including staff.  
Jury seating area cannot be in use during this phase due to 6' social distancing procedures.
- Future Court Room on 1<sup>st</sup> floor will need revisited after completion. Current Maximum of 306.  
Per COVID 19 operating plan of 25% compliance of no more than 76 with staff.  
Recommend to isolate this area for no meetings.
- All restroom areas will be a maximum of 1 person at a time.
- County Clerks area open records maximum 14.
- Election committee area maximum of 6.
- All seating areas in the gallery and halls have been marked in accordance with Liberty County COVID 19 Judiciary operating plan for social distancing

Thank you  
Bill Hergemueller  
Liberty County Fire Marshal

5/15/2020

Re: PROPOSED Operating Plan for Liberty County Judiciary

Re: PROPOSED Operating Plan for Liberty County Judiciary

From: Don Callens <doncallens@gmail.com>

Sent: Mon, May 11, 2020 at 6:32 pm

To: Jo Anne Horn Leger

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This is a very well thought out plan. I approve of these measures. Feel free to call me with any questions.

Don Callens

On Mon, May 11, 2020 at 2:38 PM Jo Anne Horn Leger <reporter.253rd@co.liberty.tx.us> wrote:

Good afternoon.

Attached you will find a "proposed" Operating Plan for the Liberty County Judiciary. Judge Cain asks that you review it and see if you have any changes that need to be made. If you have any suggestions or comments or questions, please contact Judge Cain at 936-336-4668 and he will be happy to meet with you in person or by Zoom.

Since this Operating Plan must be in place prior to any in-person proceedings beginning on June 1st, he would like to have any suggestions as soon as possible. The plan will be submitted to Judge Underwood on the morning of Friday, May 15th, 2020, if there are no further edits/amendments by that time.

Thank you.

Jo Anne Horn Leger, CSR, RPR, CRR  
Official Court Reporter  
253rd District Court  
1923 Sam Houston, Suite 223  
Liberty, Texas 77575

**JUSTICE OF THE PEACE  
OPERATING PLANS  
PRECINCTS 1 THRU 6**

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## COVID-19 Operating Plan for the Justice of the Peace, Pct. 1, Liberty 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 Justice of the Peace, Pct. 1 Liberty 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 presiding judge of the justice court 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. 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 staff will give a daily report on their health and temperature will be taken upon arrival.
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: Staff will not be dealing with the public face to face. There is a protective glass window in place. Judge will maintain safe social distancing while on the bench.

### Scheduling

1. The following court schedules are established to reduce occupancy in the court building; litigants, attorneys, visitors and other individuals will be required to sign in and leave a phone



number they will then wait in their vehicle until called into the court. The court is also limiting the amount of cases to be heard.

#### 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, docket notices, and 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' website 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 reducing the amount of people in the building at the time. The court will also be offering face masks to anyone without one.

#### 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. 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.

### 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. 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, court staff and/or constables 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.
2. When individuals attempt to enter the court building, court staff and/or constables 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 face masks 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.


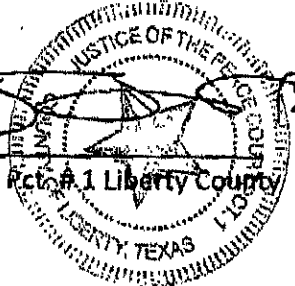
### Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 2 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.

Other

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.

05/19/2020

  
Stephen Hebert, Jct. # 1 Liberty County  


## **COVID-19 Operating Plan for the Justice of the Peace, Pct.2: Liberty 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 Justice of the Peace, Pct. 2 Liberty 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 presiding judge of the justice court 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. 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 staff will give a daily report on their health and temperature will be taken upon arrival.
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: Staff will not be dealing with the public face to face. There is a protective glass window in place. Judge will maintain safe social distancing while on the bench.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: litigants, attorneys, visitors and other individuals will be required to sign in and leave a phone number they will then wait in their vehicle until called into the court. The court is also limiting the amount of cases to be heard.

### **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, docket notices, and 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' website 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 reducing the amount of people in the building at the time. The court will also be offering face masks to anyone without one.

### **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. 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.

### **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. 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, court staff and/or constables 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, court staff and/or constables 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 face masks and gloves.

#### **Face Coverings**

1. All individuals entering the court building will be required to wear face coverings at all times.
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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**

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3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
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#### **Other**

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 05/18.2020

Ronnie Davis

Justice of the Peace, PCT. 2, Liberty County



# **COVID-19 Operating Plan for the Justice of the Peace, Pct. 3 Liberty 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 Justice of the Peace, Pct. 3 Liberty 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 presiding judge of the justice court will maintain regular communication with the local health authority and county judge and adjust this operating plan as necessary with conditions in the county.
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## **Judge and Court Staff Health**

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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.
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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. 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.

### **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. 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, court staff and/or constables 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, court staff and/or constables 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 face masks 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**

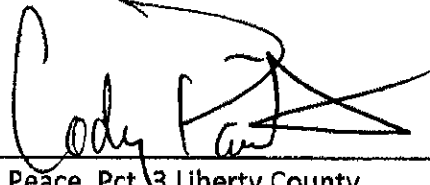
1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 2 hours.
2. Court building cleaning staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom 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.

### **Other**

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: 5/5/2020



Cody Fawcett

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Justice of the Peace, Pct. 3 Liberty County

## **COVID-19 Operating Plan for the Justice of the Peace, Pct. 4 Liberty County Judiciary**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the court of Justice of the Peace, Pct. 4, Liberty County will implement the following protective measures:

### **General**

1. The judge 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. The judge will use all reasonable efforts to conduct proceedings remotely.
3. The presiding judge of the justice court 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. The judge will begin setting non-essential in-person proceedings no sooner than June 1, 2020.

### **Judge and Court Staff Health**

1. The judge 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 staff will have temperature taken on arrival and will sign a daily screening report.
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 practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: The Judge and court staff will maintain safe social distancing while on the bench and otherwise will deal with the public with a protective glass window in place. They will also use appropriate hand sanitation as recommended.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: The court will be limiting the amount of cases that will be heard in-person. When in-person hearings are a necessity all recommendations regarding social distancing and hand hygiene

will be followed. Each case will be heard individually and only persons pertinent to the case being heard will be allowed in the court room. Litigants, attorneys, witnesses and visitors awaiting their hearing will be required to sign in and wait in their vehicle until called for court.

### **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 reducing the amount of people scheduled for court. Vulnerable persons will be offered a face mask if they do not have one of their own. All persons attending the court hearing will be required to follow the recommendations for protection of the health and safety of everyone.

### **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 from the same household will be permitted in the court building.
3. Each restroom has been evaluated and are single person capacity restrooms.
4. Public common areas, including breakrooms and snackrooms, are 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. Seating is limited to every other row with a distance of at least 6 ft. between each person.

### ***Well***

7. In each courtroom, the counsel tables, witness stand, judge's bench, clerk 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, and immediately inside the door entering the court room.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' bench, and at the entrance to the building.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" (in English and Spanish) have been posted in multiple locations in the court building.

### Screening

1. When individuals attempt to enter the court building, the Constable Deputy or Bailiff 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, the Constable Deputy or Bailiff 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 mask and gloves.

### Face Coverings

1. All individuals entering the court building will be required to wear face coverings:
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.

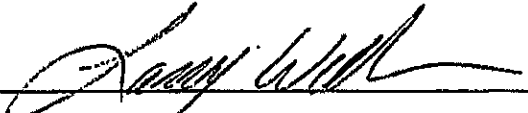
### Cleaning - This building does not have a daily cleaning staff.

1. Court staff will clean the common areas of the court building so that common spaces are cleaned at least every 4 hours.
2. Court 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 staff have been provided cleaning supplies shown to be effective with this coronavirus.

### Other

The Liberty County Justice of the Peace, Precinct 4 court is the only court in this building, the Liberty County Dayton Annex. In developing the plan, I consulted with the local health authority and county judge. I will ensure that the court in this building covered by this Operating Plan conducts proceedings consistent with the plan.

Date: 5/21/2020



Liberty County, Justice of the Peace, Pct. 4

## **COVID-19 Operating Plan**

### **For the Justice of the Peace, Pct. 5 Liberty 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 court of **Justice of the Peace, Pct. 5 Liberty County** will implement the following measures:

#### **General**

1. All judges will comply with 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 justice of the justice court will maintain regular communication with 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 Staff Health**

1. Judges and court staff who can perform the essential function of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: The staff will give a daily report on their health and temperature will be taken upon arrival.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.8 Degrees Fahrenheit, 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: Staff will not be dealing with the public face to face. Staff will maintain safe social distancing at their window. Judge will maintain safe social distancing while on the bench.

#### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: litigants, attorneys, visitors and other individuals will be required to sign in and leave a



phone number they will then wait in their vehicle called into the court. The court is also limiting the amount of cases to be heard.

### **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 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, docket notices, and 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' website and in conspicuous locations around the court building (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will also be offering facemasks to anyone without one.

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

### **Well**

7. In each courtroom, the counsel table, 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. 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, court staff and/or constables 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 the court building.
2. When individuals attempt to enter the court building, court staff and/or constables will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals to or exceeds 100.0 Degrees Fahrenheit will be refused admittance to the court building.
3. Inmates being transported from the jail to the court building will be screened for symptoms or a temperature equal to or above 99.6 Degrees Fahrenheit 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 face masks 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 area of the court building so that common spaces are cleaned at least every 2 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.

Other

I have attempted to confer with all judges of courts with courtrooms in the court building regarding this Operation 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: \_\_\_\_\_

5/6/20



**WADE BROWN**  
**JUSTICE OF THE PEACE, PCT. 5**  
**LIBERTY COUNTY, TEXAS**

## **COVID-19 Operating Plan for the Liberty County Justice Court Precinct 6**

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 Liberty County Justice Court Pct 6. 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. will maintain regular communication with the local health authority and The 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<sup>st</sup> 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 staff will give a daily report on health and temperature will be taken on arrival .
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: Staff will not be dealing with the public face to face. There will be a protective glass window in place.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: Litigants, Attorneys, visitors and other individuals will be required to sign in and leave a phone number. They will then wait in their vehicle until called into court. The court is also limiting the amount of cases to be heard.

### **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 reducing the amount of people in the building at the time. The Court will also be offering face masks to anyone without one.

### **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. 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.

### **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. 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**

TEMPLATE TO BE MODIFIED AS APPROPRIATE

1. When individuals attempt to enter the court building, Court staff and/or Constable 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, Court staff and/or Constable 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 face masks 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 2 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.

**Other**

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 The 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: 05/19/2020



Justice of the Peace Pct. 6 Liberty County, Texas