



## Second Administrative Judicial Region of Texas

**Olen Underwood**

Presiding Judge

*Connie Teel*

*Administrative Assistant*

May 29, 2020

RE: COVID-19 Operating Plan for All Court Proceedings

Dear Judge,

After review, the COVID-19 Operating Plan for the Angelina County District and County Courts at Law 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 cursive script that reads "Olen Underwood".

Olen Underwood,  
Presiding Judge

OU/ct

## **COVID-19 Operating Plan for the Angelina County District and County Courts at Law 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 the 159<sup>th</sup> and 217<sup>th</sup> District Courts and the 1st and 2nd County Courts at Law 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 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
5. "Courthouse security" means the downstairs Sheriff's deputies stationed at the courthouse entrance.

### **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. 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, or suspected 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 be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations during all in-person hearings.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building:
2. Court hearings requiring in person attendance will be set at least 30 minutes apart to allow appropriate cleaning of the courtroom.

3. Court Coordinators should review the court schedules of the other courts to avoid more than one in person hearing in different courts. Court Coordinators must designate if the hearing is an in person hearing or remote. Additionally, the court coordinator must estimate the duration of each hearing.
4. There can only be one in person hearing throughout the courthouse, please be respectful of other courts.
5. Witnesses for in person hearings should remain outside the courthouse to avoid contact in common areas, such as the hallways.

#### 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 allowing the vulnerable individual to appear by telephone or video conference from home, attorney's office, law library or other suitable location. Within the discretion of the judge, affidavits of a vulnerable individual may be considered.

#### 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 room's, 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, Courthouse 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 or suspected 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 courthouse security will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°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 mask 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.

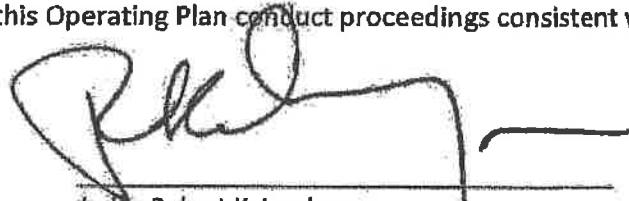
### Cleaning

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 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: 5/15/2020



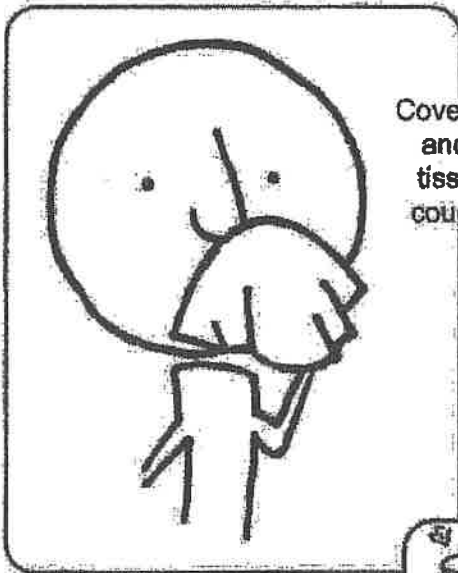
Judge Robert K. Inselmann  
Local Administrative District Judge  
District Court Judge of Angelina County, Texas



5/29/2020

Stop the spread of germs that make you and others sick!

# Cover your Cough



Cover your mouth  
and nose with a  
tissue when you  
cough or sneeze  
or

cough or sneeze into  
your upper sleeve,  
not your hands.



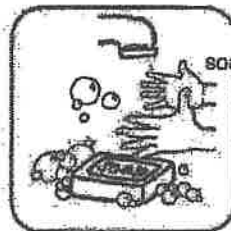
Put your used tissue in  
the waste basket.



You may be asked to  
put on a surgical mask  
to protect others.

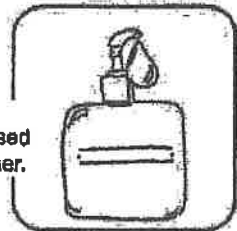
## Clean your Hands

after coughing or sneezing.



Wash with  
soap and water

or  
clean with  
alcohol-based  
hand cleaner.



Minnesota Department of Health  
717 SE Delaware Street  
Minneapolis, MN 55414  
612-576-5414 or 1-877-676-5414  
www.health.state.mn.us



Minnesota  
Antibiotic  
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ASSOCIATION FOR PROFESSIONALS IN  
INFECTION CONTROL AND EPIDEMIOLOGY, INC.



TEXAS  
Department of  
State Health Services

2011/10/08

# **VULNERABLE POPULATIONS**

## **People are vulnerable if:**

- over age 65
- or
- serious underlying health conditions, such as
  - high blood pressure
  - lung disease
  - diabetes
  - obesity
  - asthma
- or
- compromised immune system
- or
- under chemotherapy or such therapy

## **CONTACT THE COURT BEFORE ANY HEARING**

**Judge Inselmann – 217<sup>th</sup> District Court - 936-637-0217**

**Judge White – 159<sup>th</sup> District Court – 936-639-3913**

**Judge Register – County Court no. 1 – 936-639-2204**

**Judge Herrington – County Court no. 2 – 936-634-8984**

## Supplement to COVID-19 Operating Plan for the Angelina County District and County Courts at Law County Judiciary

### Courtroom 5 use

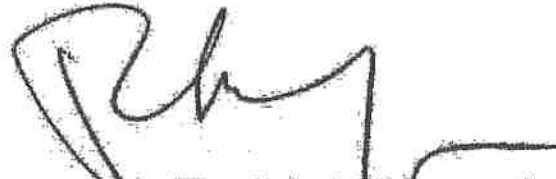
1. The downstairs courtroom known as Courtroom 5 may be used for hearings, arraignments, meetings, etc. provided the same safety and warning procedures are followed as the plan previously adopted. The schedule for the use of Courtroom 5 will be as follows:

Monday	County Courts
Tuesday	County Courts
Wednesday	District Courts
Thursday	County Courts
Friday	District Courts

The above schedule is subject to the Texas Attorney General meetings in Courtroom 5, usually held on Mondays.

The initial screening will be made by the personnel of the court using the courtroom. The staff must comply with the Operating Plan previously adopted regarding safety procedures.

Dated: 5/22/20



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Judge Robert K. Inselmann  
Local Administrative District Judge  
District Court Judge of Angelina County, Texas