



COVID-19 Operating Plan for the City of McKinney Municipal Court (Effective June 14, 2021)

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 **City of McKinney Municipal Court** 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. The presiding judge of the municipal court will promulgate the operating standards contained herein and a schedule that adheres to these standards. This operating plan will be adjusted as necessary with conditions in the city.
3. Judges will begin setting non-essential in-person proceedings no sooner than May 1, 2021.

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely may telework in accordance with the most current city policy and the proper approvals.
2. Judge and court staff monitoring, including temperature checks, will be conducted in accordance with current City of McKinney policy.
3. Face coverings, social distancing, and appropriate hygiene practices and protective measures will be adhered to in accordance with current City of McKinney policy. Glass barriers exist at each clerk window and are installed at the Judge's bench, courtroom clerk station, courtroom gallery partition, and security checkpoint.

Scheduling

Case resolution by remote means will continue to be encouraged. Virtual appearances will be offered on a limited basis for good cause shown.

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. Individuals who are in vulnerable populations will be notified 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 court's website.
3. Vulnerable populations who are scheduled for court will be accommodated by conducting a remote proceeding with the judge, prosecutor, and clerk, if requested.

Social Distancing

With the exception of JURY TRIALS, social distancing in the lobby and courtrooms, including the well and gallery of each courtroom, will be adhered to in accordance with current City of McKinney policy. Glass barriers are installed at the Judge's bench, courtroom clerk station and courtroom gallery partition. See the Jury Trials section of this Order for further guidance.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of each customer service window, 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.

Screening

Screening procedures for non-employee individuals will be followed in accordance with current City of McKinney policy.

Face Coverings

With the exception of JURY TRIALS, all non-employee individuals entering the court building, including entry into Courtrooms 1 or 2, are encouraged to wear face coverings in accordance with current City of McKinney policy. See the Jury Trials section of this Order for further guidance.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building daily.
2. Court building cleaning staff will clean the courtrooms every morning before the courtroom is used, and between morning and afternoon proceedings.
3. Court building cleaning staff have been trained on proper cleaning techniques.

Jury Trials

1. Juror check in will continue to take place remotely on a date prior to the jury trial date. No more than 20 prospective jurors will appear in-person for jury selection for any given trial setting.
2. Jurors who enter the building and pass through the initial security screening will be directed to the trial Courtroom and seated to achieve the maximum distancing possible;
3. Every prospective juror will be required to wear a mask for the duration of jury selection. Masks will be distributed, or prospective jurors may wear their own when they enter the Courtroom.

4. Once the jury is selected and seated, jurors will be encouraged, but not required, to wear a mask.
5. Jurors may not bring more personal items than they can hold in their laps at all times. Personal items may not be placed on surrounding chairs;
6. Hand sanitizer (alcohol based) will be available at multiple locations inside the courthouse and Courtroom, jurors may ask Court Security Officers to make it available at their seat;
7. Those selected for jury service will be seated during the trial to achieve the maximum distancing possible;
8. Jury deliberation will take place in the courthouse breakroom, if necessary, to achieve adequate social distancing;
9. Any juror who has a) been diagnosed by a licensed physician as having Coronavirus anytime within the past 30 days; b) is actively caring for a family member or loved one who has tested positive for the Coronavirus, or c) is now in self-quarantine status and that status will continue during the date on their jury summons shall immediately advise the jury clerk. Before jury service, prospective jurors will be asked to complete a Jury Service Covid-19 Pre-Screening Questionnaire.

Other

I have conferred with all judges of courts with courtrooms in the court building regarding this Operating 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: 6/8/2021

/s/ Claire M. Petty

Presiding Judge Claire M. Petty
McKinney Municipal Court

