

COVID-19 OPERATING PLAN
FOR
THE DALLAS COUNTY CRIMINAL COURTS:
Frank Crowley Courts Building

Recognizing the need to ensure the health and safety of all individuals who enter the Frank Crowley Courts Building, and a public health emergency having been declared by state and federal government officials relative to COVID-19, the Dallas County Judiciary, in accordance with the applicable Texas Supreme Court Emergency Orders, Misc. Docket NO. 20-9042, consistent with the Texas Office of Court Administration Guidelines, have adopted this COVID-19 Operating Plan and will implement the following protective measures:

GENERAL PLAN

1. All judges will comply with the Emergency Orders and instructions issued by the Texas Supreme Court and the Texas Court of Criminal Appeals. These instructions include, but are not limited to, conducting in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size as well as other precautions and restrictions.
2. The presiding judges for the Criminal District Courts and for the County Criminal Courts will maintain contact with the Local Administrative Judge and Dallas County Officials and Health Officials to adjust this plan as necessary.
3. Non-essential in-person hearings will begin no earlier than July 6, 2020, and only after a final plan has been submitted to the Dallas County Judge/Local Health Authority and the Presiding Judge of the First Administrative Judicial Region.

JUDGE AND STAFF MONITORING

1. The Dallas County Criminal Judges and court staff will:
 - a. Self-monitor symptoms and signs of COVID-19 before reporting to work.
 - b. Stay at home if he/she feels ill or has any symptoms of COVID-19.
 - c. Will report a positive test result to Health and Human Services and Human Resources, and coordinate cleaning of the areas with facilities management.
 - d. Will be required to wear face coverings when within 6ft distance of another person and/or when walking or congregating in the public hallways.
 - e. Practice social distancing and appropriate hygiene as recommended by the Dallas County Public Health Department.
 - f. Use electronic documents in an effort to reduce physical transfer of paper thus reducing the potential transmission of COVID-19.

COURT SCHEDULING

1. The Dallas County Criminal Courts will:
 - a. Coordinate their daily dockets as to assist with limiting the number of persons who must physically appear in the Frank Crowley Courts Building.
 - b. Only require appearances for disposition settings, hearings, and specific requests by the Judge.
 - c. Reduce the number of occupants in the building by agreeing to incorporate virtual proceedings in the daily court procedures.
 - d. When jury trials resume, coordinate trial schedules as to limit the number of jurors that are called to any one floor.

COURTROOM REQUIREMENTS

1. Each Courtroom will:
 - e. Be equipped with appropriate PPE as requested by each Judge.
 - f. Require appropriate 6ft distancing of everyone in the courtroom.
 - g. Require face coverings of everyone in the courtroom. Each individual judge will monitor and enforce face covering requirements in their courtrooms.
 - h. Have appropriate signage indicating the maximum capacity to ensure social distancing.
 - i. Monitor and enforce court capacity, face coverings and 6ft distance spacing. Seating in the gallery of the courtroom will be marked as to indicate 6 ft distancing.
 - j. Arrange seating in the well or gallery of the courtroom in such a way as to ensure social distancing of at least 6ft.
 - k. Each courtroom has been assessed a maximum number at 25% capacity, which will be administered by each sitting judge in his/her courtroom.

COURTHOUSE REQUIREMENTS

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 6ft.
2. No more than 4 individuals will be permitted in an elevator.
3. All public space has been evaluated to determine the appropriate capacity to ensure social distancing. The maximum capacity will be notated with the appropriate signage.
4. All individuals entering the Frank Crowley Courts Building will be strongly encouraged to wear face coverings. Each person is required to provide his/her own face covering.
5. Signage will be posted outside the Frank Crowley Courts Building to notify the public of:
 - a. Requirement to wear face covering.
 - b. Requirement of the 6ft distance.
 - c. Conditions that will result in a denial into the building.
6. Inmates will be screened for COVID-19 before they are brought to the courthouse.

COURTHOUSE PPE and SANITIZATION

1. Hand sanitizer dispensers will be placed at the entrance to the building, on each floor, outside of each courtroom and in other strategic places in the courthouse.

2. Trash cans will be placed strategically as to allow for proper disposal of anything that has been handled and could transmit COVID-19.
3. Signage will be posted to encourage frequent and appropriate handwashing.
4. The Frank Crowley Courts Building cleaning:
 - a. The common areas of the building will be cleaned twice a day.
 - b. The courtroom equipment and areas used will be wiped down after every proceeding.
 - c. Courtrooms will be cleaned at the end of every day.
 - d. Electrostatic cleaning will be performed at least once per week in each courtroom and all public spaces.
 - e. Every employee will be responsible for the basic cleaning of their workspace.



Dallas County
Fire Marshal's Office
600 Commerce Street RM-B-15 Dallas Texas 75202
Main: 214.653.7970 Fax: 214.653.6372



Dallas County Fire Marshal Re-Open Assessment Report
Dallas County Judiciary
Frank Crowley Courts Building
133 N Riverfront Blvd, Dallas Texas

Dallas County Fire Marshal's Office, as authority having jurisdiction; conducted a reopening assessment of the above listed building and courts to ensure social distancing standards were applied to common areas and verification of exit egress pathways were not altered or blocked.

COURT OCCUPANCY REDUCTION:

Court room structure is the same for each of the courts in this building, Dallas County Fire Marshal's Office evaluated Frank Crowley Courts, the courts in this building are uniformly designed and set up.

Each court was assessed and occupancy reduced to 25% original occupancy load, social distancing standard was applied and final hard count occupancy of 16 in the gallery provided to each court and court administration. Adjusted occupancy loads will be enforced by the Dallas County Fire Marshal's Office as well as the court bailiff. Court bailiff will be responsible for enforcement of social distancing with in the court.

PROTECTIVE SCREENING COURT BENCH:

Each court bench was evaluated and plexiglass screening standard applied, the witness box, court reporter, bailiff desk, and the judge's bench were determined to be areas where the protective screening would be applied. Dallas County Facilities is in process of installation for the identified areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

PPE supply needs have been assessed for each court to ensure 30 day supply standard is available, Court Administration has ordered PPE in bulk to address the need of each court. PPE will be issued to each court from that control point.



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COURT WORK AREA SANITIZING:

Each court will be responsible for sanitizing between court proceedings. The court bailiff will be responsible for ensuring this sanitizing occurs.

ENHANCED SECURITY IN COMMON AREAS:

Dallas county Marshal's Service will supplement extra personnel in the common areas of the buildings to ensure pedestrian flow and conformance with social distancing practices

CLEANING AND SANITIZING IN COMMON AREAS:

Facilities will utilize a 3rd party vendor to supplement our existing janitorial services to increase the frequency of cleaning of high touch commons areas, to include door handles, escalator rails, elevator buttons, and restrooms. We will also be installing plexiglass at various areas where staff interact with the public to provide additional protection.

Dallas County Fire Marshal's Office:

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Dallas County Facilities Office:

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Dallas County Health and Human Services:

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