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Travis County Criminal Courts'
First Amended COVID-19 In-Person Operating Plan
(May 2021-Updated June 2021)

Under the current Thirty-Sixth Emergency Order Regarding the COVID-19 State of Disaster (Misc. Docket No, 21-9026), in-person proceedings may resume upon the Local Administrative Judge's adoption of an in-person schedule, in consultation with the judges in the applicable county building, prior to the resumption of such proceedings. In order to ensure the health and safety of all individuals entering the Blackwell-Thurman Criminal Justice Center (CJC), the Criminal Courts will implement the following protective measures based on the minimum standards from the Texas Department of State Health Services (TDSHS), *Checklist for all Employers and Event Organizers* (Appendix A) and *Best Practices for All Court Proceedings During COVID-19 Pandemic* from the State Office of Court Administration (Appendix B) as follows:

General

1. All courts will continue to comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals.
2. All judges and court staff will continue to comply with the masking, social distancing and safety protocols set out in the COVID-19 Operating Plan for the Travis County Criminal District & County Courts at Law.
3. All courts will post on the court's website located at: https://www.traviscountytx.gov/courts/criminal, the minimum standard health protocols adopted by the Travis County Local Administrative Judge regarding social distancing, maximum group size, and other restrictions and precautions.
4. All courts will continue to use reasonable efforts to conduct proceedings remotely, and to accommodate defendants, lawyers, witnesses and other participants who request to appear remotely.
5. All judges and court staff will continue to comply with public health, county official and Supreme Court mandates concerning masking, social distancing, and health and safety protocols.
6. There is no requirement to consult with the local health authority or obtain regional presiding judge approval.

Judge and Court Staff Health.

1. Judges and court staff who can perform the essential functions of their job remotely will continue to consider teleworking except when their court is scheduled for in-person proceedings.
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 with a person who is confirmed to have COVID-19 will not be permitted to enter the building and should seek medical advice. Travis County Sheriff's Office will monitor pursuant to the screening provisions set out below.
3. Judges and court staff will continue to wear face coverings over the nose and mouth while in the courthouse, practice social distancing, and practice appropriate hygiene recommendations.
4. The protective measures will be in compliance with the minimum health standards such as social distancing, wearing a face covering over the nose and mouth, and safety shield for added protection for judges and staff who regularly interact with others.

Scheduling

1. The in-person proceedings schedule is established to reduce occupancy in the court building. The goal of the schedule is to ensure the number of persons in the courthouse are able to adequately socially distance while in the courtroom and public spaces of the building.
2. Each weekday, a maximum of 2 courts – 2 in the morning and 2 in the afternoon, will schedule small staggered in-person dockets to reduce the flow of defendants, witnesses and general public entering the courthouse complex at one time. The plan will be posted on the County website for Criminal District and County Courts at Law (Appendix C).
3. Judges should limit docket sizes to ensure that adequate social distancing is maintained in the courtroom, in the areas around the courtrooms, and throughout the courthouse.

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 their website notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations. This notice will also be posted in conspicuous locations around the court building (a copy of the policy entitled *"Criminal Courts Policy and Procedures Manual Ensuring Effective Communications with Individuals with Disabilities,"* along with the application are attached in Appendix D and Appendix E).
3. Vulnerable populations who are scheduled for court must complete an application pursuant to the attached policies and will be accommodated as appropriate.

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.
2. Elevators, restrooms, courtrooms and hallways will continue to be periodically reviewed for compliance with the most recent social distancing recommendations. Elevators will have markings where persons are authorized to stand per social distancing recommendations. Signs will be posted on each floor directing no more than two persons enter an elevator at any given time.

Gallery

3. 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.
4. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row except when 6-feet of safe social distancing is available without skipping a row.
5. Additionally, special attention should be paid by each court to ensure adequate social distancing especially when dismissing large groups of people for a break.

Well Area

6. In each courtroom the counsel tables, witness stand, judge's bench, clerk, court reporter, and bailiff seating have been arranged in such a way so that there is appropriate social distancing.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, and outside of each courtroom.
2. Tissues have been placed at counsel tables, at the witness stand, and on the judges' benches.
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, law enforcement officers 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, law enforcement officers 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 face coverings and Plexiglass or acrylic safety shields.

Face Coverings

1. All individuals entering the court building will be required to wear a face covering over the nose and mouth.
2. Courts will have the right to turn away an individual who declines to wear a face covering.
3. Individuals will be encouraged to bring a face covering with them, but if the individual does not have a face covering, a disposable face covering will be provided.
4. Court participants who may need to lower their face coverings to speak are required to wear a face shield. When speaking, a court should permit a court participant to lower his or her face covering so long as a face shield is worn.

Cleaning

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

4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

In-Person Jury Proceedings:

General

1. All in-person jury proceedings require prior approval by the Travis County Local Administrative District Judge as soon as practical and in advance of any in-person jury proceeding.
2. There is no requirement to consult with the local health authority or obtain regional presiding judge approval.
3. The Court will consider, on the record, any objections or motions related to the proceeding at least 7 days in advance or as soon as practical.
4. Jury summons must contain information about health protocols.
5. Courts must excuse or reschedule positive or exposed jurors and will consider excusing vulnerable jurors who request to be rescheduled.

Jury Proceeding Approval Process

Judges wishing to conduct an in-person jury proceeding will follow the procedure detailed below to obtain approval to proceed with the in-person jury proceeding from the Local Administrative District Judge. Any changes to the approved in-person proceeding schedule will require further approval (in advance of any in-person proceeding) by the Local Administrative District Judge. A copy of the *2021 Criminal District Courts' Voir Dire and Jury Schedule* (Appendix F) and the *2021 Criminal County Courts' Voir Dire and Jury Schedule* (Appendix G) will be provided to the Local Administrative Judge and posted on the Criminal Courts' website located at https://www.traviscountytx.gov/courts/criminal.

Hearings on Objections or Motions Related to Proceeding

1. Parties who are scheduled for an in-person jury proceeding must present any objections or motions related to proceedings at least 10 days prior to the trial setting or show good cause for an objection or motion filed thereafter.
2. Any objections or motions related to proceeding with an in-person jury proceeding will be heard by the judge presiding over the case at least seven days prior to the in-person jury proceeding or as soon as practicable.

Communication Protocols

1. Each judge presiding over an approved in-person jury proceeding will require the parties to communicate with the court if any participant in the in-person jury proceeding, including attorneys, parties, attorney support staff, or witnesses, has tested positive for COVID-19 within the previous 10 days prior to any portion of the in-person jury proceeding commencing; any current exhibition of symptoms of COVID-19; or known exposure to COVID-19 within the previous 14 days.
2. If the approved in-person jury proceeding involves an incarcerated participant, the judge will require the sheriff to: a) report any positive COVID-19 test results, b) alert the court if the incarcerated participant has any positive COVID-19 test results within the previous 14 days prior to any portion of the jury proceeding commencing; or c) report any known exposure to COVID-19 and is under self-quarantine and awaiting test results due to said exposure.

Scheduling

1. Prior to approval of the in-person proceedings schedule by the Travis County Local Administrative District Judge, the courts in the CJC building will develop and execute a plan to ensure that the number of persons in the court building are able to adequately social distance while in the courtrooms and public spaces of the CJC.
2. Judges should limit docket sizes to ensure that adequate social distancing is maintained in the courtroom, in the areas around the courtroom, and in the courthouse.
3. Judges should make all reasonable efforts to alert all parties who will not be proceeding at least 24 hours prior to the day of the in-person jury trial to reduce attendance at the court facility.

Summoning Jurors

1. The jury clerk must include with in-person juror summonses information regarding all precautions that have been taken to protect the health and safety of prospective jurors (see Attachment H) and COVID questionnaires (see Attachment I) that elicit from prospective jurors information about their exposure or vulnerability to COVID-19.
2. Judges will consider and make any reasonable effort to use, in all appropriate circumstances, juror questionnaires for voir dire to assist in shortening the length of voir dire and/or the number of persons required to appear.
3. Excuses or requests to reschedule from in-person prospective jurors who have been potentially exposed, who are symptomatic, and who are vulnerable or live with someone vulnerable to COVID-19 will be liberally granted.

Alternate Jurors

Courts should select alternate jurors to permit the trial to continue in the event of a juror becoming ineligible because of that person's exposure to or contraction of COVID-19.

Location for Jury Selection, Trial, and Deliberation

1. **District Courts** – The LBJ Auditorium located on the University of Texas campus will be used as the location for felony voir dire 2 days per week on Monday and Thursday. The Center has a capacity that exceeds 100 people socially distanced. Jury trials following Monday voir dire will begin on Tuesday and jury trials following Thursday voir dire will begin on Friday or Monday. Jury trials will be held in the CJC in the courts of jurisdiction. No more than 2 felony jury trials will be held weekly. The courtroom adjacent to the court holding the jury trial will be vacant and used for jury breaks and deliberation. Listed below are the criminal courtrooms (district, county courts at law and associate judge courts) at the CJC Courthouse in Travis County. The courts below have sufficient social distancing to be used for in-person jury trials:

Name of Court	Room No.	Floor Number	Gallery Capacity	No. of Jurors Needed
147th District Court	Room 7.200	7th Floor	12 people	12-person jury
167th District Court	Room 8.100	8th Floor	12 people	12-person jury
299th District Court	Room 8.200	8th Floor	12 people	12-person jury
331st District Court	Room 9.200	9th Floor	16 people	12-person jury
390th District Court	Room 7.100	7th Floor	12 people	12-person jury
403rd District Court	Room 2.100	2nd Floor	26 people	12-person jury
427th District Court	Room 3.200	3rd Floor	14 people	12-person jury
450th District Court	Room 9.100	9th Floor	13 people	12-person jury
460th District Court	Room 1.100	1st Floor	20 people	12-person jury
Magistrate Court	Room 2.200	2nd Floor	12 people	12-person jury

2. **County Courts –** Voir dire for the County Courts will be held in the Auxiliary courtroom on the 1st floor of the CJC Courthouse on Monday and Wednesday mornings, if needed. The Auxiliary courtroom holds 30 individuals socially distanced in the gallery. Jury trials will be held following voir dire in the court of jurisdiction in the CJC. No more than 2 misdemeanor jury trials will be held weekly. The courtroom adjacent to the court holding the jury trial will be vacant and used for jury breaks and deliberation.

Name of Court	Room No.	Floor Number	Gallery Capacity	No. of Jurors Needed
County Court at Law #3	Room 5.200	5th Floor	12 people	6-person jury
County Court at Law #4	Room 3.100	3rd Floor	12 people	6-person jury
County Court at Law #5	Room 4.100	4th Floor	13 people	6-person jury
County Court at Law #6	Room 4.200	4th Floor	12 people	6-person jury
County Court at Law #7	Room 6.200	6th Floor	12 people	6-person jury
County Court at Law #8	Room 5.100	5th Floor	12 people	6-person jury
County Court at Law #9	Room 6.100	6th Floor	12 people	6-person jury
Auxiliary Court	Room 1.200	1st Floor	30 people	30 Panel CCL Voir Dire

3. Security protocols at the locations for in-person jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

Screening

1. All court participants and observers attending an in-person jury proceeding will be screened at the entrances of the courthouse for elevated temperatures and will be questioned to determine if the individual has recently had symptoms of COVID-19 or been exposed to COVID-19.

Face Coverings

1. All persons entering the common areas of a courthouse, including a courtroom or any other location being used to conduct an in-person jury trial, will be required to wear a face covering over the nose and mouth at all times unless the person is an individual that is not recommended to wear a face covering by the Centers for Disease Control or the Texas Department of State Health Services. An individual that is not recommended to wear a face covering over the nose and mouth should notify law enforcement at screening. The screening deputy will notify the judge of the assigned court and must show a signed note from the individual's physician in order to receive a special identification badge that indicates they are exempt from using a face covering while at the CJC Courthouse. The deputy will also provide the individual with a face shield to wear while conducting business at the CJC instead of a face covering.
2. All court participants will be required to wear a face covering over the nose and mouth from the time in-person jury qualification begins through the end of the in-person jury trial.
3. Court participants who may need to lower their face covering to speak will be required to wear a face shield. When speaking, judges will permit a court participant to lower his or her face covering so long as a face shield is worn.

Social Distancing

1. Social distancing of all court participants and observers will be maintained at all times during the in-person jury proceeding, including during the trial and deliberation.
2. Special attention will be paid by courts to ensure adequate social distancing and managed exits of individuals during breaks, especially when dismissing large groups of people for a break.

Arrangement of Courtrooms

1. The arrangement of participants in the courtroom (judges, counsel, jurors,witnesses, court reporters, public) will be modified to ensure social distancing. Special attention will be paid to placement of the witness and parties so that the jurors, judge, and attorneys can see the witness and parties during testimony.
2. Special attention should also be paid to placement of evidence presentation displays so that jurors and witnesses can see the information being displayed.
3. Space will be provided for sidebar or private conversations with jurors and counsel.
4. The following attached drawings detail how each of the criminal courtrooms, or facilities approved for sufficient capacity under the COVID-19 precautions, will be arranged during in-person jury proceedings (Attachment J).

Courtroom Arrangement During In-Person Jury Trial

Courtrooms in the CJC will be arranged in the following manner:

1. Each courtroom will be outfitted with Plexiglass to ensure all parties are distanced sufficiently and are protected from other parties in the courtroom.

2. The parties will be seated as follows:
    a. The judge will be seated at the bench with Plexiglass separation on three (3)sides of the bench. The back of the bench will be left open to allow for ease of entering and exiting the bench by the judge.
    b. The witness will testify from the jury box, appropriately distanced from the court reporter and counsel tables.
    c. The court reporter will be seated next to the judge in the witness stand with Plexiglass separation.
    d. The clerk, if needed, will be seated next to the judge with Plexiglass separation.
    e. The jurors will be located in the courtroom gallery and distancing guidelines will be observed.
    f. Counsel tables will be arranged to maximize social distancing.
    g. The defendant in the case, if not seated next to their attorney at the counsel table with Plexiglass separation, will be seated in a chair that is appropriately distanced in the courtroom well area.
    h. Sheriff deputies and/or court staff will maintain appropriate distancing as allowed while providing adequate security protocols and management of security in the courtroom.
    i. Court proceedings shall be streamed, as allowed by law, via each Court's assigned YouTube channel. Each courtroom will be equipped with cameras capturing the in-person proceedings which will then be live streamed. Information on how the public may access this channel shall be posted on the Criminal Court's website.

Courtroom Arrangement During Jury Deliberations

Jury deliberations will be held in the adjacent courtroom that has been designated for this purpose. Jurors will be appropriately socially distanced and court staff/deputies will ensure distancing protocols are maintained during deliberations and upon entering and exiting the courtrooms.

Microphone Protection Protocols

1. Judges will limit, to the degree possible, the shared use of microphones during the in-person jury proceeding. Microphones will be used by the judge, defense counsel and prosecution.
2. If a microphone must be shared, judges will limit the passing of the microphone unless the microphone is cleaned between each user.
3. Disposable microphone covers will be placed on shared microphones and changed between each user.
4. iPod devices will be used during felony voir dire.

Exhibit/Evidence Management

1. Judges will limit, to the degree possible, the use of physical or paper exhibits/evidence where feasible or appropriate by converting the exhibit/evidence to a digital form.
2. When physical or paper exhibits/evidence is required, judges will reduce the exchange of that exhibit/evidence to the number of persons necessary and will limit passing the exhibit/evidence to the individual members of the jury.
3. If an exhibit/evidence is required to be transferred from person-to-person, single use gloves will be provided, worn, and discarded immediately after handling the exhibit/evidence.
4. During jury deliberations, judges will make efforts to provide the jury with access to digital exhibits/evidence that would normally be shared with the jury during deliberation. Where digital exhibits/evidence is not feasible, judges will consider limiting the transfer of the exhibits/evidence from juror-to-juror by spreading the exhibits/evidence on a table for inspection from the table in the jury deliberation room.

Witnesses

1. Courts will inquire of counsel whether witnesses to the proceedings have communicated any COVID-related issues within 10 days of their appearance.
2. To the degree constitutionally permissible or with the consent of the parties, judges will permit witnesses to testify remotely via videoconference, especially if that witness has symptoms of or a recent positive test for COVID-19, has been recently exposed, or is vulnerable to contracting COVID-19.

Cleaning

1. Frequent cleaning protocols in the courtrooms and facilities will be maintained throughout the jury proceeding as appropriate.
2. Shared spaces such as where the witness testifies, seating in the gallery, and seating during qualification/voir dire will be cleaned during the transitions of those shared spaces.
3. Seats for members of the jury panel, selected jurors, attorneys and other participants will be assigned and that same seat assignment maintained throughout the in-person jury process to reduce any risk of potential transmission and to reduce the need for more frequent cleaning.

Appendices

Appendix A – Texas Department of State Health Services (TDSHS), Checklist for All Employers and Event Organizers.

Appendix B - Best Practices for All Court Proceedings During COVID-19 Pandemic from the State Office of Court Administration, Effective March 2021.

Appendix C - Criminal Courts Virtual and In-person Docket Schedule

Appendix D – Criminal Courts Policy and Procedures Manual Ensuring Effective Communications with Individuals with Disabilities

Appendix E – Application for Auxiliary Aids or Services Under the American with DisabilitiesAct.

Appendix F – District Courts' Voir Dire Schedule

Appendix G – County Courts at Law Voir Dire Schedule

Appendix H – COVID-19 Jury Notice to Criminal Court Jurors

Appendix I – COVID-19 Jury Questionnaire

Appendix J – Courtroom Diagrams

Signed on June 29, 2021 and effective on July 7, 2021.

Local Administrative District Judge

TEXAS Health and Human Services

Texas Department of State Health Services

John Hellerstedt, M.D.
Commissioner

☑ CHECKLIST FOR ALL EMPLOYERS AND EVENT ORGANIZERS

This checklist is for businesses and entities that fall into a category of business type without more specific health recommendations on this website. Those businesses and entities should follow the recommendations relevant to operations of the business or entity.

Individuals are strongly encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain 6 feet of social distancing from another person not in the same household.

The following are the health recommendations for all businesses and other entities choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these recommendations. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health recommendations for your employees and contractors:

☐ Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.

☐ Screen employees and contractors before coming into the business:

- ☐ Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19

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- ☐ Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:
  - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
  - In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- ☐ Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

☐ Conduct temperature checks on all employees and contractors at the beginning of their shift, where feasible.

☐ Have employees and contractors wash or sanitize their hands upon entering the business.

☐ Have employees and contractors maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

☐ As appropriate, stagger schedules for employees to minimize close contact:

- ☐ Stagger break time schedules to minimize interactions between employees and/or contractors.
- ☐ Stagger start and end times for employees and/or contractors in each shift.

☐ If an employer provides a meal for employees and/or contractors, employers are recommended to have the meal individually packed for each individual.

Health protocols for your facilities:

☐ If 6 feet of separation is not available between employees, contractors, and/or customers inside the facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19

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- ☐ Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- ☐ Disinfect any items that come into contact with customers.
- ☐ Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and customers.
- ☐ Consider placing readily visible signage at the business to remind everyone of best hygiene practices.
- ☐ Contactless payment is encouraged. Where not available, contact should be minimized.
- ☐ Consider having an employee or contractor manage and control access to the facility, including opening doors to prevent patrons from touching door handles.
- ☐ Clean and sanitize the facility regularly, and at least daily.
- ☐ **Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator to avoid close contact. Masks are strongly encouraged in elevators. Utilize touchpoint cleaning and nanoseptic button covers if appropriate. For individuals not wishing to ride an elevator, ensure stairways are available for use. As appropriate, individuals subject to the Americans with Disabilities Act may ride the elevator alone or accompanied by the individual's caregiver.**

If you rent equipment:

- ☐ **Disinfect all equipment before and after use.**
- ☐ To the extent an individual brings their own equipment to the business, the individual should disinfect the equipment before and after use.
- ☐ **Provide equipment cleaning products throughout facility for use on equipment.**

Ensure social distancing:

- ☐ Configure your facility such that customers or patrons are separated by at least 6 feet from others not within the individual's group while at the facility.
  - ☐ As appropriate, modify entry and exit procedures to ensure individuals are able to maintain 6 feet separation from individuals outside their group while entering and exiting the facility.

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- ☐ For theater-style seating, ensure proper spacing between patrons by choosing one of these methods to achieve 6 feet social distancing between groups of patrons:
  - ☐ For facilities that configure seating arrangements that are not in rows, ensure at least 6 feet of separation between other groups.
  - ☐ For facilities that configure seating arrangements in rows, maintain at least two empty seats (or 6 feet separation) between groups in any row, except as follows:
    - Two or more members of the same household can sit adjacent to one another, with two seats (or 6 feet separation) empty on either side.
    - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or 6 feet separation) empty on either side.
    - Alternate rows between patrons (every other row left empty), as appropriate.
  - ☐ Individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.

If you serve food and/or beverages:

- ☐ For waiter-provided food service:
  - ☐ Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.
  - ☐ Provide condiments only upon request, and in single use (non-reusable) portions or in reusable containers that are cleaned and disinfected after each use.
  - ☐ Clean and disinfect the area used for dining (table, etc.) after each group of customers depart the theater.
  - ☐ Use disposable menus (new for each patron), or clean and disinfect reusable menus after each use.
  - ☐ If you allow customers to write down their food orders, provide take-home pencils and notepads that cannot be used by other customers.
  - ☐ Have wait staff sanitize or wash hands between interactions with customers.

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- ☐ For counter food service:
  - ☐ Provide condiments or flatware only in single use, individually wrapped items, and provide condiments only upon request or in reusable containers that are cleaned and disinfected after each use.
  - ☐ Have employees and contractors follow proper food-handling protocols.
  - ☐ Disinfect any items that come into contact with customers.
- ☐ Clean and disinfect the area used for dining (table, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.

If you provide valet parking services:

- ☐ Utilize the following personal protective equipment for employees and contractors:
  - ☐ Cloth face coverings over the nose and mouth, or, if available, non-medical grade face masks over the nose and mouth
  - ☐ Single-use disposable gloves that are changed between every interaction with customers and/or vehicles
- ☐ Vehicle door handles, ignition switch, steering wheel, and shift knob should be wiped with disinfectant as the valet employee enters and exits the vehicle.
- ☐ All workstations and work equipment should be cleaned at the start and the end of each shift, as well as every hour during the shift. These workstations should include the valet podium, key storage locker, tablets, fee computers, receipt printers, etc.
- ☐ Valet parking operators should employ contactless payment whenever possible.
- ☐ For high volume operations, appropriate physical distancing indicators should be established to ensure customers maintain at least six feet of distance as they wait for their vehicle.
- ☐ Where possible, alternative parking options should be provided for customers who are uncomfortable with valet parking.

If you have video game equipment or other interactive amusements:

- ☐ Assign at least one employee or contractor full time to disinfect the video games and other interactive amusements. **Continuous disinfecting is needed to protect customers.**
- ☐ Disinfect all gaming equipment before and after customer use, if possible.
- ☐ Provide equipment disinfecting products throughout facility for use on equipment.
- ☐ Ensure only one player can play a game at a time.
- ☐ Provide for at least 6 feet of separation between games.
- ☐ Provide hand sanitizer throughout the video game or interactive amusement area.

Best Practices for All Court Proceedings During COVID-19 Pandemic (Effective March 2021)

- **Courts should review and consider implementing the updated health recommendations made by the Texas Department of State Health Services (DSHS).**

- **Courts should post on the court's website or another public site the minimum standard health protocols adopted by the local administrative district judge or municipal court presiding judge.** These protocols are minimum standards that must be employed by all judges in the court buildings. Judges who wish to have in-person proceedings may have more stringent standards in their courtrooms but may not have less stringent standards.

- **Courts should consider adopting a metric to help determine when to restrict in-person proceedings.**
  There is no threshold criteria set forth by the CDC or DSHS regarding opening the courts to in-person proceedings.[1] However, the CDC has suggested that other sectors use the criteria developed for the K-12 school setting.

Indicator[2]	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days[3]	**0-9**	**10-49**	**50-99**	**≥100**
Percentage of PCR Tests that are positive during the past 7 days[4]	**<5.0%**	**5.0-7.9%**	**8.0-9.99%**	**≥10.0%**

[1] CDC. *Operational Strategy for K-12 Schools through Phased Mitigation*.
[2] County-level data on total new cases in the past 7 days and test percent positivity are available on the County View tab in CDC's COVID Data Tracker.
[3] Total number of new cases per 100,000 persons within the last 7 days is calculated by adding the number of new cases in the county (or other community type) in the last 7 days divided by the population in the county (or other community type) and multiplying by 100,000.
[4] Percentage of positive diagnostic and screening NAATs during the last 7 days is calculated by dividing the number of positive tests in the county (or other administrative level) during the last 7 days by the total number of tests resulted over the last 7 days. Additional information can be found on the Calculating Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) Laboratory Test Percent Positivity: CDC Methods and Considerations for Comparisons and Interpretation webpage.

The CDC indicates that if the two indicators suggest different levels, the actions corresponding to the higher threshold should be chosen.

The CDC has suggested schools use the metrics as follows (modified language from the school to court setting):

Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Universal and correct use of masks is required; social distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities.			
In-person proceedings		Hybrid proceedings or reduced attendance	Remote-only proceedings

Note: Courts in counties with small populations may see significant shifts in the metrics with few cases.

- **Courts should continue to use all reasonable efforts to conduct proceedings remotely.** Though in-person proceedings are allowed when minimum standard health protocols and an in-person proceedings schedule have been adopted by the local administrative district judge or presiding judge of the municipal court, as applicable, courts should continue to conduct proceedings remotely (such as by teleconferencing, videoconferencing, or other means) unless litigants or other court participants are unable to successfully participate in a remote hearing for reasons beyond the court's control.[5] Courts should also consider conducting hybrid hearings.

- **Judge and Court Staff Health**[6]
  Courts should take precautions to ensure judges and court staff do not enter the courthouse when there is a likelihood that they may have COVID-19 or have been recently exposed to COVID-19, and courts should take reasonable steps to protect judges and court staff from contracting COVID-19.

  Courts should encourage teleworking for judges and court staff whenever possible and feasible.

- **Scheduling**
  The in-person proceedings schedule adopted by the local administrative district judge or municipal court presiding judge, as applicable, should ensure that the number of persons in the courthouse or building are able to adequately social distance while in the courtroom and public spaces of the building.

  Judges should limit docket sizes to ensure that adequate social distancing is maintained in the courtroom, in the areas around the courtroom, and in the courthouse.

[5] Courts who need technical assistance with remote proceedings may contact the Office of Court Administration at zoomhelp@txcourts.gov.

[6] Texas Department of State Health Services (DSHS). *Checklist for All Employers and Event Organizers*.

- **Vulnerable Populations**[7]
  Judges should include with notices of court settings information for vulnerable individuals or those who live with or are caregivers for vulnerable individuals setting out how those individuals can request accommodations to reduce the appearance of those individuals at the courthouse.

  Vulnerable individuals include those 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.

- **Witnesses**
  Courts should inquire whether witnesses to proceedings have COVID-related issues. To the degree constitutionally permissible, judges should permit witnesses to testify remotely via videoconference, especially if that witness has symptoms of or a recent positive test for COVID-19, has been recently exposed, or is vulnerable to contracting COVID-19.

- **Screening**[8]
  Courts who can obtain access to rapid tests should consider testing all participants and public entering court facilities prior to admitting those individuals to the court facility.

  Individuals feeling feverish or with measured temperatures equal to or greater than 100.0°F, or with new or worsening signs or symptoms of COVID-19 such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea should not be permitted in a court facility.

  Courts should screen all court participants and observers for elevated temperatures and use a questionnaire to determine if the individual has recently had symptoms of COVID-19 or been exposed to COVID-19.

  Special attention should be given to how inmates or detainees from jail and juvenile facilities who may be transported to a courtroom will be screened, including consideration of a lower threshold temperature of 99.6°F as an indicator of symptoms.[9]

  Screeners should be provided appropriate face protection and gloves.[10]

- **Social Distancing**
  Courts should consider how to ensure distancing in public common areas, galleries of courtrooms,[11] wells of the courtroom, hallways, elevators, restrooms, or other locations where the public might gather.

  Special attention should be given to scheduling in buildings with multiple courtrooms, as

[7] DSHS. *Special Guidance for Texans Over 65*.
[8] DSHS. *Checklist for All Employers and Event Organizers*.
[9] Suggestion for considering lower threshold for jail inmates made by DSHS physicians.
[10] CDC. *Personal Protective Equipment: Questions and Answers*.
[11] DSHS. *Checklist for Churches/Places of Worship*.

common areas such as waiting areas, halls and elevators may become crowded in such a way that it is impossible to maintain appropriate social distancing.

Special attention should be paid by courts to ensure adequate social distancing and managed exits of individuals during breaks, especially when dismissing large groups of people for a break.

- **Face coverings**[12]
  Cloth face coverings, at a minimum, should be required of court participants or individuals planning to enter courtrooms or court-related offices while in the courthouse. Should an individual be in the courthouse for lengthy periods of time, non-medical grade face masks should be considered if they are available.

  Court participants who may need to lower their face mask to speak or for a short period of time should be required to wear a face shield. When speaking, a court should permit a court participant to lower his or her mask so long as a face shield is worn and the person speaking is immobile.

- **Ventilation**

  Court should consider increasing ventilation in courtrooms, including opening windows, using air cleaners, and improving building-wide air filtration.[13]

- **Hygiene**
  Courts should consider having hand sanitizer dispensers available at various locations around the courthouse, including at the entry and exits from the building and courtrooms. Courts should ensure that tissues are available for public use in courtrooms and other public areas. Courts should post readily visible signage reminding individuals of best hygiene protocols.[14]

- **Cleaning**[15]
  Sanitizing should be routinely and more regularly performed, including when a transition of participants occurs within a courtroom between hearings and after recesses.

  Courts should implement frequent cleaning protocols during a jury proceeding. Specifically, courts should ensure that shared spaces such as witness stands, seating in the gallery, and seating during qualification/voir dire are cleaned during transitions of those spaces. Courts should assign seats for members of the jury panel and selected jurors to reduce potential transmission and the need for more frequent cleaning.

- **Summoning Jurors**
  Courts must include with juror summonses information on precautions that have been taken to protect the health and safety of prospective jurors and COVID questionnaires that elicit from prospective jurors information about their exposure or vulnerability to COVID-19.[16]

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[12] CDC. *Your Guide to Masks*.
[13] CDC. *Ventilation in Schools and Childcare Programs*.
[14] DSHS. Stop the Spread of Germs Flyer.
https://www.dshs.state.tx.us/coronavirus/toolkit/print/StopSpreadofGerms-English.pdf (English) and
https://www.dshs.state.tx.us/coronavirus/toolkit/print/StopSpreadofGerms-Spanish.pdf (Spanish).
[15] CDC. *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*.
[16] *See* sample COVID-19 questionnaire.

Courts should consider using juror questionnaires for voir dire to assist in shortening the length of voir dire or the number of venirepersons. Courts should liberally grant excuses or reschedule prospective jurors who have been potentially exposed, who are symptomatic, and who are vulnerable or live with someone vulnerable to COVID-19.

Courts should consider conducting voir dire remotely even if the trial portion will be conducted in person.

- **Location(s) for Jury Selection, Trial, and Deliberation**
  Courts should identify an appropriate location for conducting the various phases of a jury proceeding that enable adequate social distancing at all phases. Courts should detail how the court will ensure adequate security at the alternative location.[17]

- **Alternate Jurors**
  Courts should select alternate jurors to permit the trial to continue in the event of a juror becoming ineligible to serve for a reason unrelated to that person's exposure to or contraction of COVID-19.

- **Arrangement of Courtroom**
  Courts should modify the way in which courtroom participants (judge, parties/counsel, jurors, witnesses, court reporters, bailiffs, public) will be arranged in the courtroom. Special attention should be paid to placement of the witness and parties so that the jurors, judge, and attorneys can see the witness and parties during testimony. Special attention should also be paid to placement of evidence presentation displays so that jurors and witnesses can see the information being displayed. Courts should plan for spaces where a judge can have sidebar or private conversations with jurors and counsel.

- **Microphone Protection Protocols**
  Courts should limit, to the degree possible, the shared use of microphones during the jury proceeding. If a microphone must be shared, courts should limit the passing of the microphone unless the microphone is cleaned between each user. In addition, disposable microphone covers should be placed on shared microphones and changed between each user.

- **Exhibit/Evidence Management**
  Courts should limit, to the degree possible, the use of physical or paper exhibits/evidence where feasible or appropriate by converting the exhibit/evidence to a digital form. When physical or paper exhibits/evidence is required, courts should reduce the exchange of that exhibit/evidence to the number of persons necessary and should limit passing the exhibit/evidence to the individual members of the jury. If an exhibit/evidence is required to be transferred from person-to-person, single use gloves should be worn and discarded immediately after handling the exhibit/evidence.

  During jury deliberations, courts should make efforts to provide the jury with access to digital exhibits/evidence that would normally be shared with the jury during deliberation. Where digital

[17] Courts who may need to hold a proceeding outside of the courthouse should review Chapter 292 of the Local Government Code (related to having an auxiliary facility designated as a courthouse) and Government Code Sections 24.033(b) (district courts), 25.0019(b) (statutory county courts), 25.0032(b) (statutory probate courts), 26.009(b) (constitutional county courts), 27.0515 (justice courts), 29.015 (municipal courts), and 30.000123 (municipal courts of record)—relating to designating alternative locations for proceedings.

exhibits/evidence is not feasible, courts should consider limiting the transfer of the exhibits/ evidence from juror-to-juror by spreading the exhibits/evidence on a table for inspection from the table in the jury deliberation room.

- **Food Precautions**
  Courts that provide food to jurors or other participants during a jury proceeding should ensure individual food portions, such as individually boxed meals, are provided.

Virtual and In-person Dockets

Effective June 14, 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12pm Zoom Dockets	331st	299th 427th	403rd	390th 450th	147th 167th
9am -12pm In-person Dockets	CC3 CC6	CC7 Magistrate	CC4 CC5	CC9 460th	CC8 Magistrate
2pm – 5pm Zoom Dockets	CC3 CC6	CC7 Magistrate	CC4 CC8	CC9 460th	CC5 Magistrate
2pm – 5pm In-person Docket	331st	299th 427th	403rd	390th 450th	147th 167th

Guidelines for In-Person Dockets

1. Each Court will have an in-person docket scheduled (if needed) on the same day as their Zoom docket (except CC8 and CC5). For example, CC#6 has their in-person docket Monday morning and their Zoom docket Monday afternoon. In-person dockets will be held in the Court's assigned courtroom. Zoom dockets will continue with existing procedures on the first floor of the CJC.

2. In-custody settings will be limited based on the Sheriff's ability to transfer an inmate. Deputy/bailiffs assigned to each Court are responsible for scheduling and receiving approval from TCSO Transportation to bring inmates.

3. To ensure numbers of people entering the building are kept manageable, each Court will schedule no more than 6 in-person defendants per day. With attorneys included, there will be approximately 12 persons entering for 2 courts in the morning, and 2 courts in the afternoon. The public will be allowed entry based on each courtroom's maximum number allowed as determined by Facilities and published on the courtroom doors. Deputy/bailiffs will ensure compliance with this directive.

4. Paperwork will continue to be done virtually during the Zoom dockets and manually during the in-person dockets. Defense attorneys will initiate paperwork during the in-person dockets, if appropriate.

5. At any given time, up to 4 Courts will be in operation-2 with Zoom dockets and 2 in-person dockets. The shifts per day are 9-12:00 am for morning and 2-5:00 pm for afternoon, to prevent overlap. In-person dockets will be scheduled in 30-minute increments, as much as possible, to allow for staggering entry into the courtroom. Defendants and attorneys may be asked to wait in the lobby prior to being called by the Court.

6. To ensure seamless and safe entry to the building and elevators, Court Admin will work with TCSO and Facilities on building procedures prior to implementation. An in-person operating plan will be updated by CCA and distributed to all stakeholders prior to implementation.

7. Courtrooms will be outfitted with plexiglass between parties, and all persons will be socially distanced. Personal Protective Equipment (PPE) will be provided as needed. Other county departments are asked to bring PPE (masks and gloves) provided by their department.

TRAVIS COUNTY CRIMINAL COURTS

Policy and Procedures Manual For Ensuring Effective Communications with Individuals with Disabilities

The Americans with Disabilities Act (ADA), a federal civil rights statute, requires all state and local governmental entities, including the courts, to accommodate the needs of persons with disabilities who have an interest in court activities, programs, and services. In accordance with this statute, the Travis County Criminal Courts adopted the following policy and procedures for ensuring effective communications with individuals with disabilities.

I. Policy

It is the policy of the Criminal Courts to ensure that communications with individuals with disabilities in our programs, services, and activities are as effective as communications with individuals without disabilities, consistent with the requirements of Title II of the Americans with Disabilities Act (ADA)[1]. To meet this obligation, the Criminal Courts will provide, free of any additional charge, appropriate auxiliary aids and services, whenever necessary, to ensure that individuals with disabilities have an equal opportunity to participate in, and benefit from, the Court's programs, services, and activities.[2] This policy applies to all members of the public who seek to participate in the Court's programs, services, and activities, including parties to legal proceedings and their companions, witnesses, jurors, and spectators.

(a) What Are Appropriate Auxiliary Aids and Services?

Appropriate auxiliary aids and services include a wide variety of equipment, materials, and personal services that may be necessary to ensure effective communication for people with disabilities.[3]

(1) **For people who are blind or have low vision,** appropriate auxiliary aids and services include, but are not limited to, qualified readers; printed information provided in Braille, in large print, in electronic format, or through audio recordings; oral descriptions of action and visual information to ensure the accessibility of proceedings and presentations; note takers; assistance in filling out forms or accessing materials in a computer database; screen reader software or text magnification software to make computer displays accessible; or an

[1] 42 U.S.C. §§ 12131 - 12134, and regulations implementing Title II, 28 C.F.R. pt. 35 (and for government entities receiving federal funding, Section 504 of the Rehabilitation Act of 1973,29 U,S.C. § 794, and the implementing regulation, 28 C.F.R. Part 42, Subpart G)
[2] 28 C.F.R. §§ 35.130(f), 35.160(b)(l)
[3] 28 C.F.R. §§ 35.104,35.160.

assistant to guide a person to find his or her way to an unfamiliar location or along an unfamiliar route.

(2) **For people who are deaf, are hard of hearing, or have speech impairments,** appropriate auxiliary aids include, but are not limited to, qualified oral/sign language interpreters, written notes, note takers, computer-assisted real-time transcription services, video text displays, amplified and hearing aid compatible telephones, assistive listening systems, open or closed captioning and caption decoders, teletypewriters (TTYs), computer terminals equipped for video communication, and other effective methods of making information or materials delivered using sound available to individuals who are deaf or hard of hearing.

(b) What does the term "qualified interpreter" mean?

The term "qualified interpreter" includes "sign language interpreters," "oral interpreters," or other "interpreters" who are able to interpret competently, accurately, and impartially, both receptively and expressively, using any specialized terminology necessary for effective communication with an individual who is deaf or hard of hearing or who has a speech impairment, given that individual's language skills and education. Not all interpreters are qualified for all situations. For example, an interpreter who is qualified to interpret using American Sign Language (ASL) is not necessarily qualified to interpret orally. Also, someone who has only a rudimentary familiarity with sign language or finger spelling is not a "qualified sign language interpreter." Likewise, someone who is fluent in sign language but who does not possess the ability to process spoken communication into the proper signs or to observe someone signing and translate their signed or finger-spelled communication into spoken words is not a qualified sign language interpreter.[4] An interpreter who knows tactile interpreting may be the only interpreter who is qualified to interpret for someone who is both deaf and blind. Although an interpreter may be certified, a certified interpreter is not necessarily "qualified." Similarly, certification is not required in order for an interpreter to be "qualified."

(c) Can the Court ask or require family members or friends of individuals who are deaf, are hard of hearing, or have speech impairments to interpret for them?

No. The Court may not ask or require friends or family members to interpret for individuals who are deaf, are hard of hearing, or have speech impairments because a family member or friend may not be qualified to render the necessary interpretation due to factors such as professional or personal involvement.

(d) Can the Court charge an individual with a disability for the cost of providing an auxiliary aid or service needed for effective communication?

No. People with disabilities must not be asked to pay for, or be charged for the cost of an

[4] 28 C.F.R. § 35.104

auxiliary aid or service needed for effective communication.[5] For example, the Court may generally charge its standard per page fee for providing a person with a disability a copy of a document. However, the fee charged for a copy of a document provided in Braille or large print format may not exceed the charge ordinarily imposed for a standard print copy of the same document. Likewise, individuals with disabilities may not be charged the costs of converting a print document to a different format or for the additional pages that will likely result from that format change.

(e) Are there specific procedures for requesting auxiliary aids and services?

Whenever possible, requests for auxiliary aids and services should be directed to Debra Hale, the Criminal Court's ADA Coordinator, Room 2.700, Blackwell Thurman Criminal Justice Center, 509 W. 11th Street, Austin, Texas, 78701, 512/854-3682,debra.hale@traviscountytx.gov. Requests can be made by an individual with a disability who need the auxiliary aids or services, or by someone acting on that individual's behalf. When the Court's ADA Coordinator is not available to receive a request, the request should be directed to her designee, Margaret Terronez in Room 2.700, Blackwell Thurman Criminal Justice Center, 509 W. 11th Street, Austin, Texas, 78701, 512/854-3682, margaret.terronez@traviscountytx.gov. Requests can be made either in writing or orally. Requests should be made in advance, whenever possible, in order to better enable the Court to address the communication needs of the individual. However, it is the policy of the Court for all requests for auxiliary aids and services submitted to Court personnel to be addressed promptly and in accordance with ADA requirements.

(f) How will the Court determine which auxiliary aids and services to provide?

In determining which types of auxiliary aids and services to provide, the Court will give "primary consideration" to the request of the individual with a disability. "Primary consideration" means that the Court will defer to the individual's request unless the Court determines that it has an equally effective alternative, given the nature, circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person with the disability for whom auxiliary aids and services have been requested. [6]

(g) How will the Court handle requests for auxiliary aids and services?

Court personnel will confer with the individual with the disability upon notification that any auxiliary aids and services may be required to ascertain the circumstances, requirements, and

[5] 28 C.F.R. § 35.130(f)
[6] 28 C.F .R. § 35. 160(b)(2)

preferences of the individual. The Court will respond promptly to requests for auxiliary aids and services so that delays in responding do not deny individuals with disabilities an equal opportunity to participate in, and benefit from, the Court's programs, services, and activities. Documentation of disability will generally not be requested or required. All non-routine requests will be promptly referred to the Criminal Courts ADA Coordinator (or her designee) for review, consideration and response.

Court personnel will maintain records of requests for auxiliary aids and services except for simple requests that can be immediately granted *(e.g.,* guiding a blind person to the correct courtroom, responding to a relay call placed by a deaf individual, or providing an assistive listening device to a person who is hard of hearing). Court personnel will ensure the confidentiality of this information and will keep it in a secure location separate from other records (such as court case files) relating to the individual with a disability.

The Court will not disclose information about an individual's disability or requests for auxiliary aids and services except to court personnel who have a need to know this information *(e.g.,* to make a decision on a request and/or to provide the auxiliary aids and services). Information about an individual's disability and requests for auxiliary aids and services will not be disclosed to individuals who have no legitimate need to know this information, including court personnel and participants in court proceedings.

(h) What records will the court keep regarding auxiliary aids and services?

Except for simple requests that are immediately granted, the ADA Coordinator will maintain records of requests for auxiliary aids and services and actions taken to address them.[7] If the requested auxiliary aids and services are not being provided, records must include a description of any auxiliary aids and services that were provided /offered, the date they were provided/offered, the date of and reasons for denying the requested auxiliary aids and services, and the name of the Judge or the ADA Coordinator. When a request is denied because the provision of the requested auxiliary aids and services would result in a fundamental alteration or undue financial and administrative burdens, additional requirements must be met.

(i) What should Court personnel do if they believe that provision of requested auxiliary aids and services will result in a fundamental alteration or impose undue financial and administrative burdens on the Court?

The Court is not required to provide a requested auxiliary aid or service if the Court can demonstrate that providing it would result in a fundamental alteration to the nature of the Court's programs, services, and activities or impose undue financial and administrative burdens.

[7] These records will include the date on which the request was made, the name of the individual making the request, the name of the individual for whom the auxiliary aids and services are sought, the auxiliary aids and services requested, the date on which a response to the request was provided, a description of the auxiliary aids and services provided, and the date on which the auxiliary aids and services were provided.

However, in circumstances where the Court has determined that providing the requested auxiliary aid or service would result in a fundamental alteration or undue financial and administrative burdens, the Court shall take any other actions that would not result in a fundamental alteration or undue financial and administrative burden but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities have an equal opportunity to participate in, and benefit from, the Court's programs, services, and activities.

All decisions denying the provision of a requested auxiliary aid or service on the grounds that doing so would result in a fundamental alteration or impose undue financial and administrative burdens must be made by a Judge or his/her designee after considering all resources available to the Court for use in the funding and operation of our services, programs, and activities and must be accompanied by a written statement of the reasons for reaching that conclusion.[8]

Any questions about this policy should be directed to Debra Hale, the Criminal Court's ADA Coordinator, Room 2.700, Blackwell Thurman Criminal Justice Center, 509 W. 11th Street, Austin, Texas, 78701, 512/854-3682, debra.hale@traviscountytx.gov. If the ADA Coordinator is not available, questions may be directed to Margaret Terronez, Room 2.700, Blackwell Thurman Criminal Justice Center, 509 W. 11th Street, Austin, Texas, 78701, 512/854-3682, margaret.terronez@traviscountytx.gov.

II. Procedures

(a) Requesting accommodations

(1) Requests for accommodations may be presented by an individual or his/her representative on a form approved by the Travis County Criminal Courts, in another written format, or orally. Requests must be forwarded to the ADA coordinator, also known as the access coordinator, or designee, within the time frame provided in (a)(3).

(2) Requests for accommodations must include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. The court, in its discretion, may require the applicant to provide additional information about the impairment.

(3) Requests for accommodations must be made as far in advance as possible, and in any event must be made no fewer than 3 court days before the requested implementation date. The court may, in its discretion, waive this requirement.

(4) The Court will keep confidential all information of the applicant concerning the request for accommodation, unless confidentiality is waived in writing by the applicant or disclosure is required by law. The applicant's identity and confidential information may not be disclosed to the public or to persons other than those involved in the accommodation process. Confidential information includes all medical information

[8] 28 C.F.R. § 35.164

pertaining to the applicant, and all oral or written communication from the applicant concerning the request for accommodation.

(b) Permitted communication

Communications under this procedure must address only the accommodation requested by the applicant and must not address, in any manner, the subject matter or merits of the proceedings before the court.

(c) Response to accommodation request

The court must promptly respond to a request for accommodation as follows:

(1) The Court will consider, but is not limited by, the provisions of the Americans With Disabilities Act of 1990, and other applicable state and federal laws in determining whether to provide an accommodation or an appropriate alternative accommodation.

(2) The Court will inform the applicant in writing, as may be appropriate, and if applicable, in an alternative format, of the following:

(A) That the request for accommodation is granted or denied, in whole or in part, and if the request for accommodation is denied, the reason therefore; or that an alternative accommodation is granted;

(B) The nature of the accommodation to be provided, if any; and

(C) The duration of the accommodation to be provided.

(D) If the response is in writing, the date the response was delivered in person or sent to the applicant.

(d) Denial of accommodation request

A request for accommodation may be denied only when the court determines that:

(1) The applicant has failed to satisfy the requirements of these procedures;

(2) The requested accommodation would create an undue financial or administrative burden on the court; or

(3) The requested accommodation would fundamentally alter the nature of the service, program, or activity.

(e) Review procedure

(1) An applicant or any participant in the proceeding in which an accommodation request has been denied or granted may seek review of a determination made by non-judicial court personnel within 10 days of the date of the response by submitting, in writing, a request for review to the Local Administrative Judge or designated judicial officer.

(2) An applicant or any participant in the proceeding in which an accommodation request has been denied or granted may seek review of a determination made by a judge or another judicial officer within 10 days of the date of the notice of determination by filing a request for extraordinary relief with the Presiding Judge of the Third Administrative Judicial Region.

(3) The confidentiality of all information of the applicant concerning the request for accommodations and review under (e)(1) or (2) must be maintained as required under (a)(4).

(f) Duration of accommodations

The accommodation by the Court must be provided for the duration indicated in the response to the request for accommodation and must remain in effect for the period specified, unless no longer needed. The duration of the accommodation[s] will be determined by the Court, taking in to consideration the factors set forth above.

TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS

BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464

APPLICANT'S INFORMATION TO BE KEPT CONFIDENTIAL

APPLICANT (*name*):	FOR COURT USE ONLY
APPLICANT IS: ☐ Witness ☐ Juror ☐ Attorney ☐ Party ☐ Other (Specify) **Person submitting request (*name*):** APPLICANT'S ADDRESS: TELEPHONE NO:	
NAME OF COURT: STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE:	
COURT NUMBER/**NAME OF JUDGE:**	
CASE NAME:	
REQUEST FOR AUXILIARY AIDS AND/OR SERVICES BY PERSONS WITH DISABILITIES and ORDER	CASE NUMBER:

Applicant requests auxiliary aids and/or services under the American with Disabilities Act as follows:

1. Proceedings to be covered (e.g., preliminary hearing, particular witness at trial, jury trial, trial to the court):

2. Dates auxiliary aids and/or services needed: (*specify*):

3. Type of auxiliary aids and/or services requested (*specify*):

4. Special requests or anticipated problems (*specify*):

5. I request that my identity: ☐ BE kept CONFIDENTIAL ☐ NOT be kept CONFIDENTIAL

I declare under penalty of perjury under the laws of the State of Texas that the foregoing is true and correct.
Date:

..... (TYPE OR PRINT NAME)

▶_____ (SIGNATURE OF APPLICANT)

ORDER

☐ The request for auxiliary aids and/or services is **GRANTED** and the Court will provide:

- ☐ Requested auxiliary aids and/or services, in whole
- ☐ Request auxiliary aids and/or services, in part (specify below)'
- ☐ Alternative auxiliary aids and/or services (Specify below)

For the following duration:

(*Specify*):

☐ The request for auxiliary aids and/or services is **DENIED** because:

- ☐ The applicant does not satisfy the requirements.
- ☐ It creates an undue burden on the court.
- ☐ It fundamentally alters the nature of the service, program, or activity for the following reason (attach additional pages, if necessary) :

Date:

_____
JUDGE'S SIGNATURE

Return completed application to court or Margaret Terronez in the Criminal Court Administration.
Margaret.Terronez@traviscountytx.gov; 512-854-3682

2021 Voir Dire Schedule – District Courts
07/08/21 – 12/09/21

Date of Voir Dire	Preferential Order		Date of Voir Dire	Preferential Order
07/05 – Mon	**Holiday**		**07/08 - Thu**	147 299 331 427 460 Mag
07/12 – Mon	460* for 167th 390 403 450 Mag		**07/15 – Thu**	299 331 427 460 147 Mag
07/19 – Mon	390 403 450 167 Mag		**07/22 - Thu**	331 427 460 147 299 Mag
07/26 – Mon	403 450 167 390 Mag		**07/29 – Thu**	427 460 147 299 331 Mag
08/02 – Mon	450 167 390 403 Mag		**08/05 – Thu**	460 147 299 331 427 Mag
08/09 – Mon	167 390 403 450 Mag		**08/12 – Thu**	147 299 331 427 460 Mag
08/16 – Mon	390 403 450 167 Mag		**08/19 – Thu**	**LBJ Unavailable**

2021 Voir Dire Schedule – District Courts
07/08/21 – 12/09/21

Date of Voir Dire	Preferential Order		Date of Voir Dire	Preferential Order
08/23 – Mon	403 450 167 390 Mag		**08/26 – Thu**	**LBJ Unavailable**
08/30 – Mon	450 167 390 403 Mag		**09/02 – Thu**	299 331 427 460 147 Mag
09/06 – Mon	**Holiday**		**09/09 – Thu**	331 427 460 147 299 Mag
09/13 – Mon	**LBJ Unavailable**		**09/16 – Thu**	427 460 147 299 331 Mag
09/20 – Mon	167 390 403 450 Mag		**09/23 – Thu**	460 147 299 331 427 Mag
09/27 - Mon	**LBJ Unavailable**		**09/30 - Thu**	147 299 331 427 460 Mag
10/4 - Mon	390 403 450 167 Mag		**10/07 - Thu**	299 331 427 460 147 Mag

2021 Voir Dire Schedule – District Courts
07/08/21 – 12/09/21

Date of Voir Dire	Preferential Order		Date of Voir Dire	Preferential Order
10/11 – Mon	403 450 167 390 Mag		**10/14 – Thu**	331 427 460 147 299 Mag
10/18– Mon	450 167 390 403 Mag		**10/21 – Thu**	427 460 147 299 331 Mag
10/25 – Mon	167 390 403 450 Mag		**10/28 – Thu**	**LBJ Unavailable**
11/01 – Mon	390 403 450 167 Mag		**11/04 – Thu**	460 147 299 331 427 Mag
11/08 - Mon	**Holiday Week**		**11/11 - Thu**	**Holiday**
11/15 – Mon	403 450 167 390 Mag		**11/18 – Thu**	**Thanksgiving Next Week**
11/22 – Mon	**Thanksgiving Week**		**11/25 – Thu**	**Thanksgiving Holiday**
11/29 – Mon	450 167 390 403 Mag		**12/02 – Thu**	147 299 331 427 460 Mag

2021 Voir Dire Schedule – District Courts
07/08/21 – 12/09/21

Date of Voir Dire	Preferential Order		Date of Voir Dire	Preferential Order
12/06 – Mon	167 390 403 450 Mag		**12/09 – Thu**	299 331 427 460 147 Mag

Guidelines for District Courts' Jury Voir Dire

1. During the pandemic and while restrictions from the Texas Supreme Court are in effect, voir dire for felony cases will be held 2 days per week for all district courts on Mondays and Thursdays beginning on Thursday, July 8, 2021 through December 9, 2021. The Courts are in the process of finalizing a contract to lease the LBJ Auditorium to secure sufficient space allowing for social distancing and to follow COVID precautions per the Travis County Criminal Courts' Addendum to the COVID-19 In-person Operating Plan.

2. Jury proceedings will begin on Tuesdays following Monday voir dire and on Mondays following Thursday voir dire. Jury trials will be held in the scheduled courtroom at the CJC.

3. Each Court will give priority to in-custody cases.

4. District Courts will be arranged in two groups for the purpose of scheduling voir dire. The first group consists of the following District Courts: 147th, 299th, 331st, 427th, and 460th (Thursdays). The 2nd group includes the 167th, 390th, 403rd and 450th District Courts (Mondays).

5. The groups are ordered numerically, with the first court having priority. The remaining courts in the group are backups. Each of the Courts in the respective group should prepare a minimum of *three* cases for trial. For example, if the 147th DC does not have a case ready, the 299th DC would be next in line, etc.

6. The District Court first in line for voir dire must inform Court Administration a

2021 Voir Dire Schedule – District Courts
07/08/21 – 12/09/21

minimum of 2 weeks prior if their cases for some reason will not proceed, so that the next court in line can be ready.

7. Whether a District Court ultimately has a case ready for trial or not, that court will fall to the bottom of the list and the next court in numerical order will be up next.

8. Voir dire for the District Courts will be held in the LBJ Auditorium, 2315 Red River Street, Austin, Texas 78712.

2021 Voir Dire Schedule – County Courts at Law

Effective July 19, 2021 – December 15, 2021 (During Pandemic)

Date of Voir Dire	Courts Available		Date of Voir Dire	Courts Available
07/19 – Mon	CC4 CC5 CC8 CC9		**07/21 – Wed**	CC3 CC6 CC7 Mag
07/26 – Mon	CC4 CC5 CC8 CC9		**07/28 – Wed**	CC3 CC6 CC7 Mag
08/02 – Mon	CC4 CC5 CC8 CC9		**08/04 – Wed**	CC3 CC6 CC7 Mag
08/09 – Mon	CC4 CC5 CC8 CC9		**08/11 – Wed**	CC3 CC6 CC7 Mag
08/16 – Mon	CC4 CC5 CC8 CC9		**08/18 – Wed**	CC3 CC6 CC7 Mag
08/23 – Mon	CC4 CC5 CC8 CC9		**08/25 – Wed**	CC3 CC6 CC7 Mag
08/30 – Mon	CC4 CC5 CC8 CC9		**09/01 – Wed**	CC3 CC6 CC7 Mag
09/06 – Mon	**HOLIDAY**		**09/08 – Wed**	CC3 CC6 CC7 Mag
09/13 – Mon	CC4 CC5 CC8 CC9		**09/15 – Wed**	CC3 CC6 CC7 Mag
09/20 – Mon	CC4 CC5 CC8 CC9		**09/22 – Wed**	CC3 CC6 CC7 Mag
09/27 – Mon	CC4 CC5 CC8 CC9		**09/29 – Wed**	CC3 CC6 CC7 Mag

2021 Voir Dire Schedule – County Courts at Law

Effective July 19, 2021 – December 15, 2021 (During Pandemic)

Date of Voir Dire	Courts Available		Date of Voir Dire	Courts Available
10/04 – Mon	CC4 CC5 CC8 CC9		**10/06 – Wed**	CC3 CC6 CC7 Mag
10/11 – Mon	CC4 CC5 CC8 CC9		**10/13 – Wed**	CC3 CC6 CC7 Mag
10/18 – Mon	CC4 CC5 CC8 CC9		**10/20 – Wed**	CC3 CC6 CC7 Mag
10/25 – Mon	CC4 CC5 CC8 CC9		**10/27 – Wed**	CC3 CC6 CC7 Mag
11/01 – Mon	CC4 CC5 CC8 CC9		**11/03 – Wed**	CC3 CC6 CC7 Mag
11/08 – Mon	CC4 CC5 CC8 CC9		**11/10 – Wed**	**HOLIDAY TOMORROW**
11/15 – Mon	CC4 CC5 CC8 CC9		**11/17 – Wed**	CC3 CC6 CC7 Mag
11/22 – Mon	**HOLIDAY WEEK**		**11/24 – Wed**	**HOLIDAY WEEK**
11/29 – Mon	CC4 CC5 CC8 CC9		**12/01 – Wed**	CC3 CC6 CC7 Mag
12/06 – Mon	CC4 CC5 CC8 CC9		**12/08 – Wed**	CC3 CC6 CC7 Mag
12/13 – Mon	CC4 CC5 CC8 CC9		**12/15 – Wed**	CC3 CC6 CC7 Mag

2021 Voir Dire Schedule – County Courts at Law

Effective July 19, 2021 – December 15, 2021 (During Pandemic)

Guidelines for County Courts at Law Voir Dire

1. During the pandemic and while restrictions from the Texas Supreme Court are in effect, the County Courts at Law will have the opportunity to hold voir dire twice per week on Mondays and Wednesdays for misdemeanor cases beginning July 19, 2021 through December 15, 2021. The Auxiliary Courtroom, located on the 1st floor of the Blackwell-Thurman Criminal Justice Center (CJC), has been measured and deemed sufficient to allow for social distancing for thirty (30) people and follows COVID precautions per the Travis County Criminal Courts' Addendum to the COVID-19 In-person Operating Plan.

2. The County Courts at Law will be arranged in two groups for the purpose of scheduling voir dire. The first group consists of the following County Courts at Law: CC4, CC5, CC9 and CC8 (Mondays). The second group includes CC3, CC6 and CC7 (Wednesdays).

3. If a particular County Court at Law needs to conduct a jury trial, the Judge or Court Coordinator will send an email to all of the CCL Judges, Coordinators, and Court Administration staff to reserve the date.

4. Each Court will give priority to in-custody cases.

5. Any court planning to hold a jury trial will request the panel from the Jury Office a minimum of 8 weeks prior to trial. If for some reason the jury case will not proceed as scheduled, the Court must inform Court Administration a *minimum of 2 weeks prior* to give the other Courts in the group the opportunity to prepare for trial and utilize the panel.

6. Each County Court at Law requesting a jury panel should set a minimum of three jury trial cases for their scheduled voir dire date.

7. After the jury is chosen, jury trials will be held in the scheduled courtroom at the CJC.

8. Court Administration will keep a master calendar for scheduled jury trials.

Important Jury Notice! **Choose an item. – Click or tap to enter a date.@ Choose an item.**

Good Choose an item. Jurors,

You have been assigned to the Choose an item. for jury service on Click or tap to enter a date. @ Choose an item.. Your participation in the jury selection and trial will be in person. You will report to **Click or tap here to enter text.** The address is not the same one as on the County website.

The Court is taking precautions consistent with directives from National, State and Local Health officials to ensure your safety and the safety of all involved in the proceedings.

A face covering is required. Attached is a Jury Service COVID-19 Pre-Screening questionnaire which must be completed and returned to the court no later than **Click or tap to enter a date.** by 12:00 noon. Please send your responses to: **Click or tap here to enter text.**

Thank you, we appreciate your participation,
Travis County District Clerk Jury Management Office

Appendix I

TRAVIS COUNTY JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE

Dear Prospective Juror:

As part of the court's ongoing measures to protect against the spread of the COVID-19 disease, please complete the following before reporting for Jury Service on _____, 2021. Please return your completed questionnaire by email to _____@_____ no later than (deadline date)

1. **SYMPTOMS NOW OR BETWEEN (**insert date that is 10 days before date of jury service**),** 2021 AND (insert date of jury selection proceeding), 2021**:** check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

   _____ Fever (above 100.0) _____ Loss of taste or smell _____ Cough _____ Nausea or Vomiting
   _____ Headache _____ Shortness of Breath/Difficulty Breathing _____ Diarrhea _____ Chills
   _____ Muscle pain or body aches _____ Sore throat _____ Fatigue _____ Congestion or Runny Nose

   _____ I certify that NONE of the symptoms above have been experienced by me or a member of my household between (insert date that is 11 days before date of jury service) and (insert date of jury selection, 2021).

   IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS, PLEASE CONTACT THE COURT AS SOON AS POSSIBLE AT (___) ___-____ OR (email address**) PRIOR TO YOUR COURT ASSIGNMENT.**

2. **CONTACT HISTORY** - check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD:

   _____I have been diagnosed with COVID-19 within the past 10 days;
   _____I or a member of my household has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days;
   _____ I or a member of my household are currently on a watch list or self-quarantining because of possible COVID-19 exposure;
   _____ NONE of the above apply.

   IF ANY OF THE ABOVE APPLY, PLEASE CONTACT THE COURT AS SOON AS POSSIBLE at (___) ___-____ PRIOR TO YOUR COURT ASSIGNMENT.

3. **COVID-19 RELATED EXCUSE OR POSTPONEMENT** - 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 and may request to postpone or be excused from jury service at this time. If you wish to be excused for medical reasons, please check the box below and return this questionnaire along with a note from your doctor stating you are unable to serve as a juror at this time or that your jury service be postponed by email to **ijury@traviscountytx.gov** and we will respond to your request as soon as possible..

   □ *I certify that I meet the above-described conditions and I am requesting to be excused from jury service or desire to have my service date postponed because of those conditions.*

4. **FACE COVERINGS:**

   Prospective jurors are required to wear a face covering while they are in the courthouse. Individuals are encouraged to bring a cloth face covering with them. If an individual does not have a cloth face covering, a disposable facemask will be provided. A COVID information sheet is attached.

I certify by returning this document the above information is true and correct:

_____ _____
NAME JUROR NUMBER

Appendix I

How to Protect Yourself and Others

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
  - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The mask is not a substitute for social distancing.

Cover coughs and sneezes

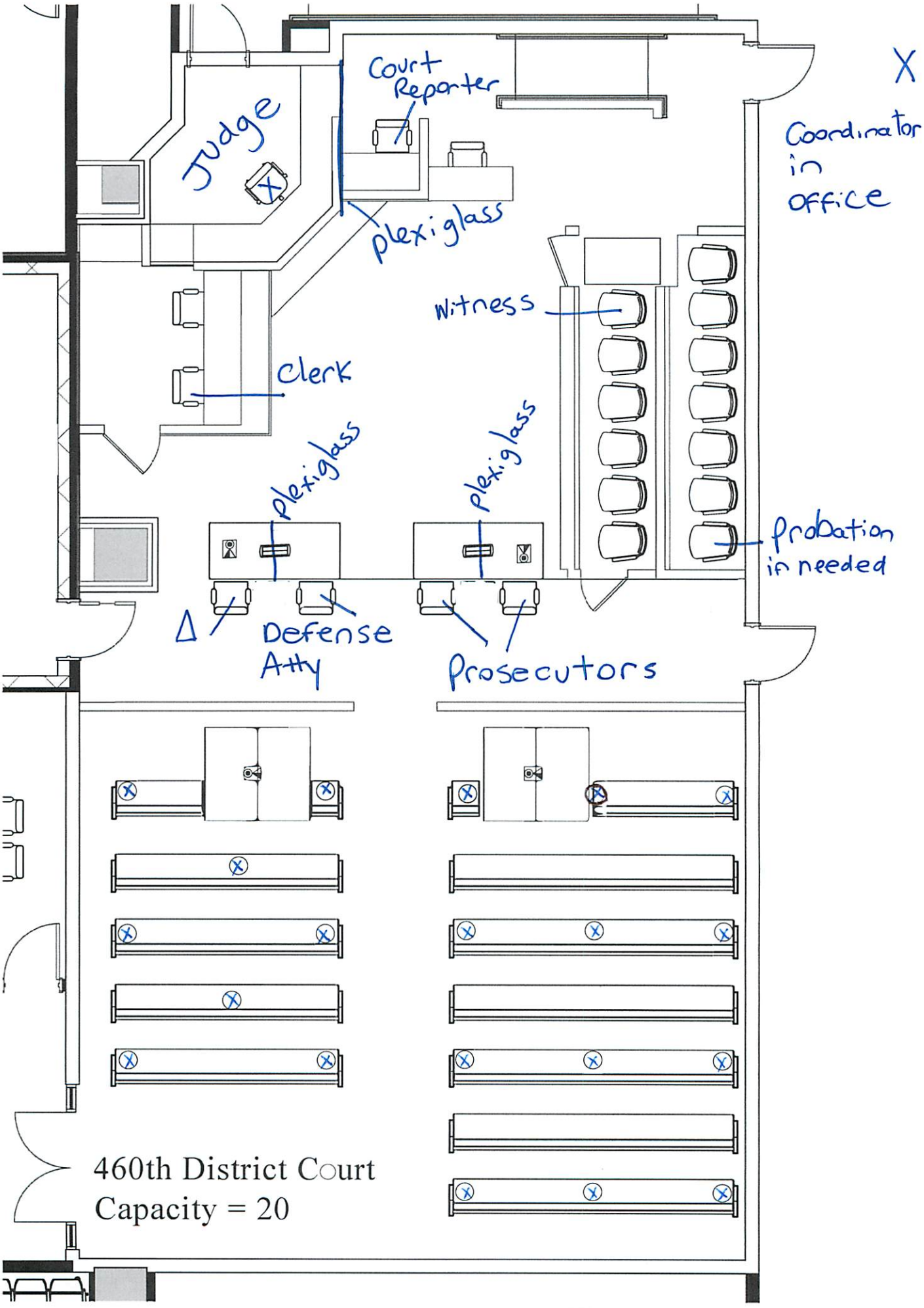


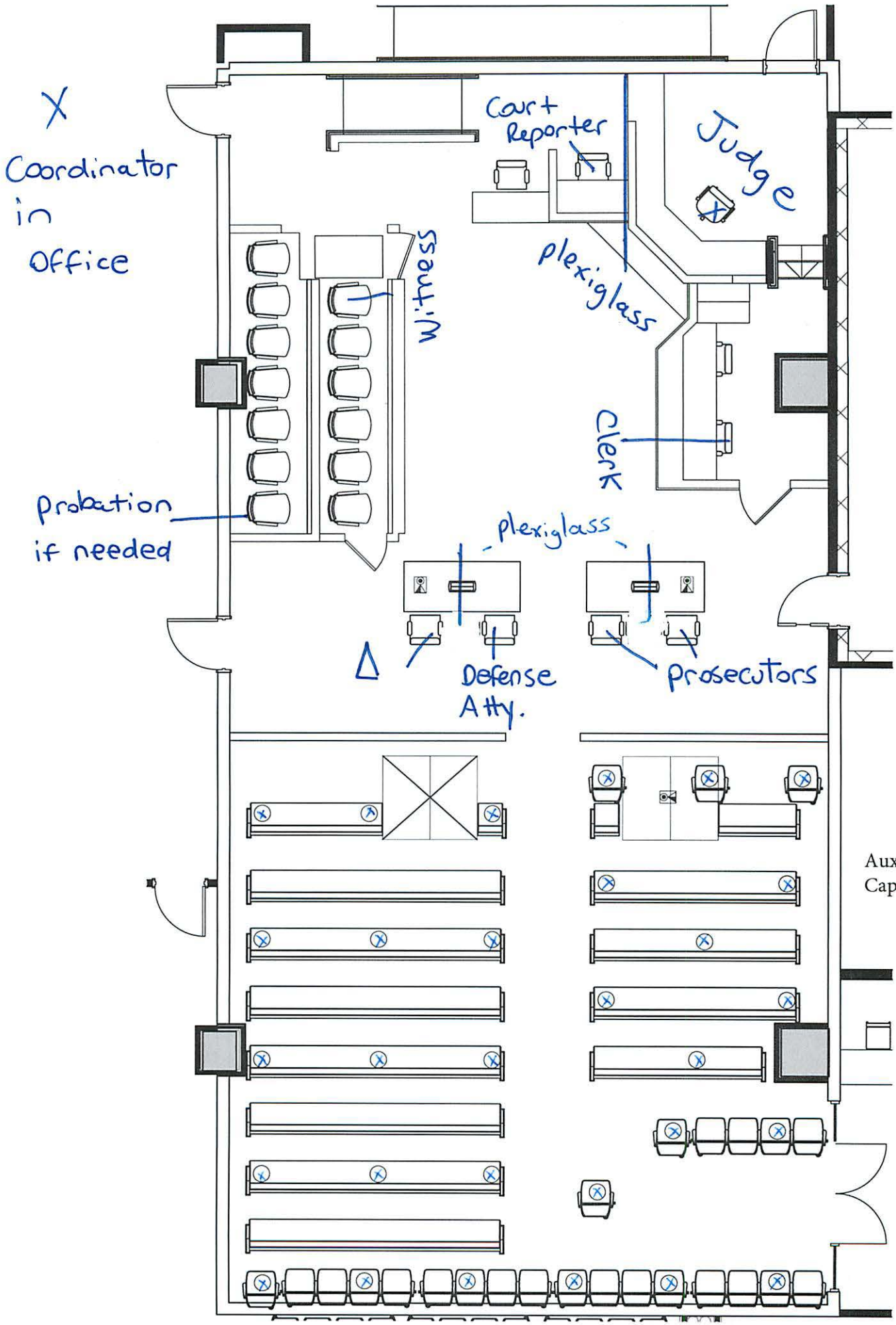
- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

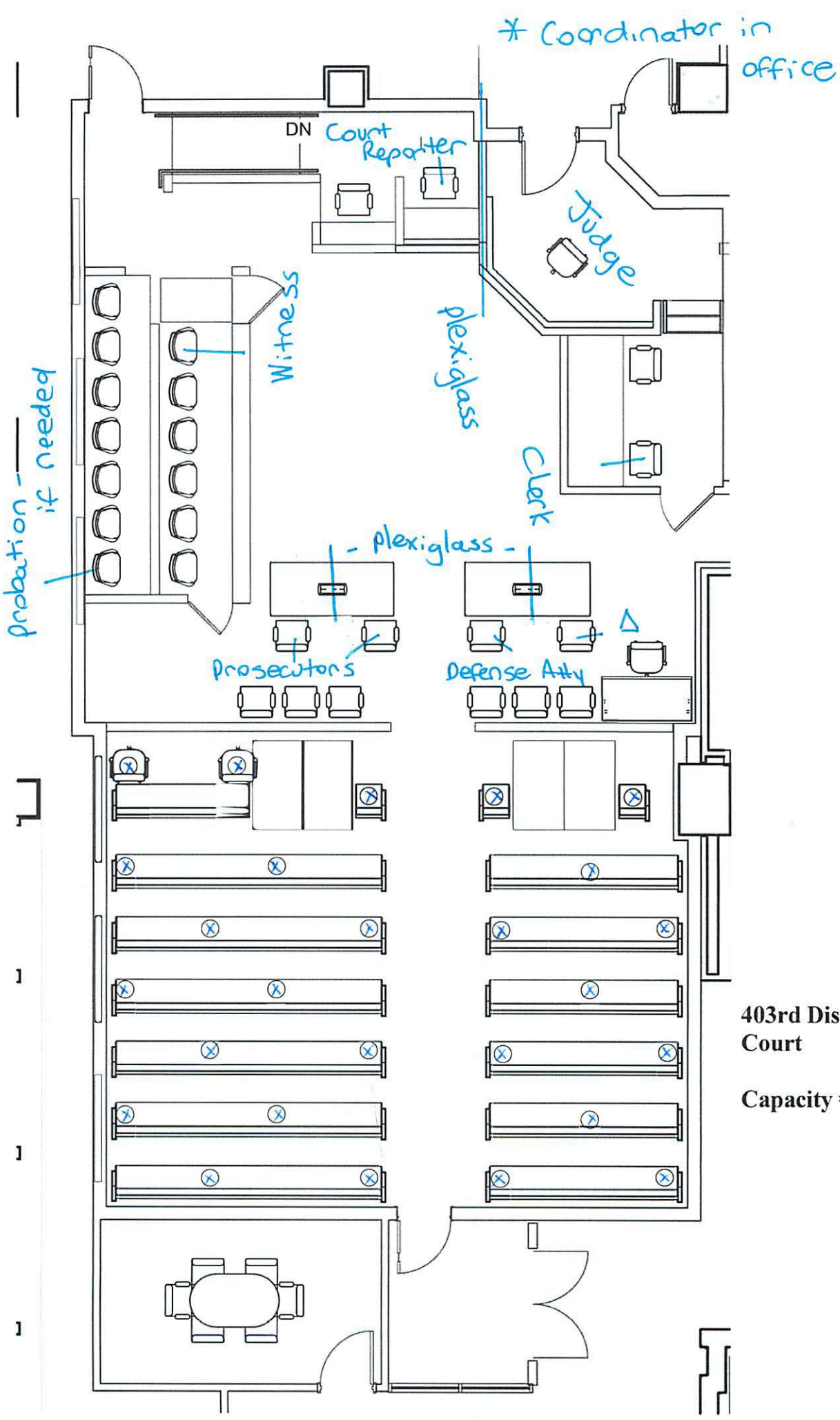
Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant**. You can see a list of EPA-registered household disinfectants here.

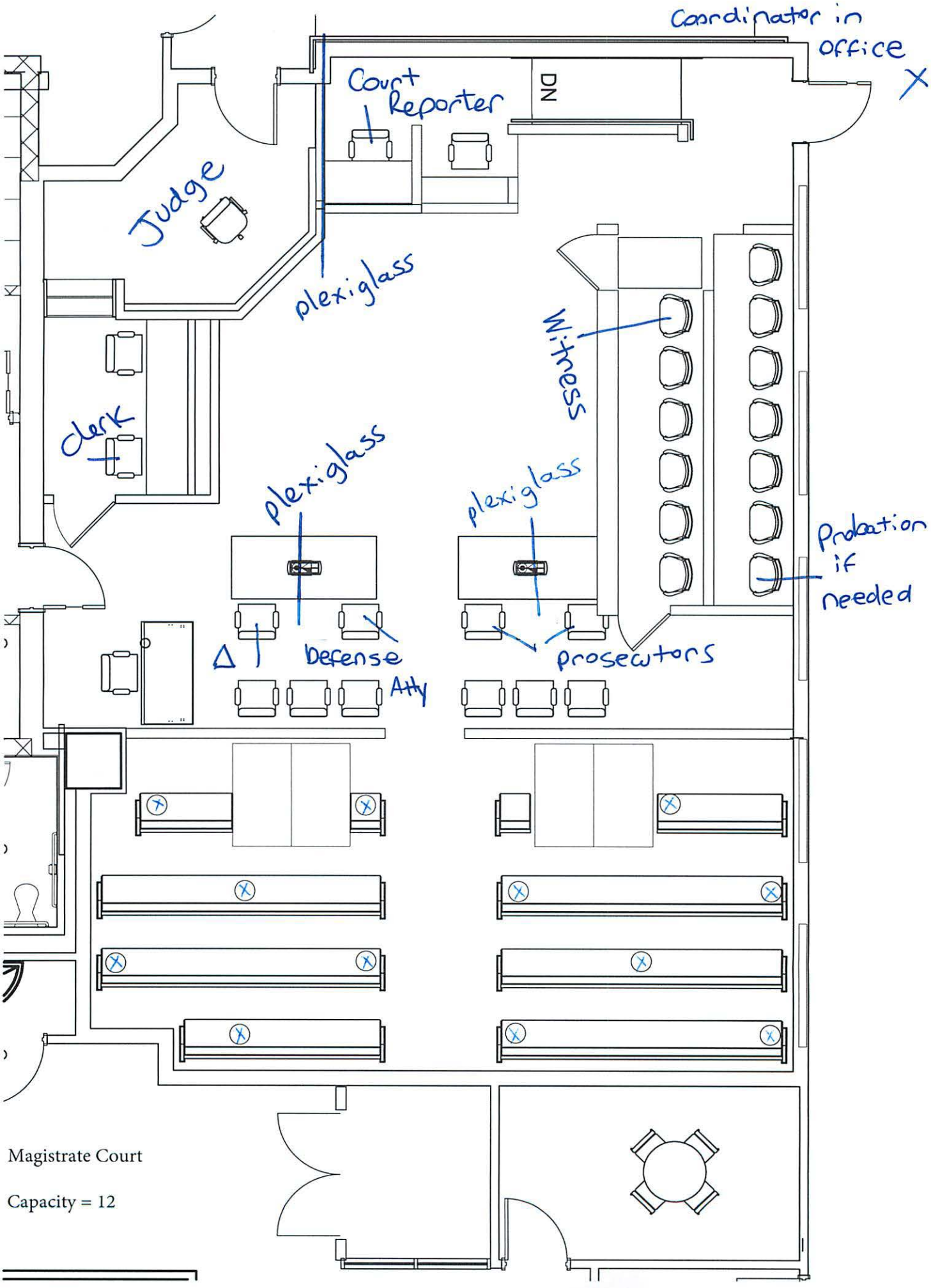

Judge
Court Reporter
plexiglass
X
Coordinator in office
Witness
Clerk
plexiglass
plexiglass
Probation if needed
Δ
Defense Atty
Prosecutors
460th District Court
Capacity = 20


X
Coordinator in Office
Court Reporter
Judge
Witness
Plexiglass
Clerk
Probation if needed
Plexiglass
Defense Atty.
Prosecutors
Auxiliary Court
Capacity = 30



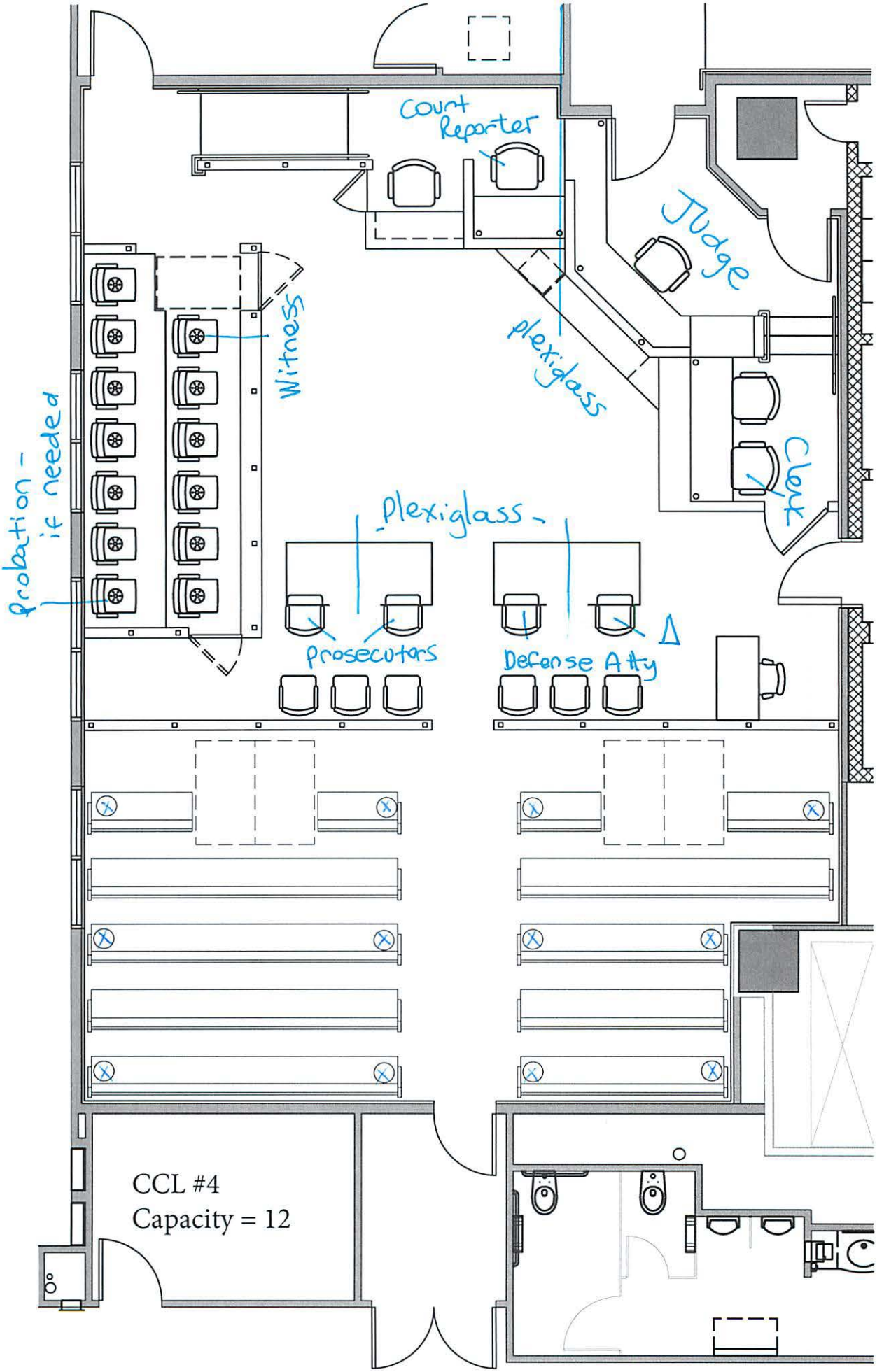
403rd District Court

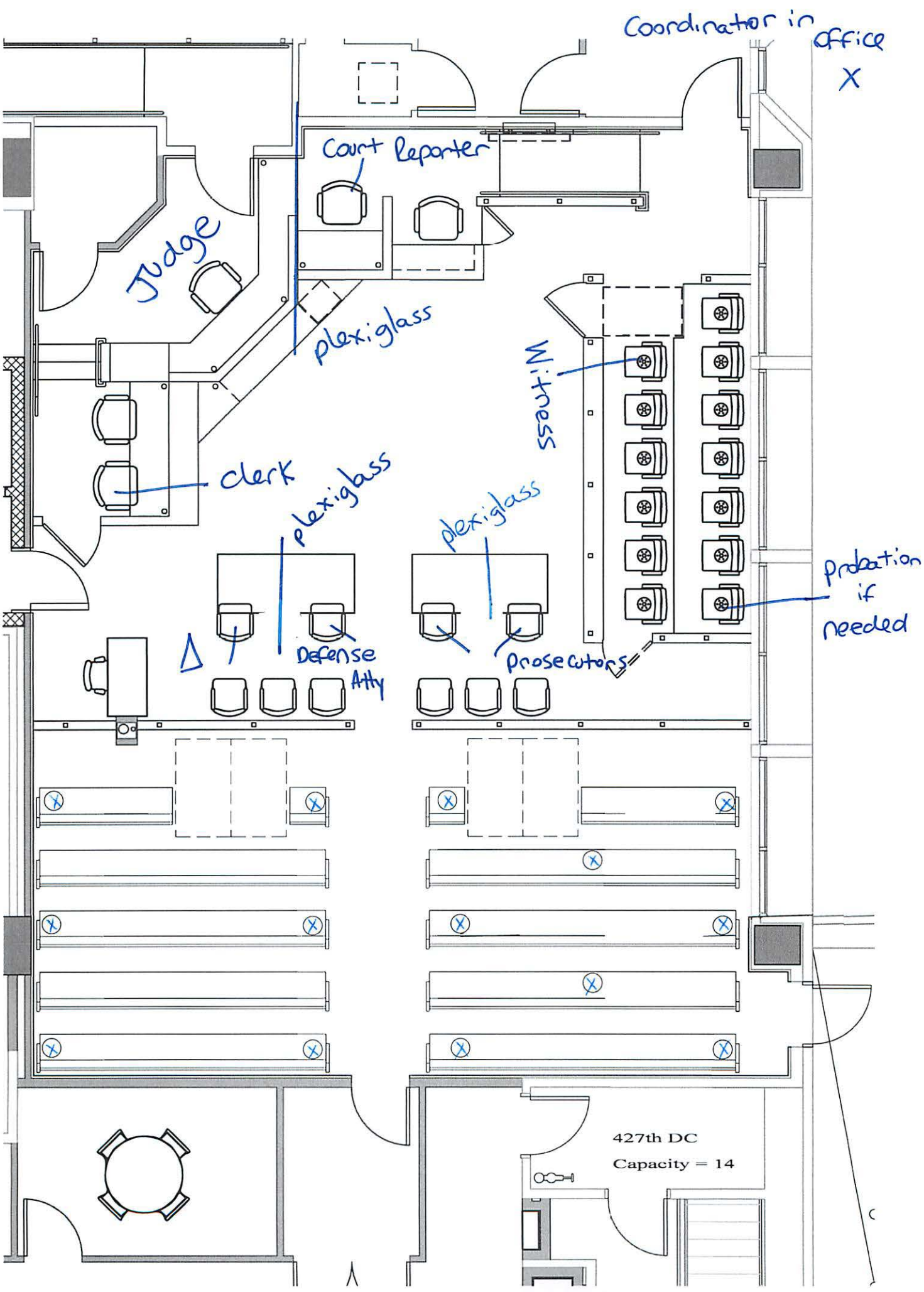
Capacity = 26



Magistrate Court

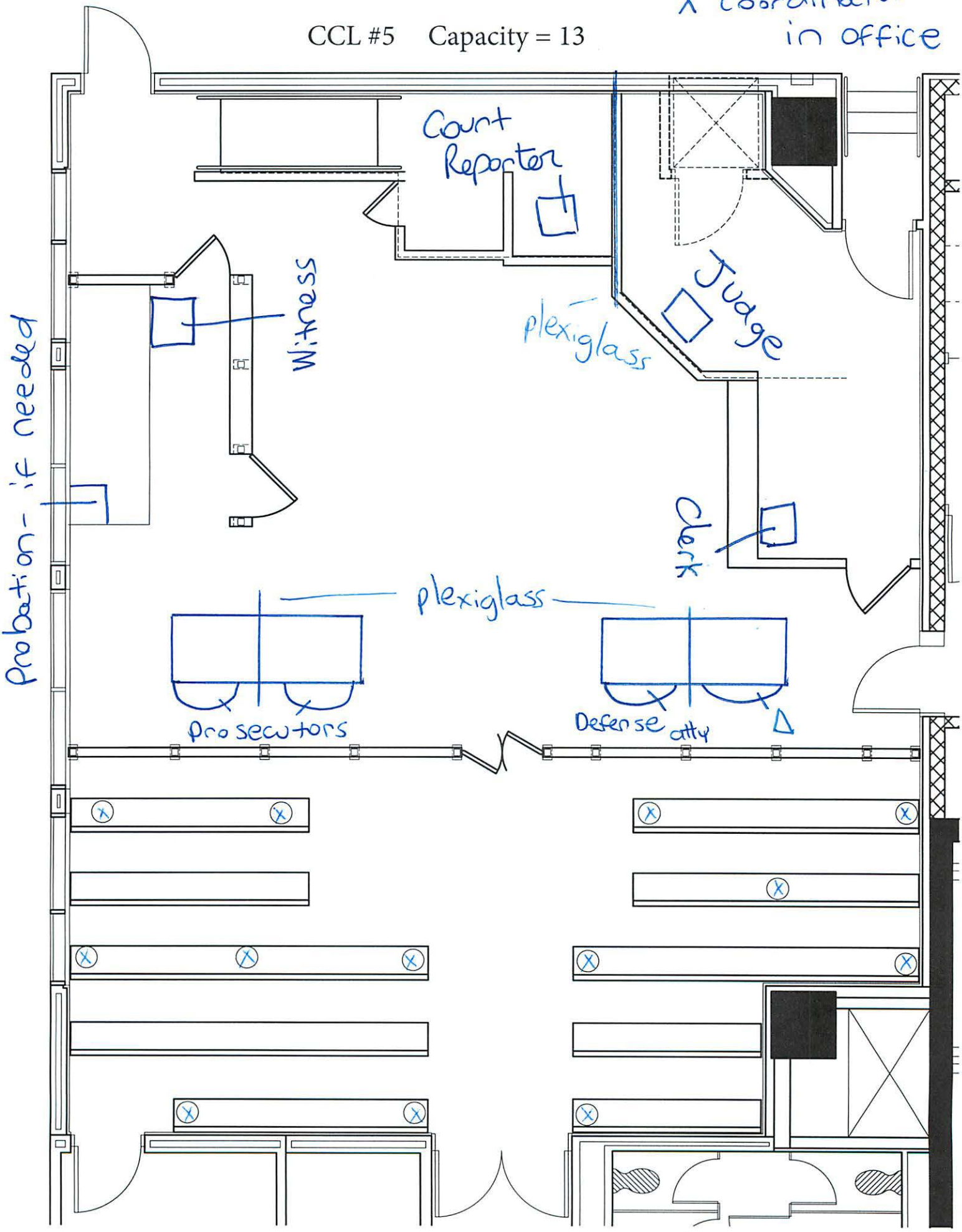
Capacity = 12

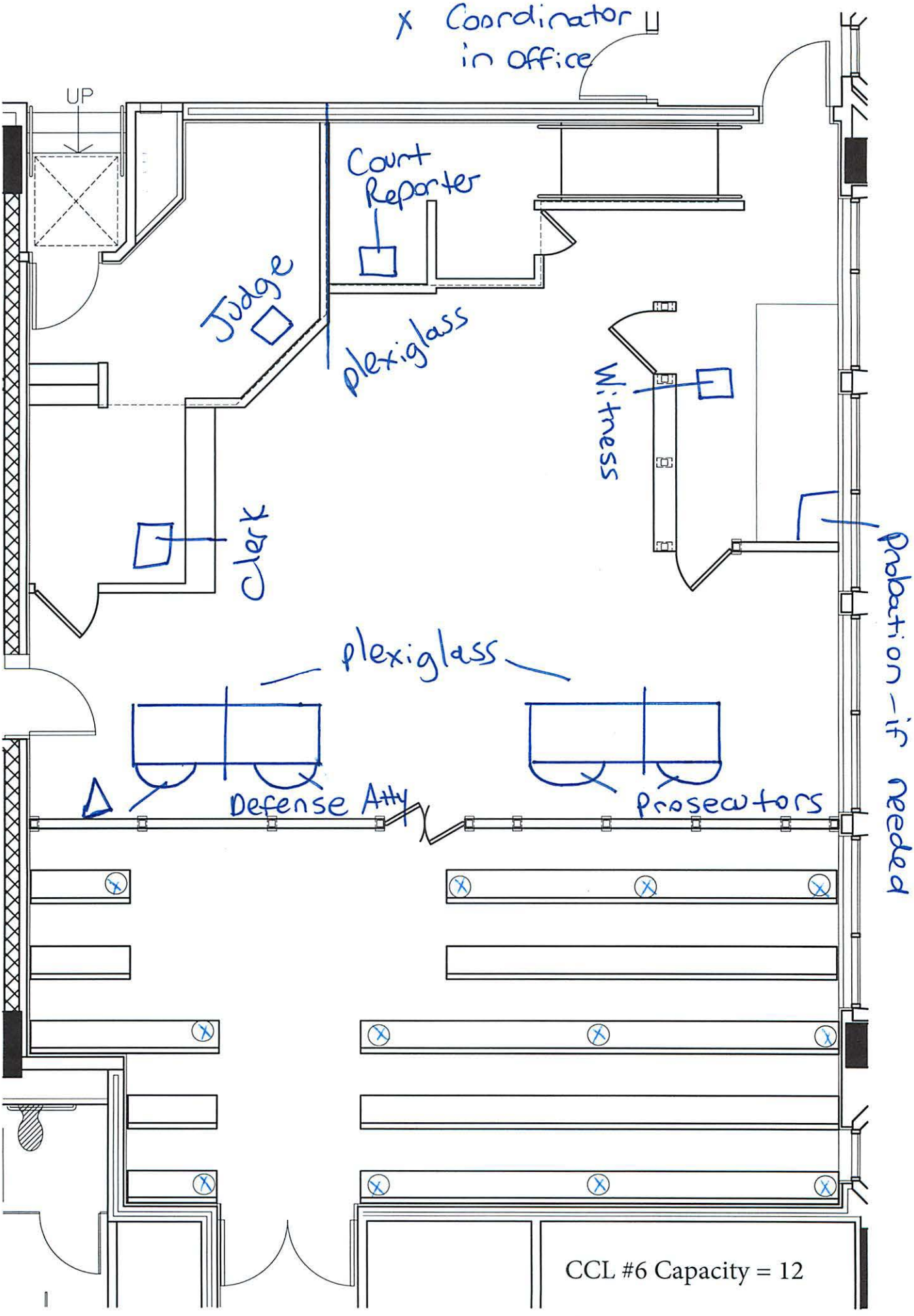

Court Reporter
Judge
Witness
plexiglass
Clerk
Probation - if needed
Plexiglass
Prosecutors
Defense Atty
Δ
CCL #4
Capacity = 12


Coordinator in office
X
Court Reporter
Judge
plexiglass
Witness
clerk
plexiglass
plexiglass
probation if needed
Defense Atty
Prosecutors
427th DC
Capacity = 14

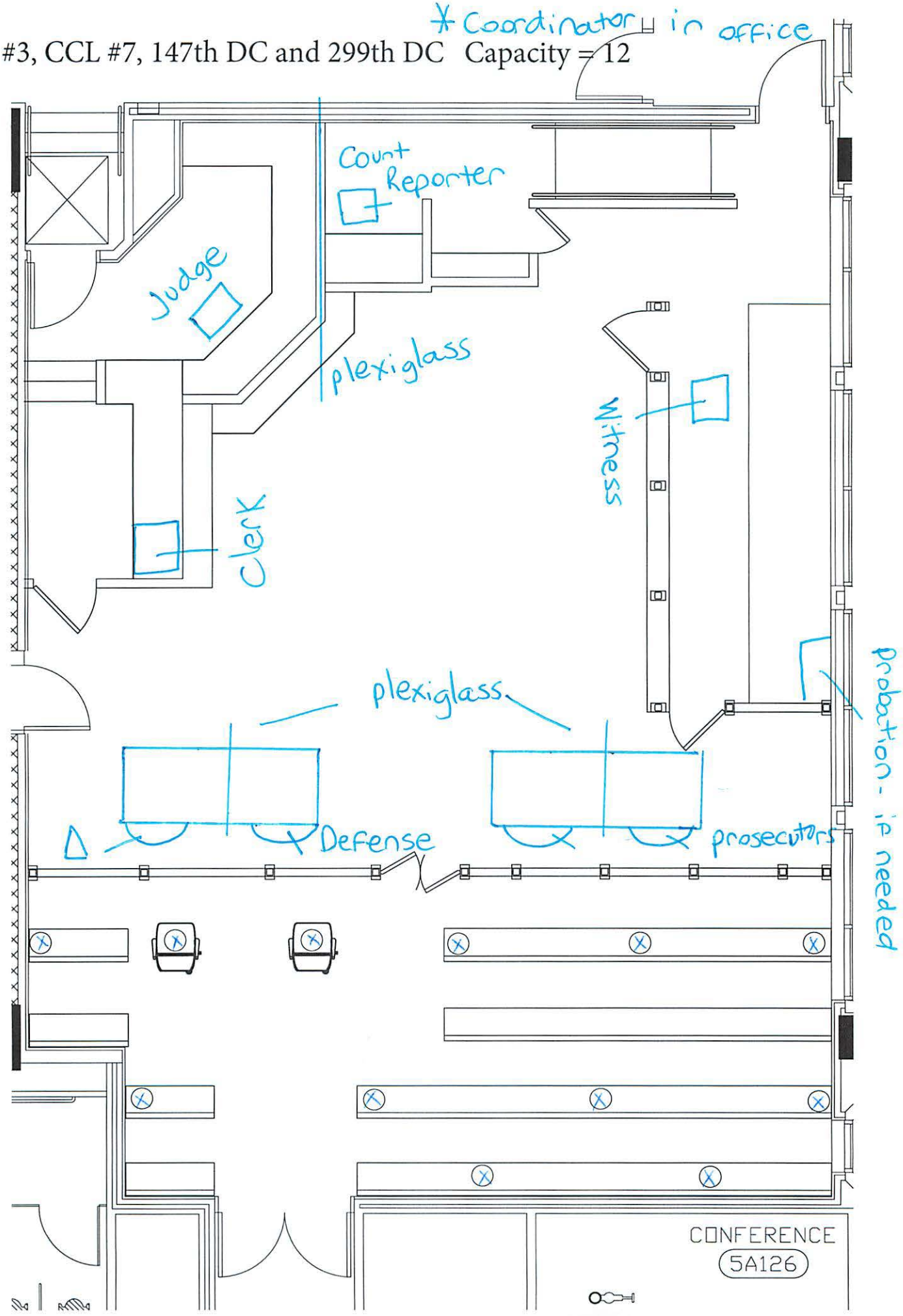
CCL #5 Capacity = 13

X Coordinator in office

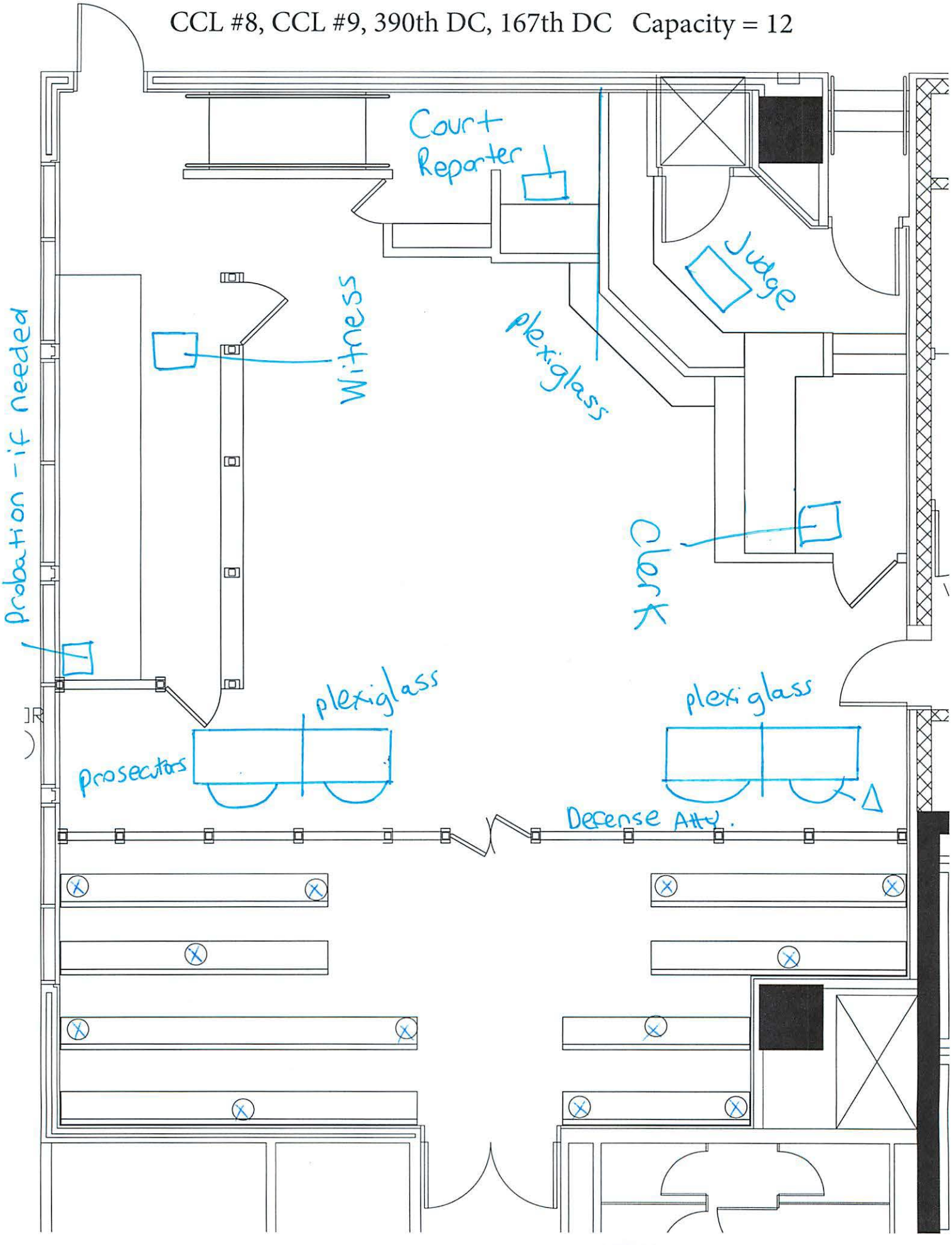



X Coordinator in office
UP
Court Reporter
Judge
plexiglass
Witness
Clerk
Probation - if needed
plexiglass
Defense Atty
Prosecutors
CCL #6 Capacity = 12

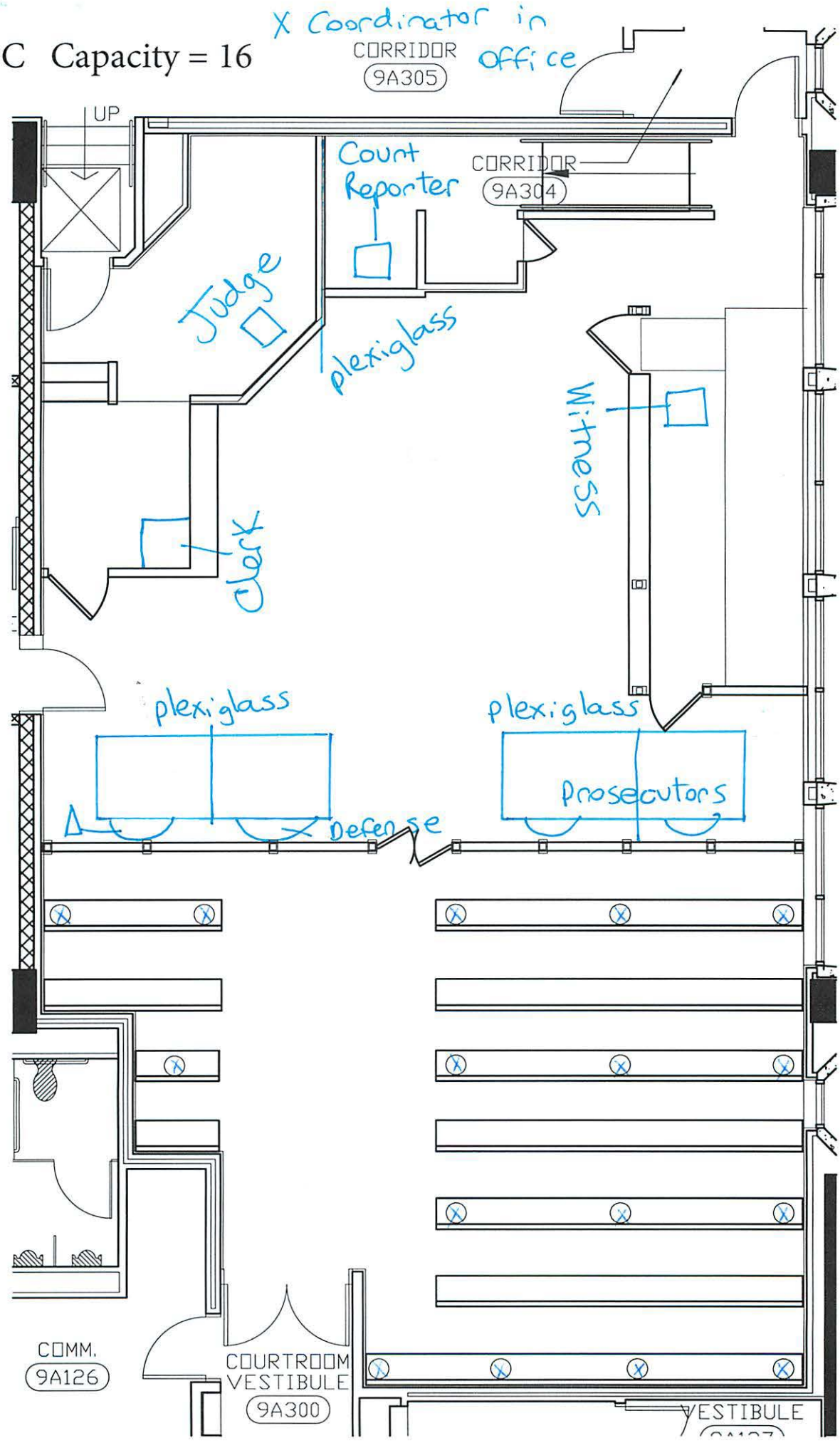
CCL #3, CCL #7, 147th DC and 299th DC Capacity = 12

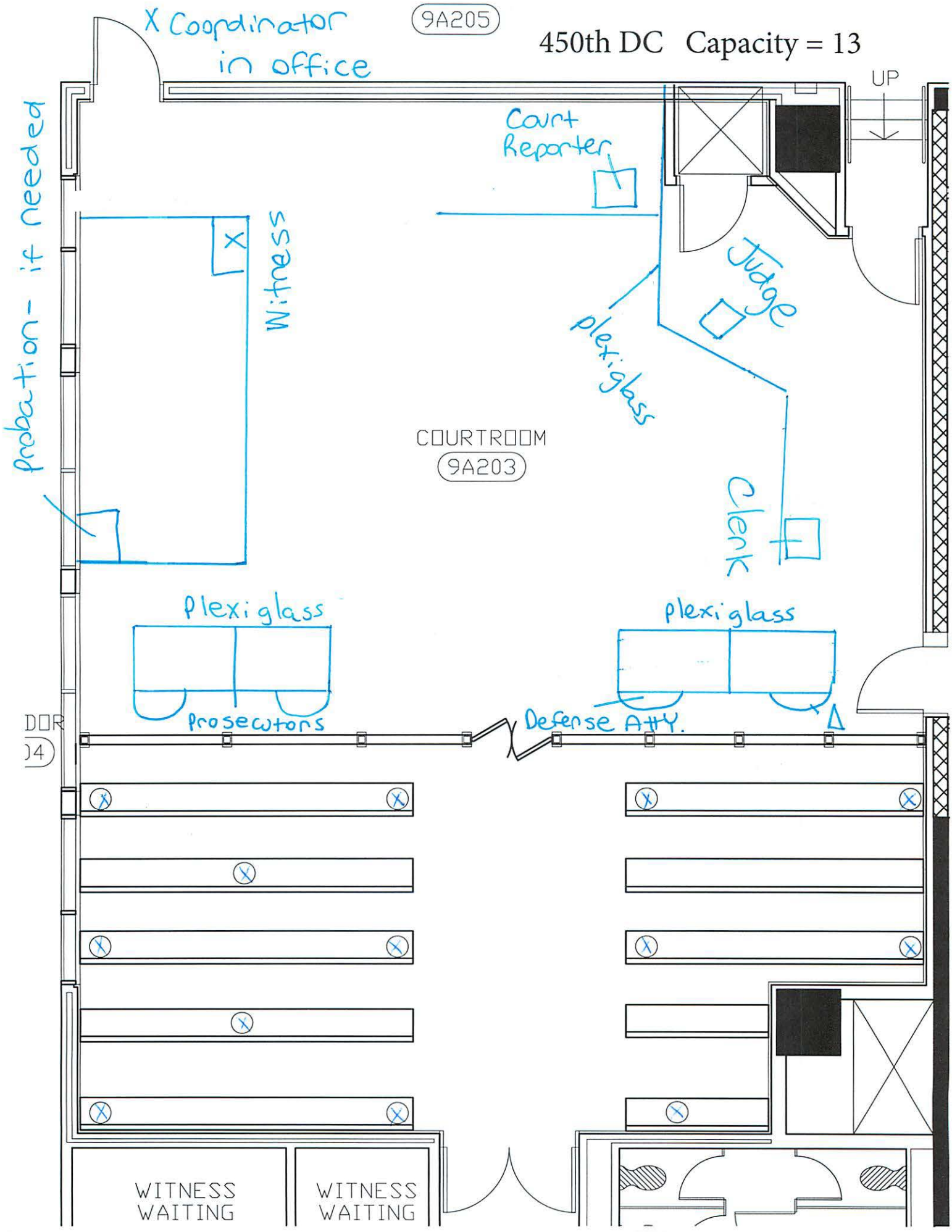


CCL #8, CCL #9, 390th DC, 167th DC Capacity = 12

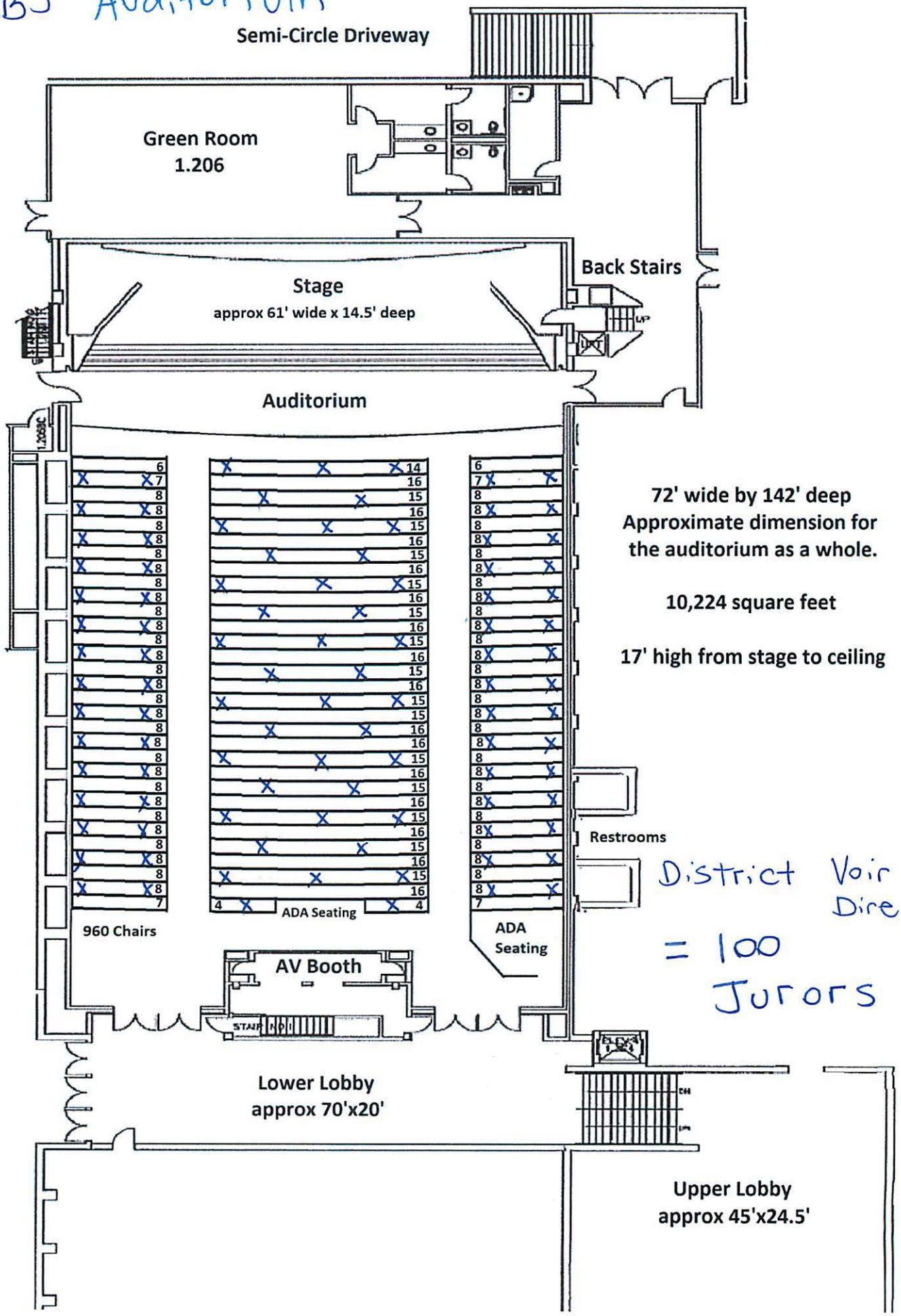


331st DC Capacity = 16




X Coordinator in office
9A205
450th DC Capacity = 13
UP
Court Reporter
Witness
Judge
plexiglass
COURTROOM
9A203
Clerk
probation- if needed
Plexiglass
Plexiglass
Prosecutors
Defense Atty.
DOOR
WITNESS WAITING
WITNESS WAITING

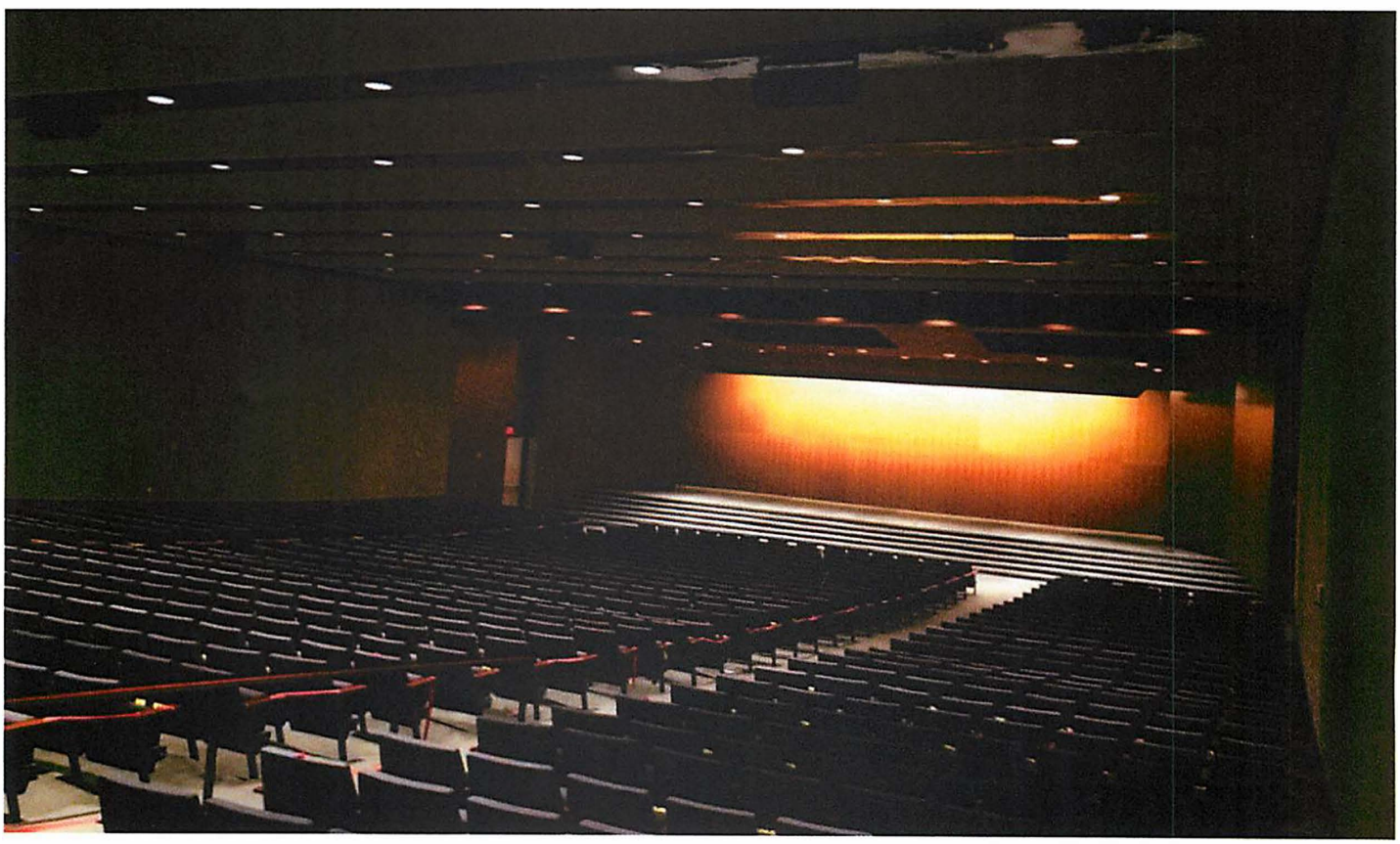
LBJ Auditorium



District Voir Dire
= 100 Jurors

LBJ Auditorium – Photographs for District Voir Dire





Auxiliary Courtroom – CCL Voir Dire Location – Capacity = 30



Gallery with Social Distancing Marked

