

**COVID-19 Operating Plan for Resuming Normal Operations of the
Hardin County Courthouse and all County Buildings**

Hardin County, Texas



**Operating Plan to Resume Normal Operations of the
Hardin County Courthouse and All County Buildings**

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Objective

The objective of this Plan is to safely and efficiently manage commencement of normal operations at all Hardin County facilities following the worldwide COVID-19 Coronavirus pandemic, and to facilitate the return to normal activities and quality of life. This Plan has been developed to provide the framework for County government to safely and efficiently resume full services to the public and carry on normal county functions. This Plan unifies the efforts of all departments within County government to:

1. Provide organizational structure, guidance, and standardized guidelines for the safety of all Hardin County personnel and citizens.
2. Establish the most efficient and cost effective methods to resolve issues concerning health and safety.
3. Expedite efforts that provide visible signs of safety precautions designed to mitigate the threat to the health, safety, and welfare of employees and the public.

General

Elected Officials, individual Department Heads, their designees, and the Office of Emergency Management will be the single points of contact for coordination and control regarding resuming normal operations of County Offices. This Plan provides guidance for the efficient and effective control and coordination of initial operations concerning resources and planning

1. All individual Elected Officials, Department Heads and their staffs will comply with the Emergency Orders issued by the Office of The Governor or County Judge.
2. All Departments will make their best effort to comply with CDC Guidelines, State, and Local Orders with regards to social distancing, maximum group sizes, and other restrictions and precautions.
3. All Departments may use all reasonable efforts to conduct County business and meetings remotely.
4. The Office of Emergency Management will maintain regular communication with the Local Health Authority and adjust this Operating Plan as necessary considering county-wide conditions.
5. Courts will begin setting non-essential in-person proceedings no earlier than June 1, 2020.
6. Department Heads will establish initial priority for the operations of their Department based upon the following ranking as provided by the CDC Guidelines and Governor's Orders:
 - a. Social Distancing.
 - b. Group sizing.
 - c. Entrance/Exit locations to their Department.
 - d. Social Distancing line marking.
 - e. Hand Sanitizing stations.
 - f. Wiping down of work areas.
 - g. Office fogging.
 - h. Security locations.
 - i. Temperature Check stations.

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Health and Safety Considerations

1. Social Distancing:
 - a. All persons not from the same household who are permitted in any County building will be required to maintain adequate social distancing of at least 6 feet.
 - b. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
 - c. Each public restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
 - d. Public common areas, including breakrooms and snack rooms, have been closed to the public, with the exception of the Courthouse Café.
 - e. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted by each Court. The maximum capacity of the courtroom will be monitored and enforced by Officers of the Court.
 - f. The galleries of all Courtrooms have been marked to identify appropriate social distancing in the seating. Seating is limited to every other row, or seating has been removed/re-positioned as necessary to accomplish social distancing where possible.
 - g. In each Courtroom, the counsel tables, witness stand, Judge's Bench, and Clerk, Court Reporter, and Bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.
 - h. All Offices requiring a line to receive services shall have appropriate marking for the public to facilitate social distancing.
 - i. Departments with seating areas shall mark seating as appropriate to accommodate social distancing.
 - j. Departments with window type service are required to have barriers/shields installed between staff and the public (i.e.; District Clerk, County Clerk, and Tax Offices).

2. Hygiene:
 - a. Hand sanitizer dispensers will be placed at the entrances to the building, outside of elevators on each floor, outside of each Courtroom, and outside of restrooms.
 - b. Wipes will be available for all employees at a central location in each department
 - c. The Department of State Health Service's *"Stop the Spread of Germs"* flyer will be posted in multiple locations of each County building.
 - d. Each employee will wipe down work area at the end of each workday, at a minimum.
 - e. Maintenance Department staff will fog the common areas of the Courthouse and Courtrooms mid-day and at the end of each day.
 - f. All Courthouse offices will be fogged by Maintenance Department staff at the end of each day.
 - g. All Satellite County buildings will be fogged as scheduled through the Maintenance Department or supplies can be made available to each office if requested.