



**DALLAS COUNTY
COMMISSIONERS COURT ADMINISTRATION**

To: Dallas County Elected Officials and Department Heads

Cc: Dallas County Commissioners Court

From: Darryl Martin, Dallas County Administrator

Date: April 28, 2020

Subject: Guidelines for Safely Reopening County Offices and Resuming County Services:
Appendices

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Appendix 1: Reconstitution Timeline

The Task Force will assist County departments in the development and approval of Reopen/Resume County Office/Service Plans using the template provided in *Appendix 6*.

The Task Force and departments shall schedule meetings for plan reviews.

The Task Force shall schedule regular site inspections.

Prior to the Shelter in Place requirement being lifted

- All departments should be performing and coordinating deep cleaning of facilities.

Step 1: Disinfect Office and Workspaces: While offices are still closed and shelter-in-place orders remain effective, departments should thoroughly disinfect offices and facilities (*see Appendix 2*). *Appendix 1* provides a Reconstitution Timeline in relation to the guidelines provided herein. The timeline provides the logical flow for protection and reinstatement of all personnel back into their workplace under the new COVID-19 conditions.

Shelter in Place requirement is lifted

- Task Force releases guidance via government reopen/resume memo.
- Task Force releases training documentation on how to meet the government reopen/resume requirements.
- Fire Marshal determines whether new / temporary certificates of occupancy are required.
- Human Resources release policy guidance relative to COVID-19.

Departments readdress COOP

- COOP defined mission-critical functions will assist in the development for a reopen/resume personnel plan for structured / scheduled return to work.

(If your department already has a current COOP, this section may be disregarded.)

Step 2: Complete a Continuity of Operations Preparedness Worksheet: Departments should complete the "Continuity of Operations Preparedness Worksheet" outlined in *Appendix 3*. This will address the primary elements associated with maintaining continuity of operations during this crisis, including cautious maneuvers to maintain a healthy workplace and prevent an infection surge.

- Departments decide on a reopen/resume strategy.

(If over 50% of your workforce is present or has already returned to the office, this section may be disregarded.)



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Step 3: Outline a Gradual Office Reconstitution Strategy: Departments should provide a plan for reopening their offices based on a gradual reconstitution strategy outlined in *Appendix 4* to ensure COVID-19 recognition before putting additional personnel at risk and that personnel are kept in reserve in the event of an infection breakout.

- Submit Reopen/Resume County Office/Service Plan to Task Force: 90-day clock starts.

Step 4: Develop a Reopen/Resume County Office/Service Plan: Departments should reference *Appendix 5* for a general checklist that will assist in the development of a Reopen/Resume County Office/Service Plan. Once your department's plan is complete, it should be emailed to the Task Force (Safety.TaskForce@dallascounty.org). The Task Force will evaluate/critique the submitted plan prior to the reopening of the department's office using the template provided in *Appendix 6*.

Step 5: Assist with the Protection of Personnel and The General Public: The following appendices include guidance to assist with the protection of personnel and the general public as government services are reinstated.

Facility preparation (Week 1)

- Appendix 7: Inner Office Checklist** addresses the new responsibilities assigned to personnel in the workspace.
- Appendix 8: Public Area Protection Management Checklist** addresses the preparedness and maintenance of any public area: waiting rooms, lobbies, service desks, etc. in addition to the level of disinfection, frequency of disinfection and procedures for general public protection.

Health Monitoring (Week 1)

- Appendix 9: Daily Health Self-Assessment for On-Site Personnel** includes a personal health survey to be performed by on-site office personnel each day prior to office entry. At first, the survey may need to be completed by Security prior to office entrance. It is imperative that all staff understands that they are the first level of risk to the infections spread of COVID-19, and if there is any question regarding the health of a staff member, he or she should stay home.
- Appendix 10: Fit and Use of a Mask** includes an outline of the proper methods for mask fitting and handling, as personnel will be required to wear a mask while in the office/facility until a "no-mask order" is provided. Improper fitting and handling results in an opportunity for infection spread and a risk to the user. Mask-fitting training will be provided through the Task Force.
- Appendix 11: Managing Exposure** addresses a procedure for containment if an employee becomes symptomatic, for managing exposed personnel and disinfection of the workplace.



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Appendix 2: Cleaning and Disinfecting Your Facility

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.



Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**



- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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- **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA’s criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer’s instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer’s instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people’s items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.





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- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

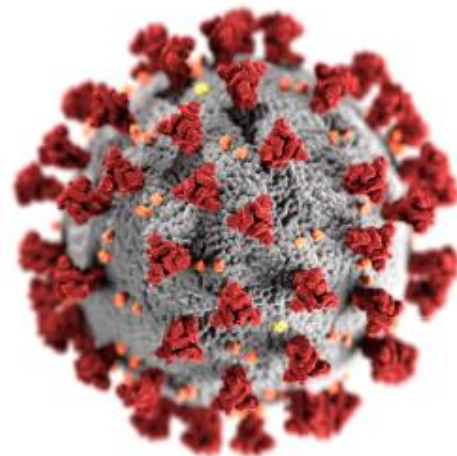
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



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Appendix 3: Continuity of Operations Preparedness Worksheet

(This worksheet is designed for departments that do not have a COOP. If your department already has a COOP in place, please disregard this Appendix.)

Continuity of Operations is made up of the measures required to continue operations of essential functions. The activation of the Department Continuity of Operations Plan (COOP) is applicable to the current event.

Specifically, as personnel return to their duties there will be a time-phased return strategy. Logically, the operations most vital to the public, the organization or another department should be reconstituted first. The following worksheet will assist in developing the time-phased return strategy.

Department Name and Point of Contact: _____

Department Mission Statement: The Department Mission Statement helps define department purpose and mission.

Department Functions

Step 1: List all Department functions for the public or as a support agency.

Step 2: Check those functions that are critical to the public or the agency you support.

Department Functions	Critical ✓

Step 3: Relist the critical functions in order of criticality.

Step 4: List the minimum number of personnel required to support the function.

Criticality	Function	Minimum Personnel
Primary		
Primary		
Primary		
Secondary		
Secondary		
Secondary		
Tertiary		



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Tertiary		
Tertiary		

Orders of Succession

Orders of succession enable a methodical and predefined transition of leadership within an organization. This is necessary in the event that department leadership becomes sick or incapacitated by COVID-19. The existing Department table of organization will be utilized to identify orders of succession at least three positions deep. These individuals have the knowledge and skills to make informed decisions, provide direction and control (including authority and responsibility) and ensure continuance of departmental operations.

Position	Succession Order	Home Phone	Mobile Phone
DEPARTMENT Director	Incumbent		
DEPARTMENT Dep. Director	1st Delegate		
DEPARTMENT Asst. Director. Operations	2nd Delegate		
DEPARTMENT Asst. Director. Administration	3rd Delegate		

Conditions for succession:

- Designated individual is unavailable (not present)
- Change in management
- Management is voluntarily relinquished
- Debilitating injury, illness or death

Insert Departmental Succession Policy:

Delegation of Authority

The Delegation of Authority identifies who is authorized to act on behalf of senior leadership for specified purposes and ensures that designated individuals have the legal authorities to carry out their duties. The circumstances that provide for the Delegation of Authority are such that the preceding authority is unavailable. The Department’s Delegation of Authority is by virtue of its standing as a County Department. The Table of Organization is used to construct this chart.

The table below reflects the orders of succession for the department:

DELEGATION OF AUTHORITY			
Position	1 st Delegate	2 nd Delegate	3 rd Delegate
Director	Deputy Director, Planning and Development	Assistant Director, Operations	Assistant Director, Administration



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Appendix 4: Gradual Reconstitution Strategy

(If over 50% of your workforce is present or has already returned to work, this guide may not be needed.)

The Percentage Rule

The percentage return to work rule is a graduated strategy for reconstitution. For the protection of all personnel and as a consideration to maintaining Continuity of Operations, offices should consider only a percentage of your total workforce return to work on a staggered schedule.

Government offices will be required to reinstate services over 90 days. Departments should choose one of two strategies: 20% return strategy or the 25% return strategy for employees with no underlying disease or age risk.

As an example, the 20% return to work plan recommends that only 20% of the workforce returns to government offices for two weeks (14 days). This method ensures that only 20% of the workforce can potentially become infected should the COVID-19 virus be introduced into the office. If there are no detected infections for 14 days, then the next 20% of the personnel can be allowed to return to work. Once again, the office should observe another 14-day period free of COVID-19 infections before transitioning to the third Phase, followed by an additional 14 days free of COVID-19 infections, then the fourth Phase, followed by the fifth Phase.

A more aggressive return to work plan could follow the same process using a higher percentage of the personnel per 14-day cycle but also presents more risk.

Percentage workforce return strategies by Percent and Risk Table:

Strategy	PHASE I (week 1)	PHASE II (week 3)	PHASE III (week 5)	PHASE IV (week 7)	PHASE V (week 9)	Risk Level
20% Return Strategy	20%	20%	20%	20%	20%	LOWEST RISK
25% Return Strategy	25%	25%	25%	25%		LOW RISK
33% Return Strategy	33%	33%	33%			MEDIUM RISK
50% Return Strategy	50%	50%				HIGH RISK
100% Return	100%					SEVERE RISK



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In the previous Appendix, Continuity of Operations Planning identified the mission critical function of the department. Those mission critical functions may be mission critical to the department or as a support function to another department. These functions are the operations that should come back online first.

Therefore, a simple strategy using the example provided, is the first Phase of personnel are those dedicated to the primary mission of essential functions, with those in the second wave being dedicated to the support of the mission critical functions and secondary functions, the third through the fifth Phase assigned to the follow-on functions.



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Appendix 5: Reopen/Resume County Office/Service Plan Checklist

Local Government Regulations

- Review guidance from the Task Force on reopening office buildings.
- Determine whether a new certificate of occupancy (CO) is required from the Fire Marshal. Develop a Reopen/Resume County Office/Service Plan with regard to all of the health safety precautions that must be taken. Once your department's plan is complete, it should be emailed to the Task Force (Safety.TaskForce@dallascounty.org). The Task Force will evaluate/critique the submitted plan prior to the reopening of the department's office using the template provided in *Appendix 6*.

Sanitation/Disinfection

- Confirm procedures and requirements for disinfection prior to reopening/resuming County offices/services. **See Appendix 2.**
- Departments should be able to define the different areas for disinfection (public areas, elevators, breakrooms, stair wells, etc.), the frequency of cleaning and the disinfection solutions used.

Continuity of Operations (COOP) Alignment

The development of a COOP aligns with maintaining the continuity of operations.

(If your department already has a COOP, Appendix 3 is only a reference. If your department does not have a COOP, Appendix 3 will help define restoration priorities.)

- Determine whether your COOP includes a verified list of the essential roles and individuals included in reopening/resuming County offices/services.
- Confirm that contingency plans/critical response mechanisms are in place in the event that the reopening/resuming should fail, or the virus reoccurs and forces additional closures.
- Consider staggered employee reentry: The Percentage Rule. **See Appendix 4.**

Supply Chain

- Identify and confirm supply chains for personal protection equipment and determine advance-ordering requirements for long-lead-time items. (Contact Facilities / Logistics Personnel)

Human Resources (HR)/Legal Considerations

There will be many questions regarding a safe return to work. Many questions will be addressed on the Critical Business Updates for Dallas County Employees website. The website will include FAQs and key contacts.

- Determine protocols for ensuring employees with high-risk conditions (e.g. lung disease, asthma, heart conditions, immunocompromised, obesity, diabetes, liver disease) work either remotely or work in an office setting with minimal exposure.
- Ensure a policy/process exists to report and track infections in compliance with HIPAA rules and to report grievances.



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- Human Resources will also be able to address those employees that are immunocompromised or have a COVID-19 infected person or an immunocompromised person in the home.

Space/Occupancy

- Develop seating/floor plans to meet social distancing guidelines (at a minimum, maintain a distance of six feet). This should include public areas and employee work areas.
- Establish new workplace etiquette and protocols and communicate them via signage posted throughout the workplace. Be sure to consider ADA implications when making changes.
 - COVID-19 requires a paradigm shift into a world where social distancing is the new normal. Employees will also have new responsibilities while at work. **See Appendix 7.**
- Determine when PPE will be mandatory while in the workplace.
- Establish a guide for mask don and doff, sanitation and cleaning. **See Appendix 10.**
- Develop a plan to address impacts on common areas (e.g. public spaces, wellness and mothers' rooms, gyms, showers and lockers, mailrooms, break rooms). **See Appendix 8.**

Health and Symptom Detection

- Policy for symptomatic personnel to stay at home. The general rule is for the employee to stay home for 14 days once free of symptoms.
- Employees should perform a self-evaluation daily before entering the office. **See Appendix 9.**
- Exposed personnel should self-quarantine for 14 days, depending on exposure testing results.
- Procedure for managing a symptomatic person in the office space. Should an employee expose people in the office, **Appendix 11** provides guidance for sequestering the employee, sending him or her home or to the hospital, handling the other exposed employees and disinfecting the workspace.

Facilities Management

- Confirm emergency evacuation procedures in compliance with social distancing requirements and assign "floor monitors" responsible for managing evacuation.
- Establish elevator social distancing guidelines for multi-story buildings and calculate and confirm elevator protocols and occupancy levels with your building landlord or facility manager.
- Create phased and "quick close" procedures to shut down offices in the event the reopening fails or COVID-19 reoccurrence forces new closures.
- There will be a signage standard for all front doors, bathrooms, elevators, etc. for the promotion of social distancing and protection. The standardized signage will be available on the **Critical Business Updates for Dallas County Employees** website.

Technology

- Establish enhanced occupancy and employee tracking for building location, space utilization and potential infection zones.
- Evaluate the room reservation technology and equipment provided at the desk to support social distancing and disinfection.



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Security

- Determine entry/exit badging protocols for essential employees returning to the building.
- Establish/confirm building shutdown policies in the event the facility needs to be closed again.

Approvals

- Determine who needs to approve/manage the reopening plan (e.g. County Administrator's Office, the Task Force or Emergency Management)



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Appendix 6: Task Force Assessment/Recommendations

The following worksheets will be used in the evaluation and critiques of Reopen/Resume County Office/Service Plans and processes.

1	Department Name	
	Address	
	Director	
	Manager	

1.2	Number of employees	DAYTIME HOURS	NIGHTTIME HOURS
	Essential employees		
	Support Staff		
1.3	List of Outside Vendors	NAME OF VENDOR / SERVICE PROVIDED / CONTACT INFO	



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	PERSONAL PROTECTIVE EQUIPMENT	QUANTITY ON HAND	CONTROL QUANTITY (2 Per person 30 days)	QUANTITY NEEDED
2	Masks			
	Face Shields			
	Gloves			
	Hand Sanitizer			
	Disinfectant Wipes			
	Disinfectant Spray			
2.2	Is there a need for additional training for staff? (Donning, Doffing PPE and Area Sanitizing)			
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO



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3	DISPOSAL PROCESS FOR USED PERSONAL PROTECTIVE EQUIPMENT	
		Meets Guidelines
		Exceeds Guidelines
		Needs Improvement
3.2	Additional Staff PPE Awareness Training	
		Has PPE Training been conducted?
		Any additional Training needed?
3.3	ADDITIONAL STAFF CLEANING / SANITIZATION TRAINING	
	Frequency of Service	
		Daily
		2x Daily
		Weekly
		Other:
		Elevators
		Common Areas
	Restrooms	

4	TRAINING	
		Have staff completed basic PPE/COVID-19 guideline training?
		Is there a need for further instruction (if so, please note below)?
		Additional personal protective training?
		Additional workplace sanitation training?
		Additional self-assessment guidance?



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SECURITY/ACCESS CONTROL	
5	Entrance marked with County approved signage?
	Are employees issued access ID?
	Are public distance markings clearly viable?
	Is pedestrian flow clearly marked and delineated?
	Is the maximum occupancy clearly stated?
	Seating area spaced to ensure distancing?
	Hours of operations posted?
	Plexiglass barriers in place?
	Directions for occupancy posted on elevators?
	All electronics must be covered or have the ability to be wiped down.



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ARE PROPER ACCESS CONTROLS IN PLACE FOR OUTSIDE VENDORS?	
5.2	Are vendors using the same entrance as public?
	Is signage visible for vendors explaining social distancing guidelines?
	Are vendors following County guidelines?
ANY SPECIAL NEEDS REQUIREMENTS FOR ESSENTIAL STAFF?	
6	(Any requirements will be addressed by the task force)

WORKSHEET COMPLETED BY:	DATE:



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Appendix 7: Inner Office Checklist

The following checklist is designed to assist in the reintroduction of personnel back into the workplace.

All employees may be required to participate in an online course outlining the new safety precautions and etiquette in a "COVID World."

Prepare Workspace

- Ensure physical spaces and frequently touched surfaces are fully disinfected before any reopening/resuming of County offices/services.
- Reconfigure office layouts to adhere to the recommended six feet of distance that should be maintained between employees or stagger use of closely spaced seating (e.g., cubicles and breakrooms).
- Remove seating from congregation areas such as conference rooms and break rooms and arrange remaining seating to provide six feet of separation.
- Utilize virtual collaboration tools and competencies to continue hosting meetings virtually.

Maintain Sanitation Procedures

- Instruct all employees to disinfect their workstations every morning before beginning work and after the lunch period. This includes keyboards and phones. Use of a protective keyboard cover may make cleaning easier and preserve equipment life.
- Supplement regular custodial services by frequently disinfecting workspaces and common areas such as restrooms, break rooms, conference rooms, etc.

Communicate with Employees

- Issue frequent reminders of best practices to reduce the risk of transmitting the virus or coming into contact with it such as:
 - Stay home if you are sick. Avoid public places until you recover fully.
 - Practice good hand hygiene by washing your hands frequently with soap and water for at least 20 seconds at a time. Handwashing is also important when returning to the worksite from outside meetings, lunch and breaks.
 - Use hand sanitizer that contains at least 60% alcohol if you don't have access to soap and water.
 - Avoid touching your eyes, nose, mouth and face.
 - Maintain a safe distance from others (minimum of six feet).
 - Practice good hand hygiene when handling items from outside your home (mail, items in stores, food containers from restaurants, etc.)
- Require all employees to wear face masks.
- Communicate clearly and frequently with employees regarding:
 - New policies and procedures.
 - Efforts to maintain a sanitary work environment.
 - Employees' responsibilities for maintaining a sanitary work environment.



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- New HR policies such as sick leave, employees with compromised immune systems or family members with compromised immune systems.
- New Employee Assistance Program.
- Mental health and financial support resources.

Maintain 30-Day Supply

- Provide ample cleaning products and hand sanitizers for employees to use in their personal and shared spaces:
 - Disposable masks (at least one mask per employee, per day).
(The Centers for Disease Control and Prevention recommends every American wear a facemask while in public to protect against contracting coronavirus. The agency announced that non-medical fabric masks – even scarves or bandannas – could help slow the spread of the infection.)
 - Hand sanitizer (enough to ensure all employees have access).
 - Disinfectant wipes or spray and paper towels (supply for each office/desk). Properly discard paper towels after each use.
- Ensure an inventory control system is in place for the tracking of personal protection equipment and disinfection materials.



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Appendix 8: Public Area Protection Management Checklist

- Place a temporary plastic or plexiglass barrier between personnel and customers.
- Limited lobby capacity to accommodate appropriate social distancing (depending on lobby size).
- Post security guards (or County personnel if security is unavailable) at each door to monitor the number of customers entering and leaving the location so as to not exceed acceptable lobby limits for social distancing.
- Indicate standing positions with tape on the ground to facilitate social distancing for people waiting in lines. Position indicators should be arrows separated to mark distance.
- Tape off the appropriate number of lobby seats to facilitate proper social distancing.
- Cover credit card terminals with plastic wrap to be disinfected hourly and changed daily.
- Place signage on all exterior doors to notify visitors/customers of social distancing procedures, limited lobby capacity and mask requirements in the facility (if applicable).
- Place signage on all exterior doors with modified hours of operations.
- Drinking fountains should be turned off and signage should be placed above drinking fountains to indicate that this change is due to COVID-19.
- Disinfect public access areas frequently and throw away towels used. At a minimum:
 - Frequency:
 - Prior to opening in the morning
 - Every four hours
 - After closing
 - Surfaces:
 - Doorknobs
 - Available seating
 - Sink faucet handles and toilet flush mechanisms in restrooms
 - Ink pens, clipboards or kiosks for customer use
 - Credit card terminals
 - Countertops
 - Other frequent touch surfaces
- Requests for physical barriers, signage and additional staffing may be made through the Task Force.
- Request protection supplies (masks, hand sanitizer, disinfection solution, etc.) through the Task Force.



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Appendix 9: Daily Health Self-Assessment for On-Site Personnel

Each Dallas County employee shall assess himself/herself daily to determine his/her ability to report to work. Due to the severity and highly infectious nature of COVID-19, employees should adhere strictly to the outcomes of this assessment. This self-assessment tool is not meant to take the place of consultation with your health care provider or to diagnose or treat conditions. If you are in an emergency medical situation, call 9-1-1 or your local emergency number. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and the Mayo Clinic.

Exposure

Yes/No **Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19 or had direct contact with his/her mucus or saliva, in the past 14 days?**

Yes/No **Does this person live with you?**

*If you answered "YES" to either of these questions, **DO NOT COME TO WORK.**
Call your supervisor.*

Symptoms

Are you experiencing any of the following symptoms?

- Fever (100.4 degrees or above)
- New cough
- New shortness of breath or difficulty breathing
- New chills
- New muscle aches
- Sore throat
- Headache
- Diarrhea
- New loss of taste or smell

Disclaimer

Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

If you are experiencing any of these symptoms, call your supervisor and speak to a physician. Stay home and **DO NOT COME TO WORK** until at least 7 days after symptoms began and 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma), without the use of fever-reducing medications. This applies regardless of whether the individual has been tested for COVID-19.

Severe Symptoms

Y/N **Are you struggling to breathe or fighting for breath even while inactive or when resting?**

Y/N **Do you feel as though you might collapse every time you stand or sit up?**

*If you are experiencing any of these Severe Symptoms, call 911.
DO NOT COME TO WORK.*



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Appendix 10: Fit and Use of a Mask

When to Wear a Mask

- Masks should be worn anytime you deal with the general public.
- If you are service representative behind protective plexiglass, you should wear a mask.
- Masks may not need to be worn in the office if social distancing is observed and approved by management.
- All other situations should be addressed by your supervisor/departmental manager.

DEFINITIONS

Don– To put on

Doff– To take off or remove

Donning a Mask

Preparation

1. **Before** touching the mask, wash your hands for at least 20 seconds with soap and water, or rub your hands together thoroughly with alcohol-based hand sanitizer.
2. **Check** for defects in the facemask, such as tears or broken loops.
3. **Position** the colored side of the mask outward.
4. **Position** the metallic nose strip against the bridge of your nose if your mask is equipped with one.



Fitting the Mask

Proper fit is essential for masks to effectively protect the wearer and people in the vicinity. Carefully follow the instructions below to ensure a proper fit:

1. If the mask has...
 - ...**Ear Loops**, hold the mask by both ear loops and place one loop over each ear.
 - ...**Ties**, hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
 - ...**Dual Elastic Bands**, pull the top band over your head and position it against the crown of your head. Pull the bottom band over your head and position it against the nape of your neck.
 - ...**A Flexible Metallic Nose Piece**, mold the metallic nose strip to the shape of your nose by pinching and pressing down on it with your fingers (see photo above).
2. Pull the bottom of the mask over your mouth and chin.
3. Be sure the mask fits snugly.



DALLAS COUNTY COMMISSIONERS COURT ADMINISTRATION

Wearing the Mask



While wearing a mask, there are certain precautions to keep in mind to ensure you don't transfer pathogens to your face or hands:

- **Avoid** touching the mask once it is in position to avoid contamination.
- **Do not** dangle the mask from one ear, hang it around your neck or allow your nose to be exposed.
- **Do not** crisscross the ties.
- **Do not** reuse single-use masks unless required to do so due to limited supply.
- **Do** wash your hands or use hand sanitizer before and after touching your mask if touching cannot be avoided (if you have to touch the facemask while you're wearing it).

Doffing a Mask

It's important to remove the facemask correctly to ensure you don't transfer germs to your hands or face. It is just as important discard or store the mask safely.

Preparation

- **Before** you take off the mask, wash your hands well or use hand sanitizer.
- **Avoid** touching the mask itself, as it could be contaminated. Hold it by the loops, ties or bands only.

Removal

1. If the mask has...
 - ...**Ear Loops**, unhook both ear loops and lower mask away from face.
 - ...**Ties**, untie the bottom bow first, followed by the top one.
 - ...**Dual Elastic Bands**, remove the bottom band first by lifting it over your head, then do the same with the top band.
2. Hold the mask by the loops, ties or bands and either:
 - a. Discard the mask by placing it in a covered trash bin or
 - b. Place the mask in a disinfected plastic container for storage.
3. Wash your hands thoroughly or use hand sanitizer.

Maintenance

- If the mask gets damp, air dry away from potential contaminants or people.
- Replace mask immediately if exposed to someone suspected to be infected.
- Replace mask daily if supply is sufficient.
- **Do not share masks.**



DALLAS COUNTY COMMISSIONERS COURT ADMINISTRATION

Appendix 11: Managing Exposure

All Dallas County facilities shall implement procedures provided by the Centers for Disease Control and Prevention (CDC).

Responding to a Symptomatic Employee

- If an employee becomes sick during his or her shift, send him or her home immediately.
- Clean and disinfect surfaces in the employee's workspace (including offices, bathrooms, common areas and shared electronic equipment). **See Appendix 2.**
- Compile information on persons who had contact with the ill employee during the time the employee had symptoms and two days prior to symptoms.
- Report the illness and potentially exposed individuals to Dallas County Health and Human Services (214-819-2004).
- Consider others at the facility with close contact to the employee (those within six feet of the employee or in contact with potentially contaminated surfaces during this time) to be **exposed**.

Managing Potential Exposure

- Pre-Screen:** Each day, measure the employee's temperature using an infrared scanner (no-touch thermometer) and assess the employee's symptoms prior to him or her starting work. Ideally, temperature checks should happen before an individual enters the facility.
- Monitoring Regularly:** As long as the employee doesn't have a temperature or symptoms, he or she should self-monitor under the supervision of his or her area building safety team member.
- Wear a Mask:** The employee should wear a facemask at all times while in the workplace for 14 days after his or her last exposure. Employers can issue facemasks or can approve the employee's supplied cloth face coverings in the event of shortages.
- Practice Social Distancing:** Any potentially exposed employee should maintain six feet of social distancing as work duties permit in the workplace.
- Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely. **See Appendix 2.**

DEFINITIONS

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but by removing the germs, it decreases their numbers and therefore any risk of spreading infection.

Disinfecting works by using chemicals (e.g., EPA-registered disinfectants) to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

COVID-19 Operating Plan for the Dallas County Judiciary

George Allen Courts Building

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

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas, and will conduct in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
2. All judges will use reasonable efforts to conduct proceedings remotely when possible and appropriate.
3. Judge Carter Thompson, the Local Administrative District Judge, will maintain regular communication with the Dallas County Local Health Authority and County Judge Clay Jenkins, and will adjust the Operating Plan as necessary to accommodate changing circumstances in Dallas County.
4. No sooner than July 6, 2020, judges will begin setting non-essential in-person proceedings in compliance with the local health authority and CDC guidelines.

Health of Judges and Court Staff

1. When possible, judges and court staff who can perform the essential functions of their jobs remotely will telework.
2. The Dallas County Judges and court staff will self-monitor symptoms and signs of COVID-19 before reporting to work and will stay home if he or she exhibits any symptoms of Covid-19. Specifically, the Dallas County Judges and court staff will not enter the court building, will self-monitor, and will seek medical advice as recommended by the health authority if he or she feels feverish or has a measured temperature equal to or greater than 99.6°F, suffers from a cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or has had a known close contact with a person who is confirmed to have COVID-19.
3. If a judge or a judge's court staff tests positive for COVID-19, the judge will notify his/her court staff. The judge will also report a positive test result to Health and Human Services and Human Resources, and coordinate cleaning of the areas with facilities management.
4. All judges and court staff are expected to wear face coverings when within 6 feet distance of another person and/or when walking or congregating in the public spaces.
5. All judges and court staff will practice social distancing and appropriate hygiene as recommended by the Dallas County Public Health Department.

6. Where 6 feet of social distancing is not possible, Dallas County will install protective plexi-glass barriers in the courtrooms if requested by the judge.
7. Dallas County will provide the judges and court staff with face coverings, gloves, hand sanitizer, and disinfecting solution.

Scheduling

The presiding judges of each court will work together to coordinate their dockets by days and times to reduce the flow of attorneys, litigants, witnesses and the public entering the court building at one time. The courts will schedule in-person hearings in a way that ensures proper social distancing in the public areas of the court building and in each courtroom.

Vulnerable Populations

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.
2. Each judge will include information on orders setting hearings, dockets notices, and in other communications that notifies individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations. A notice with this information will be posted on the courts' websites and in conspicuous locations around the court building.
3. Vulnerable populations who are scheduled to appear in court will be accommodated in a manner that the judge determines is appropriate.

Social Distancing

1. All persons not from the same household will be required to maintain adequate social distancing of at least 6 feet while in the court building, excluding courtrooms.
2. No more than four individuals not from the same household will be permitted in an elevator at the same time.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing.
4. Public common areas, including the cafeteria, have been temporarily closed.
5. The Dallas County Fire Marshal and Dallas County Administration have met with the presiding judges of each court to determine the maximum number of persons who can congregate in each courtroom, including the number of individuals who can sit in the jury box and the gallery of each courtroom. The gallery of the courtroom should be marked to identify appropriate social distancing in the seating.
6. In each courtroom, the counsel tables, witness stand, court reporter, and bailiff seating should be arranged in such a way so that there is social distancing of at least 6 feet between each space.

Hygiene

1. 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.
2. CDC signage related to COVID-19 will be posted in multiple locations on each floor of the court building and available for review on the County's website.

Screening

1. Courts will include directives on all correspondence and summons forms, and Dallas County will post on its website directives to self-check for any of the following symptoms: 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 or have exhibited any of these symptoms, or who have been exposed, will be strongly encouraged not to visit the court building and, based on the determination of the presiding judge, may not be able to enter a particular courtroom.
2. When individuals attempt to enter the court building, they will form a line outside the building and remain in order, 6 feet apart, and be allowed into the lobby as capacity permits and flow through the security checkpoint.
3. County health authorities are not recommending to perform temperature readings on individuals entering the court building at this time. However, presiding judges may require temperature screenings before individuals may enter the courtroom.
4. Parkland Hospital has a unit embedded in the County jail, and all inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperatures taken prior to transport. Inmates with symptoms or a temperature will not be transported to the court building.
5. Staff who are screening individuals entering the court building will be provided personal protective equipment, including masks and gloves, as available supply permits. Dallas County will make all reasonable efforts to provide personal protective equipment to screening staff.

Face Coverings

1. All individuals who enter the court building will be strongly advised to wear face coverings at all times. Individuals will be encouraged to bring face coverings with them, but if the individual does not have a face covering, a disposable face mask may be provided, if supply permits.
2. Presiding judges may require individuals to wear face coverings before entering the courtroom.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned regularly throughout the day.
2. Between all court hearings, the presiding judges will require the seats, microphones, and other courtroom equipment that is touched to be disinfected.
3. Additional cleaning staff has been contracted to clean and disinfect all high-touch and common space areas to ensure the health and safety of the staff and public.
4. Dallas County has contracted vendors to perform electrostatic cleaning of the court building at least once per week.
5. Court building cleaning staff has been provided cleaning supplies shown to be effective with this COVID-19 virus.
6. Court building cleaning staff has been trained on proper cleaning techniques and provided appropriate personal protective equipment.



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



Dallas County Fire Marshal Re-Open Assessment Report
Dallas County Judiciary
George Allen Courts Building
600 Commerce St, Dallas Texas

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

COURT OCCUPANCY REDUCTION:

Each court was assessed and occupancy reduced to 25% original occupancy load, social distancing standard was applied and final hard count occupancy number provided to each court and court administration. Adjusted occupancy loads will be enforced by the Dallas County Fire Marshal's Office and court bailiff.

PROTECTIVE SCREENING COURT BENCH:

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

PERSONAL PROTECTIVE EQUIPMENT (PPE):

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



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



COURT WORK AREA SANITIZING:

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

ENHANCED SECURITY IN COMMON AREAS:

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

CLEANING AND SANITIZING IN COMMON AREAS:

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

Dallas County Fire Marshal's Office:

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written over a horizontal line.

Dallas County Facilities Office:

A handwritten signature in black ink, appearing to be "B. B. [unclear]", written over a horizontal line.

Dallas County Health and Human Services:

A handwritten signature in black ink, appearing to be "Jeanne [unclear]", written over a horizontal line.

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

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

GENERAL PLAN

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

JUDGE AND STAFF MONITORING

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

COURT SCHEDULING

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

COURTROOM REQUIREMENTS

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

COURTHOUSE REQUIREMENTS

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6ft.
2. No more than 4 individuals will be permitted in an elevator.
3. All public space has been evaluated to determine the appropriate capacity to ensure social distancing. The maximum capacity will be notated with the appropriate signage.
4. All individuals entering the Frank Crowley Courts Building will be strongly encouraged to wear face coverings. Each person is required to provide his/her own face covering.
5. Signage will be posted outside the Frank Crowley Courts Building to notify the public of:
 - a. Requirement to wear face covering.
 - b. Requirement of the 6ft distance.
 - c. Conditions that will result in a denial into the building.
6. Inmates will be screened for COVID-19 before they are brought to the courthouse.

COURTHOUSE PPE and SANITIZATION

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

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



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



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

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

COURT OCCUPANCY REDUCTION:

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

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

PROTECTIVE SCREENING COURT BENCH:

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

PERSONAL PROTECTIVE EQUIPMENT (PPE):

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



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COURT WORK AREA SANITIZING:

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

ENHANCED SECURITY IN COMMON AREAS:

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

CLEANING AND SANITIZING IN COMMON AREAS:

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

Dallas County Fire Marshal's Office:

A blue ink signature, likely of the Fire Marshal, written over a horizontal line.

Dallas County Facilities Office:

A blue ink signature, likely of the Facilities Office representative, written over a horizontal line.

Dallas County Health and Human Services:

A blue ink signature, likely of the Health and Human Services representative, written over a horizontal line.



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 Fire Marshal's Office
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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: LANCASTER GOVERNMENT CENTER #1.1
 Date / Time: 6-4-20 8:30
 Location contact: JUDGE VALENCIA NASH

YES / NO

Social distancing marked or being maintained in common areas: YES

Occupancy reductions posted or marked on seating in common areas: YES

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) YES

Comments:

- DISTANCE MARKERS TO BE PLACED IN FRONT OF CLERK WINDOWS.
- PLEXY GLASS TO BE INSTALLED 6-5-20 JUDGE BENCH
- GLOVES REQUESTED
- LOWER PLEXY SHIELDS CLERK AREA

Approved DCHHS: [Signature]

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature] #903



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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: GARLAND JUSTICE OF THE PEACE
 Date / Time: 5-28-20 11:20 AM
 Location contact: ~~OWNER~~ CHIEF CLERK

YES / NO

Social distancing marked or being maintained in common areas:

NO EXPECTED 6-5-20

Occupancy reductions posted or marked on seating in common areas:

NO

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation)

NO

Comments:

- DISTANCE STICKERS NOT POSTED
- PEXIE GLASS TO BE INSTALLED ON EVERY STALL
- HAS REQUESTED PPE

Approved DCHHS:

[Signature]

Approved DC Facilities:

[Signature]

Approved DC Fire Marshal:

[Signature]



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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: East Dallas PS-1 & Pass Port
 Date / Time: 6/2 1:30pm
 Location contact: Judge Martinez

YES / NO

Social distancing marked or being maintained in common areas: yes
Marked on floor & footprints

Occupancy reductions posted or marked on seating in common areas: yes
controlled with floor markings

Department has required allotment of PPE and sanitizer for 30 days
 (Department has stock for staff 30 days of operation) yes.
30 Day Supply ordered & ready.

Comments:
JP Area need benches removed waiting Area.
Court Room.
Pending plexiglass for witness Area
on order for install.

Approved DCHHS: Jocelyn Allen

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature]



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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: Mesquite JP Office / Court Constable Office
 Date / Time: 5/28/2020 1:30pm
 Location contact: Lodge Withfield

YES / NO

Social distancing marked or being maintained in common areas: _____ Y

Occupancy reductions posted or marked on seating in common areas: _____ X
Marked on floor

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) _____ Y
ordered In Process

Comments:
Benches to be removed
Social Distance Markers
Court Separations advised and will be made
PPE Been ordered on lines waiting Delivery
waiting on Plexi glass Dividers.

Approved DCHHS: _____ [Signature]

Approved DC Facilities: _____ [Signature]

Approved DC Fire Marshal: _____ [Signature]



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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: North Dallas Govt. Ctr. Jp 3-1

Date / Time: 5/28/2020 9am

Location contact: Lodge Carcone
AgriLife - closed

YES / NO

Social distancing marked or being maintained in common areas: X

Occupancy reductions posted or marked on seating in common areas: X
Marked Areas

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X

Comments:
AgriLife still closed - facilities to have flexi at desk
*wants masking tape removed and stronger blockers.
Have stock PPE (GPI) and more on order

Approved DCHHS: [Signature]

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature]



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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: North Dallas Govt. Ctr. JR-32

Date / Time: 5/28/2020 9am

Location contact: Judge Seider

YES / NO

Social distancing marked or being maintained in common areas: X

Occupancy reductions posted or marked on seating in common areas: X
marked Separation with Chairs to be Done

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X

Comments:

*Plays to be as Remote as possible
 Holding off on Marking Court Room because
 using virtual Court
 PPE order, have some*

Approved DCHHS: *Joanna Seider*

Approved DC Facilities: *[Signature]*

Approved DC Fire Marshal: *[Signature]*



Dallas County
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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: Grand Prairie Govt. Center
 Date / Time: 5/26/20 1pm
 Location contact: Jp Jones, JP Moreno, Tax office

YES / NO

Social distancing marked or being maintained in common areas: X

Occupancy reductions posted or marked on seating in common areas: X
Posted marked on floor

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X GP only

Comments: John Jones ok on PPE (Tax)

Elevator 2 persons
Security Controlled

Plexi in Both Courts outstanding

Both Jp's waiting on PPE

Approved DCHHS: [Signature]

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature]



Dallas County
 Fire Marshal's Office
 600 Commerce Street RM-B-15 Dallas Texas 75202
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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: Orla Cliff Court Center *Tax, Jr, Constable*

Date / Time: 5/26/20 10:30 am

Location contact: Judge Jesso / John Ames

YES / NO

Social distancing marked or being maintained in common areas: X
Posted thru hall

Occupancy reductions posted or marked on seating in common areas: X
marked hall.

Department has required allotment of PPE and sanitizer for 30days X
 (Department has stock for staff 30 days of operation)

Comments: *currently on order in process (Judge Jesso)*

Approved DCHHS: *Jocelyn Schelp*

Approved DC Facilities: *[Signature]*

Approved DC Fire Marshal: *[Signature]*



Dallas County
 Fire Marshal's Office
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Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: Ona Cliff Court Center *Tax, Jr, Constable*

Date / Time: 5/26/20 10:30 am

Location contact: Judge Jesso / John Ames

YES / NO

Social distancing marked or being maintained in common areas:
Posted turn hall X

Occupancy reductions posted or marked on seating in common areas:
marked hall. X

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X

Comments: *currently on ground in process (Judge Jesso)*

Approved DCHHS: *Jeremy Schelp*

Approved DC Facilities: *[Signature]*

Approved DC Fire Marshal: *[Signature]*



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



Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: South Dallas Govt. Center
 Date / Time: 5/26/2020
 Location contact: Judge Jones, Constable Gullett,
Clerk Office YES / NO

Social distancing marked or being maintained in common areas: X

Occupancy reductions posted or marked on seating in common areas: X
marked Clerk

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X

Comments:
 Sp Jones, Court benches not marked yet,
 PPE are not on hand but ordered
 Sp Jones, Constable Gullett's Office
 Plexi Shields in Court witness box

Approved DCHHS: Juanita Schultz

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature]



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



Dallas County Reopening Inspection Report

COVID -19 Task Force

Location: South Dallas Govt. Center

Date / Time: 5/26/2020

Location contact: Judge Jones, Constable Gulley,
Clerk Office YES / NO

Social distancing marked or being maintained in common areas: X

Occupancy reductions posted or marked on seating in common areas: X
marked Clerk

Department has required allotment of PPE and sanitizer for 30days
 (Department has stock for staff 30 days of operation) X

Comments:
 Sp Jones, Court benches not marked yet,
 PPE are not on hand but ordered
 Sp Jones, Constable Gulley's office
 Plexi Shields in Court witness box

Approved DCHHS: Joanna Schultz

Approved DC Facilities: [Signature]

Approved DC Fire Marshal: [Signature]

Department Name: Justice of the Peace 5-1

Address: 3443 St. Francis Avenue Dallas, TX 75228

Director: Judge Sara Martinez

Manager: Keisha Lowe

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	10	None	
Support Staff	None	None	
Outside Vendors			
Name of Vendor	Service Provided	Contact Info	
USPS,UPS,FedEx	Mail and package Delivery	Unknown	
Comments:			
It was discussed to have a single drop off location for all outside vendors			
Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		
Comments:			
It was discussed to order supplies via facilities.dispatch. Also to order 30 day supplies to meet burn rate for staff. Reorder Should be adjusted and submitted after 15 day supplies has been exhausted. Judge Martinez is working with facilities to order supplies			
Disposal Process for used PPE			
Meets Guidelines: X Once supplies are on site			
Exceeds Guidelines:			
Needs Improvement:			
Comments:			

Additional Staff Cleaning/Sanitization Training		
Area	Frequency	Comments
Elevators		None
Common Areas	Discussed	Additional cleaning provided by facilities
Restrooms	Discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- It was recommended to clear work spaces of unessential items and store them.
- Staff are responsible for cleaning their work spaces throughout the day.
- It was recommended to place trash cans by the bathroom doors.
- County will have supplemental cleaning staff roaming the building, cleaning all high touch surfaces in public areas.
- Electrostatic disinfecting will be done weekly in areas that Facilities has access to.

Training	
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Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comments:

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly visible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Discussed
	No elevator on site		
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Maximum occupancy is being adjusted by the Fire Marshal's office. This number is a maximum occupancy @ 25% and could be adjusted lower to ensure social distancing
- Hour of operations are unchanged at this time.
- Plexiglas barriers were requested and ordered through Facilities. Facilities will be installing in the days to come.
- Social Distancing markings have been ordered, Facilities will manage the install.

Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

Staff/Security will confirm all vendors are acting in accordance with county guidelines

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Managers will contact Judge Martinez with any special needs or requirements

Walk-thru Completed By	
Name	Date:
Keisha Lowe	5/19/20
Assistant Chief Barber	Daniel Cherry
AC Munoz	JJ Moreno
Charles Tear Jr	Luke Parten
Worksheet Completed By	
Name	Date:
Charles Tear Jr	5/19/20
Luke Parten	

East Dallas JP 5-1

Parking / Transportation

- There is ground level parking on the side of the building
- Public transportation is also available
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

PPE

- It is recommended for the Manager to hand out PPE to staff at beginning of each shift.
- It is recommended, that trashcans with lids might need to be placed at exits for the proper disposal of PPE, upon exit.
- It is recommend that employees wear PPE until they reach their vehicle or they are off of public transit

Cleaning

- Facilities stated that Electrostatic spray of the complete building occurs weekly.
 - As per a request for the definition of Electrostatic Spraying: "Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at providing a more efficient disinfection process."

Security

- Marshals Office will provide supplemental security staff on site to included
 - 1 officer for the parking lot area
 - 1 officer for the main entrance
 - 1 officer roaming inside the lobby area

Building Lobby

- The lobby area is shared by both the passport office and the Justice of the Peace 5-2
- It is recommended to place social distancing dots on the floor to maintain distancing (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch email)

Justice of the Peace Lobby

- Team agreed to a 10 person max
- Recommended to install social distancing dots to maintain distancing (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch email)
- It was discussed that every other window will be used to maintain distance
- Requested by the Chief Clerk that the benches be removed to reduce crowding

Courtroom

- Team agreed to a 16 person max on the benches
- It was recommended to block off chairs to maintain distancing
- It was discussed that the dockets will be split into groups to reduce the amount of people in the courtroom
- It was discussed that that the counsel tables will be separated and moved back

Jury Room

- Team agreed to a 6 person max
- Discussed that the room will need to be sanitized after each jury

Department Name: Justice Of the Peace 1-1

Address: 7201 S Polk St. Dallas, TX 75232

Director: JP Thomas G Jones

Manager: Haydee Olivarez

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	18	N/A	
Support Staff	None	N/A	
Outside Vendors			
Name of Vendor	Service Provided	Contact Info	
FedEx, UPS, USPS	Mail Delivery	N/A	
Comments:			
It was discussed to have a single drop off location for all outside vendors.			
Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small Quantity		
Face Shields	Small Quantity		
Gloves	Small Quantity		
Hand Sanitizer	Small Quantity		
Disinfectant Wipes	Small Quantity		
Disinfectant Spray	Small Quantity		
Comments:			
Deputy Chief Clerk was advised on process for ordering PPE through facilities.dispatch email. It was discussed ordering 30 day supply and reordering after 15 days.			
Disposal Process for used PPE			
Meets Guidelines: X Once supplies are received onsite			
Exceeds Guidelines:			
Needs Improvement:			
Comments:			

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	Discussed	Facilities will have crew on site continually wiping down high contact areas
Common Areas	Discussed	Additional cleaning provided by facilities
Restrooms	Discussed	Additional cleaning provided by facilities
	Daily	Discussed at a minimum one time. Requested 2
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done by an outside vendor

Comments:

- Staff will police their workspaces to remove unessential items
 -It was discussed that there would be a request from Clerks Staff for additional sanitation services to be performed in the common high traffic areas of the court.
 Note: It was advised that all special request be made through Facilities dispatch

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly visible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Hours of operations posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Plexiglas, social distance dots, floor markings, along with tape to label benches all can be requested through Facilities.dispatch email
- It was discussed to control the occupancy by having public register and wait in their car prior to being let into the court area.
- It was discussed to have the water fountains signed for "water bottle fill only"
- It was also discussed that the Jury Room would be used for Marriages



Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed

Comments:

It was discussed to have vendors use a drop basket in marked location to place deliveries

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Any Special needs requirements would need to be reported to Chief Clerk

Walk-thru Completed By	
Name	Date:
JP Thomas G Jones	5-12-20
Constable Tracey Gulley	Charles Tear Jr
Chief A.C. Munoz	Tim Kenney
Batt. Chief Porter	
Daniel Cherry	
Worksheet Completed By	
Name	Date:
Charles Tear Jr	5-12-20
Tim Kenney	

South Dallas Justice of the Peace 1-1
Judge Thomas G. Jones

Parking / Transportation

- Ground level parking
- Public enters through the front main doors of the building.

Security

We are seeking to have Level II and Level III security officers at each location. This critical support security personnel will be requested through our current contract provider, Walden Security. Their primary role will be to provide crowd control and safety along with assist with social distancing measures.

- Main Common Area:
 - Total 3 Officer
 - 1 Lobby Entrance #1
 - 1 Lobby Entrance #2
- 1 Exterior Patrol
- JP 1-1 Clerks:
 - Total 1 Officers
 - 1 Lobby Exit Door and hallway

Fire Marshal

South Dallas Government Center with the team that is managing risk assessments for the Dallas County Buildings re-opening at 25 % capacity. The areas I was asked to calculate at 25 % capacity and speak to are as follows:

- Judge Jones Courtroom: 29 people
- Courtroom Benches: 16 people (There are 10 benches at 10ft) (Recommendation was 2:1 Ratio on benches staggered)
- Breakroom: 11 people
- Clerk's Office Lobby: 26 people
- Jury Room: 19 people
- Truancy Room (For Overflow): 26 people
- Lobby Area Benches: 12 people (There are 7 benches at 10ft) (Recommendation was 2:1 Ratio on benches staggered)
- Constables Conference Room: 16 people
- Constables Lobby: 17 people

All these numbers were conveyed to the group yesterday with the understanding that this were just recommendations from our office and that they had the choice if they felt unsafe and wanted to be stricter on social distancing to decrease the numbers calculated but could not increase the capacity numbers.

PPE

- Recommend having a trash can in a central location for PPE disposal
- Manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle, or they are off public transit

Cleaning

- Facilities stated that Electrostatic spray of the complete building occurs weekly.
 - As per a request for the definition of Electrostatic Spraying: "Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that can aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they are aimed at providing a more efficient disinfection process. "

Building Lobby

- It was discussed that tape will be placed on the floor to guide public.
- It was discussed that dots will be placed on the floor to assist public with social distancing. (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch)
- Lobby Area Benches: 12 people (There are 7 benches at 10ft) (Recommendation was 2:1 Ratio on benches staggered)

Breakroom

- Team agreed to an 11 person max
- Discussed the need to police the area for non-essential items to be removed (i.e. loose condiments, decorations, and communal use items)

Courtroom

- Team agreed to a 16 person max with proper spacing on benches (There are 10 benches at 10ft) (Recommendation was 2:1 Ratio on benches staggered)
- Recommended that the counsel tables be separated to maintain social distancing
- Recommended taking periodic breaks throughout the day for cleaning
- It was discussed that public capacity could be managed through docket scheduling

Clerk's Office

- Team agreed to a 26 person max
- It was discussed that there was a need for plexiglass between the clerk's stations (To be installed by facilities)
- It was recommended to wrap any credit card machines for ease of sanitizing between customers

- Clean pen and dirty pen boxes for sanitizing. Request needs to be made to facilities for additional disposable supplies and sanitation wipes
- Recommend wiping down the counter between each customer

Jury Room

- Team agreed to a 19 person max
- It was discussed that the number would be greatly reduced in this space
- Discussed that the room needs to be sanitized between jury's

Truancy Room (For Overflow): 26 people

- Lobby Area Benches: 12 people (There are 7 benches at 10ft) (Recommendation was 2:1 Ratio on benches staggered)

Provided by Dallas County Fire Marshal

The following are the recommended occupancy restrictions as provided by the Dallas County Fire Marshal in response to maintaining social distancing associated with COVID-19.

LOCATION	TOTAL SQ	25%	TOTAL APPROVED	WHO APPROVED	50%	75%
South Dallas Government Center						
JP Jones						
Office Space (Clerk Office)	736	26	26	Judge Jones	53	79
Break Room	322	12	12	Judge Jones	23	35
Court Room (Bench)	Social distancing bench	16	16	Judge Jones	16	16
Jury Room	528	19	19	Judge Jones	38	56
Lobby (Bench)	Social distancing bench	12	12	Judge Jones	12	12
Truancy Court Room (Overflow)	714	26	26	Judge Jones	51	77
Constable Conference Room	468	17	10	Constable Gulley	34	50
Constable Office Lobby	440	16	2 to 3	Constable Gulley	32	47

Department Name: Justice of the Peace 5-2

Address: 410 S. Beckley Avenue Dallas, TX 75203

Director: Judge Juan Jasso

Manager:

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	<20	None	
Support Staff	None	None	

Outside Vendors		
Name of Vendor	Service Provided	Contact Info
UPS/ FedEx/ USPS	Mail / Packages Delivery	N/A

Comments:
It was discussed to have a single drop off location for all outside vendors

Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		

Comments:
Judge Jasso is working with facilities to order supplies

Disposal Process for used PPE	
Meets Guidelines:	X once supplies are received on site
Exceeds Guidelines:	
Needs Improvement:	

Comments:
It was recommended to place trash receptacles in a central location for PPE disposal, as well as outside the restrooms

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	discussed	Facilities crew will be on site to continually wipe high contact areas
Common Areas	discussed	Additional cleaning provided by facilities
Restrooms	discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- Staff will police their workspace for unessential items and store them
- Staff will thoroughly clean their workspace throughout the day
- Trash cans will be placed by the bathroom doors
- Facilities cleaning crew will be roaming the building in public areas wiping all high touch surfaces
- Electrostatic disinfecting will be done weekly by facilities vendor
- Recommend taking periodic breaks throughout the day for sanitizing

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Judge Jasso expressed interest in providing additional training and guidance for her staff on the proper use and handling of PPE

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly visible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Max occupancy is being adjusted by the Fire Marshal
- Plexiglass barriers have been ordered and will be installed
- Floor dots and arrows have been ordered by Facilities and will be installed
- Credit card machines should be covered with plastic wrap and wiped down after each use
- Signs will be posted once county approved signage is available

Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

Staff/Security will confirm all vendors are acting in accordance with county guidelines

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Managers will contact Judge Jasso will any special needs or requirements

Walk-thru Completed By	
Name	Date:
Judge Jasso	5/15/20
Chief De Los Santos	
AC Munoz	
Charles Tear Jr	Luke Parten
Worksheet Completed By	
Name	Date:
Charles Tear Jr	5/15/20
Luke Parten	

Oak Cliff Justice of the Peace 5-2

Parking / Transportation

- There is street level parking around the building
- Public transportation is also available
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

PPE

- Recommend having a trash can in a central location for PPE disposal
- Manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle or they are off of public transit

Security

- Recommend increase in sanitation of all work surfaces along with continued use of hand sanitizer
- There will be 2 total officers posted for the County clerk offices

Cleaning

- Facilities stated that Electrostatic spray of the complete building occurs weekly.
 - As per a request for the definition of Electrostatic Spraying: "Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at providing a more efficient disinfection process."

Hallway

- Recommend installing social distancing markers in the hallway to maintain separation (Note: that staff was advised of process for requesting social distancing dots through facilities.dispatch email)
- It was discussed that the lines should be arranged in such a way that the walkway is not blocked by thru-traffic

Courtroom

- Team agreed to a 14 person max on the benches (Additional capacity can be obtained by allowing standing along wall)
- It was discussed that clerk was intending on splitting up dockets into groups to reduce the amount of people in the court room

- It was discussed that the truancy court could be used for additional space for evictions cases if deemed necessary due to the high volume of anticipated cases
- Requested installing a plexiglass barrier on the front of the judges bench as well as the side of the witness stand
- Recommended spacing out the counsel tables to maintain separation
- Recommend removing chairs to maintain separation

Clerk Lobby

- Team agreed to a 4 person max
- Requested plexiglass barrier between the civil clerk desk and the bookkeepers desk
- Recommend wrapping the credit card machines in plastic for ease of wiping down
- Wipe down counter and credit card scanner after each customer.
- Clean pen and dirty pen boxes for sanitizing. Request needs to be made to facilities for additional disposable supplies and sanitation wipes

Extra Courtroom (Truancy Court)

- Team agreed to a 25 person max on the benches
- It was discussed moving the bench on the side to the main courtroom
- Requested installing plexiglass barrier on the front of the bench as well as a line on the floor to maintain distancing

Extra Clerk Lobby (Truancy Lobby)

- Team agreed to a 4 person max
- Discussed moving evictions clerks to here
- Recommend wrapping the credit card machines in plastic for ease of wiping down
- Wipe down counter and credit card scanner after each customer.
- Clean pen and dirty pen boxes for sanitizing. Request needs to be made to facilities for additional disposable supplies and sanitation wipes

Breakroom

- Team agreed to a 12 person max
- Increased cleaning for any high touch surfaces
- Area policed for non-essential items to be removed from breakroom (i.e. loose condiments, decorations, communal use items.)

Department Name: Justice of the Peace 3-2

Address: 6820 Lyndon B. Johnson Freeway, Suite 2100, Dallas, Texas 75240

Director: Judge Steven Seider

Manager: Nuria Ascon

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	<20	None	
Support Staff	Unknown	None	
Outside Vendors			
Name of Vendor	Service Provided	Contact Info	
UPS / FedEx / USPS	Mail / Packages Delivery	N/A	
Comments:			
It is recommended to have a single drop off location for all outside vendors			
Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		
Comments:			
Judge Seider is working with facilities to order supplies			
Disposal Process for used PPE			
Meets Guidelines: X once supplies are received on site			
Exceeds Guidelines:			
Needs Improvement:			
Comments:			
Judge Seider was advised to place trash receptacles in a central location for PPE disposal, as well as outside the restrooms			

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	discussed	Facilities crew will be on site to continually wipe high contact areas
Common Areas	discussed	Additional cleaning provided by facilities
Restrooms	discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- Staff will police their workspace for unessential items and store them
- Staff will thoroughly clean their workspace throughout the day
- Trash cans will be placed by the bathroom doors
- Facilities cleaning crew will be roaming the building in public areas wiping all high touch surfaces
- Electrostatic disinfecting will be done weekly by facilities vendor
- Recommend taking periodic breaks throughout the day for sanitizing
- Discussed that the jury room should be sanitized after each jury leaves

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Judge Seider expressed interest in providing additional training and guidance for his staff on the proper use and handling of PPE

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly viable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Max occupancy is being adjusted by the Fire Marshal
- Plexiglass barriers have been ordered and will be installed
- Floor dots and arrows have been ordered by facilities and will be installed
- Credit card machines should be covered with plastic wrap and wiped down after each use
- Signs will be posted once county approved signage is available

Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

Staff/Security will confirm all vendors are acting in accordance with county guidelines

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Managers will contact Judge Seider with any special needs or requirements

Walk-thru Completed By

Name	Date:
Judge Seider	Nuria Ascon
Assistant Chief Barber	AC Munoz
Daniel Cherry	Charles Tear Jr
Luke Parten	5/8/20

Worksheet Completed By

Name	Date:
Charles Tear Jr	5/8/20
Luke Parten	

North Dallas Judge Seider

Parking / Transportation

- Parking is ground level as well as a parking garage (Note that the elevator in the parking garage should be added to the high traffic area cleaning list)
- Public transportation is also available
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

Elevators

- There are 2 elevators in the building
- Signs should be posted stating the capacity of riders

Security

- Recommend increase in sanitation of all work surfaces along with continued use of hand sanitizer
- Security personnel shouldn't come into contact with employees
- There will be 2 total officers posted for the Justice of the Peace 3-2
 - 1 at the hallway entrance
 - 1 on the lobby interior

PPE

- Recommend having a trash can in a central location for PPE disposal
- Manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle or they are off of public transit

Cleaning

- Facilities stated that Electrostatic spray of the complete building occurs weekly.
 - As per a request for the definition of Electrostatic Spraying: "Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at providing a more efficient disinfection process."

Building Lobby

- In order to keep public from approaching the security desk, benches should be placed as a barrier with signs directing the public
- Dots will be placed on the floor to assist public with social distancing (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch)
- Public will take elevator up to the 3rd floor

Justice of the Peace Lobby

- Team agreed to a 33 person max
- Public will be greeted at the door by either a security guard or office staff to help direct them where to go
- discussed having the public sit in every 4th chair
- Recommend signage describing online resources

Front Desk

- Plexiglass barriers ordered, to be installed by Facilities
- Recommend wrapping the credit card machines in plastic for ease of wiping down
- Wipe down counter and credit card scanner after each customer.
- Clean pen and dirty pen boxes for sanitizing. Request needs to be made to facilities for additional disposable supplies and sanitation wipes

Individual Workspace

- Areas to be self-policed by staff to remove any nonessential items from workspace.

Hallway

- Tape to divide hallway and show where to stand while waiting
- Recommend installing dots on the floor to maintain social distancing
- Need to block off benches to maintain 6-foot separation

Waiting Room

- Recommend removing chairs to maintain 6-foot separation
- Discussed using this room as an overflow area for the public

Courtroom

- Team agreed to an 18 person max with proper spacing on the benches
- Recommended that the counsel tables be separated to maintain social distancing
- Discussed the possibility of streaming court proceedings which would reduce the amount of people in the courtroom
- Requested that tape be installed around the Judges bench to maintain 6-foot separation
- Recommend taking periodic breaks throughout the day for sanitizing

Conference Room / Jury Room

- Team agreed to a 9 person max
- Discussed a need for the ability to view documents electronically
- Discussed that the room needs to be sanitized in between jury's

Provided by Dallas County Fire Marshal

The following are the recommended occupancy restrictions as provided by the Dallas County Fire Marshal in response to maintaining social distancing associated with COVID-19.

LOCATION	LOBBY TOTAL	25%	TOTAL APPROVED	WHO APPROVED	50%	75%
North Dallas Government Center						
JP Seider						
Office space	936	33	16	Judge Seider	66	99
Waiting Room (chair restricted)	322	11	#12	Judge Seider	22	33
Court room (bench)	Social distancing bench	23	18	Judge Seider	46	69
Jury Room	255	9	6	Judge Seider		
Agriife- No staffing issues limited	N/A					
Juvenile lobby (chair restricted)	144	6	6	Mr Seymore	12	18
Truancy Lobby	1000	35	30 Chair restricted	Mrs. Brisby	60	90
Court room (bench)	Social distancing bench	38	38	Mrs. Brisby	76	114
JP Cercone						
Court room (bench)	Social distancing bench	34	34	Judge Cercone	68	102

Department Name: Justice of the Peace 3-1

Address: 6820 Lyndon B. Johnson Freeway, Suite 3100, Dallas, Texas 75240

Director: Judge Al Cercone

Manager: Zoe Harlan

Employees		
Number of Employees	Daytime Hours	Nighttime Hours
Essential employees	<20	None
Support Staff	Unknown	None

Outside Vendors		
Name of Vendor	Service Provided	Contact Info
UPS / FedEx / USPS	Mail / Packages Delivery	N/A

Comments:
It was discussed to have a single drop off location for all outside vendors

Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		

Comments:
Judge Cercone is working with facilities to order supplies

Disposal Process for used PPE
Meets Guidelines: X once supplies are received on site
Exceeds Guidelines:
Needs Improvement:
Comments: It was recommended to place trash receptacles in a central location for PPE disposal, as well as outside the restrooms

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	discussed	Facilities crew will be on site to continually wipe high contact areas
Common Areas	discussed	Additional cleaning provided by facilities
Restrooms	discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- Staff will police their workspace for unessential items and store them
- Staff will thoroughly clean their workspace throughout the day
- Trash cans will be placed by the bathroom doors
- Facilities cleaning crew will be roaming the building in public areas wiping all high touch surfaces
- Electrostatic disinfecting will be done weekly by facilities vendor
- Recommend taking periodic breaks throughout the day for sanitizing

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Judge Cercone expressed interest in providing additional training and guidance for his staff on the proper use and handling of PPE

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly viable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Max occupancy is being adjusted by the Fire Marshal
- Plexiglass barriers have been ordered and will be installed
- Floor dots and arrows have been ordered by facilities and will be installed
- Credit card machines should be covered with plastic wrap and wiped down after each use
- Signs will be posted once county approved signage is available

Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

Staff/Security will confirm all vendors are acting in accordance with county guidelines

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Managers will contact Judge Cercone will any special needs or requirements

Walk-thru Completed By	
Name	Date:
Judge Cercone	5/8/20
Assistant Chief Barber	AC Munoz
Daniel Cherry	Charles Tear Jr
Luke Parten	
Worksheet Completed By	
Name	Date:
Charles Tear Jr	5/8/20
Luke Parten	

North Dallas Judge Cercone

Parking / Transportation

- Parking is ground level as well as a parking garage (Note that the elevator in the parking garage should be added to the high traffic area cleaning list)
- Public transportation is also available
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

Elevators

- There are 2 elevators in the building
- Signs should be posted stating the capacity of riders

PPE

- Recommend having a trash can in a central location for PPE disposal
- Manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle or they are off of public transit

Cleaning

- Facilities stated that Electrostatic spray of the complete building occurs weekly.
 - As per a request for the definition of Electrostatic Spraying: "Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at providing a more efficient disinfection process."

Security

- Recommend increase in sanitation of all work surfaces along with continued use of hand sanitizer
- Security personnel shouldn't come into contact with employees
- There will be 1 total officer posted for the Justice of the Peace 3-1
 - 1 at the hallway entrance

Building Lobby

- In order to keep public from approaching the security desk, benches should be placed as a barrier with signs directing the public
- Dots will be placed on the floor to assist public with social distancing (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch)

- Public will take elevator up to the 3rd floor

Hallway

- Discussed that the line will start just past the courtroom doors on the left side of the hallway leading to the kiosk
- Discussed installing dots on the floor to maintain 6-foot separation (Note that staff was advised of process for requesting social distancing dots through facilities.dispatch)
- Public will be met at the kiosk by an employee where they will be given their line number
- discussed having the public sit in every 4th chair
- recommend posting signs blocking off chairs that are off limits

Clerk Desks

- Plexiglass barriers already installed, recommend covering speaking holes to reduce the transmission past the barrier
- Recommend wrapping the credit card machines in plastic for ease of wiping down
- Wipe down counter and credit card scanner after each customer
- Clean pen and dirty pen boxes for sanitizing. Request needs to be made to facilities for additional disposable supplies and sanitation wipes
- Areas to be self-policed by staff to remove any nonessential items from workspace.

Courtroom

- Team agreed to a 34 person max
- Public should be staggered on the benches to maintain separation
- It was discussed to have facilities install barriers between the judge and the witness stands, as well as on the front of the bench

Provided by Dallas County Fire Marshal

The following are the recommended occupancy restrictions as provided by the Dallas County Fire Marshal in response to maintaining social distancing associated with COVID-19.

LOCATION	LOBBY TOTAL	25%	TOTAL APPROVED	WHO APPROVED	50%	75%
North Dallas Government Center						
JP Seider						
Office space	936	33	16	Judge Seider	66	99
Waiting Room (chair restricted)	322	11	#12	Judge Seider	22	33
Court room (bench)	Social distancing bench	23	18	Judge Seider	46	69
Jury Room	255	9	6	Judge Seider		
Agriife- No staffing issues limited	N/A					
Juvenile lobby (chair restricted)	144	6	6	Mr Seymore	12	18
Truancy Lobby	1000	35	30 Chair restricted	Mrs. Brisby	60	90
Court room (bench)	Social distancing bench	38	38	Mrs. Brisby	76	114
JP Cercone						
Court room (bench)	Social distancing bench	34	34	Judge Cercone	68	102

Department Name: Justice of the Peace 4-2

Address: 106 W. Church Street, Suite 210 Grand Prairie, Texas 75050

Director: Judge Sasha Moreno

Manager: Myesha Conerway

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	<20	None	
Support Staff	None	None	
Outside Vendors			
Name of Vendor	Service Provided	Contact Info	
UPS/ FedEx/ USPS	Mail / Packages Delivery	N/A	
Comments:			
It was discussed to have a single drop off location for all outside vendors			
Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		
Comments:			
<ul style="list-style-type: none"> - It was discussed to order supplies via facilities.dispatch. Also to order 30 day supplies to meet burn rate for staff. Reorder Should be adjusted and submitted after 15 day supplies has been exhausted. -Judge Moreno is working with facilities to order supplies -It was recommended to place trash receptacles in a central location for PPE disposal, as well as outside the restrooms 			
Disposal Process for used PPE			
Meets Guidelines: X once supplies are received on site			
Exceeds Guidelines:			
Needs Improvement:			
Comments:			

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	discussed	
Common Areas	discussed	Additional cleaning provided by facilities
Restrooms	discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- It was recommended to clear work spaces of unessential items and store them.
- Staff are responsible for cleaning their work spaces throughout the day.
- It was recommended to place trash cans by the bathroom doors.
- County will have supplemental cleaning staff roaming the building, cleaning all high touch surfaces in public areas.
- Electrostatic disinfecting will be done weekly in areas that Facilities has access to.

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comments:

Security/Access Control			
Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly visible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Comments: -Maximum occupancy is being adjusted by the Fire Marshal's office. This number is a maximum occupancy @ 25% and could be adjusted lower to ensure social distancing -Hour of operations are unchanged at this time. -Plexiglas barriers were requested and ordered through Facilities. Facilities will be installing in the days to come. -Social Distancing markings have been ordered, Facilities will manage the install.			
Proper Access Controls for Outside Vendors			
Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Comments: Staff/Security will confirm all vendors are acting in accordance with county guidelines			
Special Needs Requirements			
Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Comments: Managers will contact Judge Moreno will any special needs or requirements			

Walk-thru Completed By

Name	Date:
Judge Moreno	5/13/20
Chief De Los Santos	Assistant Chief Barber
AC Munoz	Daniel Cherry
Charles Tear Jr	Luke Parten

Worksheet Completed By

Name	Date:
Charles Tear Jr	5/13/20
Luke Parten	

Grand Prairie Justice of the Peace 4-2

Parking / Transportation

- Ground level parking, as well as parking garage
- Consider a parking/transportation plan for employees
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

PPE

- It was discussed a need for trashcans with lid for PPE disposal
- It was recommended for Manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle or they are off of public transit

Security

There primary role will be to provide crowd control and safety and assist with social distancing measures. I have outlined my preliminary security staffing assessment for your review.

- Main Common Area 1st Floor:
 - Total 3 Officer
 - Elevator Lobby Entrance
 - Exterior Elevator Line
 - Main Lobby Interior
- Main Common Area 2nd floor:
 - Total 1 Officer
 - elevator (Lobby Traffic Control)
- JP 4-2
 - Total 1 Officer
 - 1 Exterior Lobby
- JP 4-1
 - Total 1 Officer
 - Exterior Lobby
- Recommend increase in sanitation of all work surfaces along with continued use of hand sanitizer
- Security personnel should not come into contact with employees unless necessary
- There will be 3 total officers posted for the District Clerk offices

Elevator / Stairs

- Team agreed to a 2 person max
- Recommend posting signage describing restrictions
- Customers can use the stairs at the end of the hallway to access the second floor

Hallway

- Recommend posting signs on benches to maintain separation
- Requested installation of social distancing dots on the floor

Lobby

- Team agreed to a 10 person max
- Recommend installing social distancing dots on the floor to maintain separation
- Recommend covering credit card machines for ease of sanitizing
- Chairs should be removed to maintain distancing

Courtroom

- Team agreed to an 18 person max on the benches
- Recommend moving counsel tables forward to maintain distancing
- Discussed installing plexiglass barrier on the witness side of the judge's bench
- Discussed removing microphones from tables
- Discussed keeping one set of doors open to reduce surfaces for the public to touch
- Discussed carrying out deliberations in the courtroom as opposed to using the jury room
- Recommend using a tray for the transfer of documents to reduce the chance of contact

Department Name: Justice of the Peace 4-1

Address: 106 W. Church Street, Suite 205 Grand Prairie, Texas 75050

Director: Judge Michael Jones Jr.

Manager:

Employees			
Number of Employees	Daytime Hours	Nighttime Hours	
Essential employees	<20	None	
Support Staff	None	None	
Outside Vendors			
Name of Vendor	Service Provided	Contact Info	
UPS/ FedEx/ USPS	Mail / Packages Delivery	N/A	
Comments:			
It was discussed to have a single drop off location for all outside vendors			
Personal Protective Equipment			
	Quantity on Hand	Control Quantity (2 per person/30 days)	Quantity Needed
Masks	Small		
Face Shields	Small		
Gloves	Small		
Hand Sanitizer	Small		
Disinfectant Wipes	Small		
Disinfectant Spray	Small		
Comments:			
- It was discussed to order supplies via facilities.dispatch. Also to order 30 day supplies to meet burn rate for staff. Reorder Should be adjusted and submitted after 15 day supplies has been exhausted. -Judge Jones is working with facilities to order supplies -It was recommended to place trash receptacles in a central location for PPE disposal, as well as outside the restrooms			
Disposal Process for used PPE			
Meets Guidelines: X once supplies are received on site			
Exceeds Guidelines:			
Needs Improvement:			
Comments:			

Additional Staff Cleaning/Sanitization Training

Area	Frequency	Comments
Elevators	discussed	
Common Areas	discussed	Additional cleaning provided by facilities
Restrooms	discussed	Additional cleaning provided by facilities
	Daily	Discussed at minimum one time requested two
	2x Daily	Additional cleaning of back office areas will be performed by staff
	Weekly	Electrostatic cleaning is being done weekly by an outside vendor

Comments:

- It was recommended to clear work spaces of unessential items and store them.
- Staff are responsible for cleaning their work spaces throughout the day.
- It was recommended to place trash cans by the bathroom doors.
- County will have supplemental cleaning staff roaming the building, cleaning all high touch surfaces in public areas.
- Electrostatic disinfecting will be done weekly in areas that Facilities has access to.

Training

Have staff completed basic PPE/COVID-19 guidelines training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a need for additional instruction? (if so, comment below)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional PPE training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional workspace sanitation training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional self-assessment guidance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Security/Access Control

Entrance marked with county approved signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are employees issued access ID?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Are public distance markings clearly visible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is pedestrian flow clearly marked and delineated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Is the maximum occupancy clearly stated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Seating area spaced to insure distancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Hours of operations posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Plexiglass barriers in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Directions for occupancy posted on elevators?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
All electronics must be covered or have the ability to be wiped down.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

- Maximum occupancy is being adjusted by the Fire Marshal's office. This number is a maximum occupancy @ 25% and could be adjusted lower to ensure social distancing
- Hour of operations are unchanged at this time.
- Plexiglas barriers were requested and ordered through Facilities. Facilities will be installing in the days to come.
- Social Distancing markings have been ordered, Facilities will manage the install.

Proper Access Controls for Outside Vendors

Are vendors using the same entrance as the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Discussed
Is signage visible for vendors explaining social distancing guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
Are vendors following county guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed

Comments:

Staff/Security will confirm all vendors are acting in accordance with county guidelines

Special Needs Requirements

Any special needs requirements for essential staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Discussed
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Comments:

Managers will contact Judge Jones will any special needs or requirements

Walk-thru Completed By	
Name	Date:
Judge Jones	5/13/20
Chief De Los Santos	Assistant Chief Barber
AC Munoz	Daniel Cherry
Charles Tear Jr	Luke Parten
Worksheet Completed By	
Name	Date:
Charles Tear Jr	5/13/20
Luke Parten	

Grand Prairie Justice of the Peace 4-1

Parking / Transportation

- Ground level parking, as well as parking garage
- Consider a parking/transportation plan for employees
- Alternatively give added guidance to employees about safe practices while interacting with public transit and transportation kiosk.

PPE

- It was discussed a need for trashcans with lid for PPE disposal
- It was recommended for manager to hand out PPE to staff at beginning of each shift
- Recommend that employees wear PPE until they reach their vehicle, or they are off public transit

Security

There primary role will be to provide crowd control and safety and assist with social distancing measures. I have outlined my preliminary security staffing assessment for your review.

- Main Common Area 1st Floor:
 - Total 3 Officer
 - Elevator Lobby Entrance
 - Exterior Elevator Line
 - Main Lobby Interior
- Main Common Area 2nd floor:
 - Total 1 Officer
 - elevator (Lobby Traffic Control)
- JP 4-2
 - Total 1 Officer
 - 1 Exterior Lobby
- JP 4-1
 - Total 1 Officer
 - Exterior Lobby
- Recommend increase in sanitation of all work surfaces along with continued use of hand sanitizer
- Security personnel should not come into contact with employees unless necessary.
- There will be 3 total officers posted for the District Clerk offices

Elevator / Stairs

- Team agreed to a 2 person max
- Recommend posting signage describing restrictions
- Customers can use the stairs at the end of the hallway to access the second floor

Hallway

- Recommend installing social distancing markers down the hallway to maintain separation

Lobby

- Team agreed on 5 total persons in the lobby
- It was discussed reducing the size of the dockets to reduce the number of customers in the lobby and courtroom
- Glass barriers already in place
- Recommend removing most of the chairs. Some should be left in place for ADA requirements
- Recommend removing the computer to limit surfaces to collect viruses
- Should cover the credit card machines for easy of sanitizing

Courtroom

- Team agreed to 12 person max
- Recommend by Fire Marshal 2 persons per bench on every other bench
- Requested plexiglass barrier for the judge, witness, and clerk
- Requesting computer access for individuals unable to come into the courtroom
- Recommend keeping the consultations rooms locked
- Recommend having individuals stand in front of bench on spacing dots opposed to sitting at counsel's desk

Jury Room

- Team agreed to a 6 person max
- It was discussed that the Jury room should be sanitized between each jury.

