

**CITY OF CASTROVILLE MUNICIPAL COURT  
1209 FIORELLA STREET  
CASTROVILLE, TEXAS 78009  
(830) 931-4089      FAX: (830) 549-2442**

**COVID-19 Operating Plan for the City of Castroville Municipal Court**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the court, the Municipal Court of Castroville will implement the following protective measures:

**General**

1. The Court will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. The Castroville Municipal Court Judge will maintain regular communication with the local health authority and Mayor of Castroville and adjust this operating plan as necessary with conditions in the Castroville Municipal Building.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 4, 2020.

**Judge and Court Staff Health**

1. Judges and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: The Judge and court staff shall monitor themselves for signs of COVID-19.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 will not be permitted to enter the building and should seek medical advice.
4. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Tissues, sanitary hand wipes and sanitary hand gel will be available at all times.

**Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: Defendants in the courtroom will be limited to ten (10) at any one time.

### **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 notifying 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 (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by:
  - 1) Encouraging Prosecutors to resolve their cases by telephone.
  - 2) Failing resolution prior to their court appearance, they will be moved to the top of the docket.

### **Social Distancing**

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
2. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
3. Public common areas, including breakrooms and snackrooms, have been closed to the public.

#### *Gallery*

4. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
5. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

#### *Well*

6. In each courtroom, the counsel tables, witness stand, judge's bench, clerk, and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.

### **Hygiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of the courtroom, and outside of the bathroom.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, and on the judges' benches.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the court building.

Screening

1. When individuals attempt to enter the court building, the bailiff or his designee will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the court building.
2. When individuals attempt to enter the court building, the bailiff or his designee will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the court building.
3. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including a face mask and latex gloves.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be required to be in the court building for over 1 hour will be provided surgical masks and required to wear them while in the court building if the supply is available.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every three (3) hours. Seats will be cleaned after an occupant leaves the seat.
2. Court building cleaning staff will clean the courtroom between morning and afternoon proceedings, and at the end of each day the courtroom is used.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

I am the only Judge with a courtroom in the court building. In developing the plan, I consulted with the local health authority and Mayor, documentation of which is attached to this plan. Courtroom proceedings will be conducted consistent with the plan.

Date: June 16, 2020



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TOM CATE, PRESIDING JUDGE  
CASTROVILLE MUNICIPAL COURT

# NOTICE

If you have been given a citation to appear in the Castroville Municipal Court and you are an individual over the age of 65 or you have serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, or your immune system is compromised by chemotherapy for cancer or other conditions requiring such therapy or your immune system is compromised due to other medical conditions, such as rheumatoid arthritis, lupus, multiple sclerosis or Guillain-Barre syndrome, you may contact the Court at (830) 931-4089 to identify yourself as a vulnerable individual and receive appropriate accommodations.