

COVID-19 Operating Plan for the Town of Hollywood Park Municipal Court, Bexar County, Texas

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judge(s), and other individuals entering the buildings housing the court, the Town of Hollywood Park Municipal court will implement the following protective measures:

General

1. All judges 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 presiding judge of the municipal court will maintain regular communication with the local health authority and mayor to adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 1, 2020.

Judge and Court Staff Health

1. The Judge and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: Health Screening will be done each day and before each court session.
3. The Judge or court staff who feel feverish or have measured temperatures equal to or greater than 100.0°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: In case a Judge or court staff has any of the above symptoms they will be sent home. The Judge or court staff will not be allowed to return to work unless the individual obtains a medical professional note clearing the individual for return.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Court dates will be scheduled on the 1st Wednesday of the month beginning at 1:30 p.m. Walk-ins will not be allowed during court.
2. Allow or require scheduled remote appearance is by teleconferencing, videoconferencing or other means when requested by the party appearing not later than two (2) business days prior to set hearing, to the extent required by the Texas Supreme Court emergency orders.
3. Court will send out a letter to all defendants on dockets and posting on the outside of Municipal Building door to notify anyone coming into the court. Stating to the effect of they (the

defendant) will be responsible for notifying the court if they have reasonable accommodations needed. They will also understand that no one will be allowed in the courtroom other than the person the citation is issued to unless they are a parent or guardian of a juvenile who is required to be at court. In addition to any other important information the court deems necessary.

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 and should notify the court staff upon arrival.
2. Vulnerable populations who are scheduled for court will be accommodated by being seated first and will be seen first.

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 will be 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 will be marked to identify appropriate social distancing in the seating. Seating will be limited to every other row.

Well

6. In the courtroom, the counsel tables, witness stand, judge's bench, and clerk, and bailiff seating will 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 the courtroom, and outside of bathrooms.
2. Tissues will be placed at the witness stand, on the judges' benches, and the court counter.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" will be posted in multiple locations of the court building.

Screening

1. When individuals attempt to enter the court building, a designated officer 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, a designated officer 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. Staff who are screening individuals entering the court building will be provided personal protective equipment, including face mask and disposable 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 required to wear a mask. If a mask is not available your case may be reset for a later date.

Cleaning

1. Staff will clean the court window area of the court at least once an hour.
2. Staff will clean the courtroom before and at least once an hour.
3. Staff has been provided cleaning supplies shown to be effective with this coronavirus.
4. Staff has been trained on proper cleaning techniques and provided appropriate personal protective equipment.
5. Each pen at the clerk's window will be sanitized with the appropriate cleaning supplies.

In developing the plan, I consulted with the local health authority and mayor, documentation of which is attached to this plan. I will ensure that the judge of court with courtrooms in the building covered by this Operating Plan consistent with the plan conduct proceedings.

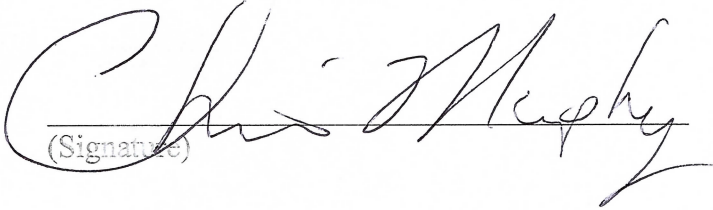
Date: 7-10-2020



Darrell Dullin
Presiding Judge of Municipal Court

ACKNOWLEDGMENT

I, Chris Murphy, Mayor for the City of Hollywood Park, Texas, in Bexar County, acknowledge that I have been consulted regarding the COVID-19 plan that the Hollywood Park Municipal Court must submit to Regional Judge for approval in order to hold in person hearings before August 1, 2020 pursuant the Texas Supreme Court emergency orders. I have no issues with the plan submitted for my review.




(Signature)

7/7/2020

(Date)

ACKNOWLEDGMENT

I, JAMES S. POTYKA, MD, Health Authority for the City of
Hollywood Park, Texas, in Bexar, County, acknowledge that I have been
consulted regarding the COVID-19 plan the Hollywood Park Municipal Court must submit
to Regional Judge for approval in order to hold in person hearings before August 1, 2020
pursuant the Texas Supreme Court emergency orders. I have no issues with the attached plan.


(Signature)

7/14/20
(Date)