

Approved
10/27/20
JFK B Allos
6th Region

CITY OF LA COSTE MUNICIPAL COURT
16004 S FRONT STREET
LA COSTE, TEXAS 78039
(830) 985-9494 FAX: (830) 762-9431

COVID-19 Operating Plan for the City of La Coste 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 La Coste 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 La Coste Municipal Court Judge will maintain regular communication with the local health authority and Mayor of La Coste and adjust this operating plan as necessary with conditions in the La Coste Municipal Building.
4. Judges will begin setting non-essential in-person proceedings no sooner than November 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: 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 six (6) 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. Public common areas, including bathroom, breakrooms and snack rooms, have been closed to the public.

Gallery

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

Well

5. 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.
2. Tissues and wipes have been placed near the door of the courtroom, at counsel tables, 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 equal 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.

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 at the end of each docket.
2. Court building cleaning staff will clean the courtroom 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: October 27, 2020



TOM CATE, PRESIDING JUDGE
LA COSTE MUNICIPAL COURT

Lisa Buerger

From: Thomas Cate <tcate@sbcglobal.net>
Sent: Tuesday, October 27, 2020 1:47 PM
To: Lisa Buerger
Subject: Re: FW: La Coste COVID-19 Plan

Please send this thread of emails to Becky Henderson.

Thanks, Lisa.

Tom

Sent from AT&T Yahoo Mail for iPhone

On Tuesday, October 27, 2020, 1:25 PM, Lisa Buerger <l.buerger@cityoflacoste-tx.org> wrote:

Approval from Dr. Neel's office

From: Jaime Cook [<mailto:laucc.jaime@gmail.com>]
Sent: Monday, October 26, 2020 2:04 PM
To: Lisa Buerger
Subject: Re: FW: La Coste COVID-19 Plan

HE APPROVES

Jaime L Cook-Chandler, RMT, MPH

Alsatian Care Enterprises, PLLC

Business Manager

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P.O. Box 1457

Castroville, Tx 78009

Alsace Urgent Care Center

3040 E. Main, Suite Z

Uvalde, Tx 78801

830-900-7048 (p)

830-900-7051 (f)

Little Alsace Urgent Care Center

1501 Houston

Castroville, Tx 78009

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Blue Skies of Texas - Alsace Family Practice

5100 John D Ryan Blvd

San Antonio, TX 78245

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On Mon, Oct 26, 2020 at 1:21 PM Lisa Buerger <l.buerger@cityoflacoste-tx.org> wrote:

Good Afternoon, wanting to touch base and see if Dr. Neel has had a chance to look over the plan for the City of La Coste.

Thank you,

Lisa Buerger

City of La Coste

(830)987-9494

From: Lisa Buerger [mailto:l.buerger@cityoflacoste-tx.org]

Sent: Friday, October 23, 2020 2:11 PM

To: 'laucc.jaime@gmail.com'

Subject: La Coste COVID-19 Plan

Good Afternoon, I have attached the COVID 19 plan for the City of La Coste Municipal Court. Can you please have Dr. Neel look over and get back to me ASAP. Especially if he has any change request.

Thank you,

Buerger

Lisa Buerger

Municipal Court Clerk

Level 2

Utility/Permit Clerk

City of La Coste

16004 S Front St

PO Box 112

La Coste, TX 78039

office 830.987.9494

fax 830.762.9431

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NOTICE

If you have been given a citation to appear in the LaCoste 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) 985-9494 to identify yourself as a vulnerable individual and receive appropriate accommodations.

Lisa Buerger

From: Thomas Cate <tcate@sbcglobal.net>
Sent: Tuesday, October 27, 2020 1:45 PM
To: Lisa Buerger
Subject: Re: COVID Document

Yes, Lisa, just send this whole thread of emails to Becky Henderson.

Thanks.

Tom

Sent from AT&T Yahoo Mail for iPhone

On Tuesday, October 27, 2020, 1:26 PM, Lisa Buerger <l.buerger@cityoflacoste-tx.org> wrote:

This is the approval I got from the Mayor.

Lisa

-----Original Message-----

From: City of Lacoste [<mailto:g.salzman@cityoflacoste-tx.org>]
Sent: Monday, October 26, 2020 5:14 PM
To: 'Lisa Buerger'
Subject: RE: COVID Document

He approves the document but I wish he would have said so in the email.

George

-----Original Message-----

From: Lisa Buerger [<mailto:l.buerger@cityoflacoste-tx.org>]
Sent: Monday, October 26, 2020 3:32 PM
To: 'City of Lacoste'; 'Darrell Rawlings'
Subject: RE: COVID Document

I just saw this after I sent you an email regarding this. Does this mean he APPROVES it? Sorry if I am being difficult, I just want to make sure this is done correctly.

Lisa

-----Original Message-----

From: City of Lacoste [<mailto:g.salzman@cityoflacoste-tx.org>]
Sent: Monday, October 26, 2020 2:45 PM
To: Lisa Buerger; Darrell Rawlings
Subject: FW: COVID Document

I received this from the mayor regarding the procedures for Covid precautions during court proceedings.

George

-----Original Message-----

From: Keller, Andy [mailto:Andy.Keller@usaa.com]

Sent: Monday, October 26, 2020 1:24 PM

To: George Salzman; Darrell Rawlings

Subject: COVID Document

George,

This is confirmation that I have read the document presented during the Council Meeting of October, 20, 2020 dealing with COVID.

Andy Keller

Andy Keller <<http://people.usaa.com/usaa/person.aspx?accountname=eagle%5CIT24027>> | Staff Technical Architect | Domain Architect for Operational Messaging

Ent Apps and SVCS Architecture, Chief Technology Office, USAA

Cell: (210) 912-7099

andy.keller@usaa.com <<mailto:andy.keller@usaa.com>>

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