

## **COVID-19 Operating Plan for the City of Olmos Park Municipal Court, Bexar County**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the court of the **City of Olmos Park, Texas** 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 and adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting non-essential in-person proceedings no sooner than July 1, 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, Prosecutor, and court staff will self-administer a temperature check before entering the courtroom and will report directly to the City Manager if they feel they have been exposed to COVID-19 or are symptomatic.
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: measures have been put in place to limit the number of individuals entering the court building and courtroom, such as handling cases by phone, email, online payments, and regular mail. Court clerks at the front window are currently protected behind a fully enclosed glass window. Face masks, gloves, hand sanitizer, and tissues will be available to judges and court staff.

## **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building:  
Individuals who are given citations and/or court settings are scheduled at designated times throughout the day beginning at 9:30 A.M. until 4:00 P.M. on those dates during which a court docket is conducted, so as to reduce the number of individuals appearing at any one time and to limit occupancy of the courtroom. Individuals will be encouraged to resolve their citations without having to appear in person and may choose to resolve their cases by phone, email, online payments, regular mail, or videoconference. If an individual does appear in person, he or she will be encouraged to appear at the designated time listed on the citation or court summons, so as to limit the number of individuals inside the courtroom. Only the individual with the citation will be allowed inside the court building and inside the courtroom. The exceptions will be for parents/guardians of a juvenile or minor as well as attorneys. Limits will be placed on the total number of individuals allowed in the courtroom at 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. The 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' website 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 allowing those vulnerable individuals to be scheduled for court at a specific designated time between the hours of 8:30 A.M. and 9:30 A.M. on those dates during which a court docket is conducted. Only individuals from this vulnerable population will be scheduled during that time period. Vulnerable populations will be encouraged to resolve their citations without having to appear in person and may choose to resolve their cases by phone, email, online payments, regular mail, or videoconference. Individuals from this vulnerable population who are scheduled for a pre-trial or trial setting will be evaluated on a case by case basis.

## **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. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator. The courtroom is located on the first floor of the court building,

and therefore use of the elevator is not required for individuals who are scheduled for court settings.

3. 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.
4. Public common areas, including breakrooms and snackrooms, have been closed to the public.

#### *Gallery*

5. 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.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating.

#### *Well*

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

#### **Hygiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of the courtroom, inside of the courtroom, and outside of bathrooms.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judge's bench, and in the hallways.
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, court bailiffs 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 City of Olmos Park EMT/Firefighter 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 100.0°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 masks, hand sanitizer, and gloves.

**Face Coverings**

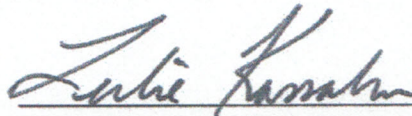
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be required to be in the court building for fifteen (15) minutes or longer will be provided surgical masks and be 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 hour.
2. Court building cleaning staff will clean the courtrooms between every hearing, 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 have attempted to confer with the judges of the court regarding this Operating Plan. 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 judges of the court with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 1/5/2021



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Presiding Judge of Municipal Court  
City of Olmos Park

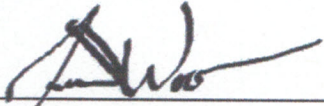
APPROVED:



Mr. Ronald Hornberger  
Mayor  
City of Olmos Park

1-7-2021  
Date

APPROVED:



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Dr. C. Junda Woo  
Appointed Health Authority  
City of Olmos Park

Jan. 5, 2021

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Date