

COVID-19 Operating Plan for the

Justice of the Peace Office and the

Municipal Court of San Saba

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 courts of **Justice of the Peace and Municipal Court of San Saba** 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 county judge and mayor adjust this operating plan as necessary with conditions in the county/city.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 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 Protective Measures/Monitoring Requirements: stay at home when you are sick, required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, signs or symptoms of COVID-19 such as cough, shortness of breath 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.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Schedule hearings further apart, in order to give court personal adequate time to sanitize.

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 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 may be accommodated by teleconferencing when available and appropriate.

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. The 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 snack rooms, have been closed to the public.

Gallery

4. The maximum number of persons permitted in the gallery/ public common areas of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.

Well

5. The courtroom, the counsel tables, 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, and outside of bathrooms.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, 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

When individuals attempt to enter the court building, the clerk of the court or a bailiff will ask the individuals if they have signs or symptoms of COVID-19 such as a cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, 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.

1. When individuals attempt to enter the court building, the clerk of the court or a bailiff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°F will be refused admittance to the court building.
2. 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.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including facial mask and hand sanitizer.

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.

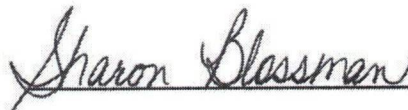
Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 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.

Other

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

Date: 5/12/2020



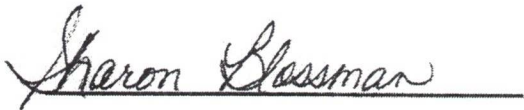
Sharon Blossman

San Saba County, Justice of the Peace and City of San Saba Municipal Judge

Vulnerable Populations

Vulnerable Individuals who are over the age of 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 chemotherapy are considered to be vulnerable populations. If such vulnerable individuals need to speak with the Judge or have a court appearance, a hearing, or a docket notices, need to contact the Judges office at 325-372-5746 within (24) hours before the court's scheduled event in order to set up a teleconferencing with the Judge. The clerk will be more than happy to help you with getting this set up.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Blossman". The signature is written in black ink and is positioned above a solid horizontal line.

Judge Sharon Blossman

Justice of the Peace and Municipal Judge for San Saba.

113 S. Liveoak Street

San Saba, Texas 76877

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