

COVID-19 Operating Plan for Boerne Municipal Court

Recognizing the need to ensure the health and safety of defendants, attorneys, court staff, the prosecutor, and other individuals entering the building housing the court, the Boerne Municipal Court will implement the following protective measures:

General

1. The judge 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. The judge will conduct a proceeding remotely if requested.
3. The judge will maintain regular communication with the Kendall County Medical Director, the City's COVID-19 Task Force, and the mayor and will adjust this operating plan as necessary with conditions in the city.
4. The judge 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 Monitoring Requirements: the judge and court staff will self-monitor for symptoms. Personnel have been instructed to not report to court and to notify their supervisor immediately if they experience symptoms described in item 2 below. During the workday, should any personnel begin experiencing the described symptoms, they will notify their supervisor immediately so they may be allowed to leave the court building.
2. The judge or court staff who feel feverish or have measured temperatures equal to or greater than 100°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. In this instance, the judge and court staff will not be permitted to return to the building without clearance from a medical physician to do so.
3. The judge and court staff will be required to practice social distancing, and practice appropriate hygiene recommendations at all times. Face coverings will be worn as recommended by the Centers for Disease Control and Prevention (CDC) guidelines.
4. Protective Measures: court staff are separated from the general public by a locked door and glass service windows. Gloves, anti-bacterial spray, alcohol wipes and a thermometer are available for court staff use.

Scheduling

1. The following court schedule is established to reduce occupancy in the court building: No more than 10 defendants will be scheduled every 30 minutes on docket days from 1:00 – 5:00 pm.
2. No persons will be allowed in the courtroom unless they have business before the Court. The exceptions will be for parents/guardians of a juvenile or minor. All other individuals shall practice social distancing either in the court lobby or outside. Persons who fail to practice the social distancing guidelines in the lobby area may be asked to leave the premises.
3. Defendants have been encouraged to exercise their available options via phone, fax, email, and mail in lieu of appearing in person.

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, docket 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 has been posted on the court's website and on the bulletin board at the entrance to the court building.
3. Vulnerable populations who are scheduled for court will be provided with case specific detailed options to take care of their offense without making an appearance or allowed to reset their hearing or trial until such time they can safely appear in person.

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. Floor markers are placed at the customer service windows to enforce the 6 feet distance.

Gallery

3. The maximum number of persons permitted in the gallery of the courtroom has been determined and seats have been modified. The maximum capacity of the courtroom will be monitored and enforced by court staff.
4. Seating is limited to every other row. In a row that is open for seating, a minimum of two seats must remain empty in between individuals.

Well

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

Hygiene

1. Hand sanitizer dispensers are placed at the entrance to the court building, inside the court lobby, and in the court administrative area.
2. Tissues are placed in the court lobby and in the courtroom.
3. The bailiff will sign defendants in, eliminating pen sharing.
4. The Department of State Health Service's "Stop the Spread of Germs Flyer" is posted at the entrance to the court building.

Screening

1. The following signage is posted at the entrance to the court building:
DO NOT ENTER if you are experiencing any of the following COVID-19 symptoms: cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea, or fatigue, or if you have been in close contact with a person who is confirmed to have COVID-19. Call 830-248-1504 to discuss your options.
2. When individuals attempt to enter the court building, their temperature will be checked by use of an Automated AI Temperature Sensing System (AATSS). A bailiff will monitor the AATSS and all persons entering the court building.
3. Anyone who enters and appears to have COVID-19 symptoms will be immediately escorted out and questioned about their symptoms. If necessary, they will be required to leave and will be advised to call the court.

Face Coverings

1. Individuals will be encouraged to bring a face covering and to wear it if social distancing cannot be maintained in accordance with CDC guidelines.
2. If an individual does not have a face covering, one will be provided as long as supplies are available.

Cleaning

1. Court building cleaning staff will clean the entire facility every morning prior to the court opening. All flat counter surfaces, glass partitions, door handles, bathroom surfaces, and chair handles are cleaned with a germ-killing antiseptic. Floors will be moped with a bleach/water solution.
2. Court staff will clean the customer service window area hourly during the day.

Other

The court will continue to evaluate the effectiveness of the plan and adjust as needed with continued collaboration with the Kendall County Medical Director, the City's COVID-19 Task Force, and the mayor.

In developing the plan, I consulted with the Kendall County Medical Director, the City's COVID-19 Task Force, and the mayor, documentation of which is attached to this plan. I will ensure that all court staff and personnel covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/27/2020



Ed Phillips, Jr.
Presiding Judge of Municipal Court

CONSULTATION

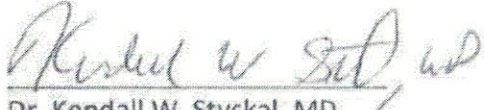
I certify the Boerne Municipal Court has consulted with the mayor regarding this operating plan and will be taking the necessary precautions to protect individuals entering the municipal court.

Tim Handren
Tim Handren
Mayor, City of Boerne

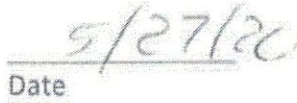
05/27/2020
Date

CONSULTATION

I certify the Boerne Municipal Court has consulted with the Kendall County Medical Director regarding this operating plan and will be taking the necessary precautions to protect individuals entering the municipal court.



Dr. Kendall W. Styskal, MD
Kendall County Medical Director



Date

CONSULTATION

I certify the Boerne Municipal Court has consulted with the City's COVID-19 Task Force regarding this operating plan and will be taking the necessary precautions to protect individuals entering the municipal court.



Captain Steve Perez
Emergency Management Coordinator,
City of Boerne

5-27-2020
Date

DO NOT ENTER if you are experiencing any of the following COVID-19 symptoms: cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea, or fatigue, or if you have been in close contact with a person who is confirmed to have COVID-19. Call **830-248-1504** to discuss your options. Anyone who enters and appears to have COVID-19 symptoms will be immediately escorted out and asked about their symptoms. If necessary, they will be required to leave and will be advised to call the court.

Thank You for Your Patience

Boerne Municipal Court

NO ENTRAR si experimenta alguno de los siguientes síntomas de COVID-19: tos, falta de aliento, fiebre, escalofríos, dolor muscular, dolor de cabeza, dolor de garganta, nueva pérdida de sabor u olfato, diarrea, vómitos, náuseas o fatiga, o si ha estado en contacto cercano con una persona que se confirmó que tiene COVID-19. Llame al 830-248-1504 para discutir sus opciones. Cualquier persona que ingrese y parezca tener síntomas de COVID-19 será escoltada inmediatamente y se le preguntará acerca de sus síntomas. Si es necesario, se les pedirá que se vayan y se les aconsejará que llamen a la corte.

Gracias por su paciencia

Boerne Municipal Court

NOTICE

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 are urged to resolve the charge without making a personal appearance. If you are in this group or think you are in this group, please call **830-248-1504** to discuss your options.

Thank You for Your Patience

Boerne Municipal Court

AVISO

Las personas que tienen más de 65 años y las personas con afecciones de salud subyacentes graves, como presión arterial alta, enfermedad pulmonar crónica, diabetes, obesidad, asma y aquellos cuyos sistemas inmunes están comprometidos, como la quimioterapia para el cáncer u otras afecciones que requieren dicha terapia son se consideran poblaciones vulnerables y se les insta a resolver el cargo sin hacer una aparición personal. Si está en este grupo o cree que está en este grupo, llame al 830-248-1504 para discutir sus opciones

Gracias por su paciencia.

Boerne Municipal Court