

COVID-19 Operating Plan for the City of Buda Judiciary

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the building housing the courts, Buda 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 Buda Municipal Court will maintain regular communication with the local health authority, Mayor and county judge to adjust this operating plan as necessary with conditions in the county.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 1st, 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: minimum persons in the Courtroom at one time; face masks to be worn; hand sanitizing stations will be available.
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 will 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.

Vulnerable Populations

1. Individuals who are over the age 65 and 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 presiding judge will include information on orders setting hearing, docket notices, and in other contact the court to identify themselves as a vulnerable individual and

receive accommodations. The vulnerable individual must advise the court of such matter.

3. Vulnerable populations who are scheduled for court will be accommodated by either conducting a virtual court setting, if requested, or rescheduling court setting when no threat of COVID-19 is prevalent.

Social Distancing

1. All persons not from the same household who are permitted in the City 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.

Gallery

3. The maximum number of persons permitted in the courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by the court staff.
 - The courtroom has been marked to identify appropriate social distancing in the seating.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrance to the building, outside the courtroom, and outside the restrooms.
2. Tissues have been placed near the door of the courtroom, at the counsel tables, at the witness stand, on the judges' bench, and in the hallways.

Screening

1. When individuals attempt to enter the building to conduct court business a Bailiff (as instructed by Police Chief) or a labeling sign will question if the individual 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 building to conduct court business, Bailiff or other appointed staff member, will use an infrared thermometer to determine the temperature of the individual. Individual whose temperature equals or exceeds 99.6°F will not be transported to the court building.
3. Staff who are screening individuals entering the building to conduct court business will be provided personal protective equipment, including face masks; hand sanitizing gel; and whatever may be necessary to insure the health and safety of the screener.

Face Covering

1. All individuals entering building for court services will be requested to wear face covering.
2. Individuals will be encouraged to bring cloth face coverings with them.
3. Individuals who will be required to be in the building to conduct court business for over 1 hour will be provided face coverings and requested to wear them while conducting court business, if the supply is available.

Cleaning

1. Court building cleaning staff will clean the common areas of the City building daily to ensure the safety of both the citizens and the staff of City of Buda
2. Court building cleaning staff have been provided cleaning supplies shown to be effective with COVID-19
3. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

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 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: 6/5/2020



Presiding Judge of Municipal Court

Date 6/23/2020



Hays County Health Official

Date 6/25/2020



City of Buda Mayor

CITY OF BUDA MUNICIPAL COURT

NOTICE TO VULNERABLE POPULATIONS

The following notice shall be posted on the Court's website, at the entrance to the Court and at the Court Clerk's window, and in all orders setting hearings, docket notices, and other communications

NOTICE TO VULNERABLE POPULATIONS

The following are considered to be a member of Vulnerable Populations:

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.

Any person who is in a Vulnerable Population category may contact the court to identify themselves as a vulnerable individual and receive accommodations, which will include the ability to participate in electronic or telephonic proceedings. If you do not have the technology to appear electronically or by telephone, the court will make accommodations for you at the court that will include the ability to so participate using equipment that will be sanitized between users. If you appear in person at the court, you will be required to wear a protective mask or one will be provided to you if you do not have one.