

ADMINISTRATIVE ORDER

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IN THE MUNICIPAL COURT

CITY OF CASTLE HILLS

BEXAR COUNTY, TEXAS

COVID-19 Operating Plan

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, the Castle Hills 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 municipal court will maintain regular communication with the local health authority and county judge and mayor and 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 4, 2020

Judge and Court Staff Health

1. The Judge and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: Judges and court staff are required to monitor their health and are to report directly to the presiding judge or Mayor if they feel they may have been exposed or are symptomatic.
3. The Judge 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, nausea, vomiting, joint pain, 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. The Judge and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: 1) Court clerks and staff will work behind plexiglass sneeze guards; 2) after initial COVID-19 screening each individual will be checked in and they will be required to provide a cell number where they can receive a text when it is time for their appearance; 3) The individual will be asked to wait in their car until they receive a text form the Court; 4) A court staff member will be assigned to control the flow of individuals in and out of the court room and they will text people as others exit to insure proper social distancing and occupancy of the courtroom; 5) The staff member

assigned to control the flow of the individuals entering the courtroom will also direct the people entering the courtroom after receiving their text telling them it is time for their appearance to insure proper social distancing as required by this plan; 6) There will be two separate areas set up wherein individuals can speak to the prosecutors taking into consideration all social distancing requirements, and, 7) Individuals will enter the courtroom from one location and exit from another.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
Appearance times for any court date will be staggered throughout the day so as to reduce the flow of individuals appearing at any one time to better control occupancy of the courtroom.

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' 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 rescheduling their appearance allowing them to appear via teleconference or video conference.

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

Well

6. In 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 elevators on each floor, outside of each 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

1. When individuals attempt to enter the court building, the court bailiff and/or court security officers will ask the individuals if they are feeling feverish; have a cough, joint pain, muscle aches, chills, sore throat, headache, nausea, vomiting, diarrhea, loss of taste or smell, 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, court security officers or any other court staff designated by the Presiding Judge 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. Staff who are screening individuals entering the court building will be provided personal protective equipment, including mask, gloves faceguards and/or plexiglass sneeze barriers.

Face Coverings

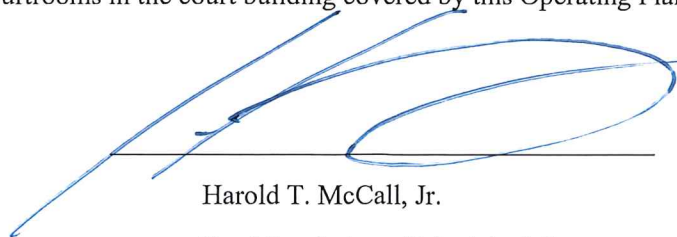
1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be 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 four hours.
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 consulted with the local health authority and the 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: 5/29/2020



Harold T. McCall, Jr.

Presiding Judge of Municipal Court

