

## **COVID-19 OPERATING PLAN FOR THE CITY OF FLORESVILLE MUNICIPAL COURT**

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 City of Floresville 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 Floresville Municipal Court Judge will maintain regular communication with the local health authority and adjust this operating plan as necessary with conditions as pronounced in the future.
4. It is undetermined at this time, when the Floresville Municipal Court Judge will begin setting non-essential in-person proceedings. However, they will not begin sooner than June 1, 2020. All nonessential proceedings will occur via Zoom.

### **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. 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.
3. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
4. Protective Measures: All individuals shall be required to wear a facial covering which would be referred to as a mask. Said covering may be homemade or a scarf, handkerchief may be utilized. Social distancing shall be maintained in the courtroom and during conferences with the Judge, Clerks and/or Prosecuting Attorney.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: There currently are updated standing orders in place to address the first appearance of said defendants. Defendants are informed to enter their appearance via email, telephone, or by dropping off their form in a Dropbox. Defendants are being further advised to maintain contact with the Court in an effort to ascertain their scheduled date. It is anticipated that all immediate future court settings will be via zoom conference.

## **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. 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 will be accommodated by allowing these individuals to appear via telephone phone conference, zoom, email mail and or by way of telephone call. Attach is a copy of the "Appearance" procedure which will be utilized during this time.

## **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.
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. Seating is limited to every other row.

## ***Well***

7. In each 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.

## **Hvgiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building, 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 Baliff for the Floresville Municipal Court 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. The Court Baliff will have the option to utilize an infrared thermometer when individuals attempt to enter the court building, located within the Floresville City Hall at 1120 D. Street, Floresville, Texas, and 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 99.6°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.

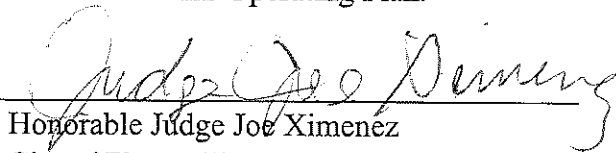
## Face Coverings

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 day.
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.

In developing the plan, I consulted with Mayor Cecelia "Cissy" Gonzalez-Dippel of the City of Floresville, Lorenzo Herrera Floresville Chief of Police and all individuals reviewed this plan and all documents which are attached to this plan. I will ensure that the City of Floresville Municipal Court will conduct proceedings consistent with this Operating Plan.

  
Honorable Judge Joe Jimenez  
City of Floresville Municipal Court

# FLORESVILLE

## COVID-19 Operating Plan for the Floresville Municipal Court

Due to the COVID-19 Pandemic Court Procedures for the Floresville Municipal Court are currently modified. Please read the citation that you have been issued and calendar your "appearance" date. You have three different options which will allow you to comply with the requirement to appear before the Court and they are as follows:

1. You may fill out the bottom form and submit it via email to [muncourt@floresvilletx.gov](mailto:muncourt@floresvilletx.gov);
2. You may fill out the bottom portion and drop it off at the Dropbox located at the Floresville Municipal Court;
3. You may contact the Municipal Court via telephone at (830)393-4232.

Your failure to comply with any of the above-mentioned options may result in a failure to appear against you.

Thank you and should you have any questions, please contact the Floresville Municipal Court, Judge Joe Ximenez at 1120 D. Street, Floresville, Texas 78114.

---

### Please check the Applicable Plea

\_\_\_ **PLEA OF NOLO CONTENDERE** (meaning "no contest") I, the undersigned, do hereby enter my appearance on the complaint of the offense to wit: \_\_\_\_\_, charged in Municipal Court Cause number \_\_\_\_\_. I have been informed of my right to a jury trial and that my signature on this plea of nolo contendere will have the same force and effect as a plea of guilty on the judgment of the Court. I do hereby plead nolo contendere to said offense as charged, waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs the judge assesses. I understand that payment of the fine and costs constitutes satisfaction of the judgment and waiver of the right to appeal. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

\_\_\_ **PLEA OF GUILTY** I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_ charged in the Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial. I do hereby plead guilty to the offense as charged, waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs the judge assesses. I understand that payment of the fine and costs constitutes satisfaction of the judgment and waiver of the right to appeal. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

\_\_\_ **PLEA OF NOT GUILTY** I, the undersigned, do hereby enter my appear on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I plead Not Guilty.

**Initial One:**

\_\_\_\_\_ I want a jury trial

\_\_\_\_\_ I waive my right to a jury trial and request a trial before the Court.

I promise to appear, in person, in the Floresville Municipal Court on any date for which this case is scheduled before this Court. I understand that if I do not appear anytime I am required to appear for this case, a Failure to Appear charge may be filed and warrants may be issued for my arrest.

\_\_\_\_\_  
Defendants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home/Work Phone Number

\_\_\_\_\_  
Driver's License/Date of Birth

Plea accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Judge, Municipal Court  
City of Floresville