

**COVID-19 Operating Plan
for
The Municipal Court of The City of Gregory, San Patricio County, Texas**

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 Municipal Court of the courts of **The Municipal Court of The City of Gregory, San Patricio County, Texas** 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 local administrative district judge will maintain regular communication with the local health authority and county judge and 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 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 Monitoring Requirements: daily temperature check
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.4, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, 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.
5. Protective Measures: Use of Zoom for hearings when possible ; setting notices will request that defendants **MUST** wear masks if possible; staff will wear masks during court hearings; seating will be appropriately spaced apart in courtroom and in waiting area; bailiff at court hearing dates to take temperature of persons entering the building and inquires of recent cough or fever. The building will only have one entrance unlocked with hand sanitizer placed after entry of entrance and temperature checks at entrance; only three hearings to be set at any given time and notice to Defendants to appear alone, others will wait in auto. Exceptions only for minors.

6. Defendants shall check in and then return to auto until called to hearing. Sanitized pens to be available for signing of documents and a discard box for used pens to be sanitized after each use. Chairs and tables will be sanitized after each hearing.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:
No more than 3 defendants and/or attorneys scheduled per half hour; one in courtroom; one in waiting area; one in parked auto available by phone. If other(s) appear early, they will also be asked to wait in auto until their scheduled time; use Zoom for hearings when possible

Vulnerable Populations

1. Individuals who are over age 60 and individuals with underlying health conditions, such as high blood pressure, COPD, 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 appear by Zoom if they if possible;

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 snack rooms, have been closed to the public.

Gallery Area

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 to accommodate 6 feet between persons.
7. Alternately hearings will be available on a posted YouTube link.

Well Area

8. 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.

Hygiene

1. Hand sanitizer will be placed at the entrances to the building and/or outside of the court room and of restrooms.
2. Tissues or paper towels will be 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 of the court building.

Screening

1. When individuals attempt to enter the court building, the bailiff or a court staff 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. When individuals attempt to enter the court building, the bailiff or a court staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.4°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 masks and gloves.

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.

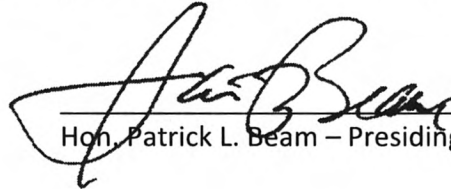
Cleaning

1. Court staff will clean the common areas of the court building so that common spaces are cleaned at least every 2 hours.
2. Court 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 will be trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

The presiding judge has have attempted to and/or has conferred with and has given notice to all judges of the court regarding this Covid19 Operating Plan. In developing the plan, the presiding judge has attempted to consult with the local health authority and Mayor or City Manager, documentation of which is attached to this plan. Should there be non availability of the Court room because of conflict with events or orders regarding the building where the Courtroom is located by the Mayor, City Council, City Manager or Health officials, the Court shall utilize Zoom to conduct hearings. Judges of the court covered by this Operating Plan will conduct proceedings consistent with the plan.

Date: 5/26/2020



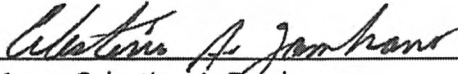
Hon. Patrick L. Beam – Presiding Judge

Other

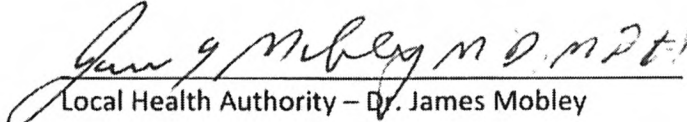
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Date:

Hon. Patrick L. Beam – Presiding Judge



Mayor Celestino A. Zambrano



Local Health Authority – Dr. James Mobley