

COVID-19 Operating Plan for the City of Karnes City 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 courts of Karnes City 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. This plan was developed to protect the health and safety of any person entering the courtroom and is consistent with all regulations set by Texas and the Federal Government
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 mayor and adjust this operating plan as necessary with conditions in the city.
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: All staff will self-monitor and will immediately report any symptoms or exposure to his or her supervisor.
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 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. 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: Judges and court staff will be required to wash their hands regularly for at least 20 seconds. Hand sanitizer will also be provided at every location where duties are performed.

Scheduling

1. The following court schedules are consistent with the Health Authority and Mayor's recommendations and was developed to ensure reduced occupancy in the court building: The Karnes City Municipal Court will conduct all scheduled dockets in a manner consistent with social distancing guidelines. The court schedule is attached for your review.

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 resetting their hearing until after the pandemic has subsided.

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.

Gallery

3. 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.
4. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

5. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, 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.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, and on the judges' bench.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations of the court building.

Screening

1. When individuals attempt to enter the court building, the court clerk and or bailiff 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 and receive accommodations, such as resetting their proceeding.
2. Staff who are screening individuals entering the court building will be provided personal protective equipment, including facial coverings and gloves.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times. If an individual who is required to appear in court fails to wear a face covering and does not have one, one will be provided to him/her if any are available, or the individual will be rescheduled for a future court date.

Cleaning

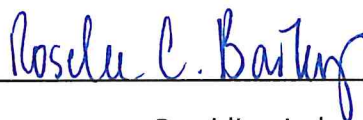
1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every six hours.
2. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
3. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

During our public closure, the customer service window in the lobby was replaced with glass that will substantially limit airflow between defendants and court clerk. This will greatly reduce exposure.

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 proceedings are conducted consistent with the plan.

Date: 5/26/2020



Presiding Judge of Municipal Court

June

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 9 a.m. Appear Date	27
28	29	30				

July

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 9 a.m. SCH	9	10	11
12	13	14	15 9 a.m. SCH	16	17 9 a.m. Appear date	18
19	20	21	22 9 a.m. SCH	23	24	25
26	27	28	29	30	31 9 a.m. Appear date	



Karnes City Municipal Court
Roselee C. Bailey
Presiding Judge

314 E. Calvert Ave.
Karnes City, Texas 78118-3212
Phone: (830) 780-3097 Fax: (830) 780-2227
municipalcourt@cityofkctx.com



May 26, 2020

In order to reduce exposure to COVID-19 to the vulnerable population, the Karnes City Municipal Court is ordering those to contact the court to identify themselves as a vulnerable individual to receive appropriate accommodations.

Vulnerable Population Includes but not limited to:

- Individuals 65 years of age and older
- 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

Honorable Judge Roselee C. Bailey

Municipal Court Judge

What are the symptoms of COVID-19?

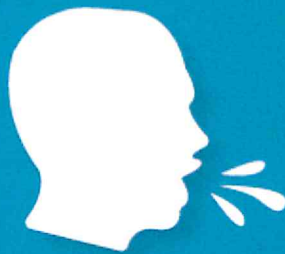
Patients with COVID-19 report mild to severe respiratory illness.

Symptoms can include:

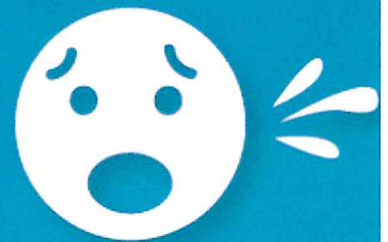
Fever



Cough



**Shortness
of breath**



Symptoms may appear 2-14 days after exposure.

Elderly individuals and those with medical conditions are at higher risk and should pay extra attention for these symptoms.

If you have these symptoms visit dshs.texas.gov/coronavirus for instructions on what to do.

COVID-19
CORONAVIRUS DISEASE 2019



TEXAS
Health and Human
Services

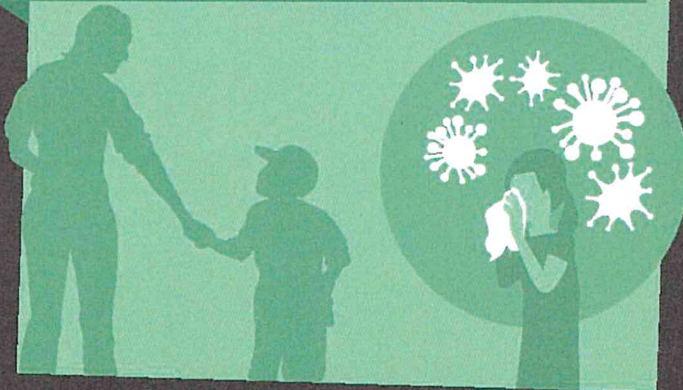
Texas Department of State
Health Services

For updates and more information, visit dshs.texas.gov/coronavirus

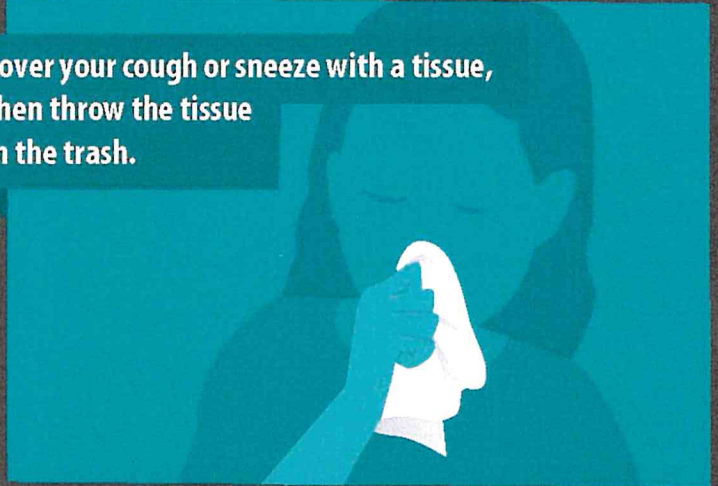
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



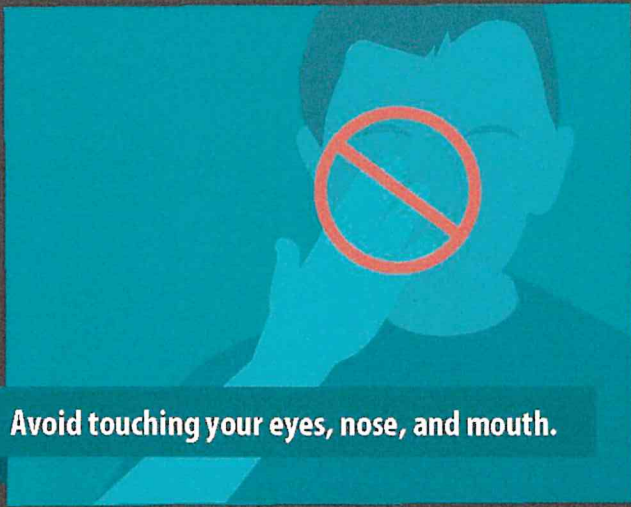
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19