

COVID-19 Operating Plan for Live Oak Municipal Court

Recognizing the need to ensure the health and safety of the Judge, Defendants, Attorneys, Court Staff, the Prosecutor, and other individuals entering the building housing the court, the Live Oak Municipal Court will implement the following protective measures:

General

1. The Judge 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. The Judge will use all reasonable efforts to conduct proceedings remotely, if requested.
3. The Judge will maintain regular communication with the City's Health Authority and Mayor and will adjust this Operating Plan as necessary depending on the conditions in the city.
4. The Judge will begin setting non-essential in-person proceedings no sooner than June 1, 2020

Judge and Court Staff Health

1. The Judge and Court Staff Monitoring Requirements: the judge and all court staff will take their temperature immediately upon entering the court building.
2. The Judge or Court Staff who feel feverish or have measured temperatures equal to or greater than 100°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. The Judge and Court Staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations.
4. The Judge and Court Staff who can perform the essential functions of their job remotely will telework when possible.

Scheduling

1. The following court schedule is established to reduce occupancy in the court building: No more than 20 defendants will be scheduled every hour on docket days, with docket sessions to begin at 9:30 a.m., 10:30 a.m. and 11:30 a.m. in the morning and at 1:30 p.m., 2:30 p.m., 3:30 p.m. and 4:30 p.m., subject to further adjustment depending on the case load.
2. No persons will be allowed in the courtroom unless they have business before the Court. The exceptions will be for parents/guardians of a juvenile or minor as well as

attorneys. All individuals shall practice social distancing (6 foot minimum spacing), whether in the courtroom, the court lobby, waiting area hallway or outside. Persons who fail to practice the social distancing guidelines in any of these areas may be asked to leave the premises.

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.

1. The Judge will include information on orders setting hearings, docket 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 court's website and on the bulletin board at the entrance to the court building (a copy of which is attached).
2. Vulnerable populations who are scheduled for court will be provided with case specific detailed options to take care of their offense without making an appearance. To discuss the options which may be available to you, you may call 210-945-1799, to speak with court personnel.

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. Floor markers will be placed at the customer service windows and waiting area hallway to enforce the 6 feet distance.
3. Courtroom seating will be adjusted to enforce the 6 feet distance. The maximum capacity of the Courtroom will be monitored by the Court Staff and Bailiffs.
4. No more than three (3) individuals shall be permitted in the building restrooms available for public use at any one time. Signs will be posted at each restroom in the court building to advise the public of this restriction

Hygiene

1. All individuals entering the Court building will be subject to having their temperature checked with a non-invasive thermometer.
2. Hand sanitizer dispensers will be placed inside the court building lobby, at the Clerk's windows, at the witness podium, on the Judge's bench, on the Court Administrators desk and on the counsel tables when in use.
3. Tissues will be placed in the court lobby and in the courtroom.

4. The Department of State Health Service's "Stop the Spread of Germs Flyer" will be posted at the entrance to the court building.

Screening

1. The following signage will be posted at the entrance to the court building:
DO NOT ENTER if you are experiencing any of the following COVID-19 symptoms: cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea, or fatigue, or if you have been in close contact with a person who is confirmed to have COVID-19. Call 210-945-1799 to discuss your options.
2. Anyone who enters and appears to have COVID-19 symptoms will be immediately escorted out and asked about their symptoms. If necessary, they will be required to leave and will be advised to call the court.

Face Coverings

1. All individuals entering the court building will be required to wear a face covering at all times.
2. Disposable masks will be provided as long as supplies are available.

Cleaning


1. Court building cleaning staff will clean the entire facility every morning prior to the court opening. All flat counter surfaces, glass partitions, door handles, bathroom surfaces, and chair handles are cleaned with a germ-killing antiseptic hourly when court is in session. Floors will be moped with a bleach/water solution. Court building cleaning staff shall utilize cleaning supplies shown to be effective with this coronavirus.
2. Court Staff will clean the customer service window area hourly during the day.

Other

1. The Bailiff and Court Staff will continuously monitor and ensure all persons entering the courtroom wear a face covering and abide by the 6 feet social distancing requirement.
2. Gloves, anti-bacterial spray, and alcohol wipes are available for Court staff use.

In developing the Plan, I consulted with the City's Health Authority, Dr. C. Junda Woo and Mayor Mary Dennis, documentation of which is attached to this plan. I will ensure that all Court Staff and personnel covered by this Operating Plan conduct proceedings consistent with the Plan.


Date: 5/21/2020



Ed Phillips, Jr.
City of Live Oak, Texas
Presiding Judge of Municipal Court

CONSULTATION

I certify that as the Presiding Judge of the Live Oak Municipal Court, I have consulted with the City's Health Authority, Dr. C. Junda Woo and Mayor Mary Dennis regarding this Operating Plan and will be taking the necessary precautions to protect individuals entering the Municipal Court.



Dr. C. Junda Woo
Appointed Health Authority
City of Live Oak

May 13, 2020
Date

Mrs. Mary Dennis
Mayor, City of Live Oak

Date

CONSULTATION

I certify that as the Presiding Judge of the Live Oak Municipal Court, I have consulted with the City's Health Authority, Dr. C. Junda Woo and Mayor Mary Dennis regarding this Operating Plan and will be taking the necessary precautions to protect individuals entering the Municipal Court.

Dr. C. Junda Woo
Appointed Health Authority
City of Live Oak

Date

Mary M. Dennis
Mrs. Mary Dennis
Mayor, City of Live Oak

5/14/20
Date

DO NOT ENTER if you are experiencing any of the following COVID-19 symptoms: cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea, or fatigue, or if you have been in close contact with a person who is confirmed to have COVID-19. Call **210-945-1799** to discuss your options. Anyone who enters and appears to have COVID-19 symptoms will be immediately escorted out and asked about their symptoms. If necessary, they will be required to leave and will be advised to call the court.

Thank You for Your Patience

Live Oak Municipal Court

NO ENTRAR si experimenta alguno de los siguientes síntomas de COVID-19: tos, falta de aliento, fiebre, escalofríos, dolor muscular, dolor de cabeza, dolor de garganta, nueva pérdida de sabor u olfato, diarrea, vómitos, náuseas o fatiga, o si ha estado en contacto cercano con una persona que se confirmó que tiene COVID-19. Llame al 210-945-1799 para discutir sus opciones. Cualquier persona que ingrese y parezca tener síntomas de COVID-19 será escoltada inmediatamente y se le preguntará acerca de sus síntomas. Si es necesario, se les pedirá que se vayan y se les aconsejará que llamen a la corte.

Gracias por su paciencia

Live Oak Municipal Court

NOTICE

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 and are urged to resolve the charge without making a personal appearance.

If you are in this group or think you are in this group, please call **210-945-1799** to discuss your options.

Thank You for Your Patience

Live Oak Municipal Court

AVISO

Las personas que tienen más de 65 años y las personas con afecciones de salud subyacentes graves, como presión arterial alta, enfermedad pulmonar crónica, diabetes, obesidad, asma y aquellos cuyos sistemas inmunes están comprometidos, como la quimioterapia para el cáncer u otras afecciones que requieren dicha terapia son se consideran poblaciones vulnerables y se les insta a resolver el cargo sin hacer una aparición personal. Si está en este grupo o cree que está en este grupo, llame al 210-945-1799 para discutir sus opciones

Gracias por su paciencia

Live Oak Municipal Court