

COVID-19 Operating Plan for the City of Uvalde, the City of Sabinal and the Uvalde County Judiciary

Uvalde County has 6 cases meeting the CDC requirements as to documentable cases of COVID 19. As of May 1, 2020, Uvalde County has no active cases. 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 **Uvalde County and the Cities of Uvalde and Sabinal** 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 and the local administrative district judge 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 mayor 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: All Judges and Court staff will self-monitor. Those with any of the symptoms listed in number 3 below will stay home, call in and not report to work.
3. Judges 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 stay home, call in and not report to work.
4. Judges and court staff will be required to wear face coverings when dealing with the public, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Face coverings and hand sanitizer will be provided to each court employee.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Court schedules will be coordinated so that no more than one in person hearing will take place on any floor at any time. All in person hearings will comply with the Social Distancing requirements set forth under the heading Social Distancing below. All in person hearings will be spaced adequately to allow for proper cleaning between each hearing. All hearing participants will be screened prior to entry to the courthouse. If they report or exhibit any of the following: fever, 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 they will not be permitted to enter the building and be advised to seek medical attention. The hearing will be reset or accommodations will be made to allow the person to participate remotely. The Sabinal Municipal Court will schedule no more than ten defendants per hour for initial appearances and pretrial hearings to adhere to social distancing requirements and to reduce occupancy in the court building. Trials will be conducted pursuant to the Office of Court Administration Guidelines.

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 being given the opportunity to participate remotely via Zoom videoconference if they are a witness or a party, or being excused from jury service upon proof of age or underlying health condition if they are a potential juror. All persons who have business at the courthouse with offices other than court offices will receive special accommodations on a case by case basis upon notice to the office in question.
4. All Courthouse Staff who are members of a vulnerable population shall be provided with masks, goggles or protective eye shields or plastic barriers upon request.

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

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.

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 bailiff on duty 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 asked to contact the appropriate office for special accommodations.
2. 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 100°F will not be transported to the court building.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including infrared thermometers, face coverings, gloves and hand sanitizer.

Face Coverings

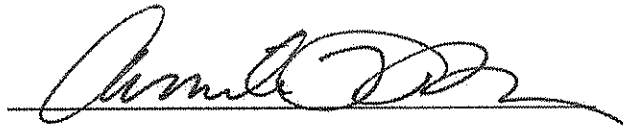
1. All individuals entering the court building will be encouraged to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided upon request.
3. Individuals who will be required to be in the court building for over 1 hour will be provided surgical masks and asked to wear them while in the court building if the supply is available.
4. All individuals participating in any court proceeding in the 38th Judicial District Court shall be required to wear a face covering at all times except when speaking or testifying in a court proceeding. If any court participant does not have a face covering, one will be provided to them.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least once every hour at the Uvalde County Court facilities and at least every twelve hours at municipal court offices.
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 have attempted to confer with all judges of courts with courtrooms in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and county judge and mayor, documentation of which is attached to this plan. I have advised all elected officials within the Court building as to the requirements of the plan.

Date: 5/19/2020



Local Administrative District Judge

People Who Are at Higher Risk for Severe Illness – VULNERABLE POPULATIONS

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

IF YOU QUALIFY AS A MEMBER OF A "VULNERABLE POPULATION," AS SET FORTH ABOVE AND REQUIRE ASSISTANCE IN ORDER TO CONDUCT BUSINESS WITHIN ANY DEPARTMENT IN THIS BUILDING, PLEASE CONTACT THE SPECIFIC DEPARTMENT AS LISTED BELOW:

COUNTY JUDGE'S OFFICE:

**Uvalde County Administrative Assistant-Helly Moncada Uvalde, Texas 78801
(830) 278-3216 (830) 278-8703 FAX**

COUNTY ATTORNEY

**JOHN P. DODSON-County Attorney 318 East Nopal Uvalde, Texas 78801
(830) 278-6510 (830)278-6585 FAX ucatty@uvaldecounty.com**

COUNTY COMMISSIONERS

**RANDY SCHEIDE-Commissioner, Pct 1, 613 Cenizo Blvd. Uvalde, Texas
78801(830) 486-4700 randy1commish@sbcglobal.net**

**JERRY W. BATES-Commissioner, Pct. 3. 32741 North Highway 83 Concan,
Texas 78838 (830) 232-6262 ibates@uvaldecounty.com**

**MARIANO PARGAS, JR.-Commissioner, Pct. 2. 1116 Ft. Clark Road Uvalde,
Texas 78801 (830) 261-9112 mpargas@uvaldecounty.com**

**RONALD GARZA-Commissioner, Pd. 4. 306 West Nopal Street Uvalde, Texas
78801 (830) 275-3482 rgarza@uvaldecounty.com**

COUNTY TREASURER

**JONI DEORSAM County Treasurer #16 Courthouse Square Uvalde, Texas
78801 (830) 278-5821 (830) 278-8809 FAX joni@uvaldecounty.com**

COUNTY CLERK

VALERIE DELTORO ROMERO County Clerk. #20 Courthouse Square Uvalde, Texas 78802 (830) 278-6614 (830) 278-8692 FAX
vromero@uvaldecountry.com

TAX ASSESSOR COLLECTOR/VEHICLE REGISTRATION

RITA C. VERSTUYFT · Tax Assessor-Collector #8 Courthouse Square Uvalde, Texas 78801 (830) 278-3225 (830) 486-0062 FAX rita@uvaldecountry.com

DISTRICT CLERK

CHRISTINA OVALLE District Clerk #15 Courthouse Square Uvalde, Texas 78801 (830) 278-3918 (830) 591-1344 covalle@uvaldecountry.com

DISTRICT JUDGE'S OFFICE

LELA BALLESTEROS 38th District Court Coordinator #17 Courthouse Square Uvalde, Texas 78801 (830) 278-3913 (830) 278-7502 FAX

DISTRICT ATTORNEY

MARK HABY District Attorney #5 Courthouse Square Uvalde, Texas 78801 (830) 278-2916 (830) 278-4731 FAX · mark.haby@38thda.org

SHERIFF

CHARLIE MENDEKE County Sheriff 339 King Fisher Lane Uvalde, Texas 78801 (830) 278-4111 (830) 278-2986 FAX sheriff@uvaldecountry.com

JUSTICE OF THE PEACE

STEVE KENNEDY Justice of the Peace, Pct. 1 #14 Courthouse Square Uvalde, Texas 78801 (830) 278-3921 jpl@uvaldecountry.com

ERNESTO LUNA Justice of the Peace, Pct. 6 339 King Fisher Lane Uvalde, Texas 78801 (830) 278-8123 jp6@uvaldecountry.com

JUSTICE OF THE PEACE CONT'D

BOBBY MCINTOSH Justice of the Peace, Pct 2 P.O. Box 177 Sabinal, Texas 78881 (830) 988-2462 (830) 988-2137 FAX jp2@uvaldecountry.com

ERNIE MOORE Justice of the Peace, Pct. 3 P.O. Box 416 Utopia, Texas 78884 (830) 966-3445 jp3@uvaldecountry.com emoore@uvaldecountry.com

EULALIO DIAZ, JR. Justice of the Peace, Pct. 4 #12 Courthouse Square Uvalde, Texas 78801 (830) 278-3904 (830) 278-8750 jp4@uvaldecountry.com

CONSTABLE

JOHNNY J. FIELD Constable, Pct. 1 700 East Nopal Street Uvalde, Texas 78801 (830) 591-7428 jfield@uvaldecountry.com

WELDON McCUTCHEN Constable, Pct. 2 P.O. Box 1321 Sabinal, Texas 78881 (830) 988-7130 Mccutchen60@yahoo.com

JIMMY D. MANGUM Constable, Pct. 3 P.O. Box 193 Utopia, Texas 78884 (210) 260-0612 jmangum@uvaldecountry.com

DAVID VALDEZ Constable, Pct. 4 1205 Kaylynn Uvalde, Texas 78801 (830) 900-2750 dvaldez@uvaldecountry.com

ROBERT A. MOSS Constable, Pct. 6 409 1/2 South Evans Street Uvalde, Texas 78801 (830) 486-5765 rmoss@uvaldecountry.com

ROAD ADMINISTRATOR

DEE KIRKPATRICK Road Administrator 2967 North US 83 Uvalde, Texas 78801 (830) 278-9213 (830) 591-0214 FAX dkirkpatrick@uvaldecountry.com

EMERGENCY MANAGEMENT

CHARLES L. WALLER Emergency Management. Coordinator PO Box 1771 Uvalde, Texas 78802 (830) 591-8765 uvaldecountry@aol.com

AUDITOR

ALICE CHAPMAN County Auditor #17 Courthouse Square ·Uvalde, Texas
78801 (830) 591-0181 (530) 278-9506 FAX· alchapman@uvaldecountry.com

ELECTIONS ADMINISTRATOR

MELISSA M. JONES Elections Administrator #2 Courthouse Square Uvalde,
Texas 78801 (830) 591-2724 (830) 591-2541 FAX
mjones@uvaldecountry.com

ASSOCIATE JUDGE (CHILD SUPPORT)

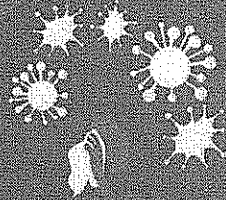
MELYNDA COLLINS, Court Coordinator, Courthouse Plaza, Box 1, Uvalde,
Texas 78801 (830)278-8167 (830)278-3017 FAX

COVID-19
CORONAVIRUS DISEASE 2019

STOP THE SPREAD OF GERMS

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

Avoid close contact with people who are sick.



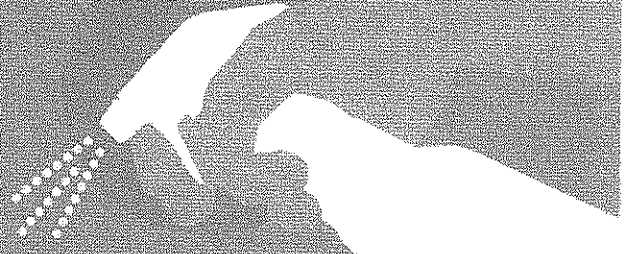
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



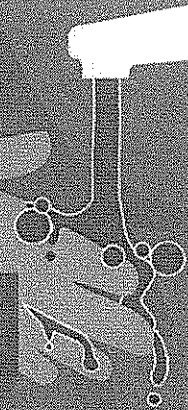
Clean and disinfect frequently touched objects and surfaces.



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



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



TEXAS
Health and Human
Services

Texas Department of State
Health Services

For more information: dshs.texas.gov/coronavirus



UVALDE HEALTH AUTHORITY

UVALDE COUNTY, TEXAS

5/19/2020

I have reviewed the COVID-19 operating plan for Uvalde County, Uvalde and Sabinal judiciaries as presented to me by Judge Camille Dubose on 5/19/2020. The operating plan meets or exceeds all CDC and Department of Health State of Texas guidelines and recommendations for preventing/reducing the transmission of COVID-19.

Uvalde County is currently a low risk county with no active cases. If an active case can be traced back to exposure from a judiciary proceeding then immediate public health measures to contain such an outbreak will be recommended as well as re-evaluation of the current operating plan.

Jared Reading, MD

Local Health Authority, Uvalde County Texas

Camile Dubose

From: Donald McLaughlin Jr <don@dkmusedpipe.com>
Sent: Monday, May 18, 2020 7:01 PM
To: Camile Dubose
Cc: Paul Tarski; Alexandra T. Wegrzyn
Subject: Uvalde COVID Operating Plan II.docx
Attachments: Uvalde COVID Operating Plan II.docx; Untitled attachment 00012.txt

Judge Dubose please include the city of Uvalde municipal court in the plan you are submitting to the state.

Thank you

Don McLaughlin

Mayor city of Uvalde

Camile Dubose

From: Camile Dubose <camile@uvaldecountry.com>
Sent: Tuesday, May 19, 2020 3:06 PM
To: camile@uvaldecountry.com
Subject: FW: COVID Plan
Attachments: Sabinal Municipal Court COVID Operating Plan.pdf

From: Judge Cynthia N. Casburn <ccasburn@cityofsabinal.org>
Sent: Friday, May 15, 2020 9:37 AM
To: Camile Dubose <camile@uvaldecountry.com>
Subject: Re: COVID Plan

Good morning Judge,

I turned the template around and emailed it back to you the same day that we spoke. I'll resend. The Sabinal Municipal Court would like to be included in the Uvalde County Judiciary, kept informed of the County procedures and will comply with the operations you set forth. One of my dilemmas in the plan is the screening. We are not medical professionals and hesitate to include or bar someone from the courtroom against their own self-assessment.

The template that was attached to your email was in large part the original template. Is that the final one for Uvalde County?

Thank you for taking on this task! I know your plate overflows. You are very appreciated.

Many thanks,

Cynthia N. Casburn

Municipal Court Judge

City of Sabinal

830-988-2630



WILLIAM R. MITCHELL

Uvalde County Judge
Uvalde County Courthouse
Uvalde, Texas 78801

May 19, 2020

Camile G. DuBose
District Judge
38th Judicial District
#17 Courthouse Square
Uvalde, Texas 78801

Dear Judge DuBose;

Thank you for visiting with me regarding the county's COVID-19 plan. It is my opinion the plan is a workable plan and will continue to provide guidance to county employees and citizens as we move through this pandemic.

My appreciation is expressed to you for your leadership in this endeavor.

Sincerely,

A handwritten signature in black ink that reads "William R. Mitchell". The signature is written in a cursive style with a long horizontal line extending to the right.

WILLIAM R. MITCHELL
UVALDE COUNTY JUDGE
Uvalde County Courthouse
Uvalde, Texas 78801