

# DeWitt County Protocols and Procedures due to COVID-19

## \*\*\*Public Notice\*\*\*

For all DeWitt County offices, the following procedures are taking place:

- Avoiding close contact with people who are sick.
  - We are following the recommendations by the Department of State Health Services that you maintain at least 6-8 feet between you and a person who is symptomatic to reduce the risk of spread of the virus.
- Avoiding touching eyes, nose, and mouth.
- Staying home when sick.
- Covering cough or sneeze with a tissue (or into arm if a tissue is not available); then throw the tissue in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a household cleaning spray or wipe. A list of products recommended by DSHS for this purpose is available at <https://www.americanchemistry.com/novel-coronavirus-fighting-products-list.pdf>.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing nose, coughing, or sneezing.
  - If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

**\*\*\*A directory of all county offices, including phone numbers and emails for county officials can be found at the end of this document.\*\*\***

**As of May 18, 2020, county offices are open to the public. Please be aware that access may be limited due to social distancing guidelines. Please refer to protocol of specific offices for more information.**

### **Regarding County Court, District Court, and Justice of the Peace Court Dockets:**

Please refer to specific webpages on the county's website for further guidelines on court dockets. These may be stricter guidelines in accordance with state requirements.

**DeWitt County Judge – Daryl L. Fowler**

The County Judge’s office is open to the public, but will be operating under social distancing guidelines.

Outside visitors will be limited to one in the office at a time, and they will be asked to maintain 6 feet of distance from the desk.

**CONSTITUTIONAL COUNTY COURT –**

- **All criminal court dockets from March and April that were cancelled are being reset.**
- **Probate and guardianship applications will still be received and hearings will be held while maintaining social distancing guidelines.**
- **Juvenile delinquency matters will be handled as needed and for the protection of the juvenile or the public.**
- **Civil matters may still be filed but hearings may be subject to the recent emergency orders of the Supreme Court of Texas.**

**DeWitt County Commissioners –**

**Pct. 1: Curtis Afflerbach**

Signs will be posted at the office entrance stating Employees Only.

Normal hours are Monday – Thursday 7 A.M. to 5:30 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff’s Dispatch at 361-275-5734.

**Pct. 2: James B. Pilchick, Sr.**

Signs will be posted at all entrances of yards stating Employees Only.

Normal hours are Monday – Thursday 6 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff’s Dispatch at 361-275-5734.

\*\*\* Precinct No. 2 office will be closed to the public until further notice.\*\*\*

**Pct. 3: James Kaiser**

Signs will be posted at all entrances of yards stating Employees Only.

Normal hours are Monday – Thursday 6:30 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff’s Dispatch at 361-275-5734.

**Pct. 4: Richard Randle**

Signs will be posted at the office entrance stating Employees Only.

Normal hours are Monday – Thursday 6 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff’s Dispatch at 361-275-5734.

**DeWitt County Treasurer – Carol Martin**

**FOR EMPLOYEES:**

The County Treasurer’s Office will continue operations to provide services as stated below. Deposits will continue to be taken on the same schedule and entrance to the Treasurer’s office will be controlled and in adherence to CDC social distancing protocols. Handwashing will continue as well as hand sanitizing on a regular basis. It is also requested that if you are experiencing any increase in fever, or if you are coughing or sneezing, please refrain from approaching and utilize the contact info below to setup an appointment and we will be glad to assist you.

All other current procedures will remain in place as follows:

- DEPOSITS WILL BE RECEIVED:** **Monday through Thursday - 8:00 a.m. to 9:00 a.m.**  
Entrance to the Treasurer’s office will be controlled and in adherence to CDC social distancing protocols. Your deposit reports will be received and confirmed by the County Treasurer or staff. Receipts will continue to be emailed to you.
- PAYROLL DIRECT DEPOSIT:** Mandatory by action of Commissioners Court May 11, 2020.
- CHECK STUBS:** Check stubs are no longer produced. Check stub info/pay history is downloadable from your ESS Portal.
- NEW EMPLOYEE ENROLLMENT:** **Tuesdays and Thursdays – 1:00 p.m. to 4:00 p.m.**  
Please contact the Treasurer’s office for an appointment.
- INSURANCE QUESTIONS/  
CHANGE REQUESTS:** Insurance questions/change requests shall be submitted by written request through email and you will be contacted.
- TERMINATION/SEPARATION/  
RETIREMENT FROM EMPLOYMENT:** Termination/Separation/Retirement process is now handled through the mail. Please email notification to this office in the event of any separation.
- CONTACT INFO:** Please contact us with questions at 361-275-0894 or by email as follows:  
  
[treasurer@co.dewitt.tx.us](mailto:treasurer@co.dewitt.tx.us)  
[amraz@co.dewitt.tx.us](mailto:amraz@co.dewitt.tx.us)  
[hilary.allen@co.dewitt.tx.us](mailto:hilary.allen@co.dewitt.tx.us)

**FOR THE PUBLIC:**

Employment applications may be obtained from the county's website at: [www.co.dewitt.tx.us](http://www.co.dewitt.tx.us)

Law Enforcement application may be obtained by contacting the Sheriff's Office at 361-275-5734

All other business will be handled by telephone or email to schedule an appointment:

Telephone: 361-275-0894

Email: [treasurer@co.dewitt.tx.us](mailto:treasurer@co.dewitt.tx.us)

[amraz@co.dewitt.tx.us](mailto:amraz@co.dewitt.tx.us)

[hilary.allen@co.dewitt.tx.us](mailto:hilary.allen@co.dewitt.tx.us)

**DeWitt County Tax Assessor-Collector – Ashley D. Mraz**

- Sneeze guards have been installed at each clerk's window
- Our floors are measured & marked for safe social distancing (1 at each clerk window & 3 others in various spaces for a total of 7 in office). If the customer does not have a space to stand on in the office that is marked for safe distancing, they will be asked to wait to enter the office until space is free
- Only one customer will be allowed at each counter per transaction
- Masks will be optional for employees & customers
- Clerks will be disinfecting their counter spaces between customer transactions and throughout the day
- We will close our office at 4:45pm daily to thoroughly clean all frequently touched surfaces to get ready for the next day's business

**DeWitt County District Clerk – Esther Ruiz**

**Effective May 18, 2020**

Our office will be open to the public and our procedures due to COVID-19 are as follows:

We will continue to maintain social distance with our employees and customers.

Our limit will be: **THREE (3)** customers in our office to conduct **Business Only**. Anyone else will have to wait in the hallway.

There will be markers on the floor so the customers will refrain from employee's desk.

Researchers will be allowed one at a time on our public computer, others will have to wait in hallway until we disinfect the station.

Hand sanitizer will be available at our counters.

Clorox Wipes, Paper Towels and Disinfecting Spray will be available for disinfecting throughout the day.

Please do not hesitate to call our office for any further assistance. (361) 275-0931  
Email for Esther Ruiz is esther.ruiz@co.dewitt.tx.us

### **DeWitt County Clerk – Natalie Carson**

#### **EFFECTIVE: May 18, 2020 until further notice –**

- The DeWitt County Clerks' office will open to the public. The office will close at 4:45 p.m. each day to allow the staff time to disinfect the office.
- We will limit the number of customers in our office at any given time. We ask that only the necessary person(s) enter the office to conduct business. Due to this, you may be asked to wait outside and/or experience a wait time.
- Only one (1) customer will be allowed at each front counter at a time.
- There will be markers on the floor so that social distancing can be achieved between customers in the lobby area.
- Customers needing to perform research within the records will need to contact the office to schedule an appointment. Only three (3) customers will be allowed in the public computer room at a time.
- Customers **will not** be allowed near the employee's desk. All request **must** be presented at the front counter behind the protective sneeze guards.
- All necessary precautions will be taken to ensure the safety of the employees and customers as follows:
  - Protective Sneeze Guards have been placed on each of the front counters for the safety of the customer and the employee.
  - Individuals are encouraged to wear appropriate face coverings.
  - Hand sanitizer will be available at the front counter.

- Clorox wipes and/or Paper Towels with Disinfecting Spray will be available for disinfecting the public station computer keyboards.
- County Clerk's office staff will disinfect between customers and throughout the day.
- **County Clerk's office asks that if you have any symptoms of, or been exposed to, COVID-19 or flu-like symptoms, or a fever, cough or sneezing, please DO NOT enter the office.**

We apologize for any inconveniences this may cause. We appreciate your understanding of the need to protect citizens, employees and their families during this time. Thank you for allowing us to serve you.

Thank you,  
 Natalie Carson  
 DeWitt County Clerk

**DeWitt County Juvenile Probation – Terri Rogers**

Beginning June 1, 2020:

- All employees will resume in office workdays.
- All juveniles will start reporting to probation officers in person. Home visits and placement visits will also resume.
- Regularly scheduled group and individual sessions will resume in person.
- Employees are required to have child care lined up. Employee's children will no longer be allowed to come to work with the employee.
- Employees who feel ill will not be allowed to come to work. Any employee with a fever will not come to work and will not be allowed to return until they are free of fever for 24 hours without medication.

**DeWitt County Elections and Voter Registrar – Melissa Alcazar**

- Voter Registration: If you would like to registrar to become a Registered Voter of De Witt County, you may stop by our office between 8am and 4pm or you may contact our office at 361-275-0859 and we would be happy to mail you a Voter Registration Card for you to fill out and mail back to our office.
- Change of Address: If you are a Registered Voter and need to change your address, you may stop by our office between the hours of 8am and 4pm or you may contact our office at 361-275-0859. We would be happy to mail you an Address Confirmation Card for you to fill out and mail back to our office.
- All other Request: If you need to request something from our office, for example list of registered voters. You may stop by our office between the hours of 8am and 4pm to fill out

required paperwork. You may also contact our office via phone or email and we will email you the required paperwork to request the information which you are requesting.

- Social Distancing: While in our office we ask that you follow the 6ft Social Distancing as marked on the floor.
- Hand Sanitizer: Hand Sanitizer will be available for you to use when you enter our office.
- Cleaning of Voting Equipment: All voting equipment will be kept clean per Hart Intercivic recommendations. Wipe polling place devices and booths with a lint-free cloth that has been slightly dampened with 50% or higher clear isopropyl alcohol (hand alcohol wipes are fine). It is best to do this every voter.
- Provide hand sanitizer at the voter check-in station.
- Use single use, disposable, ear cover for all devices.
- Additionally, poll workers and staff at poll book and workstations should keep their hands clean and equipment wiped down regularly.
- Cleaning Surface of iPad: Cleaning of iPads as recommended by Apple.
  - Unplug all cables and turn off the iPad.
  - Use a soft, slightly damp, lint-free cloth—for example, a lens cloth.
  - If material is still present, use a soft, lint-free cloth with warm soapy water.
  - Avoid getting moisture in openings.
  - Don't use cleaning products or compressed air.
  - The iPad has a fingerprint-resistant oleophobic---oil repellent---coating. Cleaning products and abrasive material will diminish the coating and might scratch the iPad. The use of isopropyl alcohol (IPA) is approved for use in cleaning systems in situations where the use of a damp, soft, lint-free cloth is insufficient. To do so, apply a small amount of isopropyl alcohol to a soft, lint-free cloth. **DO NOT APPLY THE ISOPROPYL ALCOHOL DIRECTLY TO THE SYSTEM.**

**DeWitt County Attorney – Jay Condie**

We should all be practicing "social distancing" and "office distancing" to the extent possible.

Therefore, our doors will remain locked until further notice. We ask that if you have documents to drop off that you knock on the door, announce yourself and slide your documents under the door. We will retrieve the documents, verbally acknowledge you and slide any documents which we may have for you, if any. Let us know if this creates any difficulties for you. Thank you.

**DeWitt County District Attorney – Rob Lassman**

The DA's office is open to the public effective May 18, 2020.

## **DeWitt County Sheriff – Carl Bowen**

Sheriff's Order:

March 13, 2020

In an effort to mitigate the impact of the COVID – 19 virus the following actions will be in effect immediately.

### **LEVEL I**

- Normal cleaning and hygiene efforts. Inmates are given standard materials as per normal protocol to clean their pod areas. The operating areas of the jail are cleaned and maintained through normal established procedure. Standardized intake procedures remain unchanged.

### **LEVEL II**

- Enhanced cleaning procedures to include sanitizing commonly touched areas as well as enhanced personal hygiene maintenance. Enhanced vigilance in viewing inmates during cell checks for any symptomatic indicators (i.e. flu-like symptoms), any inmate displaying flu-like or respiratory symptoms shall be immediately isolated until they are evaluated by medical personnel. Booking intake will include the recently issued COVID – 19 questionnaire provided by our contract medical provider.

### **LEVEL III**

- Active mitigating procedures are in place. In addition to the requirements of levels, I and II, inmates that present with flulike symptoms will be tested and isolated pending results. All additional duties of the work detail trustees will be suspended and will be reassigned to the deep cleaning of the DeWitt County Sheriff's office and County Courthouse. Personnel are required to use proper sanitation practices and report to their supervisor any instances of flulike symptoms. Cleaning operations are to be conducted 24 hours a day seven days a week while at this level. The jail administrator or his designee will provide a daily report to the Sheriff concerning the progress of the cleaning efforts, total number of inmates, inmates that become symptomatic, and any inmates that have been transferred during the last reporting period. Persons being booked into the DeWitt County jail will be screened in the sally port for temperature and no inmate or employee presenting with a fever of 101° or more will be admitted without medical clearance. Visitation will be suspended while at this level. Entry into the DeWitt County jail will be restricted to jail personnel, officers booking inmates and medical personnel. All administrative paperwork will be sent through the mailing tube if feasible; otherwise, oversized paperwork will be received by jail personnel at an approved entry point. Attorney visitation will continue to take place in the designated attorney visitation area, probation and/or parole officers may use the inmate visitation area to meet with inmates.

### **LEVEL IV**

- In addition to levels I through III, the following procedures are implemented. The inmate population, with the exception of the trustees will be placed in lockdown. Persons that are charged with less than a class B misdemeanor will not be admitted into the jail. Supply trucks may enter the sally port and unload. After the supply truck has left, the jail trustees may then enter the sally port and dispense the supplies. All trustees are restricted to the confines of the

DeWitt County Jail. The recreational areas of the jail will be prepared to be used as infirmaries and or quarantine areas.

**DeWitt County Justice of the Peace, Precinct 1 – Peggy Mayer**

My office plans are to remain open Monday thru Thursday 8am to 5pm and Friday 8am to Noon. We will disinfect office each afternoon and prepare it for the next day's business.

According to the Office of Court Administration (OCA) as of June 1, 2020 Justice courts may begin serving civil paperwork on Evictions and Small Claims.

**DeWitt County Justice of the Peace, Precinct 2 – Blanca McBride**

My office remains open its regular hours - Monday thru Friday 8 am to 4 pm.

According to the Office of Court Administration (OCA) as of June 1, 2020 Justice courts may begin serving civil paperwork on Evictions and Small Claims.

**Texas A&M AgriLife Extension Office – DeWitt County – Anthony Netardus**

The DeWitt County AgriLife Extension Office will be open to the public for office visits, effective 5/18/20. To minimize exposure and spread of the COVID-19 Virus, we will strongly encourage guests to come in for services by appointment visits. Walk-in customers will be accepted if all other guidelines are followed. Social distancing measures will be followed at all times and masks will be available for guests and office staff. AgriLife Extension clientele will continue to be encouraged to do as much business with the Extension office as possible via electronic media, i.e. text, email, phone calls, etc.

- Please call the office at 361-275-0816 to schedule an appointment.
- Do not make an appointment if experiencing any symptoms such as fever, cough, fatigue, shortness of breath or feeling sick. Call back to reschedule appointments when symptoms no longer persist.
- Once scheduled, please arrive at scheduled time.
- Only 1 person will be allowed in the office at a time.
- Upon entering the County Annex Building, please use the hand sanitizer provided and take one mask if needed. Chairs have been separated and floor stickers are being utilized to comply with the 6 ft social distancing practices.

Handwashing remains one of the best tools against COVID-19. It is recommended that vigorous handwashing continue for at least 20 seconds. Be sure to wash thoroughly under fingernails and in between fingers! Keep hands below your waist, especially when out in public, so that you do not touch your eyes, nose, or mouth after you have touched a frequently used surface or object. Cover your coughs and sneezes! Avoid crowded areas of more than 10 people and try to maintain a distance of 6 feet in closed areas. The only person whose actions you can control 100% of the time are your own, so be

mindful of you and your family's needs at this time and act accordingly even if that means self-isolation.

We thank you for your cooperation during this time,  
DeWitt County AgriLife Extension Staff

### **DeWitt County Adult Probation - 24<sup>th</sup> Judicial District – Jeff Pozzi**

As of 5-11-2020, the Adult Probation Office has reopened to the public with normal business hours.

We are only allowing probationers in the waiting area and have posted signs indicating that no one other than the individual reporting is to enter the building. This decreases the foot traffic in the building. The waiting area has been set up so that social distancing is being practiced. There has been a table set up upon entering the annex that has a bottle of sanitizer and there is a sign on the table instructing those that enter the building to use the sanitizer upon entering and exiting the building. There are signs throughout the building that contain information about Covid-19 and how to recognize symptoms as well as how to minimize the risk of exposure. There is also information posted instructing those who feel ill to not enter the building and call the office.

All probationers are highly encouraged to wear face masks when reporting and all are being told to bring their own pen with them so that pens/pencils are not shared. Staff are wearing masks during office visits and when leaving their individual offices. Staff are not required to wear a mask when alone in their office. Each employee has a plexiglass divider on their desk to separate the employee and the person on the opposite side of the desk.

Chairs are being wiped down with disinfectant spray each time a probationer completes their office visit.

### **Cuero - DeWitt County Health Department – Lisa Campos**

De Witt County Health Department will remain open to the public for nursing services, including vaccinations, TB testing and STD screenings. However in an effort to minimize exposure and spread of the COVID-19 Virus we will only be providing services by appointment visits only. Social distancing measures will be followed at all times and masks are strongly recommended.

Vaccine clinics will be conducted on Mondays 1pm-5pm, Wednesdays 3pm-5pm, and Fridays 9am-11am. Please call our office at 361-275-0920 to schedule your appointment. We will not open at our satellite clinic in Yoakum at the workforce center until further notice.

- Please call our office at 361-275-0920 to schedule your appointment.
- Do not make an appointment if you or child are experiencing any symptoms such as fever, cough, fatigue, shortness of breath or feeling sick, call back to schedule an appointment when you or your child are no longer experiencing these symptoms.
- Once scheduled, please arrive at your scheduled time, we will not take late appointments.
- Only 1 parent/guardian will be allowed with the patient.

- Upon entering the annex building, please use the hand sanitizer provided and take one mask if needed. Chairs have been separated and floor stickers are being utilized to comply with the 6 ft social distancing practices.

Handwashing remains one of the best tools against COVID-19. It is recommended that vigorous handwashing continue for at least 20 seconds. Be sure to wash thoroughly under fingernails and in between fingers! Keep hands below your waist, especially when out in public, so that you do not touch your eyes, nose, or mouth after you have touched a frequently used surface or object. Cover your coughs and sneezes! Avoid crowded areas of more than 10 people and try to maintain a distance of 6 feet in closed areas. The only person whose actions you can control 100% of the time are your own, so be mindful of you and your family's needs at this time and act accordingly even if that means self-isolation.

We thank you for your cooperation during this time,  
Cuero DeWitt County Health Department Staff

# DeWitt County Officials Directory

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email Address</b>
County Judge	Daryl L. Fowler	(361) 275-0916	daryl.fowler@co.dewitt.tx.us
Commissioner Precinct No. 1	Curtis G. Afflerbach	(361) 275-6441	commish1@co.dewitt.tx.us
Commissioner Precinct No. 2	James B. Pilchick, Sr.	(361) 293-2772	james.pilchick@co.dewitt.tx.us
Commissioner Precinct No. 3	James Kaiser	(361) 564-2321	james.kaiser@co.dewitt.tx.us
Commissioner Precinct No. 4	Richard Randle	(361) 275-3211	richard.randle@co.dewitt.tx.us
County Clerk	Natalie Carson	(361) 275-0864	natalie.carson@co.dewitt.tx.us
District Clerk	Esther Ruiz	(361) 275-0931	esther.ruiz@co.dewitt.tx.us
Tax Assessor-Collector	Ashley D. Mraz	(361) 275-0879	dctax@co.dewitt.tx.us
Treasurer	Carol Ann Martin	(361) 275-0894	treasurer@co.dewitt.tx.us
County Attorney	A. Jay Condie	(361) 275-0812	jay.condie@co.dewitt.tx.us
District Attorney	Rob Lassman	(361) 275-2612	rob.lassman@co.dewitt.tx.us
Sheriff	Carl Bowen	(361) 275-5734	carl.bowen@co.dewitt.tx.us
Justice of the Peace Precinct No. 1	Peggy Mayer	(361) 275-3443	dewittjp1@co.dewitt.tx.us
Justice of the Peace Precinct No. 2	Blanca McBride	(361) 564-9410	dewittjp2@co.dewitt.tx.us
Constable Precinct No. 1	Kelly Phelps	(361) 275-0916	kelly.phelps@co.dewitt.tx.us
Constable Precinct No. 2	Jeffrey Abbott	(361) 564-7221	jeff.abbott@co.dewitt.tx.us
Juvenile Probation	Terri Rogers	(361) 275-5162	terri.rogers@co.dewitt.tx.us
Adult Probation (CSCD)	Jeff Pozzi	(361) 275-0889	Website - www.cscd.net
Interim Chief Appraiser	Stephanie Rodriguez	(361) 275-5753	dewittapprdist@gmail.com
Auditor	Carrie Rea	(361) 275-0926	carrie.rea@co.dewitt.tx.us
Emergency Management Coordinator	Cyndi Smith	(361) 275-0878	cyndi.smith@co.dewitt.tx.us
Health Department	Lisa Campos	(361) 275-0920	lisa.campos@co.dewitt.tx.us
Elections Administrator	Melissa Alcazar	(361) 275-0859	electionadmin@co.dewitt.tx.us
County Agent	Anthony Netardus	(361) 275-0816	anthony.netardus@ag.tamu.edu