

TWENTY-THIRD JUDICIAL CIRCUIT
JURY TRIAL PREPAREDNESS PLAN

Oliver W. Hill Justice Center (Roanoke City)

October 15, 2020

General Requirements Before Resumption of Jury Trials

In consultation with the judges of this circuit, local sheriffs, clerks of the circuit courts, public health officials, and stakeholders, the following criteria have been considered in this plan to resume jury trials:

- 1) To ensure the health and safety of all participants in a jury trial: The jurors, litigants, witnesses and Courthouse employees as well as other members of the public accessing the Courthouse. This will be accomplished through prescreening, use of personal protective equipment (PPE), social distancing, cleaning and disinfecting surfaces and maintaining air quality;
- 2) To ensure the Constitutional and statutory rights of the parties, including but not limited to the right to a jury trial, the right to a speedy trial, the right to a public trial, the right to confrontation, and the rights of crime victims;
- 3) To ensure that the parties have a full and fair opportunity to litigate the case in as normal a fashion as possible; and
- 4) To ensure that the jurors and other participants feel comfortable both with the health and safety measures and with any modifications that have been necessary so that they are not distracted and can fully focus on the case.

Authorities Consulted

Supreme Court of Virginia Orders of Judicial Emergency in Response to COVID-19 Emergency: <http://www.courts.state.va.us/news/items/covid/scvemergencyorders.pdf>

Virginia Governor Ralph S. Northam Executive Orders: <http://www.virginia.gov/coronavirus/>

16VAC25-220 EMERGENCY TEMPORARY STANDARD – Infectious Disease Prevention: SARS-CoV-2 Virus that Causes COVID-19

Guidance Document for Judges and Clerks Re: Standard Adopted by the Safety and Health Codes Board of Labor and Industry

Stakeholders Consulted

This plan has been developed in consultation with the Judges of the 23rd Circuit, the Clerk of the Circuit Court, the Roanoke City Sheriff's Department, the Roanoke City Courthouse Facilities Management Department, litigators within the 23rd Circuit who frequently appear in Circuit Court, and the Maintenance Department.

Online Copy of Protocols

[To be added upon approval of this plan.]

General Information and Protocols

I) Preparation of the Facility and Staff

The Oliver W. Hill Justice Center is located in downtown Roanoke, Virginia. The Oliver W. Hill Justice Center is a three-story building. The first floor houses the public entrances and security stations, the Juvenile and Domestic Relations District Court with three courtrooms, and the Clerk's office for that court. The second floor contains the General District Court with four courtrooms, the General District Court Clerk's Office, the Commonwealth's Attorney's Office, and a jury assembly room. The third floor contains the Circuit Court with four courtrooms, and the civil and criminal division Clerk of Court's offices.

There are two public entrances into the courthouse. Both entrances are equipped with

security stations. There are signs at each entrance alerting entrants that masks are required upon entry to the courthouse. Deputies have been instructed to question all entrants regarding potential exposure to COVID. These questions will mirror the COVID screening questionnaire included as Exhibit A. Failure to answer these questions, or an answer that confirms a risk of exposure, results in being denied entrance to the courthouse. Further, anyone with a temperature of 100.4 or higher is denied entry to the courthouse.

Signage at the doors communicates these policies to the public. *See* Exhibit C. Any person who is refused entry into the building by reason of a COVID-related risk receives instructions about how to contact the Court or the office with which he or she had business to inform them of the situation. If a necessary party or witness is denied entry, Polycom or Webex can be used to allow them to attend remotely. This will be further discussed below in the sections relevant to evidence and witnesses.

Masks or face coverings are required for anyone entering the courthouse. Masks must be worn at all times in the courthouse unless specifically excused by a judge in accordance with the specific policies discussed below. When such permission is given, the person removing his or her mask will be asked to move 10 feet away from others in order to comply with proper distancing. If someone does not have a mask or face covering, one is provided to them. *See* Exhibit D. Jurors who are unable to wear masks for medical reasons, or who refuse to do so, will be dismissed or deferred, depending on their specific medical issue.

There are strategically placed sanitization stations around the courthouse that provide access to extra/replacement masks and hand sanitizer. *See* Exhibit D. Jurors and all participants in a jury trial will always have access to restrooms in the courthouse where they can safely wash their hands. Jurors will have private restrooms that only they have access to as discussed below.

Jurors will be permitted to bring a small individual bottle of hand sanitizer and keep it on their person throughout the trial as well.

Access to the upper floors can be accomplished using a public stairway. *See Exhibit E.* The stairway is open to the vaulted ceiling entrance way and will not require the public to share a cramped space. Further, the entrances and stairway have been marked off with clear traffic patterns to ensure proper social distancing. Alternatively, two elevators are available to the public. The elevators are well-marked with signs limiting elevator occupancy to no more than two riders and reminding users that social distancing is required. *See Exhibit F.* Security personnel will be directing the public to the stairway to encourage its use over the elevator. Jurors will be asked to refrain from using courthouse elevators, unless medically necessary, in order to maintain proper social distancing.

Seating outside the courtroom is marked to indicate where witnesses and members of the public should sit to ensure social distancing can be maintained. *See Exhibit G.*

II) HVAC

All conditioned air is pulled through pleated MERV 8 filters and large bag filters. The pleated filters are replaced every three months, and the bag filters are replaced yearly. Though resources are a significant issue, we are investigating the installation of UV lights in all air handlers for additional filtration.

III) Cleaning Protocols

Public areas in the courthouse, including common areas, elevators, restrooms, courtrooms, and jury rooms, are cleaned regularly throughout the day. Courtroom bailiffs already clean the witness stand with disinfectant between each witness. Additional cleaning staff will be available for all jury trials, with instructions to clean all high-touch surfaces approximately every two hours. Specifically, the courtroom and jury room will be cleaned in the morning, during the

lunch break, and in the evening. After the evening cleaning, the courtroom will be sealed until the following morning. Mid-trial cleaning procedures are further discussed in the “Recess and Meal Breaks” section below. Every courtroom is already equipped with cleaning sprays and sanitizing wipe dispensers. *See* Exhibit H.

IV) Jury Lists and Summons

In appropriate civil cases, and in an effort to lessen the number of jurors required for trial, the court may discuss the availability of three-person jury trials as contemplated by Va. Code Ann. § 8.01-359(D) and summary jury trials as contemplated by Va. Code Ann. § 8.01-576.2.

Currently, we send out approximately 250 summons a month. For various reasons, that total is pared down to a pool of approximately 125 potential jurors. This is a yield of approximately 50%. This yield is anticipated to decrease under post-COVID conditions to approximately 30%. It is anticipated that the number of summonses sent to potential jurors will increase to prevent the jury pool from being too small. The policy of having only one jury trial conducted at a time is anticipated to mitigate the deleterious effect of the lower juror yield.

The summons will include steps the courthouse has taken to mitigate the risk to the public, litigants, and employees. The summons will recommend that jurors “self-screen” by completing and responding to an additional screening questionnaire, consistent with the “COVID-19 Screening Questionnaire” and “Risk Factors Assessment,” attached as Exhibits A and B. Finally, a URL to this plan will be included. Excuses will be liberally granted to jurors for good cause and jurors may defer service to a later date if they are in a high-risk category or take care of someone who is in a high-risk category.

Approximately one day prior to trial, each juror will be contacted by phone by Sheriff’s Office personnel to notify them of their appearance, to review the additional screening questionnaire, and to prescreen them. Prescreening questions will be determined by the latest

advice from the CDC and VDH and will include any current symptoms, exposure to others with symptoms or a positive test, recent travel, and whether they have any special childcare or family member care issues due to the pandemic. Sheriff's Office personnel will direct any juror who expresses concern with jury service to call the Clerk's Office, and the Sheriff's Office personnel will report all screening results to the Clerk and to the judge presiding over the trial. Any juror whose answers indicate a current health risk will be instructed not to report and will be replaced by the next juror to be summonsed.

V) Pretrial Conferences

A mandatory pretrial conference will be held by telephone or video conferencing two or three days prior to each scheduled jury trial. At a minimum, the Court will address this jury plan, courtroom protocols, the use of alternates, the scheduling of witnesses, and the handling of exhibits. (As part of its discussion regarding the scheduling of witnesses, the Court will advise counsel to coordinate the arrival of witnesses to ensure staggered times. Staggering witness times is discussed further in Section V "Witnesses and Evidence.")

Counsel are expected to have conferred prior to this conference to discuss stipulations, agreed exhibits, and any outstanding pretrial issues. All parties will be required to certify at the pretrial conference that the case is ready for trial, that all sides have made every good faith effort to resolve the case, that they have considered alternatives to a jury trial, and that they have read this plan. This will mitigate the risk of a last-minute settlement or continuance and forestall the need to bring in a group of potential jurors only to have the case not move forward.

Trial Process

I) Trial Scheduling

Only one jury trial will be held in the courthouse at a time. No additional jury trial will begin until any prior jury is concluded and jurors, counsel, etc. have left the courthouse. A

thorough cleaning of all relevant areas, including the courtroom, all high touch areas, the jury room, and juror bathrooms will be completed before any additional jury trial.

II) Jury Arrival/Assembly

Prospective jurors will be summonsed on a staggered basis. Depending on the number of potential jurors (which will depend on the length and other specifics of the trial) one third to one fourth will be summonsed to appear at times staggered throughout the day. For example, one group would be summonsed to appear at 9:00 am, one at 11:30 am, and one at 1:30 pm. The jurors in each group will be randomly selected. The staggered arrival times will enable the jurors to maintain better social distance and limit their exposure to other potential jurors.

When jurors arrive at the courthouse, they will be asked a series of questions that mirror the screening questionnaire to determine if they or someone they have come in close contact with has been exposed to the COVID-19 virus. *See Exhibit A.* Their temperature will also be taken at this time. As is true of all courthouse visitors, entry shall be denied to any prospective juror with a temperature exceeding 100.4 degrees. As discussed above, masks will be required and provided for those who do not have one. Refusal or inability to wear a mask will result in dismissal or deferment, as is appropriate under the circumstances.

After the jurors have been screened at the courthouse entrance, they will be brought directly to the gallery of Circuit Court courtroom number four, where seats are marked to ensure that jurors maintain social distancing of at least 6 feet. *See Exhibit H.* The number of jurors in any single room will be limited so that social distancing can be maintained at all times. Circuit Court courtroom number 4 can hold a maximum of 20 jurors at one time. If there are more jurors than one jury room or courtroom can hold, an additional room or rooms will be provided in order to maintain social distancing.

III) Voir Dire

During *voir dire*, to comply with proper social distancing guidelines, no more jurors shall be present in the courtroom than that courtroom can accommodate while maintaining social distancing of at least 6 feet. In Circuit Court courtroom number 4 the maximum juror capacity is set at 20 jurors. This general policy will be aided because the arrival times of potential jurors will be staggered throughout the morning and early afternoon, as discussed above.

The *voir dire* process itself will take place in the normal fashion, but with the potential jurors located in the gallery of the courtroom. After the first wave of potential jurors complete *voir dire*, those jurors will be released. Those selected to the jury will be instructed to return for the start of trial. This will clear the way for the next wave of potential jurors to go through the *voir dire* process. Gallery seats are marked at six-foot intervals to ensure social distancing.

A criminal defendant may be asked to remove his face covering during *voir dire* to ensure that prospective jurors can see him and indicate whether any know him or recognize him. Likewise, while jurors will be required to wear face coverings at all times, the Court expects to permit individual jurors to lower their cover briefly, if requested by counsel, while ensuring proper social distancing of at least 10 feet from all other persons. To balance judicial efficiency with the need for precautionary measures, the court will consider selecting at least one alternate juror for every trial or have counsel stipulate that if a juror must later be excused for reasons not related to Covid-19, the trial will continue with one less juror.

This method of conducting *voir dire* will allow the Court to ensure that the process remains open to the public. Free spaces in the gallery can be made available to the public. Further, Circuit Court courtroom number 4 is equipped with streaming capabilities. If necessary, the proceeding can be streamed to another Circuit Court courtroom in order to allow for

additional members of the public to attend. Public access is discussed in greater detail in section VII below.

IV) Trial

Juries of 12 or more individuals will be held in Circuit Court courtroom number four. *See Exhibit H.* This courtroom is the largest Circuit Court courtroom in the courthouse and will provide more space to insure social distancing. The right side of the gallery and the first two rows on the left side will be used as the jury box, and seats will be marked to ensure that at least six feet is maintained between the jurors, and all trial participants, at all times. The remainder of the seats on the left side will be designated for the public. Limited members of the press may use the jury box, if necessary. The witness seat will be turned around in order for the jury to see the witness and for the witness to be able to effectively communicate with the jury. A plexiglass barrier will stand between the jurors and the witness and between the judge and the rest of the court. *See Exhibit H.*

Juries of seven or fewer jurors will be held in the Circuit Court courtroom of the judge assigned to the case. The jury box has been marked to indicate in which chairs the jurors are to sit in order to maintain proper social distancing. *See Exhibit H.*

Circuit Court courtroom number two, a currently vacant courtroom, will be designated as the jury room. During breaks, for lunch, and for deliberations, the jury will enter and exit the courtroom in which the trial is occurring through the door to the side of the bench. They will then be taken to Circuit Court courtroom number 2. *See Exhibit I.* The specifics of recesses and lunch breaks are discussed below.

Once the trial begins, the Court will direct that all attorneys and witnesses restrict their movement in the courtroom to maintain social distancing at all times. Absent express permission from the judge, attorneys will not be permitted to approach witnesses, opposing counsel, the

jurors, or the judge. If face coverings impair the ability of a lawyer to communicate with the witness or with the Court, the Court may grant the attorney permission to remove his or her face covering as necessary, ensuring that the attorney remains at a distance of at least 10 feet from other persons.

Likewise, if face coverings impair the ability of a lawyer and his client to communicate at counsel table (and alternate methods of communication such as note-writing are insufficient), the Court will permit counsel whatever recesses are necessary for the purpose of facilitating private communication. The Court expects counsel to maintain social distancing with co-counsel and his or her client at all times.

Sidebars will be conducted in the judge's conference room in order to ensure that social distance is maintained. (Each judge has a private conference room attached to his chambers.) *See* Exhibit J.

V) Witnesses and Evidence

In advance of trial, the Court shall advise counsel to pre-label exhibits and provide sufficient copies (preferably in individual notebooks) for each juror so that jurors do not have to share materials. Alternatively, exhibits may be shown via ClickShare or other electronic means. Non-documentary evidence will be displayed to the jury by placing the item on the front of the witness stand in full view of all the jurors, as shown in Exhibit H. In no event will publication of exhibits by passing them from juror to juror be permitted. Disposable gloves will be provided in the jury room if the jury requests to examine any exhibit during deliberation. Training will be provided in the proper use of gloves, both in how to prevent cross-contamination and safely removing them. Gloves will be disposed of by Sheriff's Office personnel after each use.

Parties will be required to schedule witnesses so that all witnesses do not appear at one time, but also so that the trial is not delayed while waiting for a witness. Witnesses who are

located in close proximity to the courthouse and whose testimony is dependent on the course of the trial shall be placed on an “on call” status. No more than one witness shall be permitted in a witness room at a time. The witness room shall be cleaned between uses.

While on the witness stand, which is distanced from all other participants as shown in Exhibit H, the judge may allow the witness to pull his or her mask down and testify with face exposed. If a bailiff needs to approach a witness to hand him something, the Court will instruct the witness to re-cover his or her face before allowing the approach.

The witness box and microphone will be cleaned after each witness. The Court will continue to encourage the use of video depositions and/or remote testimony, via Polycom or WebEx, in an effort to limit the exposure of jurors to COVID-19 from in-person witnesses. Necessary parties or witnesses that are denied entry to the courthouse due to answering “yes” to a COVID screening question will also be given access to Polycom and/or WebEx.

Criminal defendants may be required to lower their masks briefly for the purpose of enabling a witness to see his face and answer whether the witness can identify the defendant. Any time masks are removed for any reason, the distance between the unmasked person and all others will be more than 10 feet as recommended by the Virginia Department of Health.

VI) Recesses and Meal Breaks

The Court will take a recess at least every two hours to allow cleaning and sanitizing of high-touch areas and to allow hand sanitation. Courtroom doors will be propped open at each recess to limit the touching of surfaces and to allow increased air flow into the courtroom.

Jurors will use Circuit Court courtroom number two, a currently vacant courtroom, for all breaks, meals, and deliberations. This courtroom is large enough to allow jurors to socially distance for the duration of their time in the room, as shown in Exhibit I. Jurors will be allowed

to leave courtroom number two in groups of two in order to use the juror's bathrooms behind the courtroom. *See* Exhibit K.

Jurors will be provided bottled water rather than water pitchers and cups. Jurors will also be provided with lunch to discourage travel outside the courthouse during trial. Jurors who opt to leave the courthouse during the trial will be rescreened upon reentry to the courthouse.

VII) Public Access

The right to a public trial, including *voir dire*, will be preserved. Members of the media will be permitted, including cameras if ordered, in accord with the First Amendment, Virginia statutes, and the prevailing practice in this court, so long as social distancing can be achieved and masks are worn. Designated areas have been marked for the public, and seats have been marked to provide social distancing. Members of the same household may be seated together. As mentioned above the jury will be seated in the gallery. The jury box and remaining room in the gallery will be used to seat the press and public, respectively. *See* Exhibit H.

If the situation demands it, live streaming to another courtroom is an option that may be considered. Consideration will be given to the notoriety of a trial and the public interest generated by it, the number of interested individuals such as victims and family members likely to attend, and the number of gallery seats taken up by the jury.

VIII) Mid-Trial Illness

If a trial participant or courthouse employee becomes ill during trial, immediate steps will be taken to either isolate the person until they can safely exit the building or have them isolate if they are out of the building when they become ill. All affected areas of the building will be cleaned and sanitized before subsequent use. All persons who had close contact for an extended time, as defined by the CDC, will be notified by phone call by Sheriff's Office personnel of their possible exposure and urged to contact their health care provider or VDH for further instructions.

Sheriff's Office personnel will gather contact information from jurors, litigants, attorneys, and other trial participants in order to facilitate notification of those potentially exposed. These policies are believed to be consistent with the requirements of the Emergency Temporary Standard – Infectious Disease Prevention, promulgated by the Department of Labor and Industry (16 VAC 25-220), which is incorporated herein.

The Court will consult with litigants, remotely if necessary, to determine if a continuance or mistrial will be necessary. Among factors to be considered will be the availability of test results in a timely manner, the uses of alternates, the stage of the trial, the length of the delay, and the continued availability of the jurors and litigants.

Constant Evaluation

The Court is aware that the current pandemic requires courts throughout the Commonwealth to adapt to recommended and required safety guidelines. Accordingly, the judges of this circuit are prepared to update this plan, as necessary, to comply with Orders of the Supreme Court of Virginia as well as any appropriate recommendations from health officials.

EXHIBIT

A

Covid-19 Screening Questionnaire

COVID-19 SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are committed to providing you with a safe environment in the courthouse. Anyone coming into the courthouse will be screened and part of our screening process includes this questionnaire. Please circle either “yes” or “no”. If you answer “yes” to any of these questions, you must **immediately** contact the Clerk of Court (540-853-6702) or the Sheriff’s Office (540-853-2941) to report all affirmative answers.

1. Within the last 14 days:

A). Have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?

Yes No

B). Have you traveled outside of the country/internationally?

Yes No

C). Have you experienced, or are you experiencing, any of the following (other than from a pre-existing non-COVID diagnosis):

a. Fever?	Yes	No
b. Chills?	Yes	No
c. Cough?	Yes	No
d. Shortness of breath?	Yes	No
e. Difficulty breathing?	Yes	No
f. Fatigue?	Yes	No
g. Muscle or body aches?	Yes	No
h. Headaches?	Yes	No
i. New loss of taste or smell?	Yes	No
j. Sore throat?	Yes	No
k. Congestion or runny nose?	Yes	No
l. Nausea or vomiting?	Yes	No
m. Diarrhea?	Yes	No

D). Have you been in close proximity to anyone who was experiencing any of the above listed symptoms?

Yes No

E). Have you had a temperature at or above 100 degrees?

Yes No

F). Have you experienced loss of taste or smell that you cannot attribute to another health condition?

Yes No

G). Have you, or a co-worker, or a member of your immediate family been directed to quarantine, isolate, or self-monitor?

Yes No

H). Have you been diagnosed with, or had contact with anyone who has been diagnosed with COVID-19, or resided with someone who has been diagnosed with, or had contact with someone who has been diagnosed with COVID-19?

Yes No

2. Do you believe that your health or that of a relative or person with whom you reside may be endangered by you serving on a jury?

Yes No

3. Have you been tested for COVID-19 and are awaiting results?

Yes No

Name: _____

Date: _____

EXHIBIT

B

Covid-19 Risk Factors Assessment

COVID 19 RISK FACTORS ASSESSMENT

Our screening process also includes the following questionnaire. Your answers will help us better understand your health risks and needs. Please answer to the best of your ability by circling “yes” or “no.” If you answer “yes” to any of these questions, you must **immediately** contact the Clerk of Court (540-853-6702) or the Sheriff’s Office (540-853-2941) to report all affirmative answers.

1. Are you over the age of 65?

Yes No

2. Do you have a condition that makes you at higher risk for COVID-19 virus? (Including, but not limited to high blood pressure, chronic lung disease, diabetes, obesity, asthma, liver disease, severe obesity, chronic kidney disease, heart conditions, etc.)

Yes No

3. Do you care for someone or people who are at higher risk?

Yes No

4. Does someone or do people at higher risk live in your household?

Yes No

5. Are you the sole caretaker of a child?

Yes No

6. If yes, do you have childcare available to you?

Yes No

7. Do you interact with high-risk people for work?

Yes No

8. Do you work in a long-term care facility or other healthcare environment?

Yes No

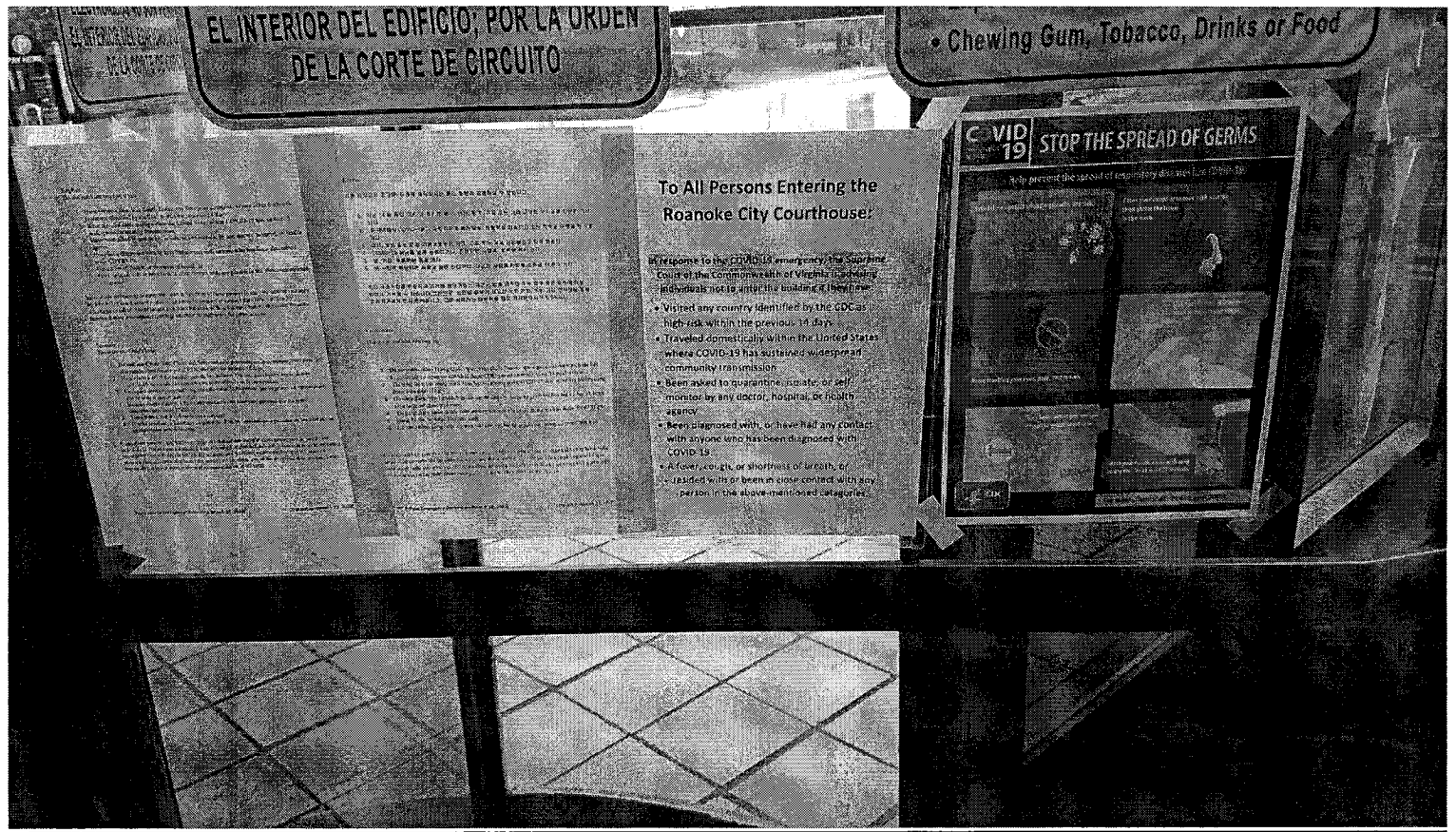
Name: _____

Date: _____

EXHIBIT

C

Oliver W. Hill Justice Center Signage



Signs on the Front Door:

These signs appear on all entrances to the courthouse. This includes all four parts of the front entrance's spinning doors, the push door at the front entrance, and the doors on the side entrance. The signs clearly display the court's policies to all who enter.

CIRCUIT COURT

← COURTROOMS

JUDGES CHAMBERS

← CLERK - CIVIL DIVISION

CRIMINAL DIVISION →

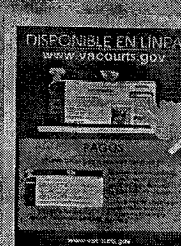
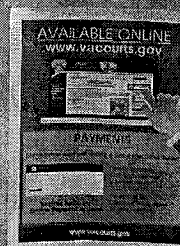
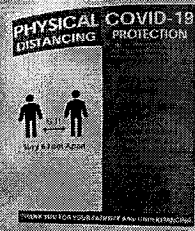
FOR INFORMATION CONCERNING:

MARRIAGE LICENSES

WILLS & STATE DEEDS

JUDGE FEES
(Over \$100 Criminal)

PLEASE GO THROUGH THE
DOUBLE DOORS ON YOUR LEFT
THEN STRAIGHT ACROSS TO
CLERK'S OFFICE



Circuit Court Signage:

These notices are prominently displayed across from the elevators on the third floor of the Oliver W. Hill Justice Center. It is the first thing persons using the elevator see when they walk out; similarly, persons using the stairs must walk past it to get to the courtrooms or clerk's office.

EXHIBIT

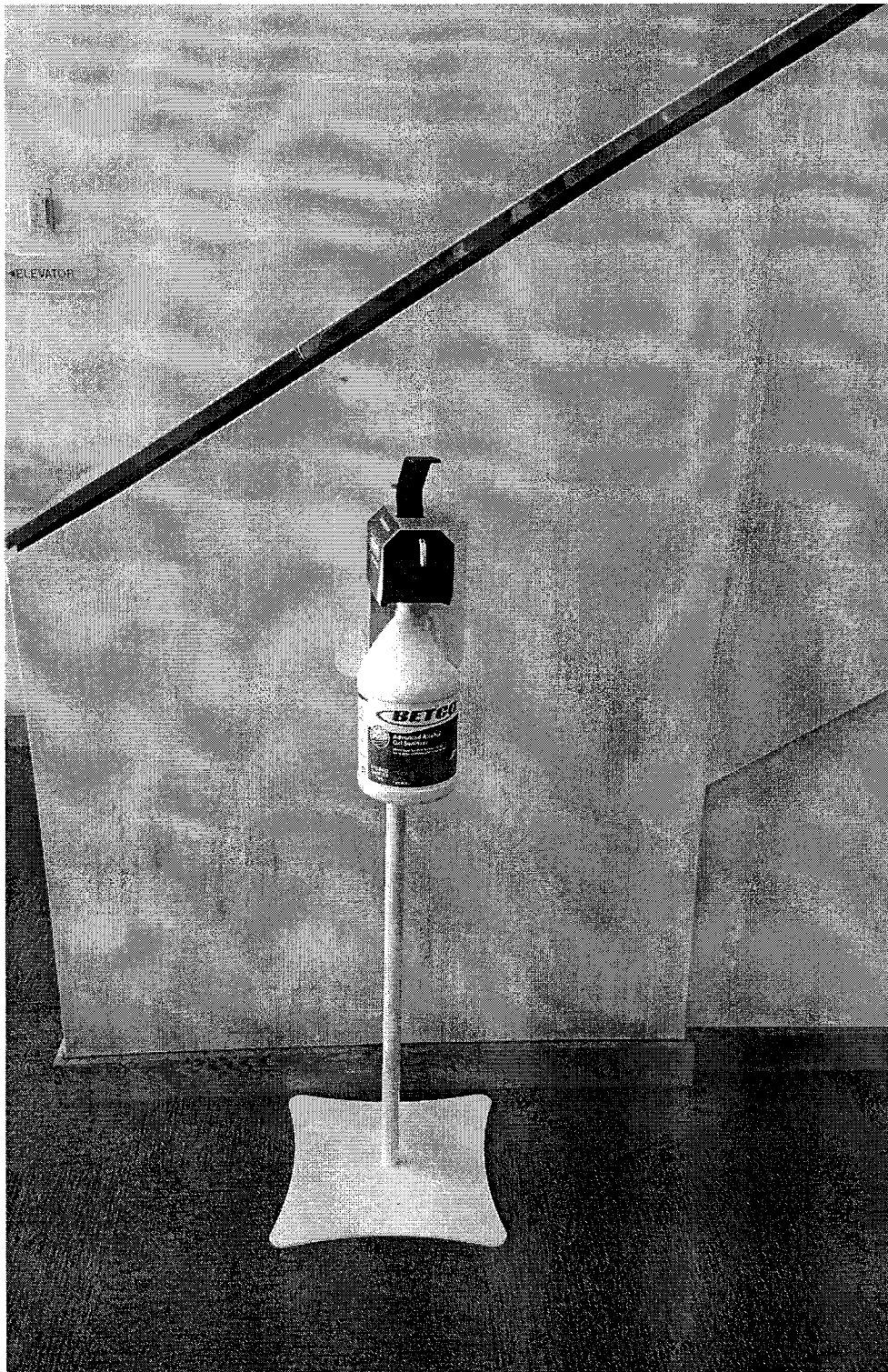
D

Sanitizing Stations



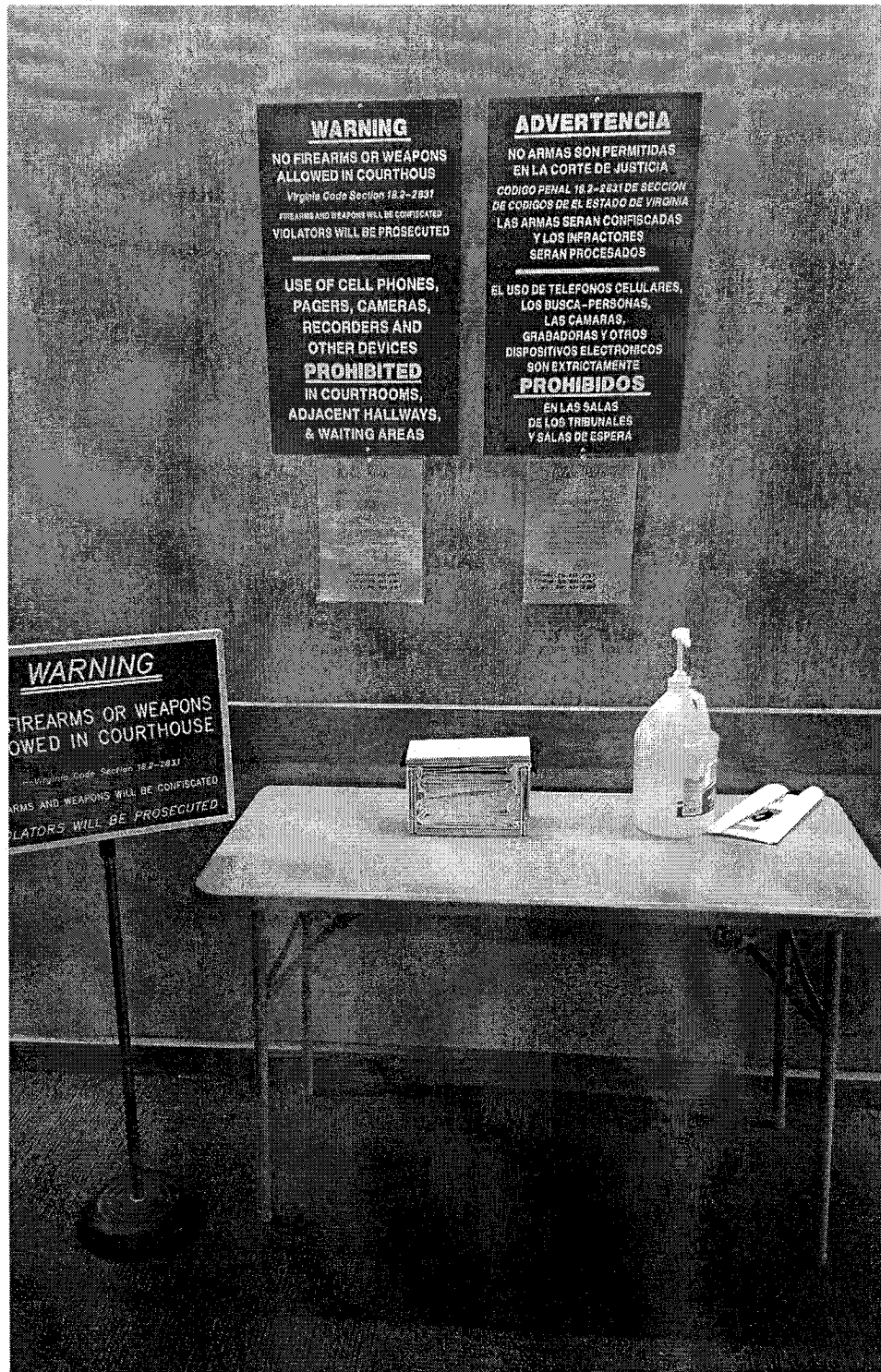
Hand Sanitizer Station at the Front Door:

This station is the first thing that persons using the front entrance come to. It must be passed before reaching the security station. It is stocked with hand sanitizer and masks for persons who do not have one.



Hand Sanitizer Station by the Stairs:

This station is at the base of the main staircase, on the other side of the security station. It is frequently checked to ensure that it is always stocked with hand sanitizer. As discussed above, this is the main method of getting to the Circuit Court on the third floor. This station allows visitors to clean their hands after passing through security.



Hand Sanitizer Station at the Side Entrance:

This station is located in front of the security station at the side entrance of the courthouse. It is stocked with masks and hand sanitizer, as well as notices (the green flyers above the station) detailing Covid-19 policies. A larger version of this flyer can be found below.

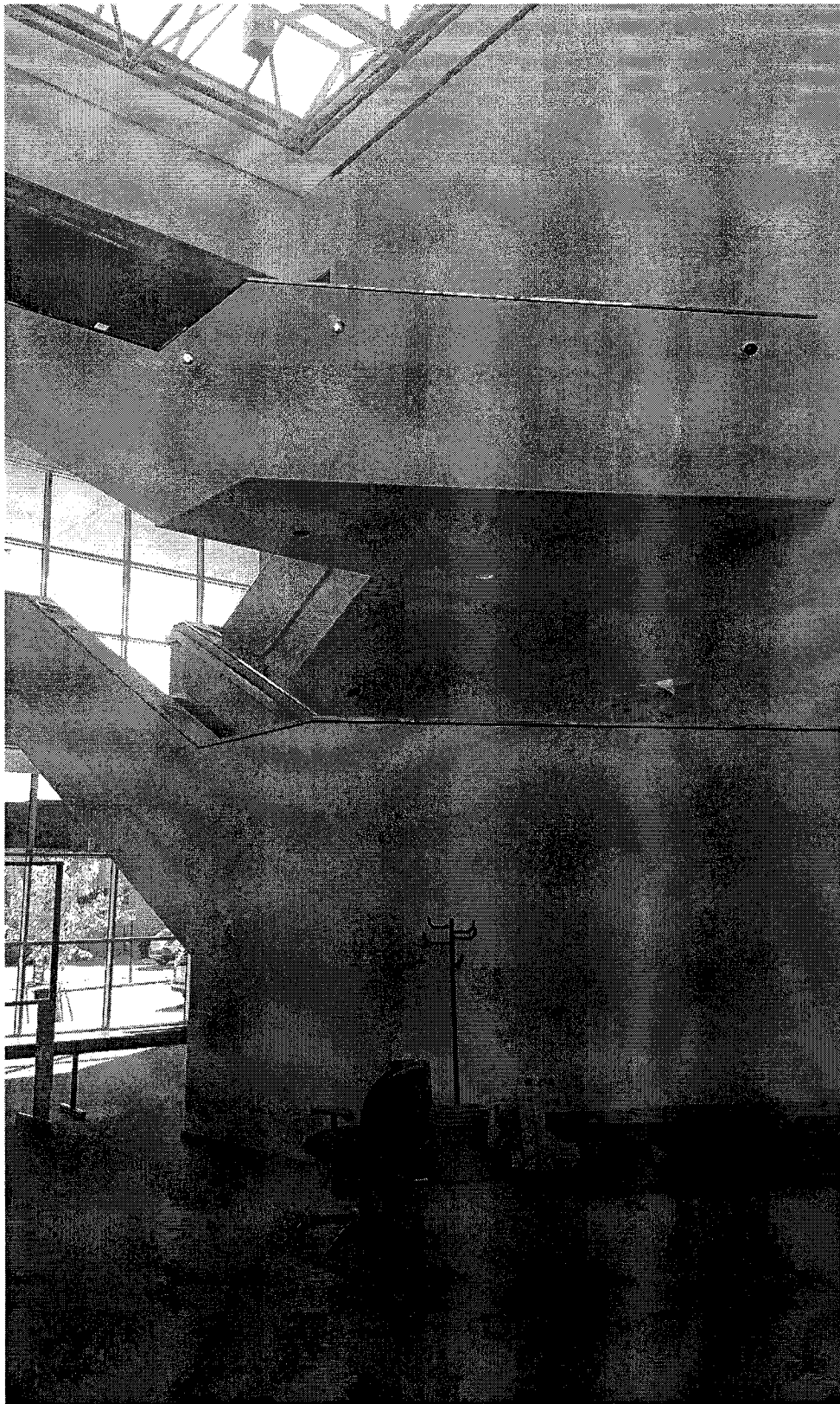


Hand Sanitizer Station outside Circuit Courtrooms:
This station is prominently located on the third floor, right outside of the court rooms. It is immediately visible upon walking up to the third floor.

EXHIBIT

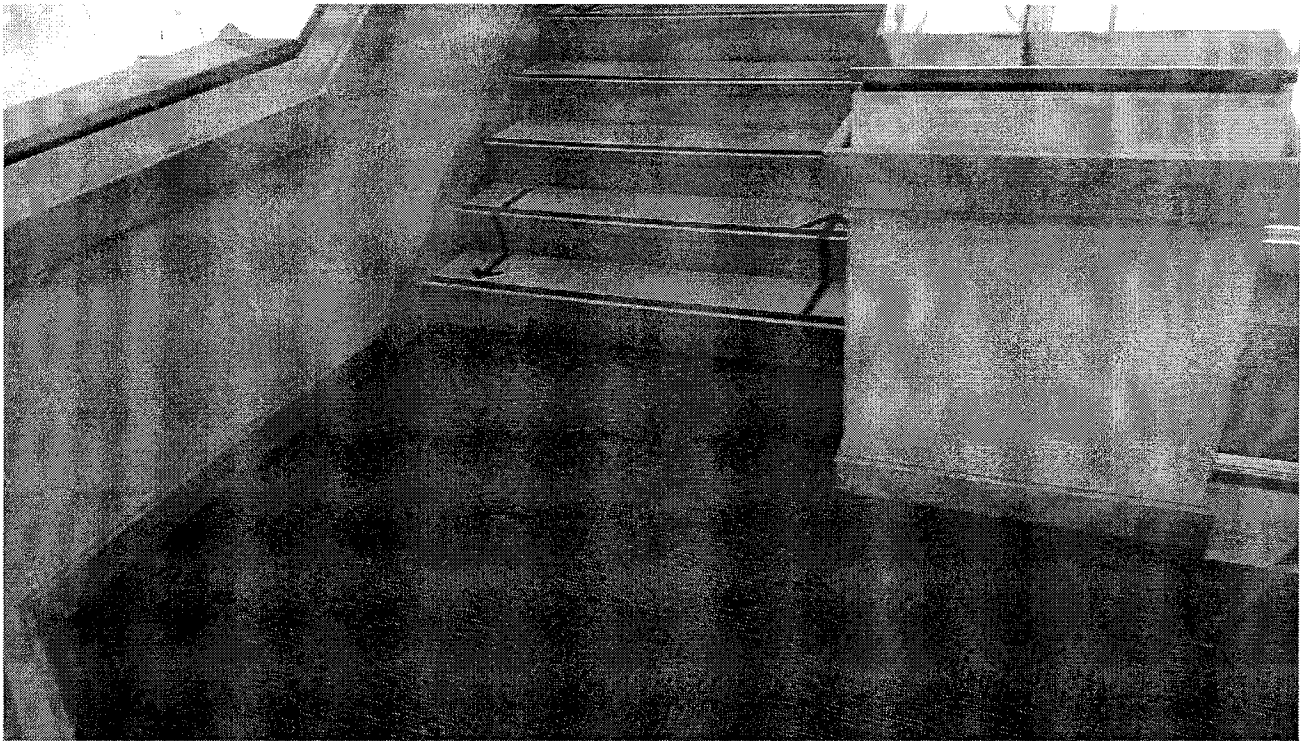
E

Public Stair and Traffic Flow



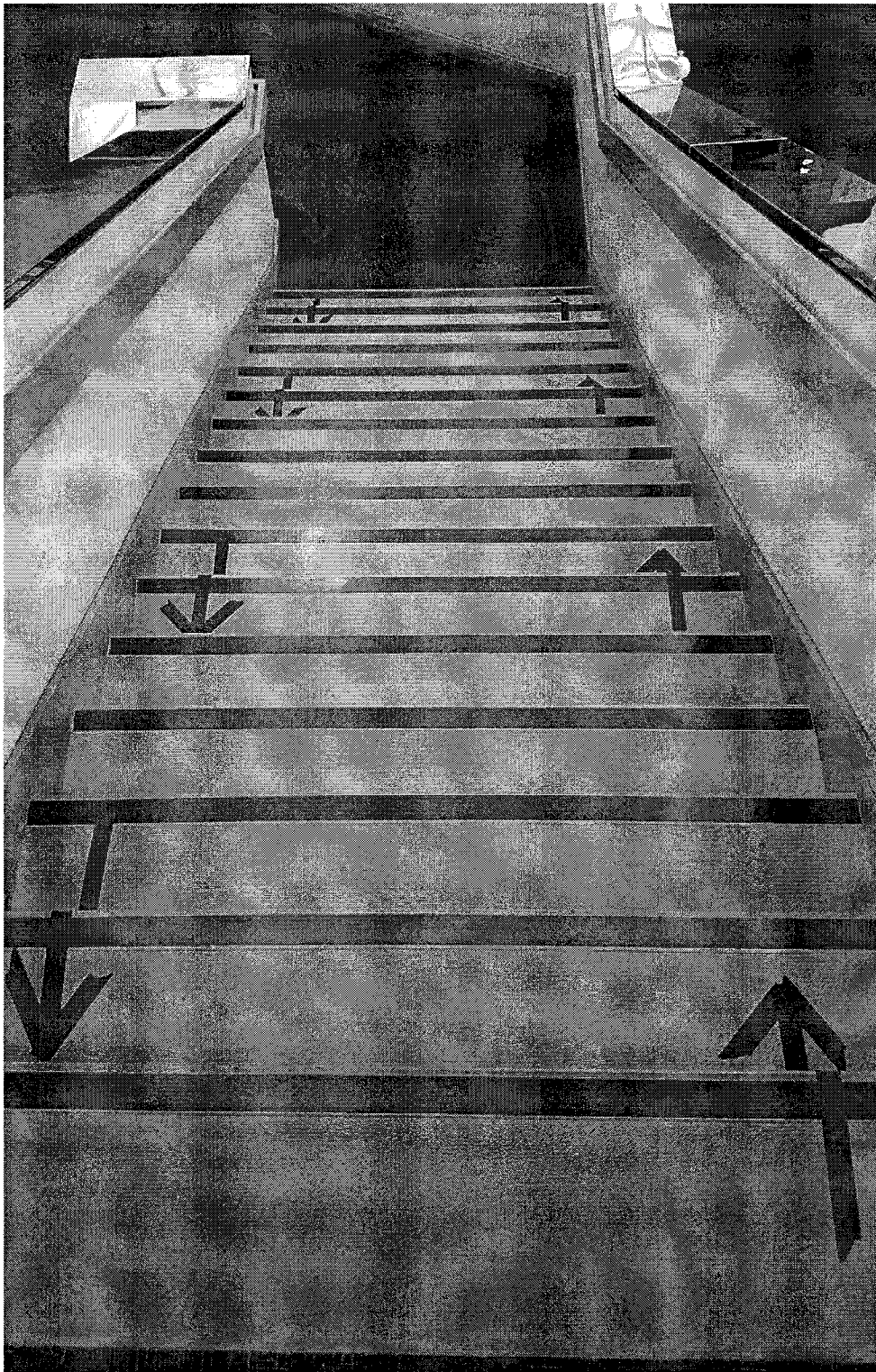
Public stairway:

This picture shows the open-air nature of the public stairway. As can be seen, the public stairway is not a confined space but is open for the entire three-story climb.



Public stairway and traffic flow marking:

This is a picture of the stairway leading from the second floor of the courthouse to the third floor. The Circuit Court is on the third floor, and this is the stairway that the jurors and the public would be encouraged to use when accessing the Circuit Court courtrooms.



Public stairway and traffic flow markings 2:
This is a view from the third floor with a clearer view of the traffic
flow markings.

EXHIBIT

F

Elevator Markings and Signage



Elevator Signage:

The COVID policy warning signs relevant to the elevators are posted directly by each elevator and the call button. The sign reads:

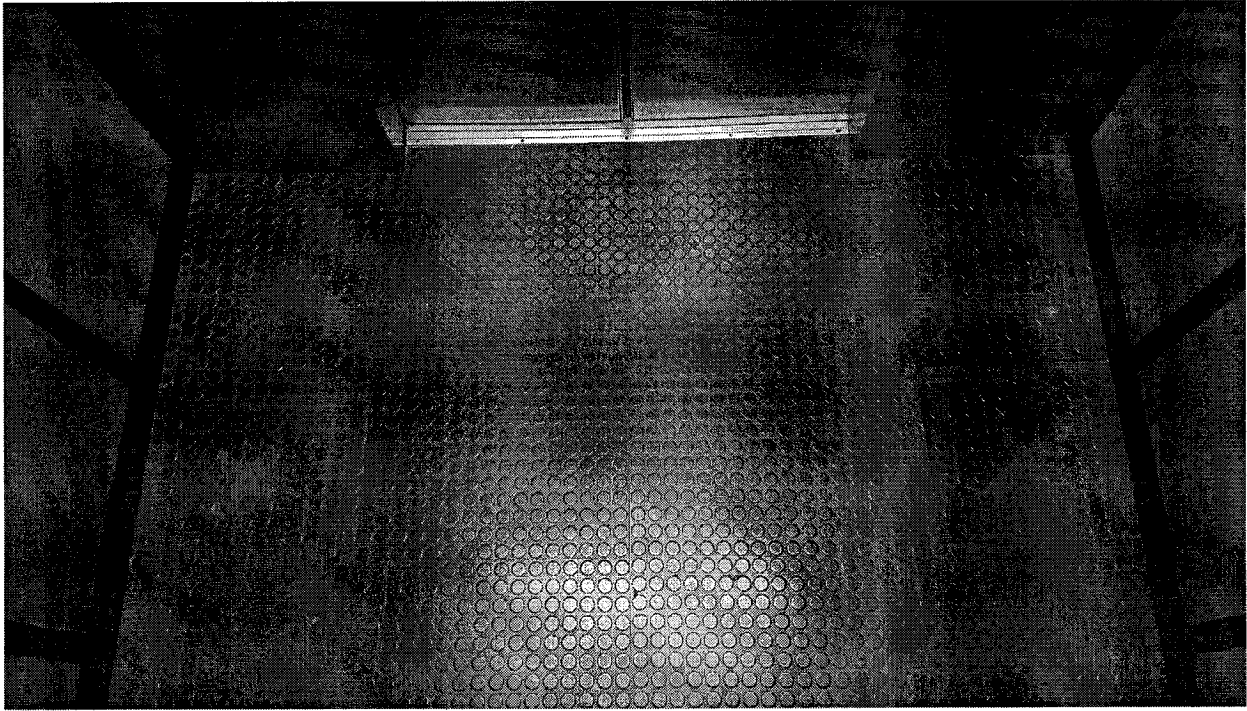
COVID-19 POLICY

BE ADVISED

No more than **2 persons** may use an elevator at a time.

Please enter one at a time and stand on an available marking.

Thank you



Elevator Markings:

These markings are present to encourage as much distancing as possible while in the elevator. They also reinforce the two-rider limit.

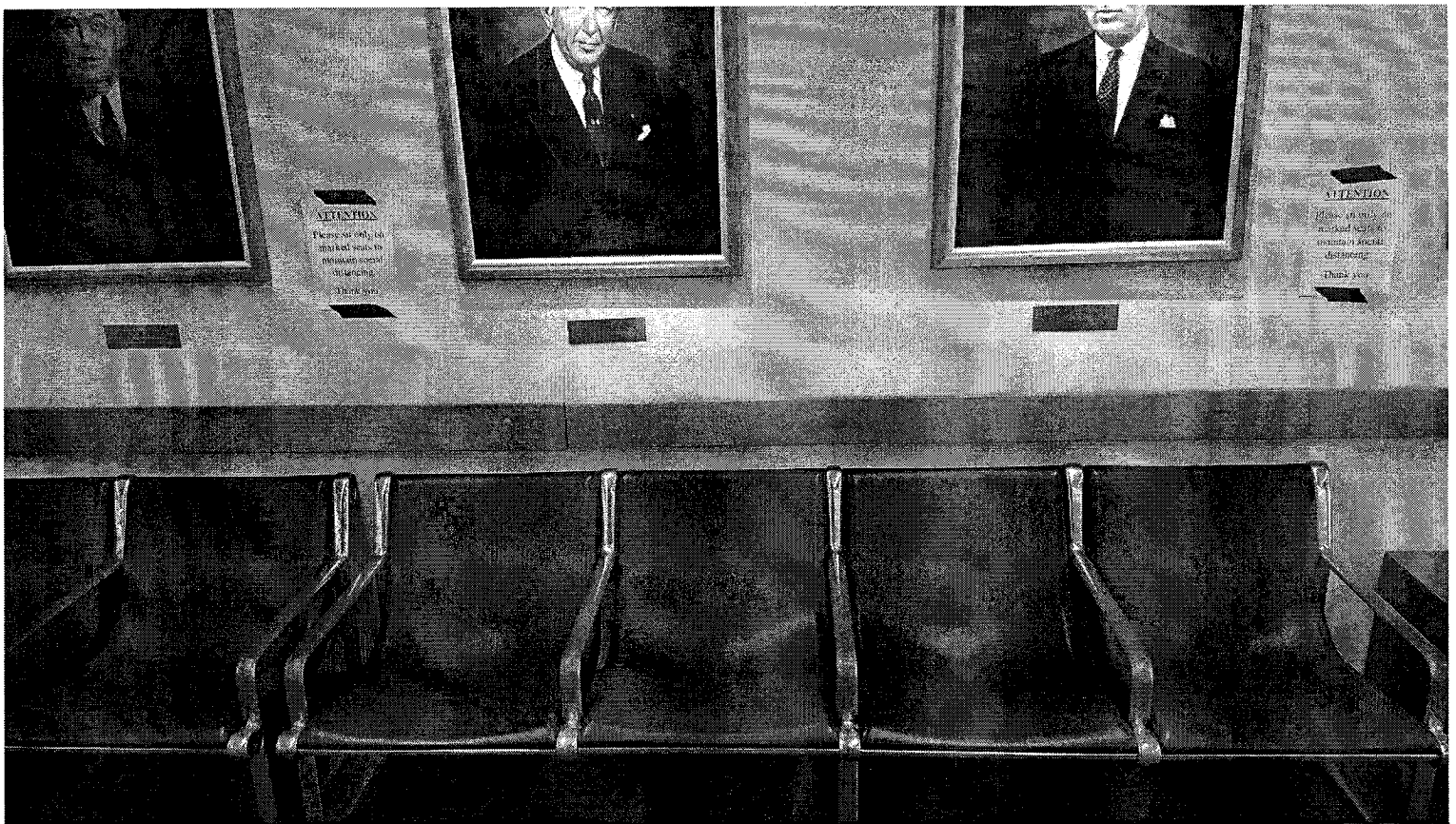


Outside view of elevator markings.

EXHIBIT

G

Outside Seating Markings



Outside the Courtroom Seating Markings:

This is an example of the markings used on the seating outside the courtroom. There is both a tape marking on the back of the chair, as well as an 'X' on the seat. Further, there are Notices posted notifying the public of the seating policies. The Notice states: **ATTENTION** Please sit only on marked seats to maintain social distancing. Thank you.

EXHIBIT

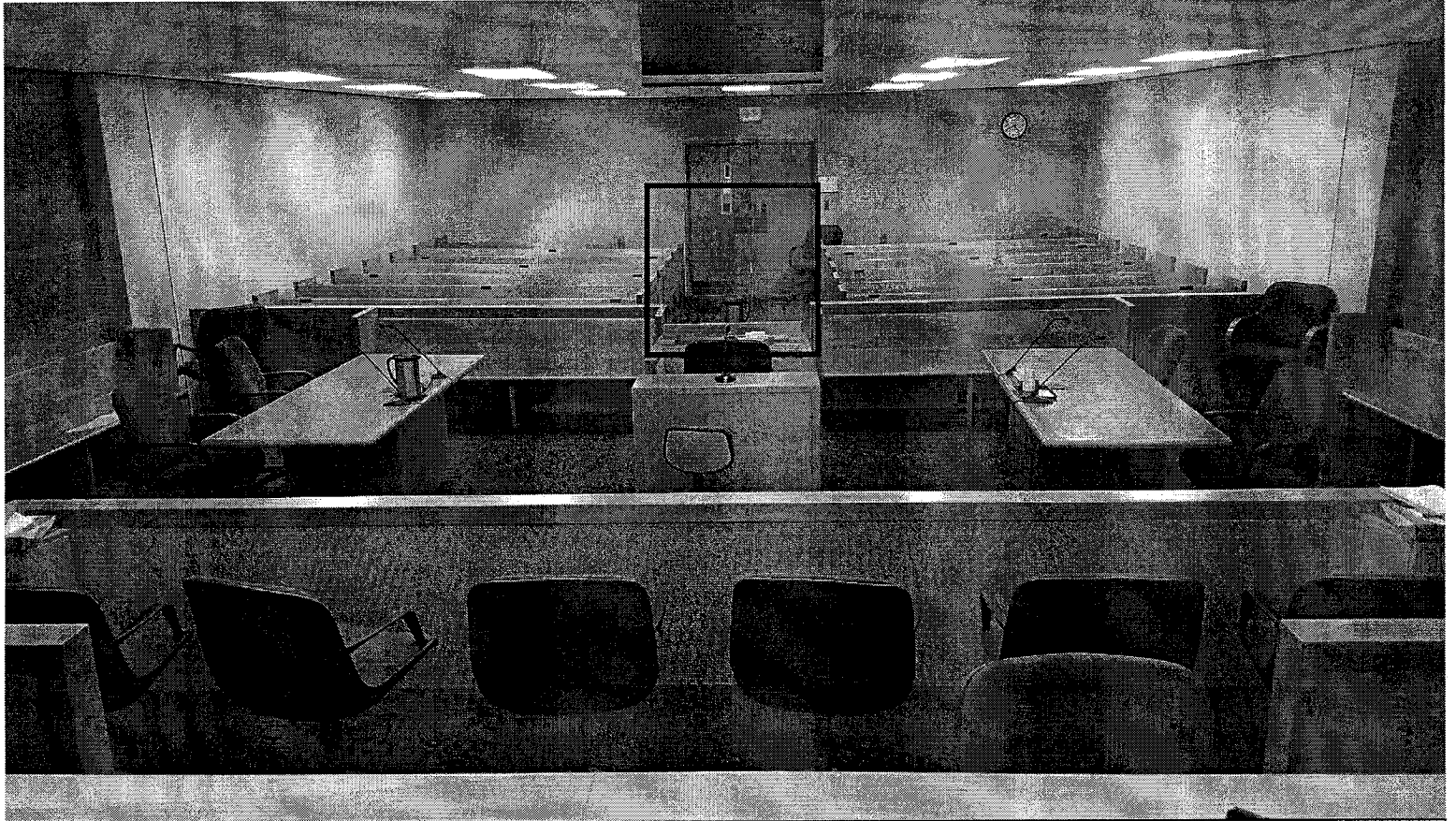
H

Courtroom Four Layout



Courtroom Four Gallery View:

This is the view of the courtroom from the gallery, where the jurors will be seated. The whole courtroom is easily visible. As is marked in the picture, there is a plexiglass barrier between the witness stand and the gallery. This barrier is all but invisible, ensuring the jury will be able to see the facial expressions and demeanor of witnesses. Such barriers will be placed in front of the Judge and Clerk of Court as well.



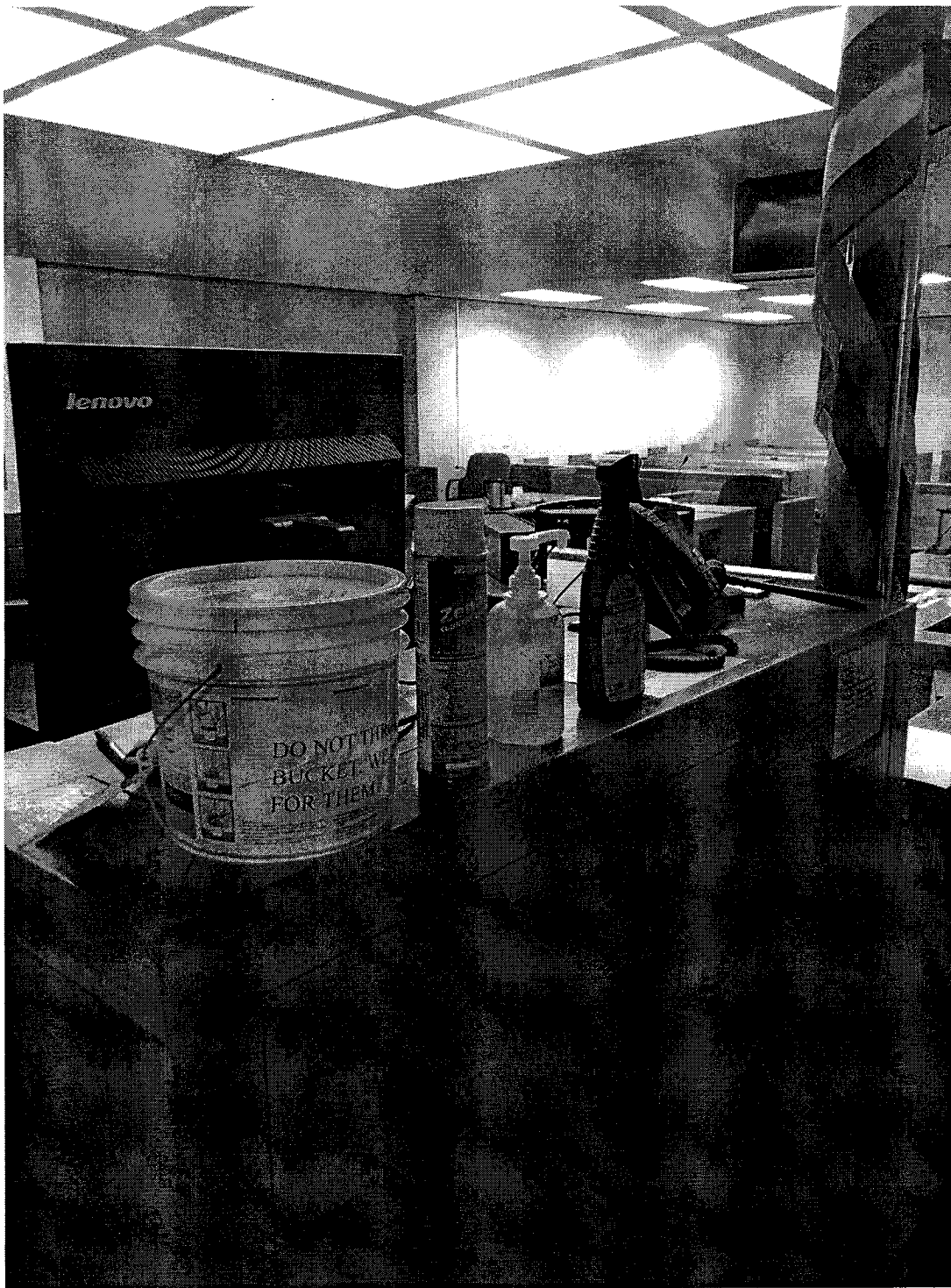
Courtroom Four Bench View:

This is the view of the courtroom from the Judge's bench. This view shows that the rows of the gallery are clearly marked off with blue tape to ensure proper distance between jurors. Further, it shows the plexiglass barrier will not obstruct the judges view of the courtroom at all.



Courtroom Four Jury Box:

This picture shows how the jury box has been marked with tape to indicate which seats are available. This will ensure that members of the press who may sit in on a trial are properly spaced. Further limitations on seating may be made as necessary.



Courtroom cleaning supplies:

This is an example of the cleaning supplies that are currently located in the courtrooms. These are used to clean the witness stand between witnesses and other high touch areas of the courtroom. These will continue to be located in the courtrooms during any jury trial.

EXHIBIT

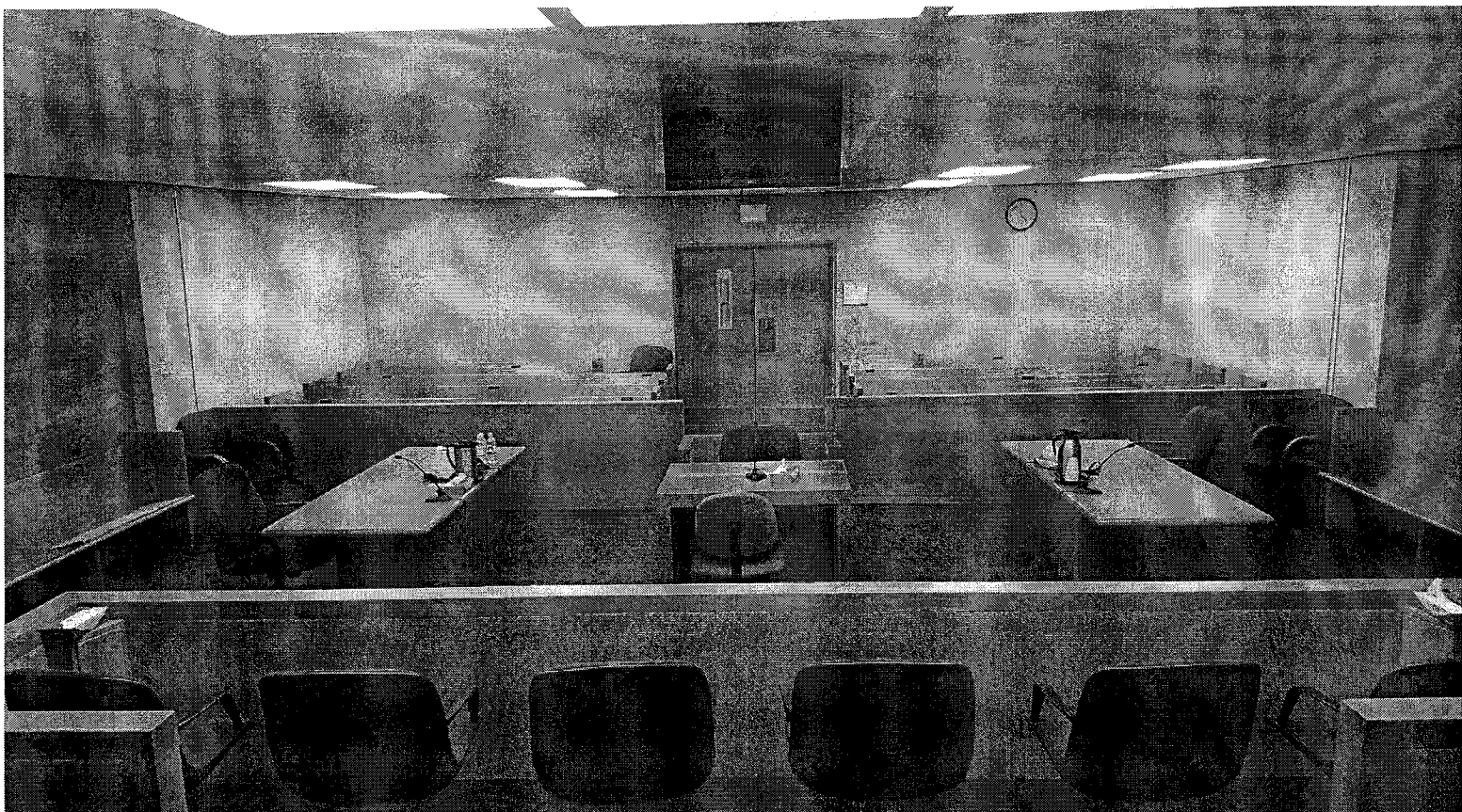
I

Courtroom Two Layout



Courtroom Two Gallery View:

This is the view of the courtroom from the gallery, where the jurors will be seated during deliberations and breaks. As this room will be used as the jury room, only the jury and deputies will be in it during trial. There is more than enough room to make sure everyone is always properly spaced.



Courtroom Two Bench View:

This is the view of courtroom two from the Judge's bench. No judge will be sitting in this room. This view is to show the room as a whole and demonstrate that there is enough room for the whole jury.

EXHIBIT

J

Judges Conference Rooms

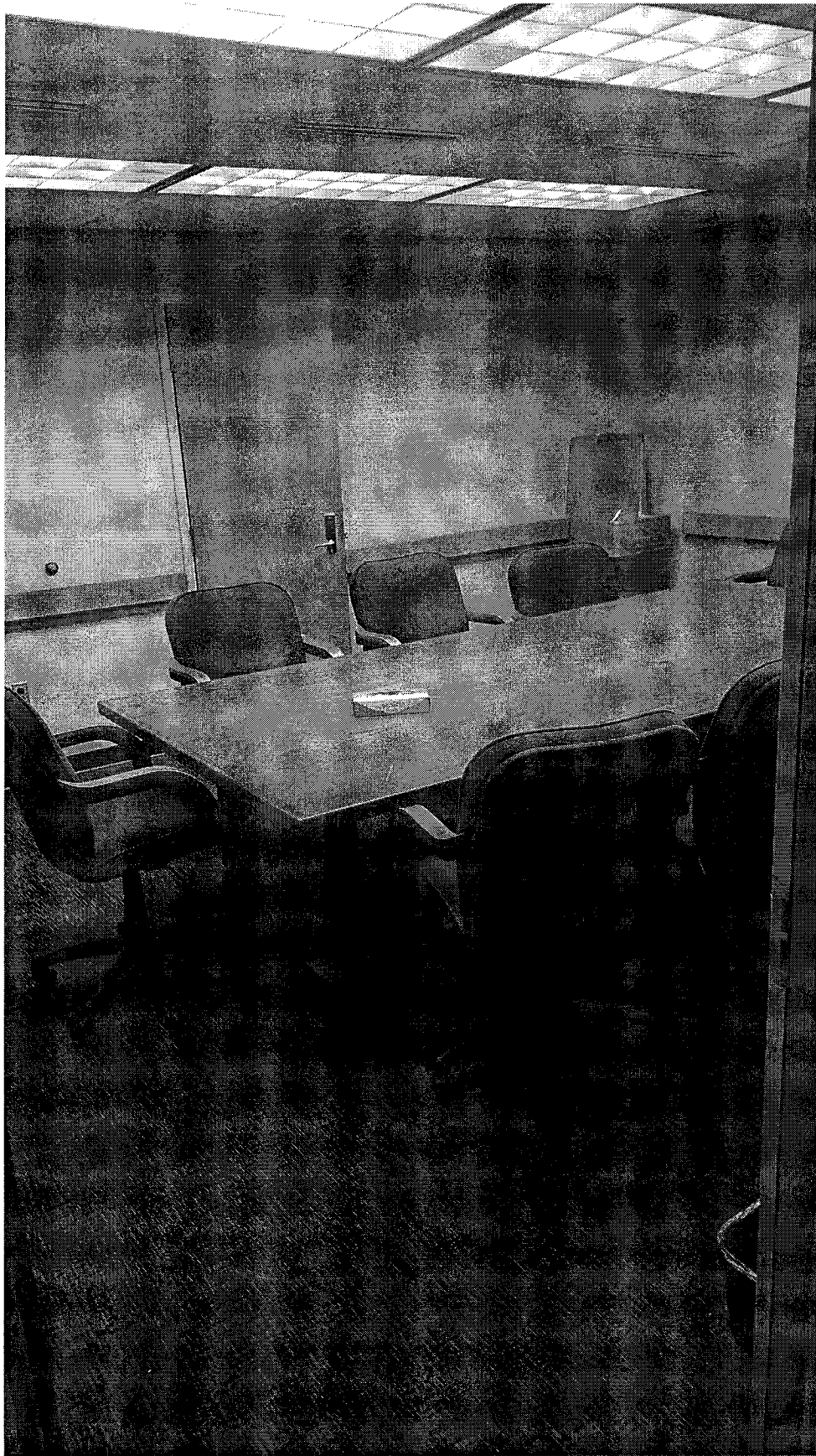


Representative Example of Presiding Judge's Conference Room:
The judge will sit at the end of the table. Four additional chairs are spaced out around the room for use by counsel during sidebars. These chairs are adequately socially distanced.

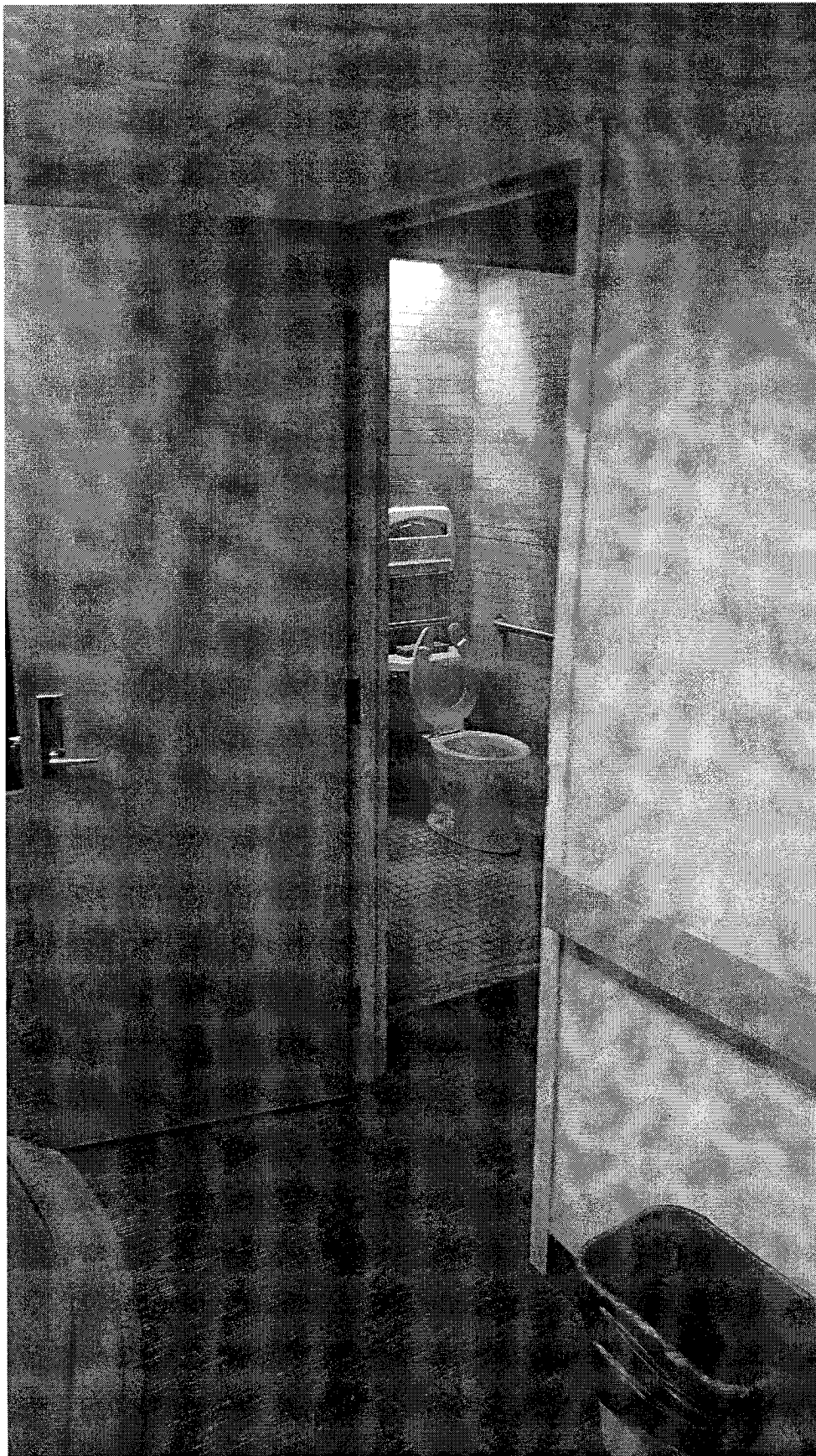
EXHIBIT

K

Jury Bathrooms



Private jury bathroom:
The entrance to the private jury bathroom is located inside the rooms used for jury deliberations under non-COVID conditions.



Private jury bathroom:

This shows the entrance to the private bathrooms and one of the single occupancy bathrooms.