

TWENTY-THIRD JUDICIAL CIRCUIT
JURY TRIAL PREPAREDNESS PLAN

Salem Courthouse

October 15, 2020

General Requirements Before Resumption of Jury Trials

In consultation with the judges of this circuit, the Salem Sheriff's Department, 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.
- 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 Salem Sheriff's Department, the Salem Courthouse Facilities Management Department, and the Salem Maintenance Department.

Online Copy of Protocols

[To be added upon approval of this plan.]

General Information and Protocols

1) Preparation of the Facility and Staff

The Salem Courthouse is located in downtown Salem, Virginia. The Courthouse is a one-story building. There are two Circuit Court courtrooms (courtrooms 1 and 2), one Juvenile and Domestic Relations courtroom (courtroom 3), and one General District courtroom (courtroom 4). On Mondays, only the Juvenile and Domestic Relations Court is active. On Tuesday, only the General District Court is active. On the first and third Wednesdays and Thursdays of the month, only the Circuit Court is active; on the second and third Wednesdays and Thursdays of the month, there are also General District Court matters heard. On Fridays, both the Circuit Court and the General District Court are active.

There is one public entrance into the Courthouse that is equipped with a security and temperature reading station. There are signs at the entrance alerting entrants that masks are required upon entry to the courthouse. There is one door used for the entrance, and one for the exit. *See Exhibit C.* This allows the flow of traffic to remain separate. Arrows will be taped on the floor to indicate the traffic pattern, if necessary.

Deputies are directed to question all entrants regarding potential exposure to Covid-19. Failure to answer these questions, or an answer that confirms a risk of exposure, results in being denied entrance to the courthouse.

Signage at the doors, as well as throughout the courthouse, communicates these policies to the public. *See Exhibits D and I.* Any person who is refused entry into the building by reason of a Covid-related risk receives instructions about how to contact the Clerk of 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, except for individuals who have a medical condition that prevents them from safely wearing a mask or face covering. Masks must always be worn 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 will be provided to them. Jurors who are unable to wear masks for medical reasons will be dismissed or deferred, depending on their specific medical issue.

There are strategically placed sanitization stations at the front entrance, as well as outside the clerk's office, that provide access to extra/replacement masks and hand sanitizer. *See Exhibit*

C. Jurors and all participants in the jury trial will also have access to restrooms where they can safely wash their hands. Jurors will have private restrooms to which only they have access. Jurors will be permitted to bring a small individual bottle of hand sanitizer on their person throughout the trial as well.

Seating outside the courtrooms is marked to indicate where witnesses and members of the public should sit to ensure social distancing can be maintained. *See Exhibit E.* No more than one witness shall be permitted in a witness room at a time. The witness room shall be cleaned between uses. To encourage social distancing between individual jurors, any time jurors must walk through the courthouse, movement will be restricted and monitored to ensure that proper social distancing can be maintained. This is discussed in more detail below.

II) HVAC

The HVAC system pulls in oxygen from outside to circulate into the building. Approximately 20% of the air in the building is pulled in from outside. New, up-to-date filters have been ordered, and will be installed expediently, to comply with the latest safety standards. As of now, the system is turned on around 6 AM, more than two hours before court starts, and is turned off around 5, after court ends. Upon consultation with Salem building maintenance, these times can be adjusted as needed to reduce the amount of recycled air in the courthouse.

III) Cleaning Protocols

Public areas in the courthouse, including common areas, restrooms, courtrooms, and conference 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. Upon consultation with the Salem City Sheriff, the department has purchased and received special Clorox sprayers on which Sheriff's deputies and building maintenance have

received training to operate. These machines use disinfectant mist to quickly clean whole rooms without using harmful chemicals. *See* Exhibit K.

The courtrooms and conference room will be cleaned in the morning, during the lunch break, and in the evening, both with traditional spray cleaners and with the new equipment. 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.

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.

The Salem Sheriff’s Department uses door-to-door service of process for jurors. In the past, summoning about 120 potential jurors has yielded a jury pool of around 80. The Sheriff’s Department does not think this number will be severely affected. The department will distribute to all prospective jurors an informational packet containing safety protocols and guidelines for both jury service and entry to the courthouse.

The packet will include steps the courthouse has taken to mitigate the risk to the public, litigants, and employees. It will recommend that jurors “self-screen” by completing and responding to an additional screening questionnaire and risk factors assessment, consistent with the “Covid-19 Screening Questionnaire”. *See* Exhibit A. The summons will also include a questionnaire to determine if a potential juror is in a high-risk category. *See* “Covid-19 Risk Factors Assessment,” Exhibit B.

As noted on the exhibits, if the juror receives the Questionnaire and Assessment, self-assesses, and answers ‘Yes’ to any question, they are instructed to immediately call the Clerk of

Court or Sheriff's Office to report their affirmative answers. Both the Questionnaire and Assessment have these instructions prominently displayed. *See Exhibits A and B.* If summoning a potential juror in person, the Officer may also ask the questions on these documents themselves, ensuring that the responding juror understands each question.

Finally, a URL will be included directing potential jurors to this plan. The public version of this plan will have all sensitive or confidential information redacted. 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.

As is already procedure, approximately seven days prior to trial, each juror will be contacted by phone by the Sheriff's Office to notify them of their appearance; the Officers will also prescreen jurors at this time. 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. The Sheriff's Office will report all screening results to Clerk's Office as well as the presiding Judge. Any juror who expresses concern will be directed to call the Clerk's Office. In the event a juror's answers indicate a current health risk, that juror will be notified by the Clerk 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 fail to 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 conference rooms, 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 number of days the trial is set for, whether it is a civil or criminal trial, and other specifics of the trial), there will be three or four waves of no more than 24 jurors. For example, one group will be summoned to appear at 8:30 am, one at 9:30 am, and one at 10:30 am. 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. Their temperature will also be taken at this time. Entry shall be denied to any prospective juror with a temperature exceeding 100.4 degrees. Masks will be required and provided for those who do not have one. Refusal to wear a mask will result in dismissal or deferment, as appropriate under the circumstances.

After the jurors have been screened at the courthouse entrance, they will be brought directly to one of the Circuit Court courtrooms. Seats will be numbered to ensure that jurors maintain social distancing of at least 6 feet. (At this time, the place where each juror will sit is marked with an 'X'. *See Exhibit F.*) The jurors will be instructed to sit on the same number every time they enter the courtroom. The number of jurors in any single room will be limited so that social distancing can be maintained at all times. Twelve people can sit in the gallery of each of the Circuit Court courtrooms at one time. Twelve potential jurors will first be seated in courtroom 1; the remainder in courtroom 2. Courtroom 4, as discussed below, will be able to be used as a public gallery. This ensures that the public will be able to view *voir dire*.

III) Voir Dire

Voir dire will occur the day before trial is to begin. This will ensure that the Court can adequately keep potential jurors socially distant at all times during the process.

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. This means that no more than twelve to fourteen jurors are in a courtroom at once. This general policy will be aided by the staggered arrival times of potential jurors throughout the morning and early afternoon, as discussed above.

The *voir dire* process itself will take place in the normal fashion. Each wave of jurors will be split up into two groups. Twelve to fourteen will be seated in courtroom 1, and twelve to fourteen will be seated in courtroom 2. As noted above, gallery seats are marked at six-foot

intervals in all directions to ensure social distancing. *Voir dire* will take place courtroom 2. After *voir dire* is conducted for the group of jurors in courtroom 2, the deputies will escort all jurors, both accepted and excused, to the exit. The deputies will give those who are accepted onto the jury instructions on when and where to report for trial.

Once all jurors from courtroom 2 have exited the building, deputies will escort the group of potential jurors in courtroom 1 into courtroom 2 through courtroom 1's main entrance. The courtrooms are right next to each other, and closer to the entrance; away from the District Court courtrooms. Accordingly, deputies will be able to escort the jurors without disrupting the flow of the courthouse or interacting heavily with the public. Once *voir dire* is complete for this second group of jurors, deputies will once again escort all jurors to the exit, giving all jurors accepted onto the jury instructions on when and where to return for trial. This method will be used on each wave of jurors until the number discussed in the pretrial conference is reached.

This method of conducting *voir dire* will allow the Court to ensure that the process remains open to the public. Courtroom 2 is already set up with Polycom link with courtroom 4 (usually a General District Court courtroom). *See* Exhibit H. It is suited to transmit a live stream of the trial to courtroom 4, which will be used as a public gallery. *See id.* By performing all of *voir dire* in courtroom 2, every step of the trial process will be accessible to the public. This is discussed more thoroughly in section VII titled "Public Access."

IV) Trial

Juries of twelve or more individuals will be held in courtroom 2. This courtroom is the same size as courtroom 1. As noted above, courtroom 2, is already set up with Polycom link with courtroom 4 (usually a General District Court courtroom), which will be used as a public gallery. *See id.* The gallery in courtroom 2 will be used as the jury box, and seats, which are already marked, will be numbered. This ensures that at least 6 feet is maintained between the jurors, and

all trial participants, at all times, and that the jury will sit in the same seat every time to combat cross-contamination. If the parties and the Court decide that alternates will be necessary, additional seating will be brought in and placed 6 feet apart from other jurors.

The usual jury box will be used as the witness stand in order for the jury to see the witness and for the witness to be able to effectively communicate with the jury. The Judge, Clerk of Court, and parties to the case will sit in their regularly designated areas. A Plexiglas barrier will stand between the jurors and the witness, as well as between the judge and the rest of the court. *See Exhibit J for reference.*

Juries of seven or fewer jurors will also be held in courtroom 2. These juries will similarly sit in the gallery, using the same set up mentioned above, in order to ensure social distancing at all times.

Courtroom 1 itself will double as the jury deliberation room. Courtroom 1 will be kept clean and will not be used during the trial. At the conclusion of the trial, deputies will escort the jury from courtroom 2 into courtroom 1. Whenever jurors need to leave the courtroom, they will exit the courtroom through the main door. 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. This will be achieved by having deputies escorting parties into and out of the courtroom when necessary. 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 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 conference room in order to ensure that both confidentiality and social distancing are maintained. The conference room can safely fit between four to six people, allowing for counsel for both parties and the judge to talk while maintaining social distance. *See* Exhibit G.

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. Jurors will not share materials. Alternatively, exhibits may be shown via ClickShare or other electronic means. There are monitors set up in the courtroom, as well as a television on a cart, to ensure that jurors will be able to view electronic evidence without having to leave their area. 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. In no event will publication of exhibits by passing them from juror to juror be permitted. Disposable gloves will be provided 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. All gloves will be disposed of by the Sheriff's Deputy after 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.

While in the jury box (acting as the witness stand), which is distanced from all other participants, 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 or her something, the Court will instruct the witness to recover his or her face before allowing the approach.

The witness box and microphone are currently and will continue to be cleaned after each witness. The Court will continue to encourage the use of video depositions and/or remote testimony 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.

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. As discussed elsewhere, the defendant will remain at least 10 feet (or current recommended distance according to the CDC and VDH) from their attorney while doing so.

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.

Jury breaks, meals, and deliberation will be held in courtroom 1. During deliberations, all persons who are not on the jury will leave the courtroom to allow the jury to deliberate in private, as they would in the jury room. Jurors will be allowed to leave the courtroom in groups of two in order to use the juror’s bathrooms behind the courtroom.

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.

Whenever the jurors need to leave the courtroom, they will be escorted by deputies. The number of jurors escorted at one time will be limited to no more than 4. There are two sets of

men/women bathrooms located in the conference rooms behind the courtroom. These will be reserved for jury members, further limiting their access to public amenities.

VII) Public Access

The right to a public trial will be preserved. Courtroom 4 is set up to use Polycom to broadcast the events of courtroom 2. There will be a live feed of the trial broadcast into courtroom 4. The gallery in courtroom 4, as well as other areas in the courtroom if necessary to accommodate the public, will be held open to the public, and used as the public gallery for the trial taking place in courtroom 2.

In courtroom 4, members of the same household may be seated together. If there are more members of the public who want to attend the trial than there are available seats in courtroom 4, 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 available. 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.

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 via telephone call and email by the Clerk of Court, Judicial Assistant of the presiding judge, or a Sheriff's deputy, as is appropriate, of their possible exposure and urged to contact their health care provider or VDH for further instructions. The

Clerk of Court, Judicial Assistant of the presiding judge, or a Sheriff's deputy 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 (540-375-3067) or Sheriff's Office (540-375-3040) 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 (540-375-3067) or Sheriff's Office (540-375-3040) 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

Hand Sanitizer Stations



Front Entrance:

To the right of the picture is the security station at the front entrance; to the left is the exit. The flow of traffic is clear and directed by deputies. In the middle of the picture is the hand sanitizing station.



Clerk's Office Hand Sanitizing Station:

This is located directly next to the Clerk's Office. The office itself is located about halfway down the hallway on which all courtrooms are located. This ensures the persons in the courthouse are always near a hand-sanitizing station.

EXHIBIT

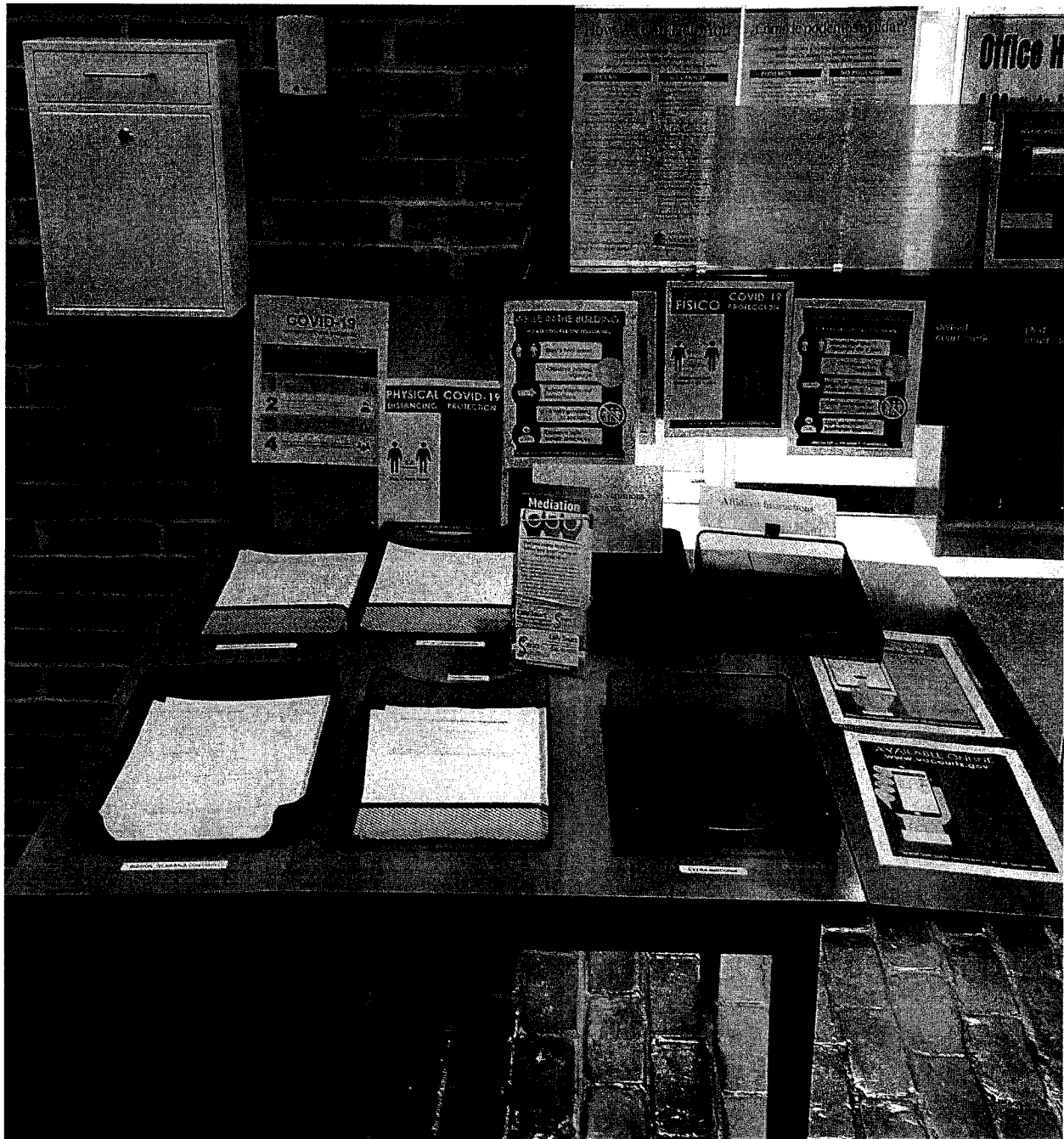
D

Courthouse Signage



Signs Posted in front of Courtrooms:

Signs like these are posted throughout the courthouse, including in front of the courtrooms themselves.



Clerk's Office Signage:

These signs are posted outside of the Clerk's Office. They explain all policies in both English and Spanish and give suggestions as to how to limit one's risk when in public. They have been posted along with often used forms to ensure that everyone has a chance to see them.

EXHIBIT

E

Marked Seating Outside Courtrooms



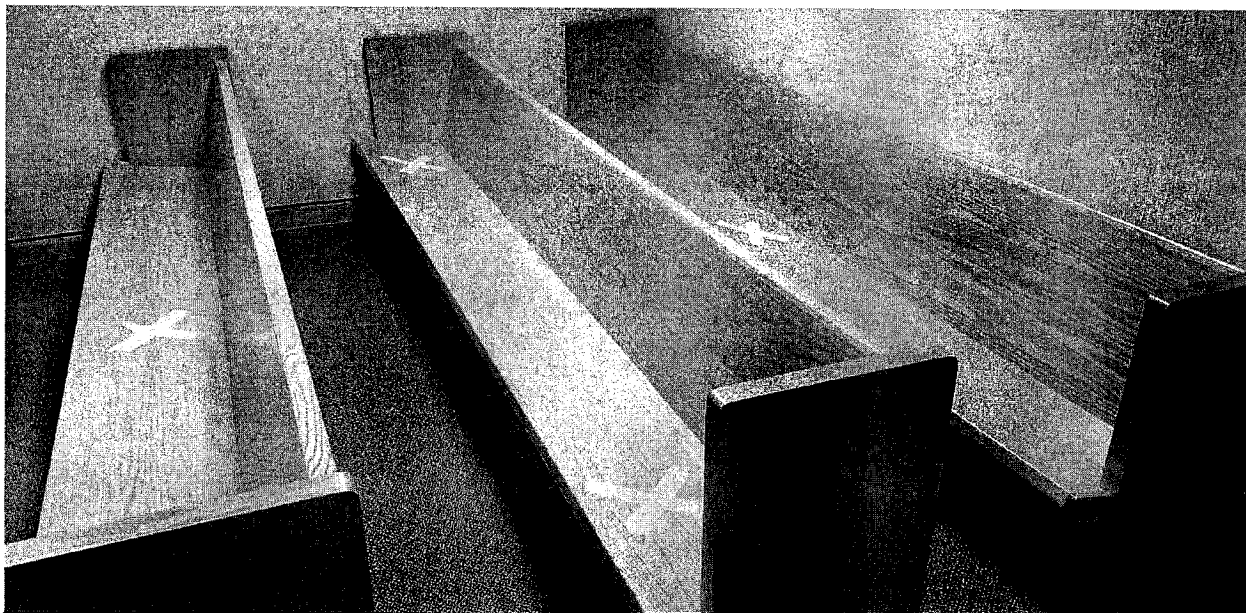
Outside the Courtroom Seating:

All public seating, and even standing areas as noted on the left of the picture, is marked to ensure that the public maintains social distancing while outside of the courtroom.

EXHIBIT

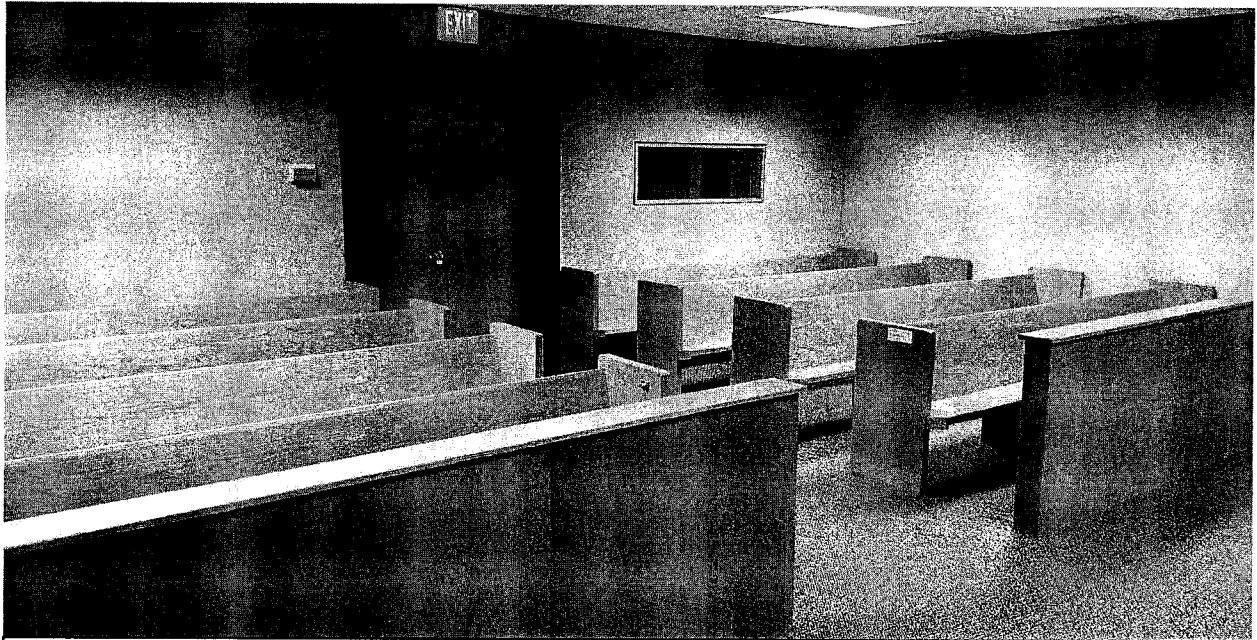
F

Marked Gallery Seating Inside Courtrooms



Inside Courtroom Seating:

This is how the seating in courtroom two is marked. Once jury trials begin, the plan is to further mark these areas with numbers to ensure that jurors sit in the same place every time to combat contamination.



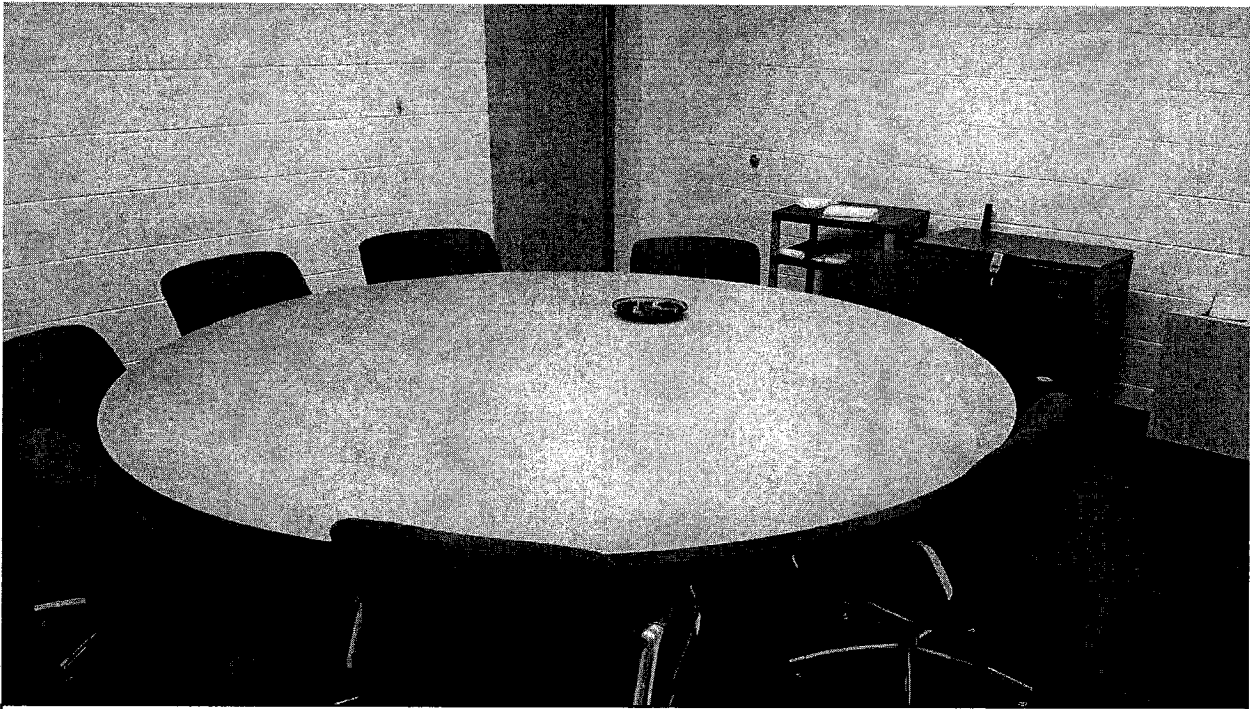
Layout of Courtroom Seating:

This picture depicts the layout of the gallery. People can safely be seated in a two-one-two-one pattern, beginning with the front row, for a total of six people on each side.

EXHIBIT

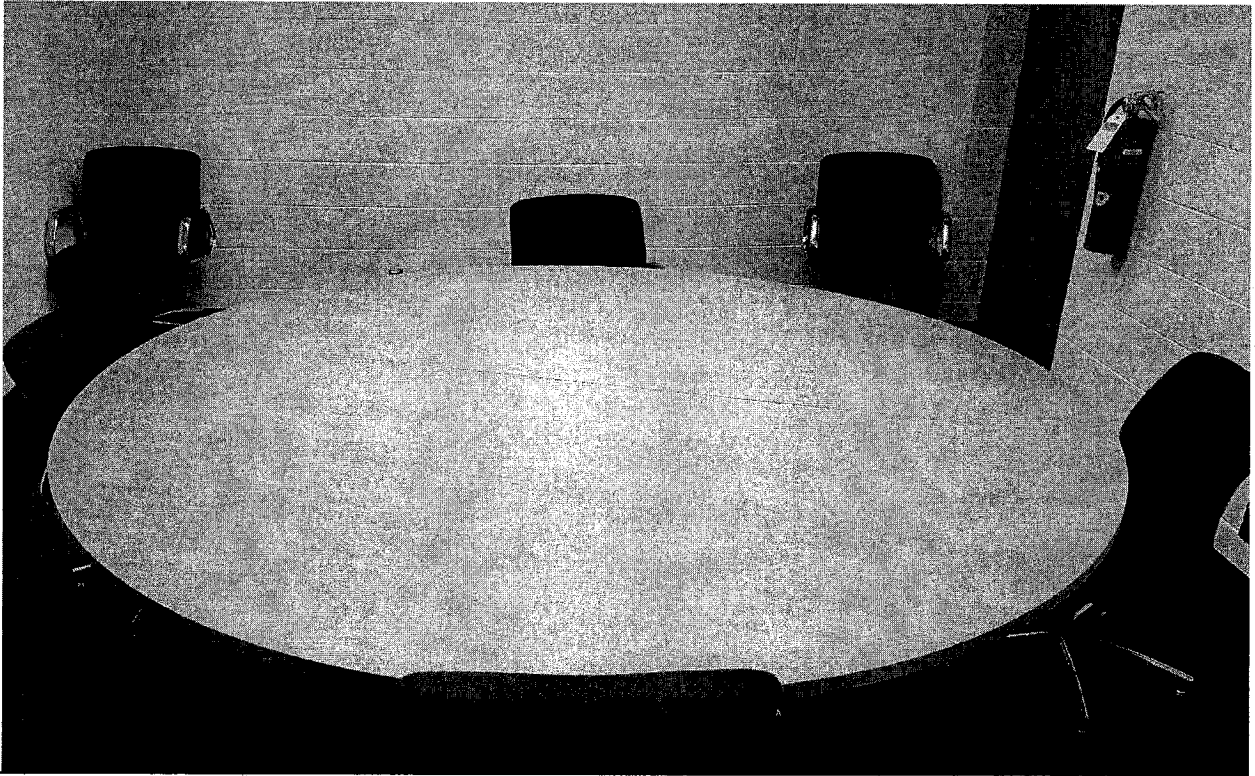
G

Conference Rooms



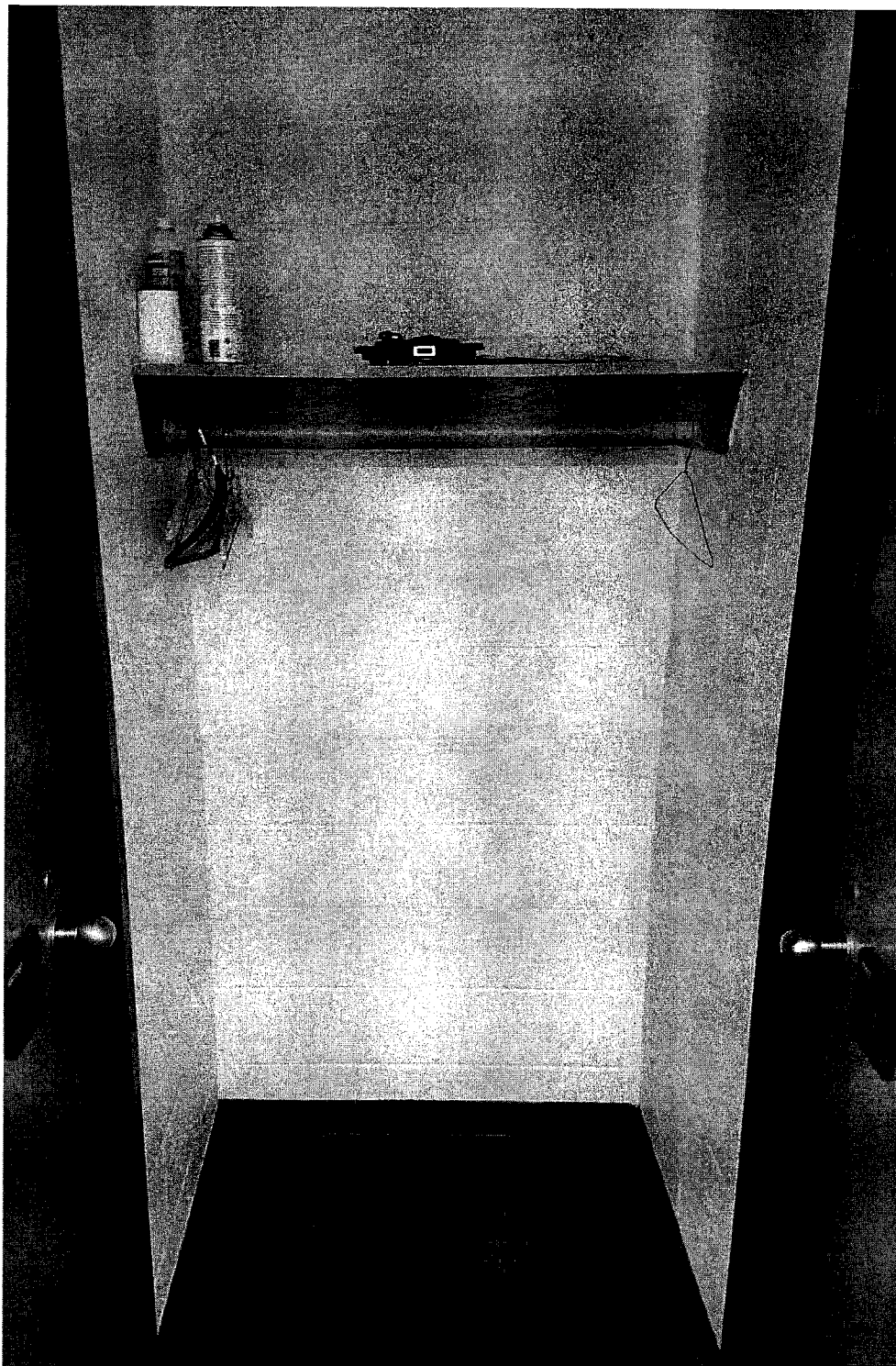
Layout of Conference Room 1:

This picture depicts the layout of the conference room 1. Conference room 2 is the same set up. This picture was taken from the door. To the left out of frame are 2 of the 4 bathrooms that will be exclusive to the jury (see below).



Layout of Conference Room 2:

This picture depicts conference room 2. It has been set up to allow for 6 feet of distance between each chair. There is enough room for the judge and counsel from both parties to be in the room safely.



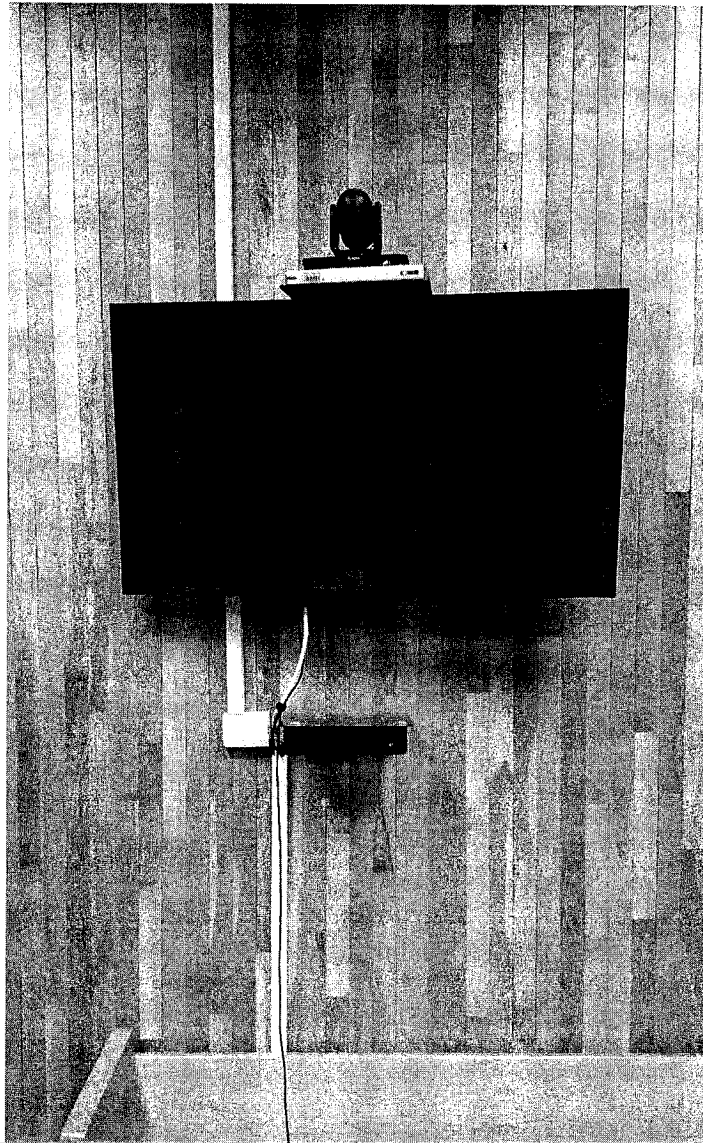
Conference Room Bathrooms:

This is the layout of the bathrooms in the conference rooms 1 and 2. There is one pair of men and women bathrooms in each jury room. Deputies will escort jurors two at a time to the conference rooms, then one at a time to the restrooms to maintain proper distancing.

EXHIBIT

H

Polycom Setup



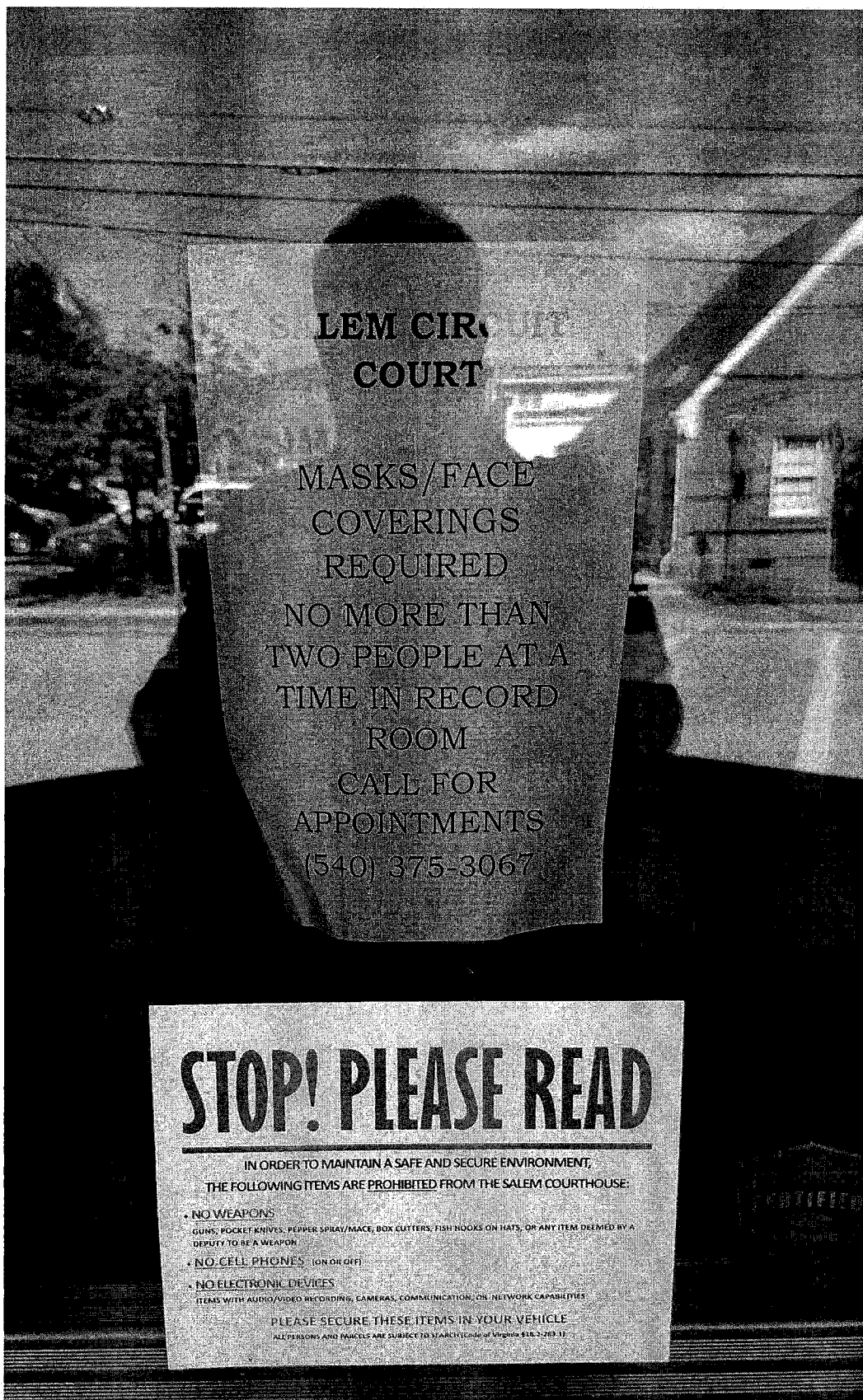
Polycom Setup:

Both courtroom two and courtroom four have this set up. The television swivels and pulls out from the wall. It is able to record the whole court room, then broadcast this into courtroom four. This way the trial will remain open to the public.

EXHIBIT

I

Front Door/Entrance Signage



LEM CIRCUIT COURT

MASKS/FACE
COVERINGS
REQUIRED

NO MORE THAN
TWO PEOPLE AT A
TIME IN RECORD
ROOM

CALL FOR
APPOINTMENTS

(540) 375-3067

STOP! PLEASE READ

IN ORDER TO MAINTAIN A SAFE AND SECURE ENVIRONMENT,
THE FOLLOWING ITEMS ARE PROHIBITED FROM THE SALEM COURTHOUSE:

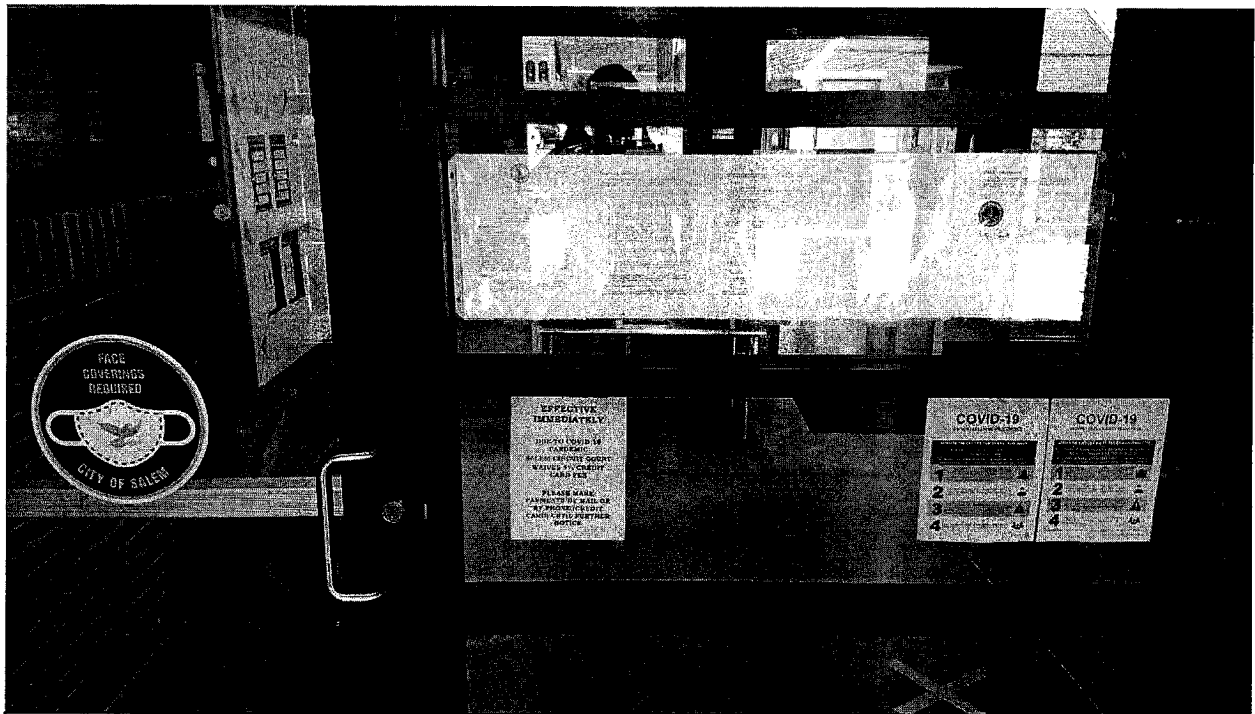
- NO WEAPONS
GUNS, POCKET KNIVES, PEPPER SPRAY/MACE, BOX CUTTERS, FISH HOOKS ON HATS, OR ANY ITEM DEEMED BY A
DEPUTY TO BE A WEAPON
- NO CELL PHONES (ON OR OFF)
- NO ELECTRONIC DEVICES
ITEMS WITH AUDIO/VIDEO RECORDING, CAMERAS, COMMUNICATION, OR NETWORK CAPABILITIES

PLEASE SECURE THESE ITEMS IN YOUR VEHICLE

ALL PERSONS AND VEHICLES ARE SUBJECT TO SEARCH (Code of Virginia §16.1-203.1)

Front Entrance Outside Door:

This sign is on the outermost door that leads into the courthouse. Beyond it, as noted below, there is another door with more signage explaining the courthouse's policies.



Front Entrance Inside Doors:

These signs are posted on the second door that must be used to access the courthouse. There are multiple signs telling the courthouse Covid-19 policy in multiple languages. There is also a copy of the Governor's most recent Executive Order concerning Covid-19 safety precautions.



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER 63 (2020)

ORDER OF PUBLIC HEALTH EMERGENCY FIVE REQUIREMENT TO WEAR FACE COVERING WHILE INSIDE BUILDINGS

Importance of the Issue

The Commonwealth of Virginia continues to respond to the novel coronavirus (COVID-19) pandemic. Measures undertaken over the last ten weeks have slowed the spread of the virus, however, its transmission continues to threaten our communities. We must remain vigilant. In fact, as we reopen Virginia, it is critical that we become even more vigilant. Studies of the virus show that a substantial number of individuals with coronavirus are asymptomatic; in addition, individuals who contract the virus may still transmit the virus to others before ever showing symptoms. Therefore, a person with no symptoms of the virus could spread it by speaking, coughing, or sneezing. As more people venture back to businesses, employees are put in a vulnerable position when patrons come in without a face covering. We must make sure workers are safe as they interact with customers. Science shows us that face coverings can help stop the spread of the virus. That is why the Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings, even those made from household items or common materials in public settings. I encourage every Virginian to wear face coverings when leaving their homes. Places to indoor settings, which the public has access, more encouragement is out effort to protect the health and safety of Virginians.

Directive

Therefore, by virtue of the authority vested in me by Article VI of the Constitution of Virginia, by § 24-16.1 of the Code of Virginia, by any other applicable law, and in furtherance of Executive Order 51 and by virtue of the authority vested in the State Health Commissioner pursuant to §§ 24-16.1, 24-17, and 24-18 of the Code of Virginia, the following is ordered:

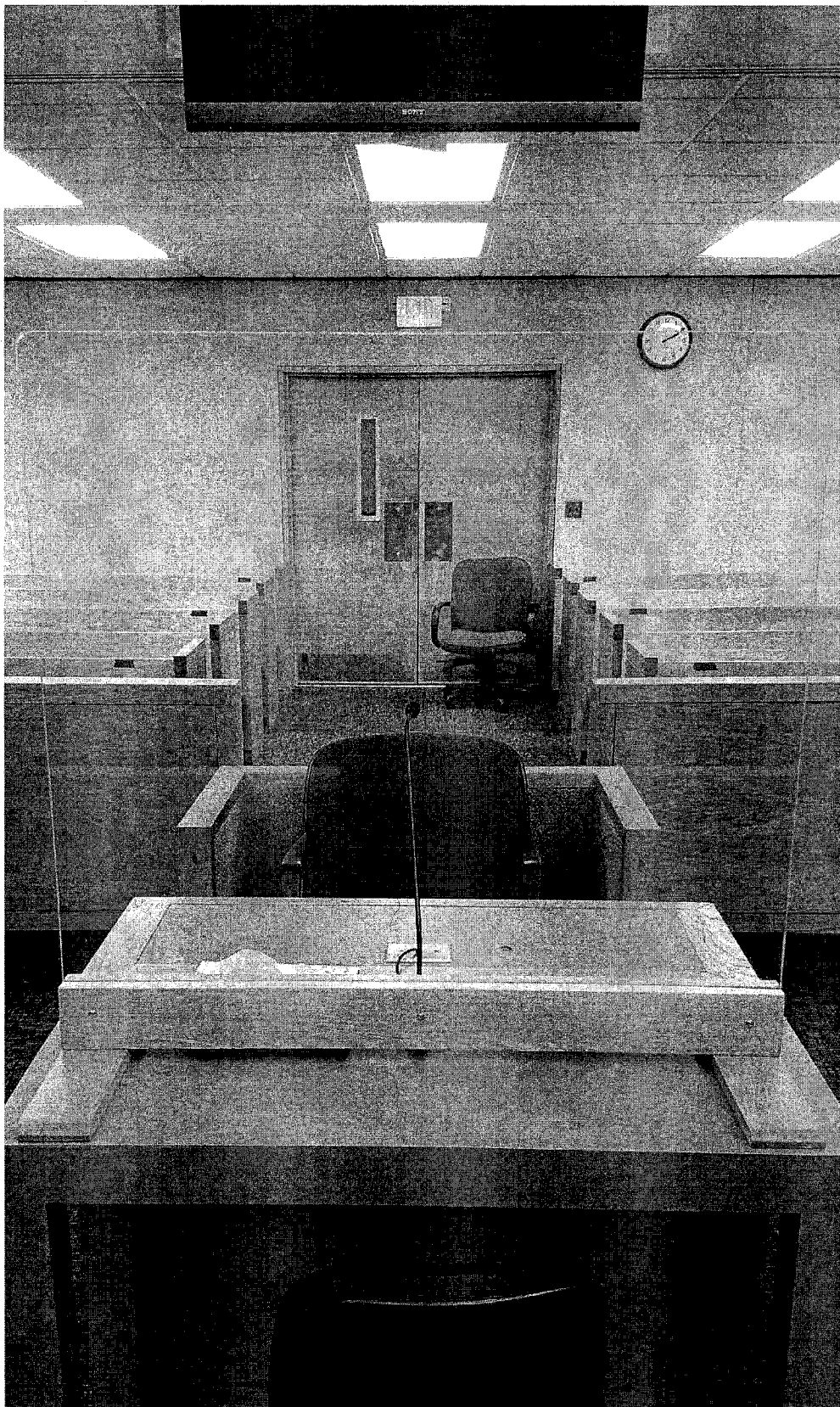
Close up of Executive Order:

This is a close-up image of the posted executive order, shown in general above.

EXHIBIT

J

Plexiglass Example



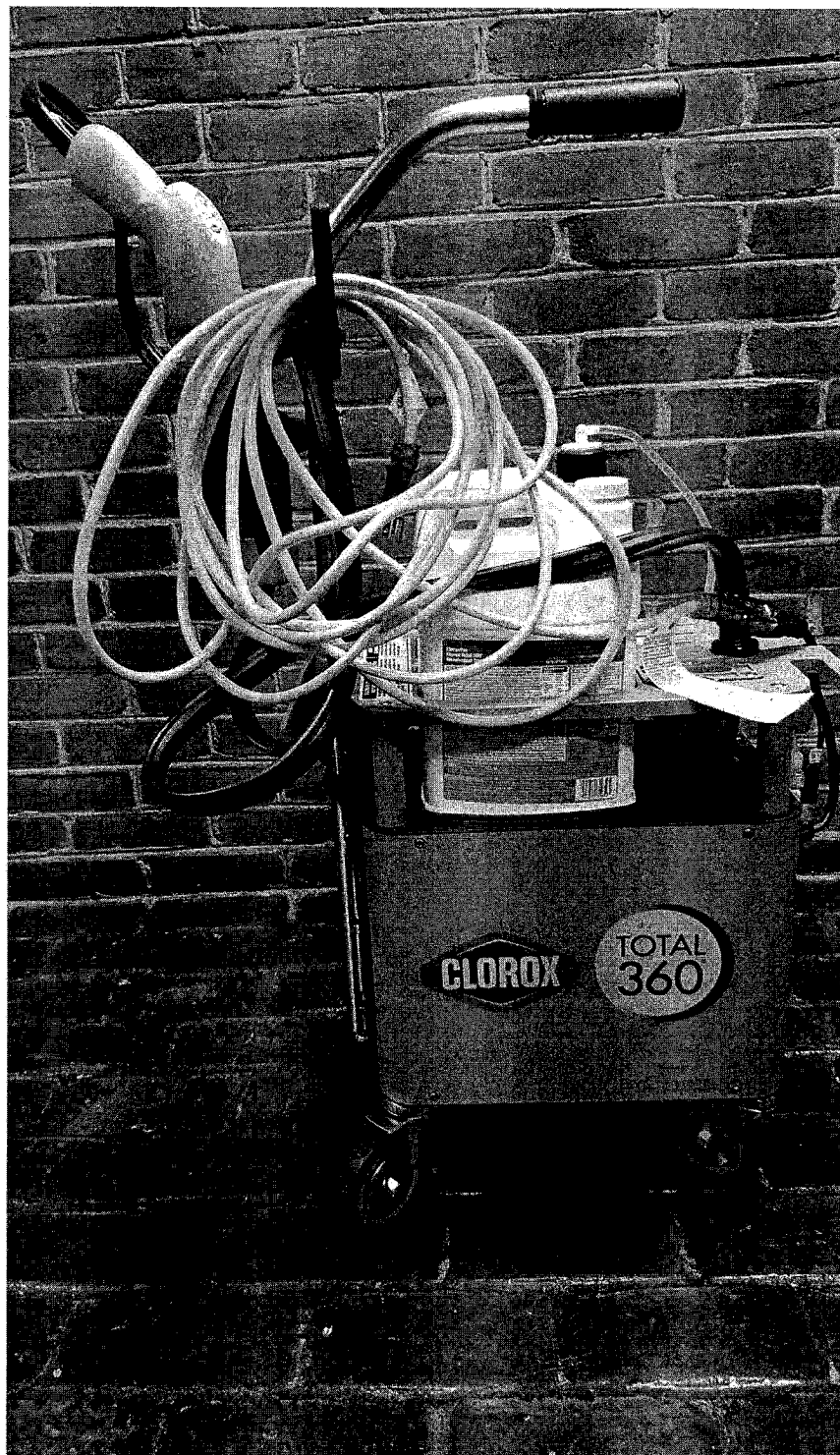
Example of Plexiglass Barrier:

This is the plexiglass barrier currently being used in the Roanoke City Circuit Court. It is the type that is available to Salem. While there is not currently such a Plexiglass barrier in Salem, they will not be difficult to acquire.

EXHIBIT

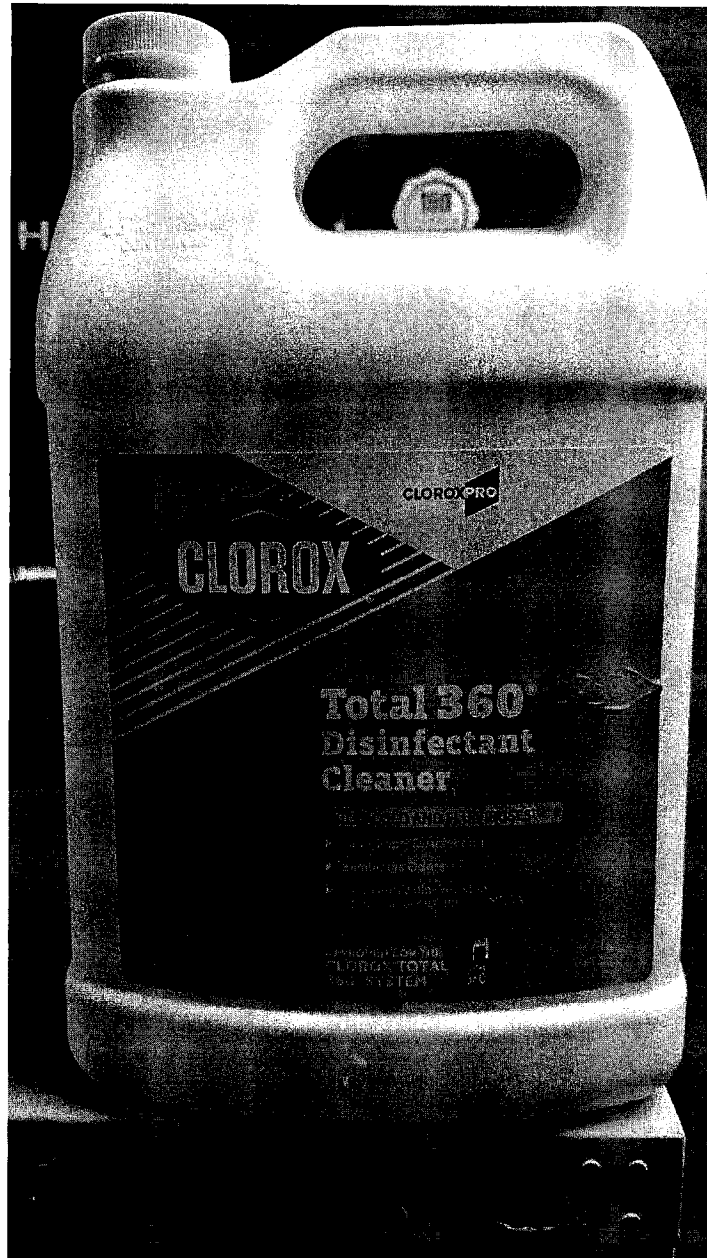
K

Clorox Sprayer with Cleaner



Clorox Sprayer:

This device is used to quickly and efficiently disinfect surfaces. The deputies have received training on it and will continue to use it in the courthouse to keep all areas clean.



Clorox Cleaner:

This is the disinfectant cleaner used in the sprayer-device. It is bleach free, and safe to touch after a few minutes.