

Twenty-Second Judicial Circuit

The James F. Ingram Justice Center, City of Danville

Plan to Resume Jury Trials in the City of Danville **Revised as of November 25, 2020.**

Criteria to Resume Jury Trials in the Twenty-Second Judicial Circuit

It is imperative to the Judges of this Circuit to ensure the health and safety of all actors involved in our justice system. To minimize the risk of transmission of COVID-19, the Chief Judge established in consultation with the Circuit Judges, the Danville Sheriff, and Clerk of the Circuit Court the criteria he found necessary to safely resume jury trials.

In preparing the plan and criteria, the Court has also consulted with the past-President of the Danville Bar Association, the Commonwealth's Attorney and several assistant prosecutors, the Public Defender and Deputy Public Defender, private attorneys, the City of Danville personnel responsible for maintenance and upkeep of the Danville Courthouse, and Dr. Scott Spillmann (Health Director) and Chris Andrews (District Epidemiologist) of the Danville Health Department.

General Guidelines

1. A steady or declining rate of positive cases and hospitalizations in the City of Danville

- a. Judges will consider whether the Court may safely conduct jury trials based on current health screening criteria issued by the Virginia Department of Health and the Centers for Disease Control. Based on current infection rates and gross numbers of infections, the Judges believe it is safe to conduct jury trials in the City of Danville when the Supreme Court of Virginia so permits.

2. Ability to pre-screen prospective jurors

- a. Prospective jurors will be issued a questionnaire prior to service which will utilize questions to self-identify any prospective jurors who could fall into a high-risk category for COVID-19. All persons who arrive at the Courthouse are instructed to consider whether they fit into any of the categories the Supreme Court identified; the Sheriff ensures a list of categories are posted at all courthouse entrances. This includes whether the prospective juror recently travelled internationally; has been directed to quarantine, isolate, or self-monitor; has been diagnosed with, or have had contact with another who has been diagnosed with, COVID-19; has experienced a fever, cough, or shortness of breath unrelated to preexisting health conditions; or has resided with or been in close contact with any person included in the aforementioned categories. Appended to this Plan as **REVISED EXHIBIT A** is the screening questionnaire that is submitted to prospective Jurors. The Court will utilize this questionnaire to summons jurors for orientation to be prepared to resume Jury trials. *Persons who request exemption for various reasons – to include being High Risk for Covid-19 – are considered on an individual basis and those that request to be excused from service for that reason are excused. Jurors are instructed to contact the Clerk's Office or the Sheriff's Office (principal contacts for Jurors) to request exemption or deferrals, which are considered*

on an individual basis. At the time any juror is summonsed for orientation or trial, they will be provided with contact information for Captain Kelly Johnson of the Danville Sheriff's Department and/or Gerald Gibson, Clerk of Circuit Court. Jurors may contact either office to request to have service deferred or excused. The contact to Jurors also directs them to the Virginia Judicial System's website to review the approved plan for the City of Danville.

- b. The Court conducted Juror Orientation for 4 panels (36, 36, 36 & 31 jurors respectively) in 4 sessions on September 1 and 11 in anticipation of jury trials resuming. Those jurors have been deferred for active service until the November/December Term of Court subject to the approval of the Supreme Court to resume jury trials. The Court conducted additional juror orientation on October 30 for two additional panels. This will ensure that i) adequate jurors are available for trials taking into account illness and other conflicts; and ii) to minimize individual juror responsibility for a larger number of jury days to reduce exposure risk and inconvenience. At orientation, jurors are given specific protocols for the conduct of jury trials and the Court answers any questions that jurors may have about concerns regarding service, Covid related or otherwise.
- c. For the September/October term of Court, for instance, the Court mailed out 234 juror questionnaires and 195 returned the questionnaires. (See **Exhibit A**) Of those, 62 jurors were excused based on individual circumstances. For the November/December term of Court, an additional 115 jurors were summonsed, 100 returned the questionnaires, and 30 of those were excused. The Court has oriented and is prepared to conduct trials in the remainder of this term with 6 panels of 30 or more jurors. Historically, the Court has not had issues with sufficient jurors being available for trials.
- d. If jurors do not appear pursuant to summons, personnel from the Sheriff's Department will contact them to obtain a reason. If an appropriate reason is given by the juror, taking each individual circumstance into consideration (i.e. Dr. appointment, illness, etc.) then no action will be taken against jurors who do not appear.

3. Physical distancing without undue disruption to courthouse operations

- a. Patrons, including prospective jurors will practice physical distancing while inside the courthouse and while awaiting entry into the courthouse. Courthouse staff will place markers where appropriate to indicate proper physical distancing according to CDC guidelines. Current guidelines suggest maintaining at least six feet between individuals.
- b. There is sufficient space for patrons to physically distance when entering the courthouse. If the Court calls in a larger-than-usual jury pool, the Court will consider staggering juror report times to minimize the number of prospective jurors entering the courthouse at the same time. The pools utilized at this time do not, in the opinion of the Court, require staggered reporting.
- c. The courthouse is large enough to ensure in all places, and particularly high-traffic common areas, patrons and courthouse personnel physically distance. Circuit Court courtroom number 1 is sufficiently large for those in the courtroom to physically distance according to CDC guidelines during trial and courtroom number 2 can be utilized to enhance physical distancing of jurors during assembly and prior to *voir dire*.

- d. *The Court can use both courtrooms during jury trials for voir dire and trial in Courtroom 1 and for jury assembly in Courtroom 2. Either courtroom may be used also for jury deliberations if the Judge believes it is safe and still preserves the integrity of the jury deliberation process. Courtroom 1 will be the default jury deliberation area.*

4. Frequent Cleaning

- a. There is sufficient staff, Sheriff's Deputies and Custodial staff, to ensure areas patrons frequent are cleaned often. Courthouse staff maintains a sufficient amount of cleaning supplies to ensure cleaning may take place as often as recommended by the CDC—in the morning and evenings or after times of heavy use.¹ **In addition, the public areas of the courthouse, including stairwells, elevators, any other high-touch areas and the courtroom will be cleaned during jury trials at least every 2 hours. This cleaning will take place on any day the Courthouse is open to the public.**
- b. Sheriff's Deputies can frequently clean areas in and around the courtroom without excessively disrupting trial and shall clean the witness stand between each witness, shall clean the counsel tables between each case, and the jury areas during each break.

5. Provision of PPE and other sanitary materials to courthouse personnel and patrons

- a. Consistent with the Governor's Executive Order and the Supreme Court of Virginia's Sixth Order Extending the Judicial Emergency, Sheriff's Deputies require all individuals entering the courthouse to wear facemasks absent an applicable exception.
- b. There are sufficient supplies to ensure each prospective juror has access to face masks and hand sanitizer if they so desire. Additional hand sanitizer dispensers are placed throughout the courthouse for patron convenience.
- c. While in the courtroom, all are required to wear facemasks unless medically exempted or specifically permitted by the presiding Judge. There are easily accessible bathrooms and ample hand sanitizer in both jury rooms.
- d. The City of Danville has provided PPE, disinfectant, and other supplies to further permit safe operations. An electro-static disinfectant dispenser is utilized at least daily and as needed in each Courtroom to disinfect all surfaces. During jury trials, this device will be utilized to clean the jury rooms, juror bathrooms, and auxiliary courtroom to ensure that they remain safe to use. After each break, the jury room and bathroom will be sanitized. After jury selection, Courtroom 2 will be sanitized before and after jurors eat lunch. *The City has purchased and provided clear face masks to allow jurors and witnesses to be fully seen while remaining safe. Jurors will be directed to maintain their same seat throughout any voir dire process or trial. (Jury areas will be cleaned in between voir dire and the beginning of trial.) (Photos of the Electrostatic Sprayer and Clear Face Masks are appended as Exhibit B.)*

6. The City of Danville will maintain the HVAC system to ensure proper operation to include air filtration.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html#maintaining-healthy-operations%C2%A0>

7. **The Court shall comply, where applicable, with the Emergency Temporary Standard passed by the Safety and Health Codes Board of the Virginia Department of Labor and Industry as in effect on July 27, 2020. *These provisions are incorporated by reference.***
8. **The Court shall maintain its inherent discretion to modify any rules to ensure public safety and the orderly administration of any case.**

Specific Guidelines for Jury Trials

The James F. Ingram Justice Center (Danville Courthouse) has two circuit court courtrooms suited to conduct jury trials in normal circumstances. To minimize the risk of exposure to COVID-19 and consistent with the Supreme Court of Virginia's Fifth Order Extending and Modifying the Judicial Emergency, I submit the following plan:

Prior to each term of Court, the Clerk shall utilize the list of potential jurors prepared by the Jury Commissioners to identify no less than **180** jurors for each term of court. Jurors will be brought to the Court for orientation in groups no larger than **40**. At the orientation session, the **Presiding Judge will review all steps with the Jury to ensure that they understand the manner in which the court shall operate.** The jury pool for each term shall be divided into a minimum of 4 panels, each of which shall be no larger than **40**. For each jury trial, a single panel shall be brought for service unless the presiding Judge determines additional jurors shall be necessary due to the nature of the case. In the event that fewer than **30** jurors can appear for a criminal case (**20** for a civil or misdemeanor case), the case will be continued. *Any juror may request that their service be excused or deferred by submitting a request in writing to the Presiding Judge. (Such a request may be made by the Juror at any time to include prior contact with the Clerk or Sheriff's Department personnel.) Jurors who are not excused but do not appear as required may be issued a Rule to Show Cause unless, after contact from the Sheriff's Department, an excuse acceptable to the presiding Judge (i.e. Dr. Appointment, sudden illness, etc.) is provided.* For each jury trial that is scheduled for more than 1 day, the court will require at least 2 alternate jurors. **At this time, it is anticipated that no civil cases will be tried to a jury until at least June 2021 due to the backlog in criminal juries, the need to prioritize those cases and the need to minimize to the greatest possible extent the exposure of all persons to potential hazards.**

To clarify, Courtroom 1 is the default trial courtroom for jury trials. It will be utilized for voir dire, trial, and deliberations. During voir dire, media will be permitted to sit in the jury box physically distanced from all parties and the court will arrange live-streaming to public in the lobby as necessary. During trial, the media and public will sit in the gallery distanced from the jury (jury has right side, public/media left – bailiff's in between). Courtroom 2 is the defacto jury assembly room and will be used for jury assembly – prior to voir dire. After the jury is selected, Courtroom 2 will be used only for sidebars or for jurors to utilize as a lunch room. (After voir dire, Courtroom 2 will be disinfected. After each use, the Courtroom will be disinfected.) The public will not be permitted in Courtroom 2 during any phase of the trial.

I. Courthouse Ingress and Egress

- a. Signage shall be placed throughout the courthouse including all entrances, exits to the building and any office area open to the public reminding all persons of Social Distancing Requirements, Face Mask Requirements, Hand Washing/Sanitizing options, and directions for navigating the building. (Photos are attached as **Exhibit C**).
- b. Arrival
 - i. All persons entering the Courthouse are screened according to the guidelines issued by the Supreme Court of Virginia and must have their temperature checked and must answer questions which could identify them as high risk for COVID-19. Persons with a temperature over 100 degrees or who answer affirmatively indicating potential COVID-19 exposure will be denied entry. *The questions asked on the juror questionnaire in Revised Exhibit A are asked of all persons entering the building. Persons who are unwell or who are a risk to public safety will be denied entry to the building. If the person denied entry is a necessary party to a trial and cannot be accommodated by video, the Court will grant a continuance.*
 - ii. All persons entering the Courthouse must maintain six feet from all other persons; Bailiffs and court personnel will strictly enforce this policy.
 - iii. Sheriff's Deputies will advise all those entering the Courthouse of the Governor's and Supreme Court's Orders regarding wearing face masks indoors; persons who arrive at the Courthouse without a mask will be provided one and directed to wear it unless medically exempt.
- c. Movement within building
 - i. Stairwells
 - 1. Deputies shall direct able patrons to use the stairs as an alternate to using the elevators.
 - 2. Handrails shall be cleaned according to CDC guidelines for large gatherings.² Cleaning shall be at least every 2 hours.
 - ii. Elevators
 - 1. Elevator use should be limited where practical. Deputies are to encourage patrons to use the stairs, and only encourage elevator use when necessary. Elevators will be cleaned at least every 2 hours.
 - 2. Elevator capacity shall be limited to three patrons per use and signs are posted accordingly.
 - a. This shall not apply to those individuals who traveled to the courthouse together or live together in the same household.
 - 3. Marked spaces in the elevator shall indicate where patrons should stand when in the elevator.
- d. Entering the Courtroom
 - i. Juror check-in shall be conducted in the lobby and jurors will be staged in Courtroom 2 due to the lack of a jury assembly room.

² See *id.*

- ii. Prospective jurors shall physically distance in the lobby and in line when awaiting check-in.
- iii. After checking in at Courtroom 2, jurors shall physically distance and be assigned a number.
- e. In the Courtroom (Photos in **Exhibit D**)
 - i. Courtroom 1 is the larger of the two courtrooms and shall be utilized as the jury trial courtroom throughout the pendency of the COVID-19 pandemic. This enables all participants maximize physical distancing.
 - ii. Only one jury trial shall be tried at a time. On a day a jury trial is scheduled to begin, no court will be scheduled in Courtroom 2.
 - iii. *Voir dire* shall be conducted in Courtroom 1 where jurors can be spaced out in the gallery according to CDC guidelines. (Photos in **Exhibit D**). The gallery can accommodate 26 persons with physical distancing. This ensures that members of the public and media can have some presence during this process. (Media may be stationed in the existing jury box during voir dire and the proceedings may be live streamed to the lobby in the event of excessive public attendance.)
 - iv. Jurors shall exercise proper physical distancing when moving from Courtroom 2 to Courtroom 1 at the direction of the Sheriff's Deputies.
 - v. After selecting the jury (and any alternates if necessary), jurors shall be seated in the gallery to ensure that physical distancing may be maintained between jurors and witnesses/litigants/attorneys. **Jurors will be directed to use the same seat throughout the proceeding.**
 - vi. During the breaks in trial, the jurors shall maintain proper physical distancing. If physical distancing cannot be maintained in the jury room, the jurors may take a break utilizing both the jury room and the courtroom, with all unnecessary personnel removed from the courtroom to ensure juror privacy. **Court staff will clean all surface areas jurors may have contacted after each break.** For example, door handles, chairs, tables, coffee station, etc. **Each juror shall maintain his/her original seat for each break and deliberations.** Breaks will be taken as necessary and convenient but no less than every 2 hours. **During and after breaks, cleaning of jury areas will be required.**
 - vii. The presiding judge shall have the option of utilizing the courtroom for jury deliberations by directing court staff to seal the courtroom to ensure the privacy of deliberations if the judge finds it necessary to balance the safety of each juror and the efficacy and fairness of jury deliberations. At this time, it is anticipated that deliberations will be conducted in Courtroom 1.
 - viii. During trial, Deputies will disinfect witness areas between each witness and will ensure witnesses in the several witness rooms adhere to physical distancing guidelines. **Witness rooms will be disinfected between witnesses if multiple witness shifts are necessary.**

- ix. Counsel will sit physically distanced from clients at counsel table unless private communication is necessary. If necessary to facilitate communication between counsel and client, a break will be taken to allow private communication outside of the courtroom.
 - x. Witnesses will be physically distanced, and no witness room may contain more than 2 witnesses during the trial (Except the Jury room for Courtroom 2, which is also used as the Grand Jury room – capacity in this room is limited to 8 persons). Counsel will be directed to stagger witness arrival times to enhance physical distancing while avoiding undue breaks in the proceedings. Counsel may request to present witnesses by video where appropriate. **Witness rooms will be cleaned regularly but at least every 2 hours.**
 - xi. *If, during a break, a juror wishes to remove his/her mask, they may do so ONLY if a proper physical distance (over 10 feet) can be maintained. Witnesses may be permitted remove masks if specifically approved by the Presiding Judge while testifying and removal is necessary to facilitate communication and physical distancing can be maintained. Attorneys may remove masks if permitted by the Presiding Judge under the same conditions. Defendants shall remove masks if directed to do so by the Judge to facilitate identification. CLEAR FACE MASKS WILL BE PROVIDED TO ALL PARTICIPANTS IN THE TRIAL. (Judge, Attorneys, Defendants, Witnesses, Jurors).*
 - f. Leaving courtroom/building
 - i. At the appropriate time, jurors and other courtroom patrons should depart in a similar fashion to their entrance. Deputies shall ensure patrons adhere to proper physical distancing when departing the courtroom and the courthouse.
- II. Cleaning
- a. Entrances
 - i. Court staff shall clean areas susceptible to easy transmission such as areas around courthouse entry ways at least every 2 hours.
 - b. Common areas, stairwells, and elevators
 - i. Court staff shall clean high-trafficked areas as often as suggested according to CDC guidelines regarding large indoor gatherings.³
 - c. Courtrooms
 - i. The witness area will be cleaned after each witness concludes his/her testimony.
 - ii. The remainder of Courtroom surfaces shall be cleaned as often as courthouse custodial staff finds it appropriate to so do but at least every 2 hours.

³ See *id.*

- III. Physical distancing: In all areas, courthouse patrons and personnel shall maintain six feet between themselves and others.
 - a. Entrances
 - i. Spaces shall mark where people are to stand in relation to others while awaiting admittance into the Courthouse.
 - b. Bathrooms
 - i. Individuals shall self-limit bathroom capacity to maintain a proper social distance. If a line forms outside the bathroom, patrons shall physically distance. Once selected for a trial, jurors may use the bathroom in the jury room (ADA accessible) which shall be cleaned prior to each court day and after any lunch recess or break.
 - c. Large common areas
 - i. Individuals shall physically distance.
 - ii. Individuals are required to wear face masks and to continue safe hygienic practices.
 - d. Courtroom
 - i. Individuals shall physically distance in the courtroom.
 - ii. After the courtroom reaches maximum capacity wherein individuals practice physical distancing, the Deputies shall disallow additional spectators.
 - iii. In the event the public or press wishes to attend a trial, the presiding judge shall arrange for additional access to courtroom proceedings. The judge shall balance the safety and welfare of those involved in the trial and the general public with the constitutional requirements that the trial be fair and open. Live streaming the trial to the lobby may be utilized if sufficient seating is not available to safely accommodate the press and public.
- IV. Jurors who are selected for trial shall be provided lunch at the expense of the City of Danville. Lunch will be ordered and delivered in a hygienic fashion and jurors will be permitted to eat lunch either in the Courtroom or Jury Room while maintaining physical distance. After each break and lunch, each juror shall be given a chance to wash hands, use the restroom and the Jury Room, bathroom, and Courtroom will be cleaned.
- V. Exhibits at trial shall be presented via document camera to the Jury. Physical exhibits necessary for jury deliberations shall be provided but jurors will be issued gloves and hand sanitizer to assist with handling exhibits. To the extent feasible, exhibits may be placed in plastic bags prior to being presented to jurors so that the exterior of the bag can be cleaned. A complete set of jury instructions will be provided to each juror.
- VI. In the event of a sidebar, the Judge and litigants shall use either the Judge's office or Courtroom 2 to ensure a proper record is produced.
- VII. If a trial participant – witness, attorney, juror or judge – or any other employee in the Courthouse become ill during the trial, immediate steps will be taken to isolate that person until they can safely exit the building or have the person isolate outside of the building. All affected areas of the building will be sealed off for 24 hours and professional cleaning personnel will be brought in to clean and sanitize all affected

areas. All persons who had close contact for an extended time, as that term is defined by CDC guidelines, will be notified of potential exposure and urged to contact their health care provider or the Virginia Department of Health for further instruction. The Court will consult with all necessary parties – remotely if necessary – to determine if a case can be continued or if a mistrial will be necessary. This decision will be guided in part by the availability of rapid test results, the uses of alternate jurors if available, the stage of the trial, length of any delay and availability of jurors and attorneys.

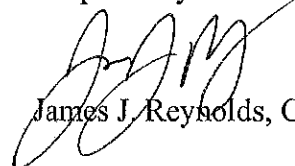
- VIII. The Sheriff's Department maintains the ability to notify each juror through text messaging/phone calls to advise them of possible exposure and will also employ the assistance of the Department of Health for any additional contact tracing. Jurors will be suggested to download the Commonwealth's COVID WISE app to enhance contact tracing. If witnesses are from North Carolina (since we are on the border), they will be recommended to download the COVIDNC app.

With respect to any part of this plan, the Court is submitting descriptive photographs to show the layout of the particular courtrooms and public areas. (**Exhibit D**). Regarding the movement of personnel within the courtroom during the trial, it is anticipated that the Presiding Judge will be on the bench in Courtroom 1 no closer than 10 feet from any other person. The Court Clerk and the Court Reporter shall be in their assigned positions and shall remain there throughout the trial unless court is in recess. The Bailiffs may move about the courtroom as necessary to facilitate security, getting witnesses from witness rooms, cleaning the witness stand, enforcing social distancing within the gallery, or other similar requirements. Counsel shall remain at assigned tables unless addressing the jury or examining witnesses, where they will be expected to remain at a location or podium at least 10 feet from the jury or witness. **Permission to approach a witness shall be granted upon request by the trial court, but counsel and witness shall be required to wear masks during any close encounter necessary** (for example to identify an item, etc. that cannot be identified using document camera, or marking locations on photographs).

In consulting with the Judges of this Circuit, the Clerk of Court, the Sheriff, attorneys, and local public health officials, we believe that this plan protects public health, permits jury trials to resume without unrealistic physical changes to the Courtroom and Courthouse, and advances the administration of justice in this community. Dr. Spillmann specifically upon review of the plan and touring the courthouse agreed that this plan does everything that can reasonably be done to minimize and mitigate the risk to public health.

I hope that this plan, which takes into consideration the comments and suggestions of the Supreme Court's panel which were received on September 17, 2020 and comments of November 20, 2020, will meet with the Court's approval and will permit the City of Danville to resume Jury Trials by November 30, 2020.

Respectfully submitted,



James J. Reynolds, Chief Judge

Exhibit A

Jury Questionnaire/Jury Summons Numbers

COVID-19 Juror Assessment Form

As part of the efforts to provide jurors with information about your service and the steps the Court is taking to protect your health and the public health at large, visit www.courts.state.va.us and click on the link for approved Jury Trial Plans. The plan for the City of Danville will be listed there once approved by the Virginia Supreme Court. Should you have any questions about the plan or how it works, call the Sheriff's Department at (434) 799-6501. Thank you in advance for your service.

Please answer the following questions and return with your jury questionnaire in the enclosed envelope:

1. Within the last 14 days, have you traveled internationally?
☐ Yes ☐ No
2. Are you experiencing, or have you experienced, any of the following symptoms: fever, cough, shortness of breath in the last 14 days?
☐ Yes ☐ No
3. Within 14 days of your appearance date have you had (or do you have) any of the following:

Fever or Chills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing (other than a pre-existing non-COVID diagnosis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle or body aches?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea or vomiting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above listed symptoms?
- ☐ Yes ☐ No
5. In the last 14 days, have you been asked to quarantine, isolate, or self-monitor by any doctor, hospital, or health agency?
- ☐ Yes ☐ No
6. In the past 14 days, have you been diagnosed with, or had contact with anyone who has been diagnosed with COVID-19 or resided with someone in the above categories?
- ☐ Yes ☐ No
7. Have you been tested for COVID-19 and are waiting to receive test results?
- ☐ Yes ☐ No
8. Do you have a condition that makes you at higher risk for the COVID-19 virus? (Such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, liver disease, severe obesity, chronic kidney disease, heart conditions, etc.)
- ☐ Yes ☐ No
9. Are you over the age of 65?
- ☐ Yes ☐ No
10. Do you care for someone who is at higher risk?
- ☐ Yes ☐ No
11. Do high-risk people live in your household?
- ☐ Yes ☐ No
12. Are you a sole caretaker?
- ☐ Yes ☐ No
13. Is childcare available?
- ☐ Yes ☐ No
14. Do you interact with high-risk people for work?
- ☐ Yes ☐ No
15. Do you work in a long-term care facility or other healthcare environment?
- ☐ Yes ☐ No

Please sign below if you have answered the above questions to the best of your knowledge.

Printed Name: _____

Signature: _____ Date: _____

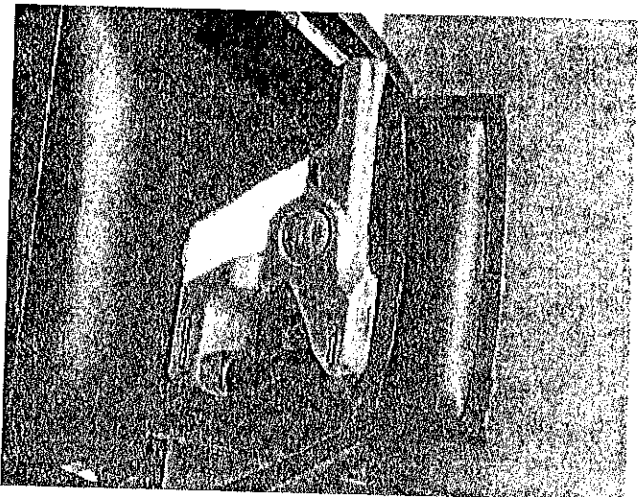
Sep-Oct 2020 Term - Juror Count		
Original # jurors pulled		234
No Questionnaire Returned		39
Number of Jurors Excused*		62
Total final count*		133
Panels		Final Count**
A		36
B		36
C		36
D		31
Nov-Dec 2020 Term - Juror Count		
Original # jurors pulled		115
No Questionnaire Returned		15
Number of Jurors Excused		30
Total final count*		70
Panels		Final count**
E		35
F		35
Total # mailed (Sep-Dec)		349
Total final count (Sep-Dec)		203

* 6 additional jurors have been excused since original numbers

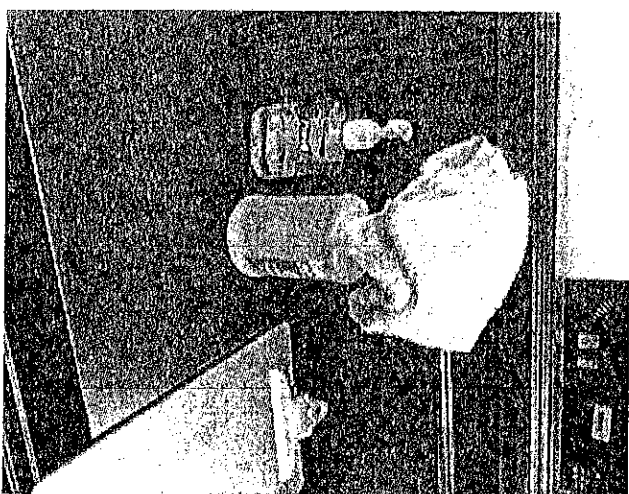
**Panels have been reassigned, no panel over 36 jurors

Exhibit B

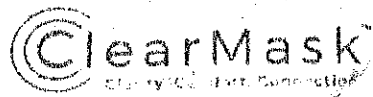
Photos of PPE/Sanitizer Items



Electro-static
Disinfectant sprayer



Barkliffs use disinfectant
between vehicles to
clean that area



Transparent Face Mask

EZ - Adjuster



Improved comfort and breathability

REF CM001EZ

x24

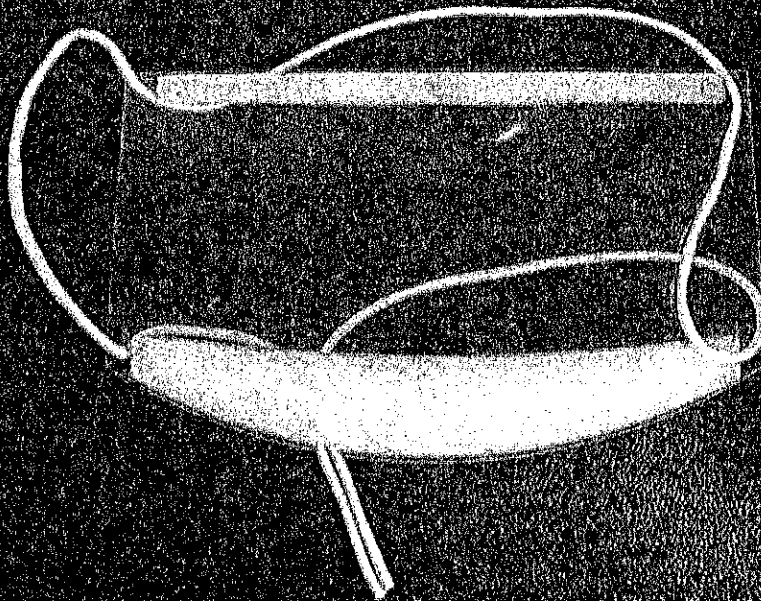


Exhibit C

Photos of signage placed throughout the Courthouse

Employees and
visitors must check
their temperature.

Thank You

ATTENTION

FOR THE SAFETY OF OUR
PATRONS AND EMPLOYEES

MASKS ARE REQUIRED FOR ENTRY

THANK YOU FOR HELPING SLOW THE
SPREAD OF COVID-19

**Maximum
occupancy
permitted
in this room**

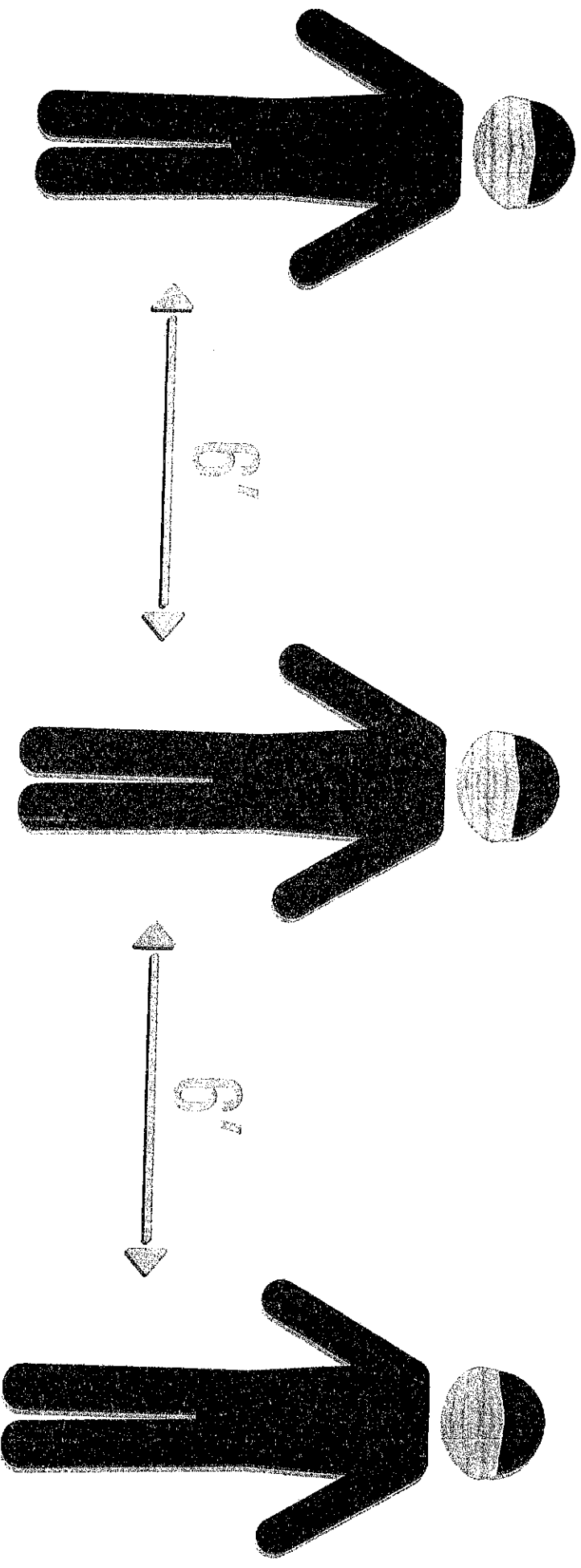
2 witnesses

NOTICE

**FOR YOUR SAFETY,
OCCUPANCY IS
LIMITED TO
3 PERSONS**

COVID-19

FOR YOUR SAFETY AND FOR THE SAFETY OF
OTHERS, PLEASE STAY 6FT APART



PLEASE PRACTICE SOCIAL DISTANCING

Protect yourself and others against infections

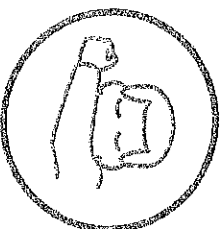
POR FAVOR PRACTICA LA DISTANCIA SOCIAL

Protégese a si mesmo e outros contra as infeções



**MAINTAIN A
6' DISTANCE
FROM OTHERS**

**MANTENER UNA DISTANCIA DE 6 PIES
DE LAS DEMÁS PERSONAS**



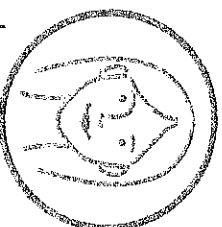
Cover mouth
and nose when
you cough or
sneeze

Cúbrase la boca
y la nariz cuando
tosa o estornude



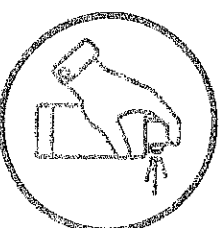
Wash hands
with soap
for at least
20 seconds

Lávese las manos
con jabón durante al
menos 20 segundos



Avoid touching
eyes, nose,
and mouth

Evite tocarse los
ojos, la nariz y
la boca

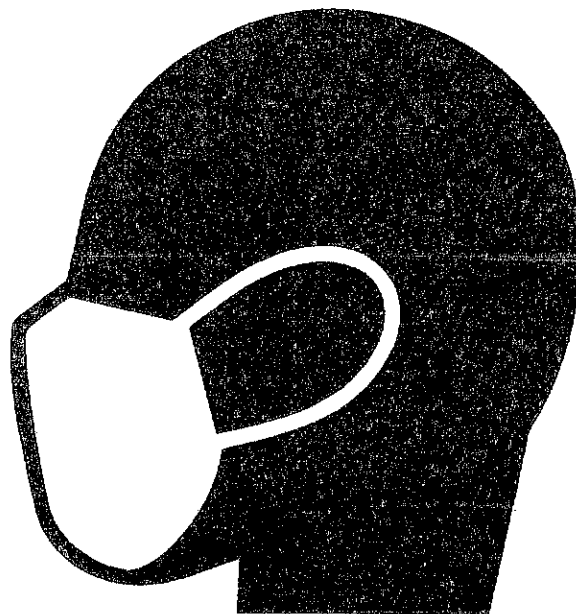


Disinfect
surfaces
regularly

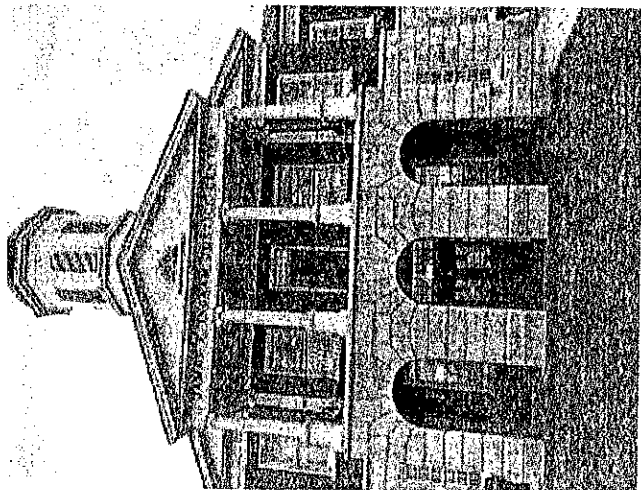
Desinfecte las
superficies
regularmente

ALTO

**USO DE
MASCARILLA
ES REQUERIDO**



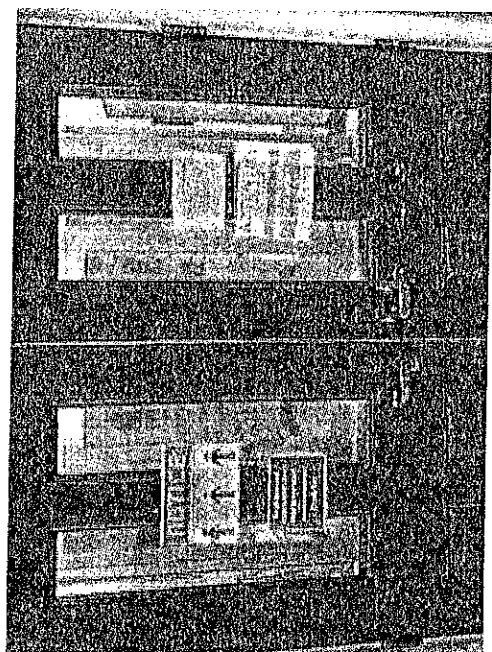
Cortesía de Plum Grove Inc.



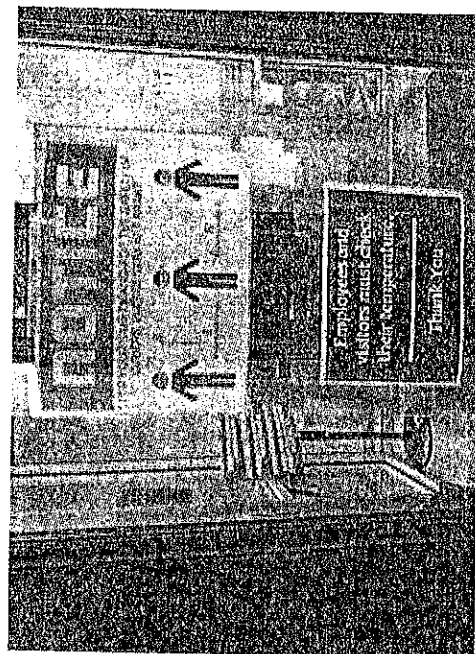
front of Cant house



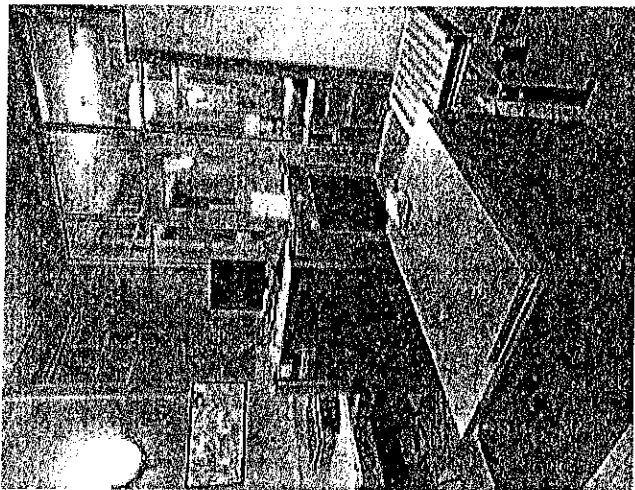
front door



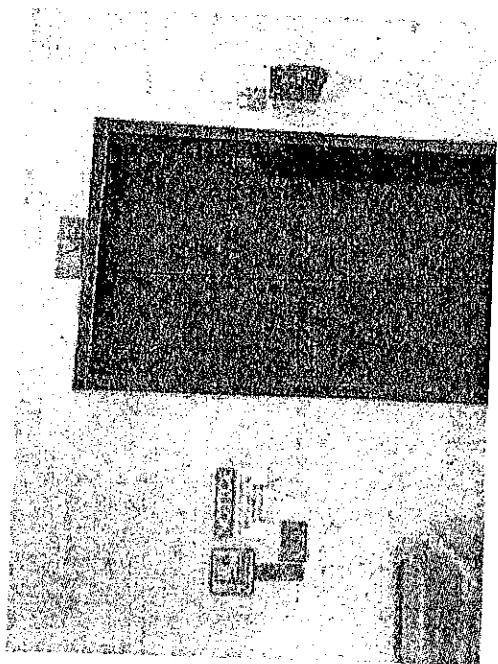
front doors of public
entrance - allowing of screening



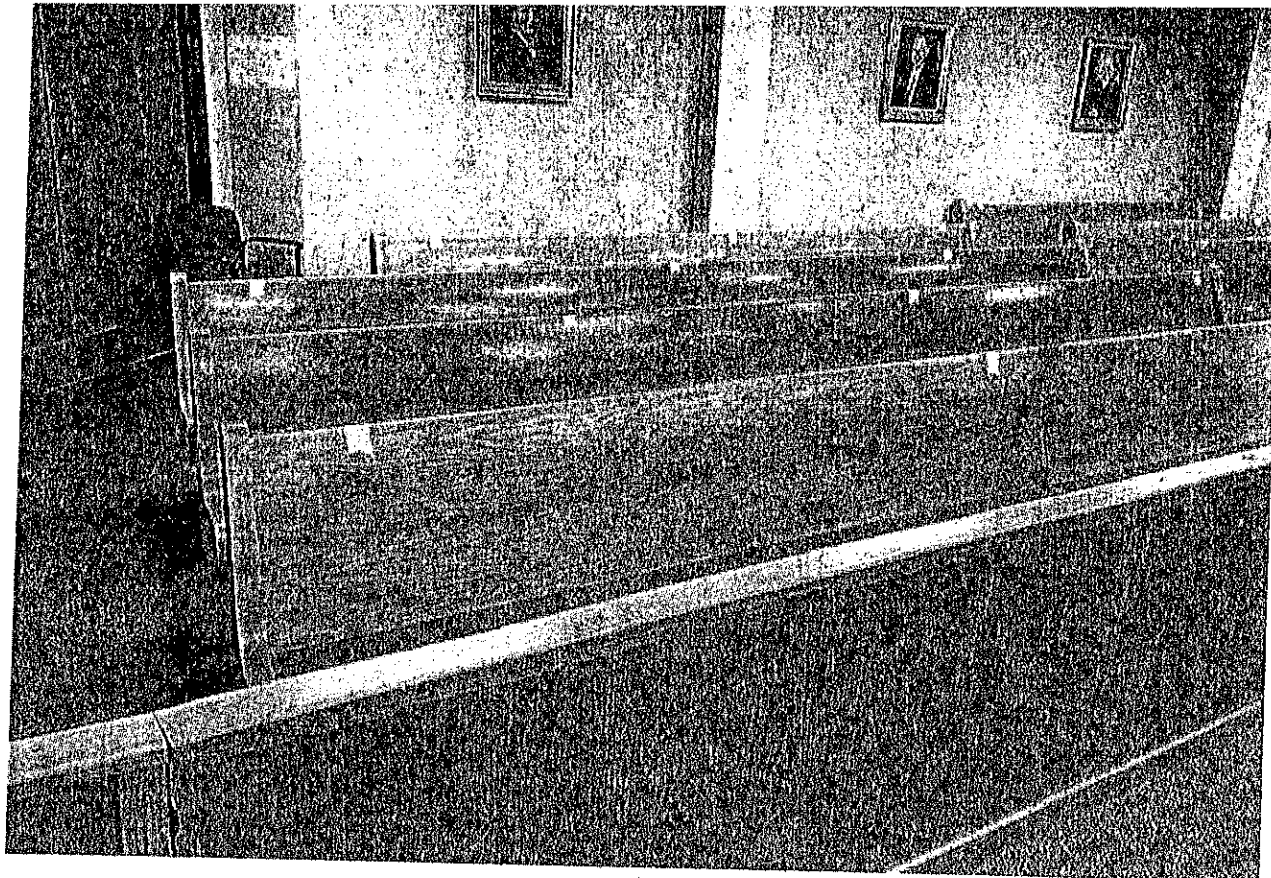
front door



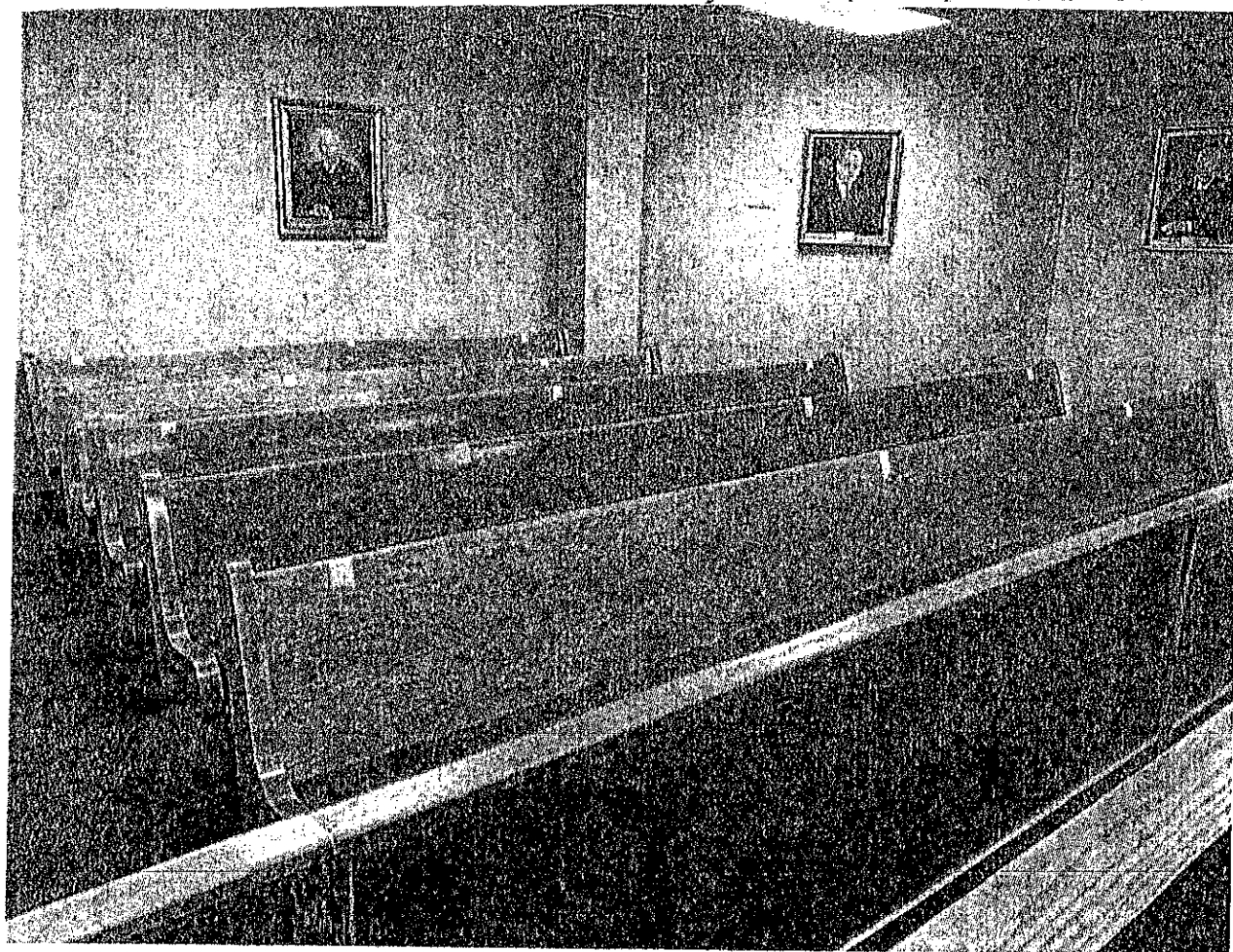
Security Entrance
2 stations can be used
to limit congregations



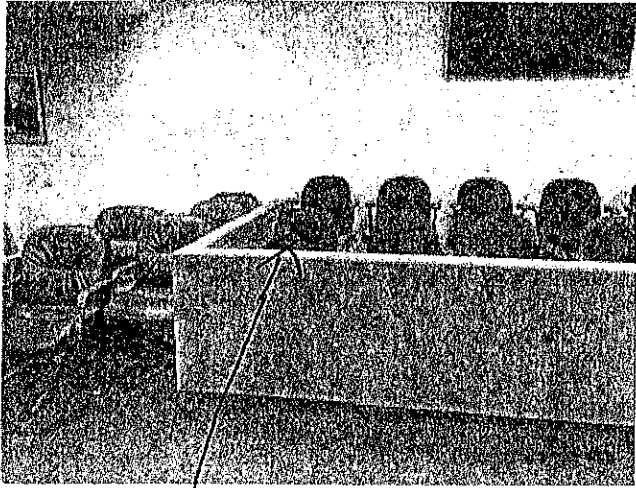
1 of 3 elevators in building
Capacity limited to 3



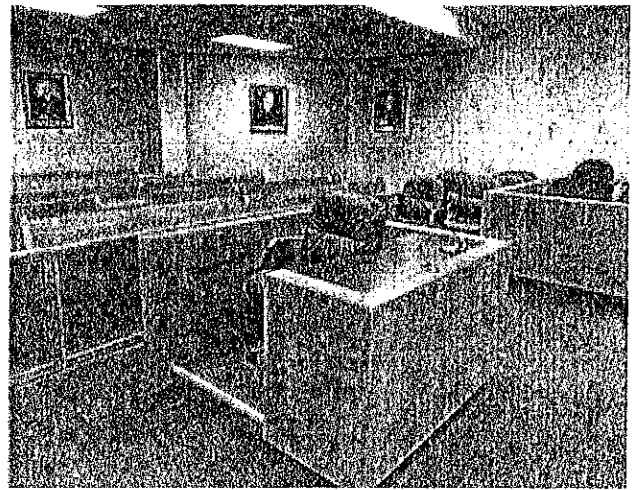
Left side Courtroom 1 Gallery - Capacity limited to 12



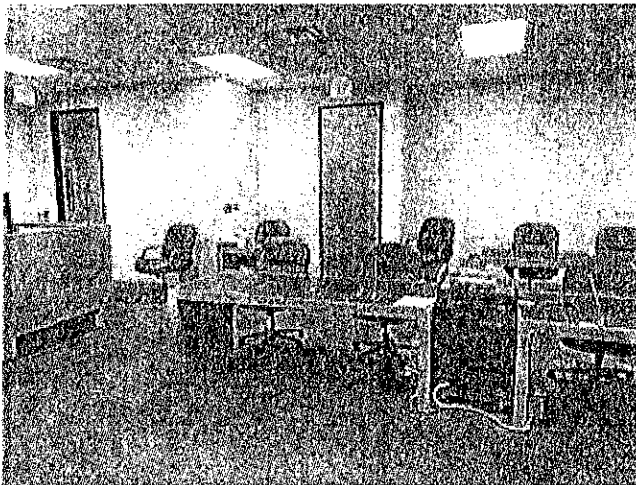
Right side Courtroom 1 Gallery - Capacity limited to 14



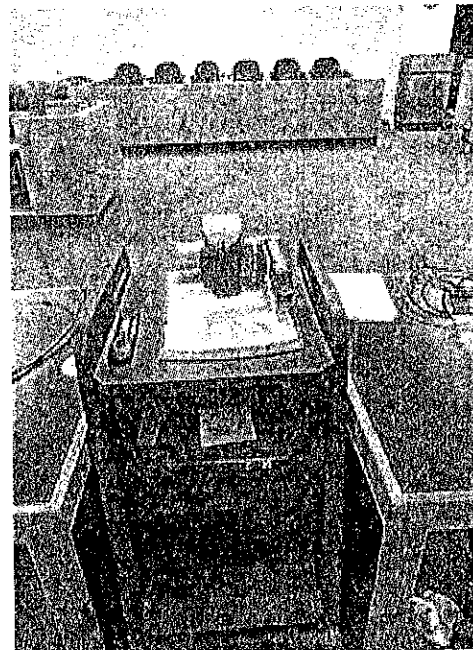
This section jury box will be used as the witness stand



The witness stand will be used as the de facto podium



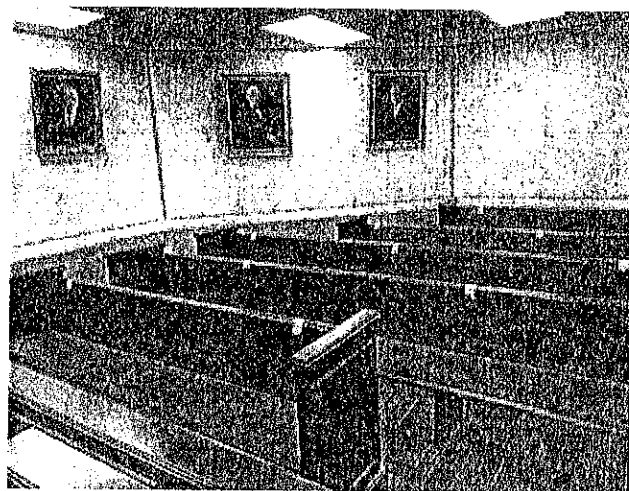
Defendant's table allows for physical distancing



Electronic Evidence Display System



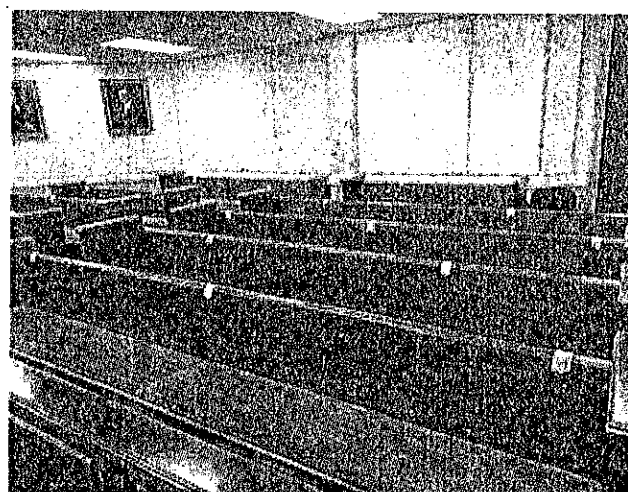
Jury Room 1 - used only for breaks.



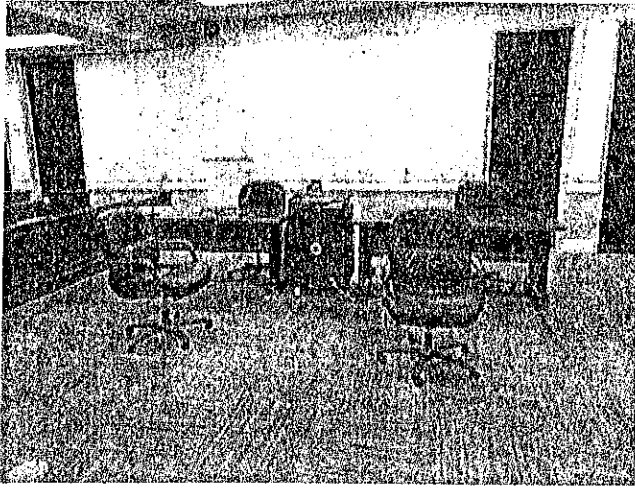
Left side Gallery Courtroom 2
Capacity Limited to 11
Used only for Jury Assembly
and lunch



Jury Room 2 - Used as
Grand Jury Room / Witness Room
Capacity limited to 8



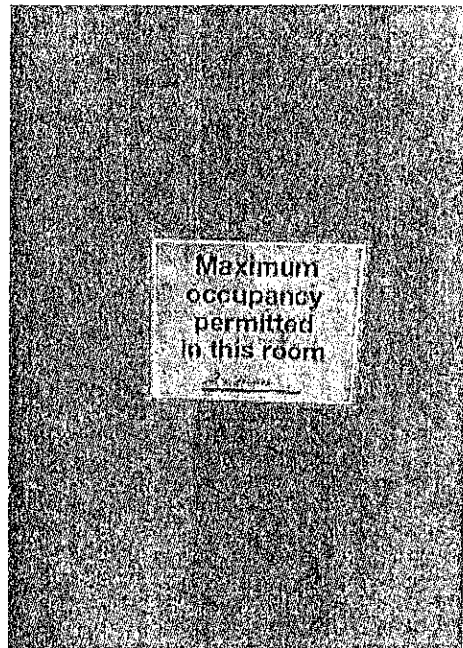
Right side Gallery Courtroom 2
Capacity limited to 11
Used only for Jury Assembly
and Lunch



Wells of Courtroom 2 - jury
assembly / lunch



Jury Box - Courtroom 2
Used only for jury assembly / lunch



Other witness rooms
are limited to 2