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ALEXANDRIA CIRCUIT COURT

REVISED PLAN FOR RESUMING JURY TRIALS

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I. GENERAL

A. Location and Physical Structure of Alexandria Courthouse

The Alexandria Courthouse is located at 520 King Street Alexandria, Virginia, and houses the Circuit, General District, and Juvenile & Domestic Relations District Courts for the City of Alexandria, the Circuit Court Clerk of the Court, the Circuit Court's IT Department, the Alexandria Court Services Unit, the Commonwealth's Attorney's Office, the Virginia Supreme Court Foreign Language Interpreter Coordinator, the Commissioner of Accounts and an office of the Sheriff.

There is one public entrance to the courthouse where there is a screening post with a magnetometer manned by the Sheriff's Office.

There is a public parking garage below the courthouse and there are other parking garages within walking distance of the courthouse. There is on-street parking, some of which is metered and some of which is time limited by zones. The courthouse is approximately 0.9 of mile and a 20-minute walk from the King Street Metro Station. The DASH bus has stops at both the Metro Station and the Courthouse.

The Circuit Court is located on the 4th Floor of the courthouse. The public may access the 4th floor by either the three public elevators or the public stairwell.

B. Sources of Information in Developing this Plan

In developing this plan, the Court has sought input from and consulted with the Court Administrators, the Court's Jury Coordinator, members of the Alexandria Bar Association, the City Attorney, the Commonwealth's Attorney's Office, the Public Defender for the City of Alexandria, other members of the Bar and circuit court judges from neighboring jurisdictions, Sheriff's Office personnel, Clerk's Office personnel, Department of General Services for the City of Alexandria, the assistant City Manager and Courthouse Liaison to the City Manager, and Dr. Stephen Haering, Director of Alexandria's Health Department.

In addition, the Court has reviewed materials provided by the Virginia Supreme Court, including but not limited to: *Guidance and Considerations for the Resumption of Jury Trials*, dated June 29, 2020; *Guidance Document for Judges and Clerks Re: Standard Adopted by the Safety and Health Codes Board of the Department of Labor and Industry* ("DOLI"), effective July 27, 2020; and *Common Issues with Plans for Resuming Jury Trials*, effective July 29, 2020.

The Court also reviewed the guidelines from the Centers for Disease Control ("CDC") and the Virginia Department of Health, as well as the Alexandria Health Department's daily COVID-19 updates. *See* https://www.cdc.gov/coronavirus/2019-ncov/index.html (accessed 2/19/2021); https://www.vdh.virginia.gov/coronavirus/key-measures/#statewide (key data point measures used to evaluate the spread of COVID-19) (accessed 2/19/2021); https://www.alexandriava.gov/Coronavirus (accessed 2/21/21); https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/businesses/ (reopening workplaces, schools and other public places) (accessed 2/19/2021).

Other materials reviewed by the Court includes, but are not limited to: The jury resumption plan issued by the U.S. District Court for the Eastern District of Virginia, *General Order 2020-19 (In re: Revised Schedule for the Resumption of Criminal Jury Trials)* and *General Order 2020-20 (In re: Modified Jury Summons Packet)*; the *Conducting Jury Trials and Convening Grand Juries During the Pandemic*, U.S. Courts COVID-19 Judicial Task Force, Report of the Jury Subgroup, June 4, 2020.

C. Contact Person for Plan

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D. Important Considerations

The importance of jury trials, guaranteed by the Sixth and Seventh Amendments, cannot be understated. "There can be no justice when fundamental constitutional rights are suspended or curtailed." *Criminal Court Reopening and Public Health in the COVID-19 Era*, NACDL Statement of Principles and Report, June 2, 2020. In considering how to resume jury trials, the Report of the Jury Subgroup for the U.S. Courts identified several important considerations, including:

> Jurors must be given reasonable assurance of their safety before participating in the jury process. They must be comfortable during the course of a trial and be able to focus on the evidence and not the risk of a COVID-19 infection. This assurance is best conveyed when all of the factors that jurors experience are taken into consideration. Such factors include their home situations, transportation to the courthouse, safety within the courthouse, and concerns regarding being away from home.

Conducting Jury Trials and Convening Grand Juries During the Pandemic, U.S. Courts COVID-19 Judicial Task Force, Report of the Jury Subgroup, June 4, 2020.

Based on the Court having completed a mock jury trial with volunteer jurors in October 2020 and the Court having conducted one jury trial through verdict in November 2020, the Court has determined that it has the facility and readiness to guarantee a fair trial and ensure the health safety of jurors, counsel, parties, witnesses, judges, clerks, bailiffs, court reporters, courthouse staff and others who participate in jury trials. The Court is prepared to implement this *revised* plan immediately upon approval.

II. STATEMENT OF CRITERIA FOR RESUMING JURY TRIALS

The criteria used to determine how and whether the Court can safely conduct jury trials in the City of Alexandria consists of the following:

1. The Court has regularly reviewed the data published by the Virginia Department of Health and the Alexandria Health Department ("AHD") and their analysis of COVID-19 cases in the City of Alexandria and throughout the Commonwealth, as well as the progress of the vaccine administration. *See* https://www.alexandriava.gov/Coronavirus (accessed 2/21/2021). The AHD analysis includes monthly ZIP code data analyses and summarizes current data and changes for race,

ethnicity, and age groups. *See* https://public.tableau.com/profile/city.of.alexandria.virginia#!/vizhome/ COVID-19 DemographicDashboard/Description (accessed 2/19/2021). In addition, the Court reviewed the UVA COVID-19 Model Weekly Update, as well as national and local news reports of coronavirus outbreaks, upticks in positive cases, and the research on and development of treatments and a vaccine. Also, the Court has kept apprised of the City of Alexandria's resources and reopening plans for City offices, schools, and daycares. Finally, because Alexandria is part of the Northern Virginia region where people commute to work from the District of Columbia and Maryland and frequently travel to and from the counties and cities in the Washington Metropolitan Area, the Court has followed the news of confirmed cases in District of Columbia and Maryland, as well as the reopening plans for those jurisdictions.

2. Bearing in mind that "courts should work to mitigate risk as much as possible," the Court considered whether the courthouse is a facility in which a jury trial may safely be conducted taking into consideration the space limitations, the electronic equipment available, and the personnel available. *See* Virginia Supreme Court's *Guidance and Considerations for the Resumption of Jury Trials*, dated June 29, 2020, at 6.

3. In assessing whether the Court is able to resume jury trials, the Court examined ways in which such a plan could meet the criteria for minimizing the risk of spreading the COVID-19 virus by (1) consistently maintaining at least a 6-ft physical distance between individuals; (2) consistently requiring individuals to wear a facial covering; (3) providing readily available hand sanitation dispensers and sufficient public bathroom space for frequent handwashing; (4) consistently employing cleaning and sanitizing protocols to mitigate the spread of the virus before, during and after jury trials as directed by *Final Permanent Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19*, adopted by the Virginia Department of Labor and Industry, effective January 27, 2021; and (5) having a protocol in the event a jury trial must be stopped due to a COVID-19-related issue.

A. Data

Alexandria, as well as all the Commonwealth of Virginia, entered Phase Three on July 1, 2020. The restrictions that had been in place were eased to allow, among other things: social gatherings of up to 250 people; dining inside restaurant and beverage establishments with 6-ft of distance between tables; operation of indoor fitness centers at 75% occupancy; and operation of indoor recreation and entertainment venues at 50% occupancy, up to 1,000 patrons. *See* https://www.wtvr.com/news/coronavirus/covid-19-in-virginia-live-updates-for-sunday-august-9 (accessed 8/14/2020).

On August 3, 2020, Dr. Anthony Fauci "warned that the coronavirus is 'not to be underestimated' and that the pandemic is far from over." https://www.usnews.com/news/health-news/articles/2020-08-03/fauci-we-will-get-back-to-normal-but-the-pandemic-is-far-from-over (accessed 08/11/2020). Regarding the novelty of this virus, Dr. Fauci stated that he has "been dealing with viruses … for now 40 years, for multiple different outbreaks, from AIDS to Ebola, to Zika to pandemic flu," and he has "never seen anything that has such a broad range of manifestations." *Id.* Since the approval of the Court's initial jury resumption plan, two COVID-19 vaccines have been

approved for emergency use and are being distributed to local communities. As recently reported in the Washington Post, as of [February 16, 2021], more than 1.75 million residents, across D.C., Maryland and Virginia, or about 11 percent of the population, had received first doses of the vaccine." *Id.* In Alexandria, "[t]o date, 17,099 residents have received at least one dose and 5,799 residents have been fully vaccinated." https://www.alexandriava.gov/news_display.aspx?id=120504 (accessed 2/21/21).

Encouragingly, in an interview on February 7, 2021, Dr. Fauci stated "[t]he demand for Covid-19 vaccine doses may outpace supply at the moment, but availability is already looking better for the months ahead." *See* https://khn.org/morning-briefing/monday-february-8-2021/ (accessed on 2/17/2021). Dr. Fauci added that "[i]f you look at the escalation of availability of doses purely on the ability and the capability of manufacturing, it's going to escalate and will continue to escalate as we go from February to March to April and beyond."[1] *Id.* Reportedly, "[v]accine distribution is on the increase, … and the region can expect to start getting more doses each week in the coming months." https://alexandrialivingmagazine.com/news/cvs-starts-offering-covid-19-vaccines-in-alexandria-and-fair/ (accessed 2/17/2021).

The COVID-19 case data changes daily. For the Commonwealth as a whole, as of February 16, 2021:

- Total number of cases: 553,308
- Total number of hospitalizations: 23,042
- Total number of Covid-19-related deaths: 7,037

See https://www.vdh.virginia.gov/coronavirus/covid-19-in-virginia/ Cases – Coronavirus (virginia.gov) (accessed 2/17/2021).

For the City of Alexandria, as of February 16, 2021:

- Total number of cases: 10,037
- Total number of hospitalizations: 497
- Total number of Covid-19-related deaths: 104

See https://www.alexandriava.gov/performance/info/dashboard.aspx?id=114883 (accessed 2/17/2021) and https://www.vdh.virginia.gov/coronavirus/coronavirus/covid-19-in-virginia-locality/ (accessed 2/17/2021). As of February 17, 2021, "[t]he Washington region recorded a seven-day average of 3,819 new infections, the lowest since mid-November." https://www.washingtonpost.com/local/coronavirus-vaccine-dc-maryland-virginia/2021/02/16/d967800e-7050-11eb-93be-c10813e358a2_story.html (accessed 2/17/2021). Notably, "[i]n the past week, the seven-day average number of new cases has fallen by nearly a quarter in Virginia,…" https://www.washingtonpost.com/local/coronavirus-dc-maryland-virginia/2021/02/17/0f80f218-711b-11eb-93be-c10813e358a2_story.html (accessed 2/18/2021). Additionally, "coronavirus fatalities across the greater Washington region" have "significantly decrease[d] in the past two weeks." https://www.washingtonpost.com/local/coronavirus-vaccine-dc-

[1] Dr. Fauci is currently the chief medical advisor on the White House Covid Response Team.

maryland-virginia/2021/02/16/d967800e-7050-11eb-93be-c10813e358a2_story.html (accessed 2/17/2021).

The Alexandria City Public Schools ("ACPS") announced that, beginning March 2, 2021, the school system will transition to a hybrid in-person learning environment for those families opting in. *See* https://www.vdh.virginia.gov/coronavirus/covid-19-vaccine-summary/ (accessed 2/15/2021).

B. The Courthouse, Personnel, and Equipment

1. The Courthouse Building

After careful consideration of the time estimates for currently scheduled jury trials and reevaluation of the available physical space, and based on the percentage of jurors receiving questionnaires for trials scheduled since November 2020 who request exemptions due to COVID-related issues, the Alexandria can accommodate two jury trials per week with staggered start dates. It is still not possible to start two jury trials on the same day due to (1) the limited physical space in the courthouse and (2) the excess number of jurors that need to be summonsed for jury trials. While extra time is needed to allow for jurors to enter the courthouse and travel from the first floor lobby to the Circuit Court on the 4th floor, as well as from place to place once on the 4th floor, the experience of the mock jury trial, the two trials held in November 2020 and the jury trial begun on February 22, 2021, indicates that less time and fewer personnel were needed than originally anticipated.[2]

There is one public entrance to the courthouse. The side entrance on S. Pitt Street is designated for only jurors to enter and exit the courthouse. This is a more efficient method for getting jurors in and up to the 4th floor. The Sheriff's Office will assign at least one deputy to this side entrance to conduct the screening procedures used for all members of the public who enter the courthouse, as well as security checks. The three public elevators can accommodate only one person each to comply fully with the physical distancing requirement. Best practices are to have the elevator transport one person at a time.[3] There is a public stairwell from the courthouse lobby to the 4th floor, however, the stairs are industrial-like stairs and the risers are steep. Although not everyone will be physically capable of climbing the stairs, the public stairwell will be open to the public, limiting the number of people using the stairwell at any given time and marked with appropriate signage (see Sections II(B)(6)(c) and (e), *infra)*.

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[2] This determination is subject to change as the Court gains a better idea of the average number of deferrals or excused absences.

[3] *See* https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html (accessed 08/17/2020) ("Consider limiting the number of people in an elevator and leaving steps empty between passengers on escalators, where possible, to maintain social distancing" and "[e]ncourage the use of cloth face coverings by all elevator and escalator occupants. Ask elevator occupants to avoid speaking, when possible.")

2. Circuit Court Courtrooms

The Circuit Court has four courtrooms. However, to hold a jury assembly with more jurors than the Court would normally summons for a single trial, conduct *voir dire*, provide access to the proceedings to witnesses, the media and other court spectators and maintain the necessary physical distancing, it is not feasible to begin more than one jury trial on a single day. Courtrooms 2 and 4 will be used for jury trials. The trial jurors will sit in the gallery to comply with the 6-ft physical distancing between individuals. The gallery in Courtroom 2 can accommodate 18 persons and the gallery in Courtroom 4 can accommodate 14 persons. Courtrooms 2 and 4 are equipped with technology, including display monitors and technology built into a podium for display of exhibits to witnesses, jurors and the gallery (individual monitors are installed on counsel tables, the witness box, the jury box and large monitors are hung on the wall). In addition, there is a portable cart with a large monitor and laptop to facilitate remote witness testimony via MS Teams or similar technology. Courtroom 1 is available for spectators to watch the proceedings in Courtroom 2 via live stream and 14 people can be seated 6-ft apart in the gallery. If necessary, additional seating, appropriately spaced out, can be made available using the jury box and the well of the courtroom. Courtroom 3 will be used, as needed, as a jury assembly area or jury deliberation room.

The jury deliberation rooms are located directly adjacent to each courtroom, but to maintain appropriate physical distancing, only four jurors can sit in each deliberation room. As such, jurors will be directed to the jury assembly room or a second courtroom during recesses. Courtrooms #1 and #4 have two windows which may be opened and the jury deliberation rooms for these courtrooms each have one window which may be opened.

The right to a public trial will be preserved. Consistent with constitutional and statutory requirements, access to the courtroom will be provided to the press, and to victims of crimes pursuant to Virginia Code Section 19.2-11.01 and Rule 2:616 of the Rules of the Supreme Court of Virginia. Space will be designated within Courtrooms 2 and 4 to enable the public to observe all aspects of the trial, including *voir dire*, whether in person or by electronic means. For trials held in Courtroom 2, as many as 9 spectators can sit in a cordoned off area in the gallery. Also, equipment has been installed to live stream the proceedings for spectators seated in the adjacent courtroom.

The chairs in the jury assembly room and the benches in the courtrooms are marked with signage delineating where individuals may sit to maintain at least a 6-ft distance from each other. *See* Appendix 1. Signs are posted in the jury assembly room and in the jury deliberation rooms instructing jurors not to move the chairs and to utilize the same chair during their time in these room. *See* Appendix 1.

3. Jury Assembly Room

The jury assembly room is located on the 4th floor, which may be entered from the 4th floor lobby and through Judges' Chambers. There are two single bathrooms in the jury assembly room. There are two multi-person public bathrooms off the 4th floor lobby. There are no windows in the jury assembly room. Because the jury assembly room can accommodate only 15 jurors and comply with the 6-ft physical distancing requirement, the courtrooms and/or lobby area adjacent to the courtrooms, in addition to the jury assembly room will be used for the jury assembly. Instead of the pre-pandemic

practice of jurors lining up and walking through the hallways in Judges' Chambers to enter the courtroom, jurors will be escorted, 6-ft apart, through the 4th floor lobby and enter the courtroom(s) from the waiting area outside the courtroom(s). Signage is placed on the floor marking where the jurors should stand to meet the appropriate distance from others when walking or standing. *See* Appendix 2.

4. Bathrooms

In addition to the two single use bathrooms in the jury assembly room, there are two single use bathrooms in each jury deliberation room and two multi-person public bathrooms off the 4th floor lobby. Regarding the multi-person bathrooms, to control the spread of disease, urinals and stalls have been blocked off from use and signs are posted instructing that no more than two individuals may be in these bathrooms at one time. ("Pathogen dissemination through the air occurs through droplets and aerosols typically generated by coughing, sneezing, shouting, breathing, toilet flushing, …." *ASHRAE Position Document on Infectious Aerosols*, dated April 14, 2020.)[4] Signs are posted outside and inside the bathrooms indicated that only two people at one time may use the multi-use bathrooms and they must maintain a 6-ft distance from each other. *See* Appendix 3.

5. No Cafeteria

There is no cafeteria in the Alexandria Courthouse. There are numerous take out and dine-in/outdoor dining and fast-food establishments within a three-block radius of the courthouse. To minimize the risk of spreading the virus, the information sheet accompanying the jury summons will encourage jurors to bring their own lunch. Jurors who do so may, if refrigeration is necessary, store their lunches in a refrigerator located in the jury assembly room. For those jurors who choose to bring their lunch and choose to eat it in the courthouse, they will be permitted to do so and will be directed where to sit, 6-ft apart. For those jurors who choose to eat lunch outside of the courthouse, they will be advised of various nearby locations where they may eat their lunch at fixed outside tables (*e.g.*, cement benches and tables on a patio across the street from the courthouse, near 100 N. Pitt Street.)

Those jurors who choose to leave the courthouse during lunch shall exit and re-enter the courthouse through the side door designated for jurors only. Upon return to the courthouse, they shall have their temperature checked. The rooms and surfaces on which the jurors eat lunch in the courthouse will be cleaned following the completion of lunch.

6. Protective Equipment

a. Plexiglass Panels

Plexiglass panels are installed between the bench and the clerk's desk and the witness stand, between counsel's tables and the podium, on counsel's tables to separate counsel and client and/or co-counsel, and between the clerk's desk and the bailiff's table. The materials are made of durable, shatterproof clear polycarbonate. The panels on counsel's tables are free standing pieces. To allow

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[4] ASHRAE stands for the American Society of Heating, Refrigerating and Air-Conditioning Engineers.

flexibility with the arrangement and setup, the plexiglass panels on the tabletops are held in place with Velcro and are 32" wide x 42" high. As public health officials advised against installing plexiglass panels between individual chairs in the jury box, the jury will sit on the benches in the courtroom gallery while the trial is conducted. Witnesses may testify from either the jury box or the witness stand. *See* Appendix 4.

b. Face Coverings

By Order entered on May 18, 2020, the Court required that all persons entering the courthouse wear a face covering that covers the nose and mouth. *See* Appendix 5.[5] If an individual does not bring a facial covering, the screening post deputy will provide them with a surgical-like, disposable mask. The face covering may be cloth face coverings fashioned from household items (such as cotton scarves) or made at home from common materials, but should fit snugly against the side of the face, be secured by tying or with ear loops, include multiple layers of fabric and allow for breathing without restriction. *See* https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html. The face covering must be worn at all times within the courthouse, including courtrooms, elevators, stairwells, public and private corridors, and any other shared spaces. Individuals without face coverings are not permitted to enter the courthouse and individuals who do not continuously wear their face covering while in the courthouse as required by the Court's Order are subject to removal from the courthouse. Children under age two, or individuals who have difficulty breathing, or individuals who cannot remove a face covering without help, or have other medical issues that make the wearing of a face covering unsafe are exempt from wearing a face covering.

The following additional conditions regarding face coverings shall apply:

> All persons, including witnesses, must wear face coverings. Within a courtroom, the presiding judge may authorize removal of a face covering to facilitate a proceeding. Witnesses testifying from the jury box or the witness stand (separated from the judge by the plexiglass panel) are sufficiently distanced from any other person in the courtroom to allow the witness to take the face covering down and testify with his or her face exposed. If a lawyer or bailiff needs to approach a witness to hand the witness something, the Court will instruct the witness to re-cover his or her face before allowing the approach.
>
> 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 physically distant from other persons in the courtroom.
>
> A criminal defendant may be asked to remove his or her face covering during *voir dire* to ensure that prospective jurors can see the defendant and indicate whether any know or recognize the defendant. The defendant may also be asked

[5] *See* https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html (accessed 08/17/2020).

to lower his or her face covering briefly for the purpose of enabling a witness to see his or her face and answer whether the witness can identify the defendant.

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

Jurors will wear face coverings at all times, but the Court expects to permit individual jurors to lower the cover briefly if requested by counsel, while ensuring proper physical distancing of at least 10-feet from all other persons. The Court has available transparent reusable face shields for use by jurors during *voir dire*, by witnesses while testifying, and lawyers and parties at counsel's tables.[6] Having the ability to view the juror's and witness's entire face would be important ~~in order~~ to assist with assessing credibility. For lawyers and the parties sitting at counsel's tables, face shields may help facilitate the private consultations during the trial. These face shields will be cleaned each night after the trial proceedings have ended.

c. Hand Sanitizer and Handwashing

Stationary hand sanitizer stations containing 60% or more alcohol are located outside the entrance to the courtrooms, in the lobbies of the courthouse and near the stairwell doors, including the 4th floor lobby.[7] Hand sanitizer dispensers are located in the jury assembly areas and at various locations in the courtroom and other public areas, including at the witness stand, in the area where the jurors will be seated in the courtroom for trial, and in the location where they are conducting jury deliberations, as well as in the courtroom used for public viewing. *See e.g.*, Appendix 6.

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[6] The "CDC does not currently recommend use of face shields as a substitute for masks." *See* https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#feasibility-adaptations (accessed 08/17/2020). To the extent that individuals wear a face shield instead of a mask, the CDC recommends the following: (1) "Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others: (a) Face shields that wrap around the sides of the wearer's face and extend below the chin" and "[h]ooded face shields." Additionally, the recommendations include: (1) Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it." (2) Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions. (3) Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following CDC face shield cleaning instructions. CDC face shield cleaning instructions ." *Id.* and https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html (accessed 08-17-2020).

[7] The type of hand sanitizer used will **not** be on the list of hand sanitizers that the FDA recommends consumers avoid. *See* https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-consumers-should-not-use (accessed 08/17/2020).

The court proceedings will recess at least once per 90 minutes to permit jurors and others participating in the trial to use the bathrooms. Information on proper hand hygiene will be posted in the public bathrooms and in those bathrooms the jurors will be using. *See* https://www.cdc.gov/handwashing/index.html (accessed 08/17/2020), and https://www.alexandriava.gov/health/info/covidfiles.aspx?id=114991#Handwashing (accessed 08-17-2020) (Signs, including handwashing, were developed by the AHD and the City of Alexandria.) *See also* Appendix 7.

d. Cleaning and Disinfecting Multi-Use Areas and Surfaces

Consistent with the CDC recommendation, all touch surfaces on the 4th floor where the jurors will be throughout their jury service, such as the jury assembly room, jury deliberation rooms, the bathrooms, tables, railings, benches, chairs, etc., will be cleaned every two hours. *See* https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html (accessed 8/11/2020). The cleaning substance used will be an EPA-registered cleaner/disinfectant. *See* https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19.

The chairs in the jury assembly room, the chairs at counsel's tables, and the witness chair in the courtroom are all cloth fabric with plastic armrests. The EPA-registered disinfectant spray "Transform" will be used for periodic cleansing and disinfecting the fabric chairs. *See* Appendix 8 and https://transformsanitize.com/?gclid=CjwKCAjwps75BRAcEiwAEiACMYtVjcN1RzR5cIFDWwgbrPb-zeDwmdbsKXmoix7cl42ecdR9cq9ntRoCUKsQAvD_BwE.

Separate from above, it is standard operating procedure that public areas and touch surfaces throughout the courthouse are wiped down with cleaning substances/disinfectants periodically throughout the day, including the buttons and surfaces in the elevators, door knobs and handrails, the handrails in the stairwells, light switches, etc.

e. Signage and Floor Markings

Throughout the areas where there is public access in the courthouse, there is signage and floor markings. Specifically, signs explain in English. Spanish and Arabic the key methods for mitigating the spread of the virus (6-ft physical distance, facial coverings, frequent hand washing/sanitizing, proper way to cough or sneeze). *See* Appendix 9. The signs are posted in the first floor lobby, inside and outside the elevators, in the public stairwell, at the entry way and inside the bathrooms, in the hallways, outside the entrance to the courtrooms, in the jury assembly room, in the jury deliberation rooms, and next to the entry doors for offices in the courthouse.

There is also signage on the wall next to and inside the elevators stating that only one person at a time is permitted to ride in the elevator, and on the wall next to the stairwell doors and inside the stairwells stating that "one person on stairwell at a time; wait for other persons to exit stairwell before entering."

Floor markings are placed throughout the courthouse at locations where it is necessary that people be reminded to stand 6-ft apart, such as waiting for an elevator, the bathroom, to use the stairwell, etc.

f. Air Filtration and Ventilation

As noted above, two courtrooms have windows and two jury deliberation rooms have windows, all of which may be opened. All offices within Judges' Chambers have windows which can be opened as well. The Court continues to communicate with the Department of General Services to ensure that air filtration and ventilation meets code requirements, and that the HVAC system satisfies the CDC guidance for cooling systems, that the filters are replaced timely as required, and that air is properly circulated. *See* https://www.cdc.gov/coronavirus/2019-ncov/php/cooling-center.html. The air handlers and component parts are or will be continually assessed to ensure they are working properly.

III. RESUMPTION OF JURY TRIALS[8]

A. Prioritization and Scheduling

1. Prioritization

Following the approval of the Alexandria Circuit Court's September 23, 2020 jury trial resumption plan, the Court completed one jury trial on November 9, 2020. This was the first jury trial conducted after jury trials were suspended in March 2020 and it involved an in-custody defendant charged with a misdemeanor offense. The second scheduled trial, a felony case involving an in-custody defendant, ended in a mistrial on the second day after a juror called in sick and several of the remaining jurors indicated they did not feel comfortable proceeding. While the Court ~~has~~ scheduled one criminal jury trial to begin on a Monday nearly every week, except for the two jury trials in November 2020 and a jury trial begun on February 22, 2021, none of the trials scheduled have proceeded, but have either been resolved by plea agreement or have been continued. As of January 31, 2021, the court has 24 criminal felony jury trials scheduled through January 31, 2022, with each trial set to begin on a Monday. Of those cases, one case involves a defendant on bond. During this same time period, there are 11 criminal misdemeanor jury trials scheduled. There are 24 felony and one misdemeanor jury cases involving defendants on bond for which trials dates have yet to be set.

Felony jury trials involving incarcerated defendants will continue to take priority, as will jury trials that have a statutory priority or must be conducted within a specified time-period absent good cause or, where permissible, agreement of the parties. The Court continues to work cooperatively with the Commonwealth's Attorney's Office, the Public Defender and the private defense bar in scheduling jury trials with a view to giving the earliest available trial date to those defendants who have been incarcerated the longest.

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[8] The Court continues to stay apprised of CDC, VDH and AHD guidance as it affects implementation of our plan.

After felony jury trials involving incarcerated defendants, the jury trial hierarchy shall be as follows:[9]

i. Felony jury trials involving non-incarcerated defendants
ii. Misdemeanor jury trials
iii. Civil jury trials

2. Scheduling

a. Civil Jury Trials - All civil jury trials scheduled through May 31, 2021 were removed and are, or will be, rescheduled. For civil jury trials currently scheduled on dates after May 31, 2021, the Court will work with counsel and pro se parties to maintain the scheduled trial date where feasible. From June 1, 2021 through January 31, 2021, there are 73 scheduled civil jury trials. A civil jury trial may proceed as scheduled if the criminal jury scheduled to begin on the same date is resolved or continued, or, if feasible, start of the civil jury trial may be delayed a day or two. The Court will continue to liberally grant continuances of civil jury trials.

b. Number of Weekly Jury Trials – After reconsidering the time estimates for the cases currently set for jury trials and the Court's ability to maintain the 6-ft physical distancing and safely conduct two jury trials in a week's time, the Court has determined that it is possible to schedule more than one jury trial per week by staggering the start dates. As such, when both trials are expected to last no more than two to three days, the Court will schedule one jury trial to begin on Mondays and one jury trial to begin on Wednesdays. Once *voir dire* is completed and the jury has been selected for the first trial, the jury can use the jury assembly room as needed as it has sufficient space to accommodate the number of trial jurors and maintain the required physical distancing. This will free up space in another courtroom or the lobby outside a courtroom to be used as a jury assembly space for a second jury trial beginning on Wednesday.

The Court will continually assess the implementation and effectiveness of this plan. To the extent the Court is able to adjust the scheduling to allow for civil cases currently have scheduled trial dates to be tried on those dates, the Court will make every effort to do so.

Trials will begin at 10:00 a.m. and jurors will be instructed to arrive at the courthouse at 8:00 a.m.

B. Number and Supplemental Screening of Jurors Summonsed

1. Number of Jurors Summonsed

The jury system in Alexandria is a one-day/one-trial term of jury service. A term is typically one week. Unless shown to be unsustainable, the Court intends to use this system going forward. Jurors are instructed to call a recording on the night before their summons date to verify whether they are, or are not, required to report the next day. The total number of jurors summonsed for a week-long period is not necessarily the pool of jurors who will actually serve on a jury. Depending on the nature

[9] *But see* Section III(A)(2) *infra*.

of the case and time estimate, the Court plans to require as many as **60** jurors to actually report for each felony jury trial and as many as **40** jurors to report for each misdemeanor or civil jury trial in order to provide sufficient number of jurors for the actual jury selection process. The number of alternate jurors selected will depend on the nature of the case and the estimated length of the trial, however, at least one alternate juror will be selected for every trial. The Court will consider the parties' input in deciding on the number of alternates.

Based on the percentage of jurors receiving questionnaires who have sought a COVID-related exemption since the initial plan was implemented, the Jury Coordinator will summons up to **150** jurors for a felony trial and up to **75** jurors for a misdemeanor trial. Whether a larger pool or a smaller pool is summonsed for any specific trial will depend on the type of case and the anticipated length of the trial. If the number of jurors requesting an exemption or a deferral is consistently greater than 50% of the summonsed jury pool, or if the number of jurors arriving for service proves insufficient, the Jury Coordinator will increase the number of jurors summonsed. The Jury Coordinator can manually summons additional jurors for any given day if it appears there are insufficient jurors available to serve that day.

Pre-COVID, approximately 50% of jurors summonsed sought a deferral or asked to be excused from service. Based on the Court's experience to date, it is still anticipated that at least 50% of the jurors who are summonsed will be deferred based on meeting one or more justifications for deferral listed in the COVID-19 questionnaire, as well as other jurors being deferred or excused based on typical non-COVID-19 related reasons. However, as more residents in the City become vaccinated, fewer jurors may seek to be excused based on a COVID-19-related justification. Jurors will be notified on the jury summons of both the phone number and email of the Jury Coordinator who can be contacted about questions. In addition, the information regarding jury service will be provided on the website for the Circuit Court and will contain a link to this Court's revised plan for resumption of jury trials once approved.

The Court intends to follow its pre-COVID practice with respect to jurors who fail to show up after being summoned and who have not previously been deferred or excused. The Jury Coordinator contacts these jurors to reschedule their service on a date in the calendar year. The Jury Coordinator currently notifies the Chief Judge about jurors who fail to appear a second time, along with any reasons provided by the juror, and the Chief Judge determines how to handle the situation on a case-by-case basis.

2. Supplemental Screening

To protect vulnerable individuals and to mitigate the spread of the virus, the following items will be sent with the juror summons:

a. A letter of reassurance from the Chief Judge which will include a link to the Court's jury trial plan. *See* Appendix 10.

b. An information sheet providing a link to the Court's revised jury trial plan, advising jurors of the need to self-screen for COVID-related symptoms and including a list of symptoms,

setting forth the CDC's "self-checker" guidelines, and the need for jurors to take their own temperatures prior to arriving at the courthouse.

To address those who may be at high-risk, the jurors will be advised to consider:

-- 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.)

-- Are you over the age of 65?

-- Do you care for someone who is at higher risk?

-- Do high-risk people live in your household?

-- Are you a sole caretaker?

-- Is childcare available?

-- Do you interact with high-risk people for work? Do you work in a long-term care facility or other healthcare environment?

c. A Supplemental Questionnaire contains the health screening questions from the Virginia Department of Health and the CDC. *See* Appendix 11. To avoid having potential jurors come to the courthouse and later learning that a juror(s) is medically unable to wear a face mask or facial covering, the Supplemental Questionnaire shall include a question to address this situation. If a juror is unable to wear a face mask or facial covering for medical reasons, the juror will be deferred from jury service.

Upon receipt of the supplemental questionnaires, a determination will be made as to those jurors to be deferred or excused from jury service. Anyone who answers "yes" to any of the screening questions will not be permitted to enter the courthouse.

C. Juror Entry into and Exit from the Courthouse and Access to Circuit Court

1. Keep Separate

To the extent possible, individuals summonsed for jury duty need to be kept separate from other members of the public entering the courthouse. Jurors shall enter and exit through the side entrance of the courthouse located on S. Pitt. Street which shall be designated for jurors only. As with anyone entering the courthouse, jurors must wear a facial covering upon entering and while in the courthouse. If a juror does not have a facial covering, a disposable face mask will be provided by the screening post deputy. Also, jurors will be given a badge identifying them as jurors upon arrival at the courthouse.

2. Entry Screening Procedures

Sheriff's Office personnel shall use the same screening procedures for jurors as is used for all visitors and courthouse employees entering the courthouse. Specifically: (1) Each juror will be asked the questions listed on the most updated Courthouse COVID-19 screening form recommended by the CDC and approved by the AHD.[10] (2) If the juror answers "yes" to any of the questions, the juror will be directed to remain outside of the courthouse and a supervisor will be consulted for further guidance. (3) Each juror entering the courthouse will have his or her temperature taken with a no-touch thermometer by activating the thermometer approximately one inch in front of the person's forehead. If a person's temperature reads above 100.4 degrees Fahrenheit, access into the courthouse will be denied. (4) All jurors entering the courthouse are required to wear a mask or face covering that always covers their nose and mouth. Staff will provide masks to all jurors entering who do not have one. (5) Any disputes about entry into the courthouse will be decided by the Chief Judge of the Circuit Court. If a juror cannot enter due to a COVID-related reason, the juror will be instructed to call the Jury Coordinator to reschedule his or her service.

3. Entry and Movement from Entry to 4th Floor

As more jurors will need to be summonsed for felony and misdemeanor jury trials to account for those who will be exempt or deferred from service, jurors will be directed to report to the designated juror entrance at 8:00 a.m. Jurors will be given a specific time to arrive at the courthouse and advised not to arrive earlier than scheduled to avoid overcrowding the entrance. Jurors will be advised in the information sheet accompanying the jury summons to consider having someone drive them to and from the courthouse to avoid backups getting into and out of public parking garage below the courthouse.[11] Depending on the number of jurors summonsed for the trial, jurors will be advised by the Jury Coordinator to report to the courthouse near the designated side entrance on S. Pitt Street, or to report to a particular staging area that is not in the courthouse proper, such as a tented area in the courtyard outside of the courthouse. No more than 10 jurors can be admitted at a time in order to maintain the required 6-ft distancing while waiting in the lobby before being escorted by a Sheriff's deputy or other court personnel to the elevators or stairwell to get to the 4th floor. Foot markers are placed 6-ft apart in the area in the first-floor lobby to indicate where jurors may stand until directed to an elevator or the stairwell. Upon reaching the 4th floor, the jurors will be met by the Jury Coordinator or other court personnel and escorted to the Jury Assembly room, ~~or~~ a courtroom or the lobby area adjacent to the courtrooms being used as a jury assembly room and seated in a designated seat or bench, spaced 6-ft apart. Prior to the Judicial Emergency, jurors were required to report to court by 8:30 a.m. and the trial began at 10:00 a.m. To allow for the extra time it will take to get jurors into the courthouse and situated on the 4th floor, jurors will be directed to report to court at their designated time beginning at 8:00 a.m. (the time when the courthouse is first open to the public and there are fewer people entering the courthouse).

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[10] *See* Appendix 12 and https://www.cdc.gov/screening/paper-version.pdf.

[11] The entry to the garage has a kiosk manned by an attendant and there is a pay machine next to the kiosk. The garage charges $2.50 per hour or $10.00 for 2 hours or more, payable by credit card only.

D. Conduct of the Trial[12]

1. Pre-Trial Motions

Pre-COVID, the Court would entertain short pre-trial motions on the morning of trial (*e.g.*, a motion *in limine*). Because this practice could delay the completion of the trial in a timely fashion, the Court will not entertain pre-trial motions on the morning of trial unless it involves an issue or matter that could not be addressed prior to the morning of trial. On a case-by-case basis, the judge will meet with counsel one-week prior to the scheduled jury trial to address any procedural issues or other matters regarding the conduct of the trial. This meeting may be by audio or video conference and, if necessary, a court reporter may be present.

2. *Voir Dire*

For felony cases, depending on which courtroom is being used, the Jury Coordinator will escort the first 15 or 21 jurors to the courtroom. Three jurors will be seated in the jury box and the rest will be seated in the gallery, all at least 6-ft apart from each other. However, if due to space limitations during *voir dire*, live streaming in a second courtroom is not possible, then smaller groups of jurors will be escorted into the courtroom and space will be made available for a limited number of spectators. The remaining jurors will wait in the jury assembly room(s). During *voir dire*, if a 10-ft physical distance may be maintained, jurors will be asked, but not required, to use the face shields without another facial covering for a brief period. Likewise, the attorneys and parties, maintaining at least a 10-ft distance from all others in the courtroom, may use face shields without masks while conducting *voir dire*. Once the judge has completed his or her initial instructions and questions to the jurors and the lawyers have completed their *voir dire*, the judge and the attorneys shall handle strikes for cause in a sidebar held in the adjacent jury deliberation room or using the headset kits. As jurors are stricken for cause, they will be immediately excused to exit the courthouse through the same side door they entered on S. Pitt Street.

Once the peremptory strikes have been completed and the jurors who have been struck are excused to exit the courthouse, the trial will recess and the trial jurors will be escorted to wait in the jury assembly room, maintaining the required distancing, to allow for cleaning of the gallery benches. Once the cleaning is completed, the jurors will be escorted back into the courtroom and seated on the benches at least 6-ft apart.

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[12] The Court has "headset kits" that allow for confidential communications in the courtroom between attorneys and their clients without the need for close contact. These headsets can be utilized by defense counsel and clients for their own private communications, and for sidebar conferences depending on the preferences of the presiding judge and the available space in the courtroom, as well as for juror questioning during *voir dire* where a potential juror would normally discuss a matter outside the hearing of other jurors while gathering closely at the bench with counsel and the presiding judge. If the presiding judge and counsel prefer, confidential communications and sidebars can be conducted as previously stated by taking a recess and using a jury deliberation room.

3. Courtroom and Location of Participants

These procedures shall apply to both criminal and civil jury trials. Regarding civil jury trials, the trials may be conducted more expeditiously as evidence may be presented by video pursuant to various rules and statutes. *See*, e.g., Rule 4:7 and 1:27 of the Rules of the Supreme Court of Virginia and Virginia Code Section 17.1-513.2.

Jury trials will be conducted in Courtrooms 2 and 4. Both courtrooms can accommodate ~~only~~ felony, misdemeanor and civil jury trials. 18 people can sit spaced out in the gallery in Courtroom 2 and 14 people in Courtroom 4. All people in the courtroom will remain at least 6-ft apart and, unless excused from doing so by the judge, wear a facial covering. The participants will be located as follows:

a. The jury will be seated in the gallery. The benches have markers spaced at least 6-ft apart and jurors will be directed to sit in the same space throughout their time in the courtroom. Likewise, during recesses, lunch breaks or, if the trial is a multi-day trial, jurors will be directed to sit in the same seat or space assigned at the start of the trial.

b. The Court reporter will continue to sit at a small table that can be located at least 6-ft away from where the judge sits on the bench and the desk where deputy clerk normally sits in the well of the courtroom.

c. The bailiff and deputy Sheriffs will maintain the 6-ft distance unless security protocols require that a deputy sheriff be closer to a defendant or if the bailiff needs to hand the witness an exhibit or other item.

d. Interpreters will use electronic devices to interpret which allows them to maintain the 6-ft distancing requirement.

e. Counsel, clients and pro se litigants shall be seated at the normal counsel's tables. Plexiglass panels ~~will~~ separate individuals sitting at the tables. The tables will be turned in such a way to be as close to perpendicular to the judge and jury as possible.

   Counsel and pro se litigants may face the jury from the well of the Court for *voir dire* and opening statements and closing arguments (their backs would be to the judge's bench). The podium located between counsel's tables shall not be used except for the presentation of electronic evidence and movable plexiglass panels shall be situated on the sides of the podium next to the tables.

   Counsel, co-counsel and clients must maintain the 6-ft distance in the courtroom, including for consultation unless it can be done safely from less than a 6-ft distance (e.g., with facial coverings and a face shield). Defendants in custody will be able to speak with counsel during breaks in the courtroom with a Sheriff's deputy located at the back of the courtroom or in holding area adjacent to the courtroom if the 6-ft physical distancing can be maintained. In-custody defendants shall not be escorted into or out of the courtroom in the presence of the jury.

f. Witnesses will testify from either the witness stand or the jury box depending on the spacing of the jurors in the gallery and the need to make available space for spectators such as family members of a party, a victim-witness advocate or a member of the media.

To the extent necessary, the witness chair will be sanitized between uses by different witnesses.

Should there be a COVID-related reason why a witness or party cannot come to the courthouse or a witness or party is unable to wear a face covering for medical reasons, accommodations will be made to allow such persons to appear remotely via MS Teams or Polycom.

4. Public Access/Spectators

Depending on whether the trial is held in Courtroom 2 or 4, there may be limited space for spectators. However, in conducting a jury trial, the presiding judge will ensure that provisions are made to enable the public to observe all aspects of the trial, including *voir dire,* whether in person or by electronic means. As stated previously, consistent with constitutional and statutory requirements, access to the courtroom will be provided to the press, and to victims of crimes pursuant to Virginia Code Section 19.2-11.01 and Rule 2:615 of the Rules of the Supreme Court of Virginia.

5. Exhibits

All exhibits will be pre-marked. Jurors will not touch documentary or tangible exhibits during the in-court proceedings. Unless an exception is made by the trial judge, all non-physical exhibits must be reduced to digital format. For example, an exception may be made if there are a discrete number of paper exhibits and counsel has prepared individual packets or binders for each juror to avoid sharing of exhibits. Counsel and court personnel will be advised to use hand sanitizer after touching exhibits.

During jury deliberations, where feasible, a complete set of documentary exhibits admitted will be provided to each juror for his or her personal use during deliberations. If not feasible or when tangible exhibits are requested by the jurors, a supply of disposable gloves will be located on a table near the exhibits and jurors will be permitted to wash/sanitize their hands if they wish to do so. The Court will instruct jurors on the appropriate use of gloves and provide for the gloves to be disposed of immediately after use.

6. Sidebars

Sidebars will be conducted in the courtroom with the use of "headset kits" or in the adjacent jury deliberation room. Live streaming of the proceedings will discontinue during sidebars. The Court has a limited number of headset kits and, thus, they are only available for use in one courtroom at a time.

The headsets kits can be utilized by defense counsel and clients for their own private communications, and for sidebar conferences depending on the preferences of the presiding judge and the available space in the courtroom, as well as for juror questioning during *voir dire* where a potential juror would normally discuss a matter outside the hearing of other jurors while gathering closely at the bench with counsel and the presiding judge. If the presiding judge and counsel prefer, confidential communications and sidebars can be conducted by taking a recess and using a jury deliberation room.

7. Notetaking and Questions

In cases in which jurors request to take notes during the trial, each juror shall be provided with his or her own single-use notepad and a pen (or they may use their own pen) and an envelope for individual storage of their notepad and pen during the trial. During deliberations, the jurors will be instructed that only the jury foreperson shall write jury questions on a pre-printed form labeled "Jury Questions," and only the jury foreperson shall complete the verdict form.

8. Breaks During the Trial and Jury Deliberations

During breaks that are not short recesses, the jury shall either remain in the courtroom or be escorted to the jury assembly room or other location designated as a jury assembly room.

Depending on whether there is another jury trial occurring at the same time, the jury shall conduct deliberations either in another courtroom or in the lobby area outside the courtroom in the east or west wings of the 4th floor. In either location, the Court will set up folding tables and chairs so the jury can deliberate at tables arranged in a square or triangle to better facilitate deliberations. Whether deliberating in the courtroom or in the lobby area, the doors to the spaces shall be secured, and a deputy Sheriff will be posted outside the doors.

Each juror will have his or her own set of jury instructions. Jurors will knock on the door leading to the secure hallway to alert the deputy Sheriff when they have questions or have a verdict.

9. Self-Monitoring for COVID-19 Symptoms

The judge will remind all trial participants at the start of the trial and, if the trial will resume the next day, when the trial adjourns for the evening, to contact the Jury Coordinator (if a juror) or Judges' Chambers (if a non-jury participant) should they experience any COVID-19 symptoms or if they believe they have been exposed to another individual who either tested positive or who has COVID-19 symptoms. These symptoms may include:

i. Fever or chills
ii. Cough
iii. Shortness of breath or difficulty breathing
iv. Fatigue
v. Muscle or body aches
vi. Headache
vii. New loss of taste or smell
viii. Sore throat
ix. Congestion or runny nose
x. Nausea or vomiting
xi. Diarrhea

Jurors will be asked to self-evaluate and update the Jury Coordinator during the pendency of the trial should any changes necessitate absence from the trial. A checklist from VDH or CDC will be provided to the jurors for reference. *See* https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html (updated 08/14/2020 and accessed 08/17/2020).

IV. CONTINGENCIES IN THE EVENT OF A SUSPECTED COVID-19 CASE

As noted by the UVA COVID-19 Model Weekly Update, "Beating COVID-19 is a marathon, not a sprint. It requires all of us to do our part to stop the spread." https://www.vdh.virginia.gov/coronavirus/2020/07/31/uva-covid-19-model-weekly-update-11/ (accessed on 8/10/2020)

At least-one alternate juror will be selected for every jury trial. Anticipated plans for the following scenarios have been considered:

A. A juror or another person in the courtroom has been identified as having contracted COVID-19.

The person who tests positive will be obligated to immediately isolate. If the person is a juror, the juror will be excused. The Alexandria Health Department ("AHD") will conduct a contact tracing investigation and identify anyone who has been in close contact with the infected individual. "Close contact" is defined as persons with contact within six feet for 15 minutes or more during the infectious period. Anyone who meets the close contact criteria will be told by the AHD to quarantine for 14 days from their last close contact. Any jurors meeting the criteria will be excused. Jurors and courthouse staff involved with the trial will be notified of the following: (1) a case of COVID-19 occurred in the courtroom; (2) persons who have been identified as close contacts will be contacted by the AHD; and (3) this notice is just to notify you of the situation; self-monitor for fever or other COVID-19 symptoms over the next 14 days, and if you do become ill, consult with your healthcare provider.

If the person having contracted COVID-19 is a judicial employee, in addition to the above protocol, if possible, that person will be replaced by another judicial employee for the remainder of the trial. The Court will adhere to the protocol required by the regulations titled Emergency

Temporary Standard—Infectious Disease Prevention, SARS-COV-2 Virus That Causes COVID-19, which were recently adopted by the Virginia Department of Labor and Industry.

B. Someone in the courtroom (juror or another person) exhibits symptoms consistent with COVID-19 but has not yet been tested.

The following procedures shall apply:

- The person will be immediately separated from others.
- Court staff shall contact the AHD and speak with a member of the contact tracing investigation unit. After consultation with the AHD, a determination will be made whether it is safe to continue with the trial.
- If the person exhibiting symptoms of COVID-19 is a judicial employee, that person will be replaced by another judicial employee for the remainder of the trial. The Court will adhere to the protocol required by the regulations titled Emergency Temporary Standard—Infectious Disease Prevention, SARS-COV-2 Virus That Causes COVID-19, which were recently adopted by the Virginia Department of Labor and Industry.[13]

C. Someone in the courtroom (juror or another person) has been in close contact with a person who has contracted COVID-19.

The identified close contact will be told to quarantine for 14 days and will be contacted by the AHD. If the person is a juror, the juror will be excused. If the close contact is a judicial employee, if possible that person will be replaced by another judicial employee for the remainder of the trial.

D. A prospective juror who was not selected for a jury is identified as having contracted COVID-19.

The AHD will investigate the potential exposure. Anyone meeting the close contacts criteria will be notified by the AHD and asked to self-quarantine for 14 days. Any jurors meeting the close contact criteria will be excused. All of the prospective jurors and courthouse staff involved with the trial will be notified of the following: (1) a case of COVID-19 occurred in the jury assembly room/courtroom; (2) persons who have been exposed have or will be contacted by the AHD; and (3) this notice is just to notify you of the situation; self-monitor for fever or other COVID-19 symptoms over the next 14 days and if you do become ill, consult with your healthcare provider.

[13] As of January 7, 2021, the City has free COVID-19 self-testing kiosks at several locations. https://www.alexandriava.gov/health/info/default.aspx?id=114730 (accessed 2/19/2021).

E. A judge, an attorney of record, criminal defendant, or civil litigant is identified as having exhibited symptoms consistent with COVID-19 but has not yet been tested or is identified as having contracted COVID-19 or is a close contact of someone who contracted COVID-19.

In this situation, the Court will follow the protocol set forth above for non-judicial employees in the courtroom depending upon the particular scenario. The Court will delay the trial if the judge, an attorney of record, criminal defendant, or civil litigant is unavailable due to the circumstances described herein.[14] A significant delay may require a mistrial.

F. The Courthouse is Closed Due to COVID-19 for Deep Cleaning.

There is only one courthouse in the Eighteenth Judicial Circuit of Virginia. Due to the extensive protocols set forth in this plan, it is highly unlikely that the Court would be able to move to a courthouse within another judicial circuit, especially given the fact that other circuits are conducting jury trials pursuant to their own extensive protocols. The Court has been unable to identify any other City building/facility that would be suitable to conduct jury trials.

[14] If the parties agree and there is another judge available who can substitute for the designated trial judge, the substitute judge may preside over the balance of the trial.

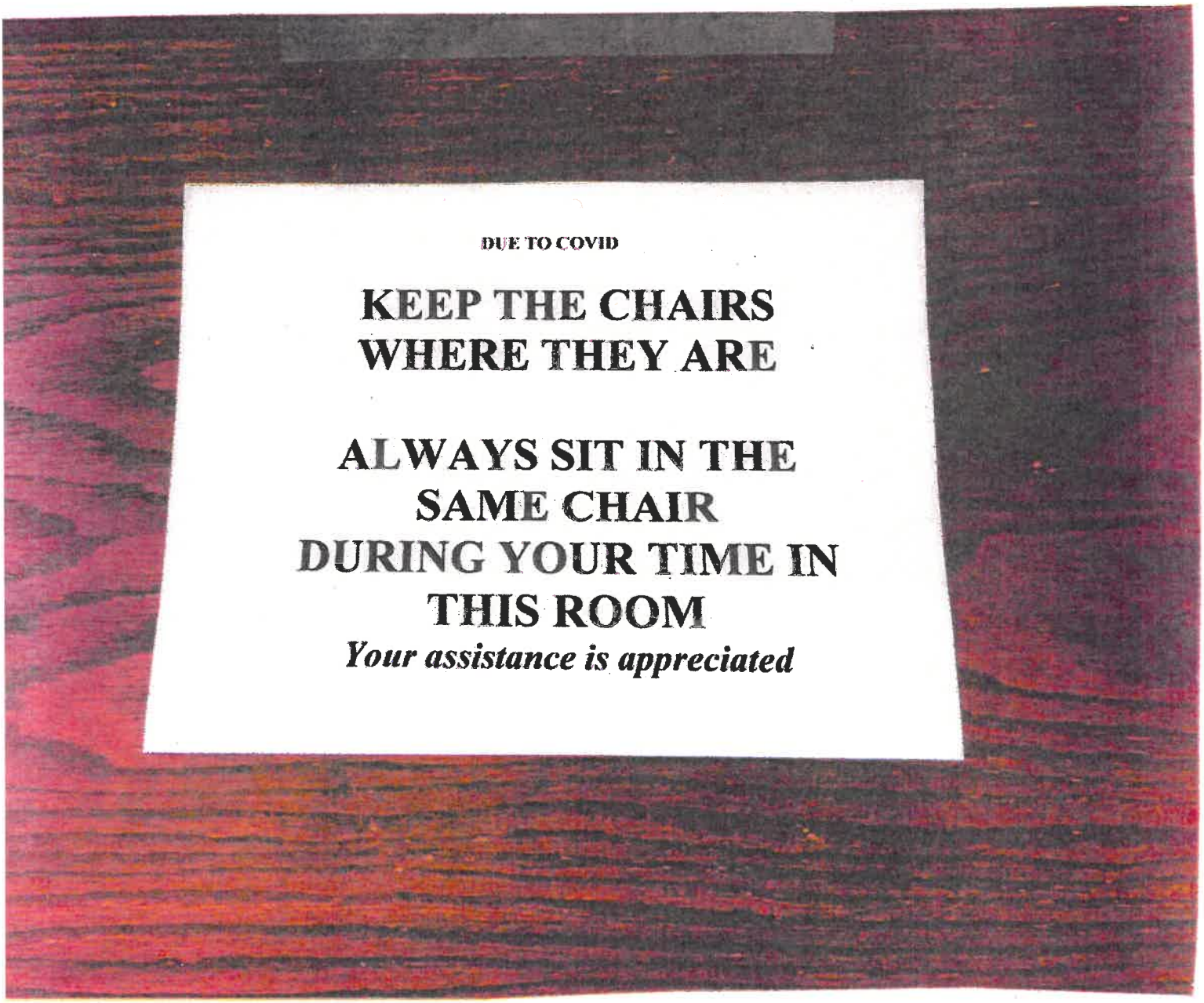
APPENDICES

APPENDIX 1

Jury Assembly Room and Courtroom Benches signage

APPENDIX 1

Photo: Jury Assembly Room and Courtroom Benches
Signage not to move chairs and for Juror to sit in the same chair



APPENDIX 2

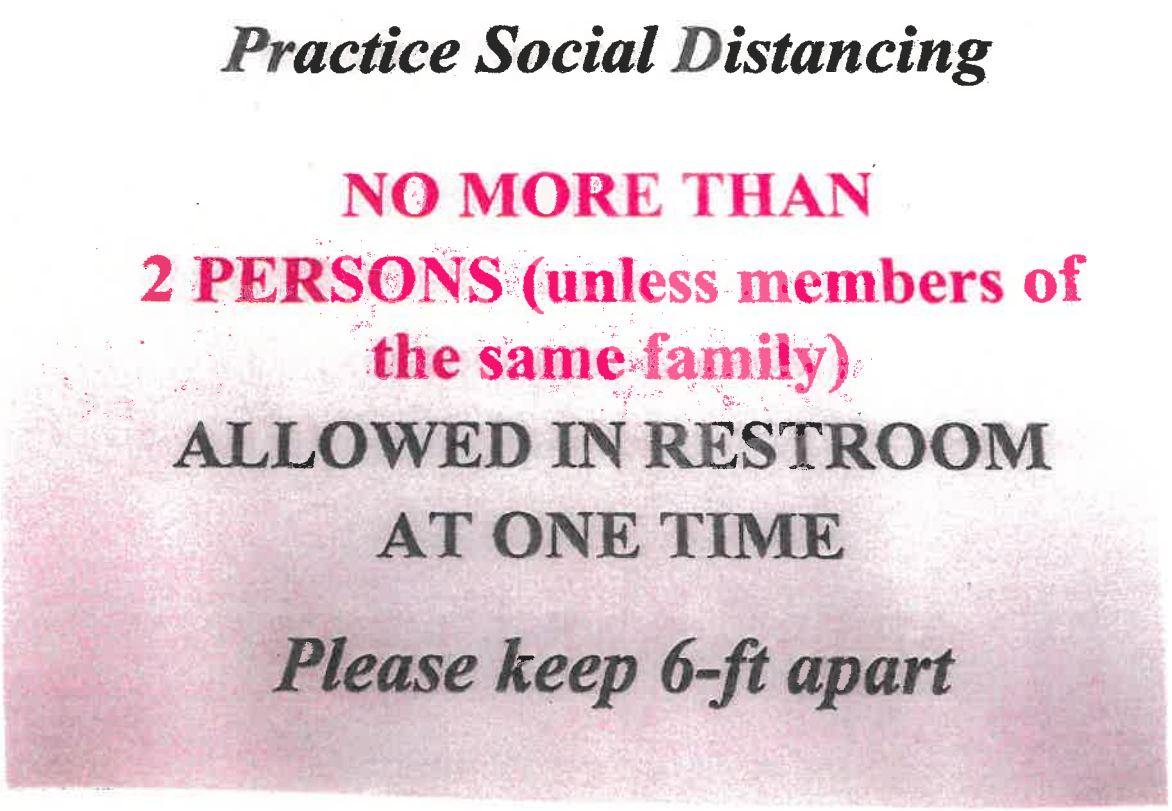
Photos – Jury Assembly Room floor signage

APPENDIX 2

Photo – Floor signage outside courtroom

APPENDIX 3

Photo – Restroom signage



Circuit Court of Alexandria
Virginia

Judges
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JAMES C. CLARK

Courthouse
520 KING STREET
ALEXANDRIA, VA 22314
703.746.4123

APPENDIX 4

Plexiglass ordered on 7/14/2020

COURTROOM 1 – 7 Total panels of plexiglass

Line on DGS Proposal	Room	Size (w x h)	Quantity	Mount style	Comments
13	Btwn judge and clerk	44 x 32	1	hanging	Ok
14	Clerk desk – front; Btwn clerk & deputy	36 x 24	1	hanging	Ok
15	Btwn judge and witness	60 x 32	1	hanging	Ok
16	Btwn counsel table & podium	32 x 42	2	Free standing	Ok
16-A	Counsel table – Btwn atty & client	32 x 42	2	Free standing	
Not needed	Court reporter table	Not needed	0	n/a	Relocate court reporter table

COURTROOM 2 – 6 Total panels of plexiglass					
Line on DGS Proposal	Room	Size (w x h)	Quantity	Mount style	Comments
10	Counsel table – Btwn atty & client	32 x 42	2	Free standing	
11	Btwn counsel table& podium	24 x 72	2	Free standing	ok
12	Btwn judge andwitness	38 x 32	1	hanging	ok
12-A	Btwn judge and clerk	74 x 32 centered	1	hanging	ok
Not needed	Clerk desk front; Btwn clerk & Counsel/podium	Not needed	0	n/a	Not needed; 13' distance btwn clerk and counsel /podium
Not needed	Court reporter table	Not needed	0	n/a	Relocate court reporter table

COURTROOM 4 – 7 Total panels of plexiglass					
Line on DGS Proposal	Room	Size (w x h)	Quantity	Mount style	Comments
6	Btwn judge and clerk	43 x 32	1	Hanging	Ok
7	Btwn judge and witness	60 x 32	1	Hanging	Ok
8	Btwn counsel table & podium	32 x 48	2	Surface mount	Ok
9	Counsel table – Btwn atty & client	32 x 42	2	Free standing	
9-A	Clerk desk front; Btwn clerk & deputy	42 x 36	1	Hanging ?	Ok
Not needed	Court reporter table	Not needed	0	n/a	Relocate court reporter table

APPENDIX 5

VIRGINIA:

IN THE CIRCUIT COURT FOR THE CITY OF ALEXANDRIA

IN RE: ALL PERSONS ENTERING ALEXANDRIA COURTHOUSE DURING THE COVID-19 PANDEMIC	: : :	**MISC. NO.** MD20001419

MANDATORY FACE COVERING ORDER

In view of the ongoing COVID-19 pandemic, and in accordance with recommendations of the Centers for Disease Control and Prevention and the Virginia Department of Health, and in order to protect the health of all persons entering the courthouse, and in accordance with the direction of the Supreme Court of Virginia that the Courts of the Commonwealth take "reasonable steps to minimize the risk of the spread of COVID-19," the Court issues the following Order, **effective immediately**:

ALL PERSONS ENTERING THE COURTHOUSE MUST WEAR A FACE COVERING THAT COVERS THE NOSE AND MOUTH.[1] THIS INCLUDES JUDGES, ATTORNEYS, DEPUTY SHERIFFS, COURT REPORTERS, EMPLOYEES, MEMBERS OF THE PUBLIC, CONTRACTORS, AND ALL OTHERS WHO WORK IN OR VISIT THE COURTHOUSE. THE FACE COVERING MUST BE WORN AT ALL TIMES WITHIN THE COURTHOUSE, INCLUDING COURTROOMS, ELEVATORS,

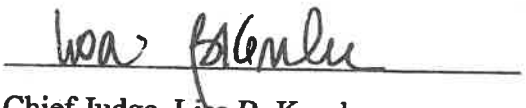
[1] The face coverings need not be surgical masks or N-95 respirators, but may be cloth face coverings fashioned from household items (such as cotton scarves) or made at home from common materials. They should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric and allow for breathing without restriction. *See* https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

STAIRWELLS, PUBLIC AND PRIVATE CORRIDORS AND ANY OTHER SHARED SPACES. EMPLOYEES MAY REMOVE THEIR FACE MASK IN THEIR WORK AREA IF THEY ARE ABLE TO MAINTAIN SOCIAL DISTANCING FROM OTHER INDIVIDUALS. WITHIN A COURTROOM, THE PRESIDING JUDGE MAY AUTHORIZE REMOVAL OF A FACE COVERING IN ORDER TO FACILITATE A PROCEEDING AS LONG AS SOCIAL DISTANCING CAN BE MAINTAINED. INDIVIDUALS WITHOUT FACE COVERINGS WILL NOT BE PERMITTED TO ENTER THE COURTHOUSE AND INDIVIDUALS WHO DO NOT CONTINUOUSLY WEAR THEIR FACE COVERING WHILE IN THE COURTHOUSE AS REQUIRED BY THIS ORDER WILL BE SUBJECT TO REMOVAL FROM THE COURTHOUSE. THE SHERIFF'S OFFICE SHALL PROVIDE FACE COVERINGS TO PERSONS SEEKING TO ENTER THE COURTHOUSE WHO DO NOT HAVE HIS OR HER OWN FACE COVERING.

As recommended by the Virginia Department of Health, this Order does not apply to children under age two, or individuals who have difficulty breathing, or who cannot remove a face covering without help, or have other medical issues that make the wearing of a face covering unsafe.

This Order shall remain in effect until further Order of the Court.

ENTERED THIS 18TH DAY OF MAY, 2020.



Chief Judge, Lisa B. Kemler

APPENDIX 6

Stationary hand sanitizer station outside courtroom

APPENDIX 6

Stationary hand sanitizer station outside elevator

STOP THE SPREAD OF COVID-19 WITH PROPER HANDWASHING:

1) **Wet hands** with clean running water
2) **Apply soap and lather hands,** including backs of hands, between fingers and jewelry, and under nails
3) **Scrub for 20 seconds**
4) **Rinse well** and turn off water with a paper towel
5) **Dry hands** with a clean paper towel

DETENGAN LA PROPAGACIÓN DEL COVID-19 CON EL CORRECTO LAVADO DE MANOS:

1) **Mójese las manos** con agua corriente limpia.
2) **Aplíquese jabón en las manos y frótelas hasta hacer espuma:** incluya la parte posterior de las manos, entre los dedos, debajo de las uñas y las alhajas.
3) **Frótelas durante 20 segundos.**
4) **Enjuáguese bien** y cierre el grifo con una toalla de papel.
5) **Séquese las manos** con una toalla de papel limpia.

6.19.20

ALEXANDRIAVA.GOV/CORONAVIRUS

ALEXANDRIA:

STOP THE SPREAD OF COVID-19

WITH PROPER HANDWASHING:

1) **Wet hands** with clean running water
2) **Apply soap and lather hands,** including backs of hands, between fingers and jewelry, and under nails
3) **Scrub for 20 seconds**
4) **Rinse well** and turn off water with a paper towel
5) **Dry hands** with a clean paper towel

For alerts, text ALEXCOVID19 to 888777

4.7.20

ALEXANDRIAVA.GOV/CORONAVIRUS

ALEXANDRIA:

DETENGAN LA PROPAGACIÓN DEL COVID-19

CON EL CORRECTO LAVADO DE MANOS:

1) **Mójese las manos** con agua corriente limpia.
2) **Aplíquese jabón en las manos y fróteias hasta hacer espuma:** incluya la parte posterior de las manos, entre los dedos, debajo de las uñas y las alhajas.
3) **Fróteias durante 20 segundos.**
4) **Enjuáguese bien** y cierre el grifo con una toalla de papel.
5) **Séquese las manos** con una toalla de papel limpia.

Para obtener alertas, textee ALEXCOVID19 al 888777

4.7.20

ALEXANDRIAVA.GOV/CORONAVIRUS

አሌክሳንድሪያ:

የ COVID-19 ስርጭትን እናስቁም

እጅዎን በመታጠብ ይከላከሉ::

1) እጆችዎን በንጹህ ወራጅ ውሃ ያርጥቡ
2) ሳሙና ማድረግ እና አረፋ እስኪያወጣ እጆችን ማሸት: የመዳፍ ጀርባን፣ በጣቶችና በጣት ቀለበት መካከል፣ እንዲሁም በጥፍሮች ስር ያለውን ቦታ ጭምር
3) ለ 20 ሴኮንዶች ያህል ማሸት
4) በደንብ አድርገው ያለቅልቁ እና ቧንቧውን በሶፍት በመያዝ ይዝጉ
5) እጆችዎን በንጹፍ ሶፍት ያድርቁ

ለማንቂያ መልእክቶች፣ ወደ 888777 ALEXCOVID19 ብለው ይላኩ

4.7.20

ALEXANDRIAVA.GOV/CORONAVIRUS

الإسكندرية:

أوقف انتشار (COVID-19)

بغسل اليدين بطريقة مناسبة:

1) اغسل يديك بماء نظيف جارٍ
2) استخدم الصابون وضع الرغوة على يديك بما في ذلك ظهر اليدين وبين الأصابع والمجوهرات وأسفل الأظافر
3) افرك يديك لمدة 20 ثانية
4) اشطف يديك جيدًا وأغلق صنبور المياه باستخدام منشفة ورقية
5) جفف يديك باستخدام منشفة ورقية نظيفة

للتنبيهات، أرسل ALEXCOVID19 في رسالة نصية إلى 88877

4.7.20

ALEXANDRIAVA.GOV/CORONAVIRUS

ALEXANDRIA:
PREPARE. PROTECT.

PREVENT THE SPREAD OF COVID-19

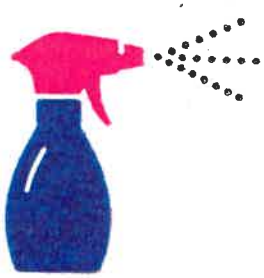
WASH HANDS OFTEN:

1) **Wet hands** with clean running water (warm or cold)
2) **Apply soap and lather hands:** backs of hands, between fingers and jewelry, and under nails
3) **Scrub for 20 seconds**
4) **Rinse well** and turn off water with a paper towel
5) **Dry hands** with a clean paper towel

- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Wash your hands before eating, before touching your face, and after using the restroom.
- Germs can be spread: while preparing food; handling clean dishes; when caring for someone who is sick, a child, or an animal; and handling garbage.

CLEAN AND DISINFECT DAILY:

Clean and disinfect high-touch surfaces at work and living spaces, including countertops, desks, phones, keyboards/mice, door handles and other frequently touched surfaces.



1) **Clean soiled surfaces** with soap and water, then disinfect to kill germs on the surface.
2) **To disinfect, wipe surfaces until visibly wet** using diluted bleach (four teaspoons bleach per quart of water) or an EPA-registered disinfectant that has not expired.
3) **Allow surface to air dry** for four minutes. Do not wipe dry.
4) **Wash your hands** immediately after cleaning.

3.18.20

ALEXANDRIAVA.GOV/CORONAVIRUS

SIX STEPS TO STOP THE SPREAD

SEIS PASOS PARA DETENER LA PROPAGACIÓN • ስርጭቱን ለማስቆም የሚረዱ ስድስት መንገዶች • ست خطوات لوقف الانتشار

1 STAY HOME

Quédese en casa

በቤት ውስጥ ይቆዩ

ابقَ في المنزل

2 WASH HANDS OFTEN

Lávese las manos frecuentemente

እጅዎን ቶሎ ቶሎ ይታጠቡ

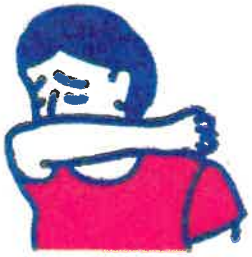
غسل اليدين مراراً وتكرارًا

3 MAINTAIN 6 FT. OF PHYSICAL DISTANCE

Manténgase a 6 pies de distancia física

6 ጫማ አካላዊ ርቀትን ይጠብቁ

حافظ على وجود مسافة ستة أقدام بينك وبين الآخرين

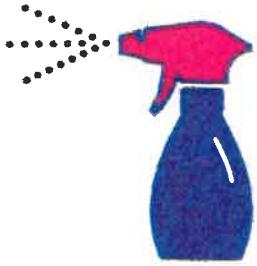


4 COVER COUGHS AND SNEEZES

Cubra su tos y estornudos

ሲያስነጥሱ እና ሲያስሉ አፍዎን ይሸፍኑ

غط فمك عند السعال والعطس



5 DISINFECT SURFACES

Desinfecte las superficies

ቁሳ ቁሶችን ያፅዱ

طهر الأسطح

6 WEAR A CLOTH FACE COVER IF YOU HAVE TO GO OUT

Use una cubierta facial de tela si tiene que salir

ወደ ውጭ መውጣት ሲኖርብዎት የአፍ እና አፊንጫ ጭምብል ይጠቀሙ

ارتداء أغطية الوجه القماشية إذا كان عليك الخروج

TRADUCCIÓN DISPONIBLE EN LÍNEA • ትርጉም አገልግሎት አንላይን ላይ ይገኛል • الترجمة متاحة عبر الإنترنت

ALEXANDRIAVA.GOV/CORONAVIRUS

APPENDIX 8

Public awareness of harmful germs continues to escalate .. With major media venues reporting on public concern of potential environmental illness.

This topic has been reported by notable news and medical programs such as:

abc

THE DR. OZ SHOW

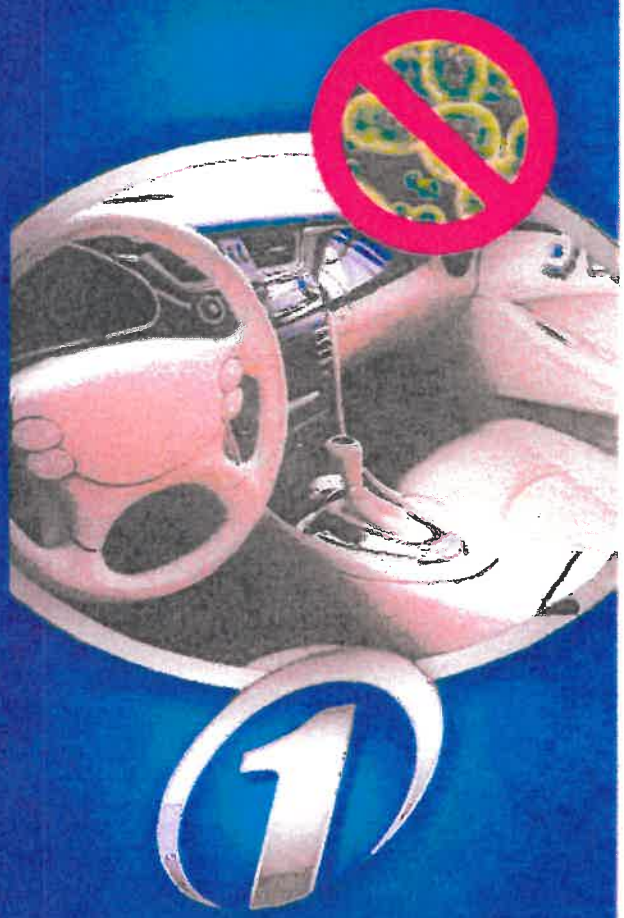
TODAY

"The dashboard, for instance, turned out to have the second largest amount of microorganisms present. While often untouched, its vents may draw bacteria via the air circulations system."

Forbes: How Germy is Your Car?

TRANSFORM

DISINFECTANT



1

FIRST PLACE FINISH

Transform

Patented Antimicrobial Technology

It's Like A Flu Shot For Your Car!

Steering Wheel

Cup Holders

Gear Shift

Dashboard

Radio

Seats/Seatbelts

Handles/Controls

Child Car Seat

- Kills 99.9% of bacteria in 5 seconds
- EPA registered to kill 44 organisms including Coronovirus, cold/flu viruses, MRSA, and Norovirus
- Sanitizes all surfaces
- Eliminates odors caused by bacteria
- Inhibits the growth of mold and mildew

In a study of both homes and vehicles, it was discovered that vehicles are as much as 1700 times dirtier than the family home. In fact, the average car's cup-holder has 228% more bacteria than a household toilet.

STOP THE SPREAD OF COVID-19

DETENGA LA PROPAGACIÓN DEL COVID-19 የ COVID-19ስርጭትን ያስቁሙ أوقف انتشار كوفيد-19

MAINTAIN 6 FT. OF PHYSICAL DISTANCE

Manténgase a 6 pies de distancia física

6 ጫማ አካላዊ ርቀትን ይጠብቁ

الحفاظ على 6 أقدام بينك وبين الاخرين

ALEXANDRIAVA.GOV/CORONAVIRUS

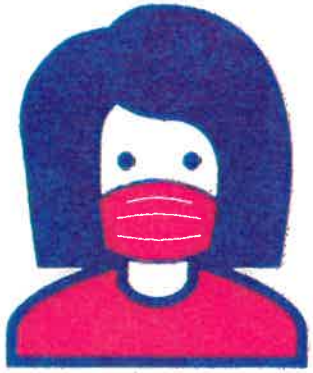
7.5.20

APPENDIX 9

STOP THE SPREAD OF COVID-19

PRACTICE PHYSICAL DISTANCING

Physical distancing includes keeping at least six feet apart.



WEAR A CLOTH FACE COVER IF YOU HAVE TO GO OUT

Use una cubierta facial de tela si tiene que salir

ወደ ውጭ መውጣት ሲኖርብዎት የአፍ እና አፊንጫ ጭምብል ይጠቀሙ

ارتداء أغطية الوجه القماشية إذا كان عليك الخروج

PRACTIQUE EL DISTANCIAMIENTO FISICA

El distanciamiento física incluye mantener al menos de 6 pies, o 2 metro, de distancia.

مَارَسَ التباعد الجسدي

التباعد الجسدي يشمل الحفاظ على وجود مسافة ستة أقدام بينك وبين الآخرين

ከሌላ ሰው ጋር ያለዎትን ርቀት መጠበቅን ይለማመዱ

አካላዊ ርቀትን መጠበቅ ሲባል ከሌሎች በስድስት ጫማ መራቅን መቀጠል ነዉ

TRADUCCIÓN DISPONIBLE EN LÍNEA • ትርጉም አገልግሎት ኦንላይን ላይ ይገኛል • الترجمة متاحة عبر الإنترنت

ALEXANDRIAVA.GOV/CORONAVIRUS

5.20.20

DO YOUR PART • STAY 6 FT APART

STOP THE SPREAD
OF **COVID-19**

DETENGA LA PROPAGACIÓN DEL **COVID-19**

HAZ TU PARTE • QUEDESE 6 PIES APARTE

APPENDIX 10

Dear Juror:

I write to you today to advise you that you have been selected to appear for jury duty in the Circuit Court for the City of Alexandria. We realize that this obligation of citizenship can be a burden to citizens under the best of circumstances. Jury service takes them from their other obligations and requires them to devote their time, attention, and best judgment to assist in ensuring a fair trial to litigants who appear before the Circuit Court in Alexandria. We are especially aware of the additional concerns you might have due to the COVID-19 virus which is plaguing our City and our nation.

Enclosed are

- A "Summons for Jury Service" for your service,
- An information sheet describing safety precautions at the courthouse, advising of the need to self-screen for COVID-related symptoms, including a list of symptoms, detailing the CDC's "self-checker" guidelines and the need to take your temperature before arriving at the courthouse, and
- A Juror Supplemental Screening Questionnaire for COVID-19 risks.

Your health and safety are of paramount importance to all of us in the Court. At the same time, we recognize the profound importance of assuring fair trials to litigants who are before the Court on significant matters. To that end, we rely upon members of the community willing to devote their best efforts toward achieving that end. For months we have been in consultation with public health officials, the Virginia Supreme Court, and the courts in other jurisdictions. We are closely monitoring the guidance issued by the CDC, the Virginia Department of Health, and local health authorities. We have studied the relevant literature pertaining to the COVID-19 virus and best practices to avoid the spread of the virus. We have revised our normal courthouse procedures and repurposed spaces in the courthouse in order to create a safe environment for the conduct of jury trials. We have installed plexiglass panels in the courtroom, and jurors, visitors, and occupants of the courthouse are required to wear facial coverings (unless exempted by the presiding judge) and remain at least six feet apart. This physical distancing includes seating arrangements and during breaks in the trial. We have the necessary supplies and equipment to ensure the safety of visitors to the courthouse, all trial participants, including jurors and courthouse employees. The equipment includes disposable face masks, gloves, hand sanitizer and EPA-approved cleaning substances. We have implemented thorough and rigid protocols, including regular and periodic cleaning and sanitizing of areas and touch surfaces throughout the courthouse. These efforts comport with best practices as determined by experts in public health and in the medical community. We have published a summary of those protocols that you can review at www.alexandriava.gov/CircuitCourt.

We truly appreciate your cooperation in helping us keep jurors, litigants and our staff safe during this difficult time. We applaud your willingness to fulfill your civic duty despite these challenging times. I encourage you to contact our Jury Coordinator, Travis Sweitzer, at 703-746-4119 or JuryServices@alexandriava.gov with any questions you may have.

Thank you for your assistance and I look forward to meeting you during your jury service.

Sincerely,

_____

Chief Judge, Alexandria Circuit Court

APPENDIX 11

Circuit Court of Alexandria
Virginia

Judges
LISA BONDAREFF KEMLER
JAMES C. CLARK

Courthouse
520 KING STREET
ALEXANDRIA, VA 22314
JuryServices@alexandriava.gov
703.746.4123

SUPPLEMENTAL JUROR QUESTIONNAIRE

The Alexandria Circuit Court has taken substantial steps to reduce the risk of the spread of COVID-19 in the courthouse complex. This includes requiring all staff and visitors to wear face masks, maintain 6-ft social distancing, wash hands frequently, use of hand sanitizer, and to stay home if experiencing symptoms. Additional cleaning protocols will be implemented during jury trials. The Circuit Court is also limiting the number of people compelled to appear for a court hearing by using video technology. All persons entering the courthouse are required to have their temperature taken. Any individual who declines the temperature scan will be denied entrance into the courthouse.

It is important that prospective jurors monitor themselves prior to leaving home for any possible symptoms of COVID-19 including fever, chills, cough, shortness of breath or difficulty breathing (other than a pre-existing non-COVID diagnosis), fatigue, muscle or body aches, sore throat, headache, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell.

IMPORTANT **Immediately contact Jury Services if you are experiencing any of these symptoms.**
703-746-4119 JuryServices@alexandriava.gov

You must complete and submit this questionnaire within **10** days after receipt of this summons package:

1. (preferred method) Submit online at: https://www.alexandriava.gov/118012
2. Email to JuryServices@alexandriava.gov
3. Fax to 703-548-2198
4. Mail: Jury Services, Circuit Court, 520 King Street, 4th Floor, Alexandria, VA 22314

Individuals who are at increased risk of severe COVID-19 may request a deferral of jury service at this time. Conditions that are associated with increased risk of severe COVID-19 include:

Age 65 years or older; Asthma; Cancer; Chronic Kidney Disease;
Chronic lung disease; Chronic obstructive pulmonary disease (COPD);
Diabetes; Heart conditions; High blood pressure; Immunocompromised state
(weakened immune system) from solid organ transplant; Liver disease;
Obesity, body mass index (BMI) of 30 or higher; Serious heart conditions,
such as heart failure, coronary artery disease, or cardiomyopathies;
Sickle cell disease

See https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html

Please certify below if a deferral from jury service is requested because:

(1) you meet one of the criteria listed above;
(2) you live with or provide direct care to a person who meets one of the criteria listed above;
(3) you, or someone you live with or provide direct care to, has another underlying medical condition that puts you or this person at a higher risk of developing serious health complications from COVID-19; or
(4) you interact with high-risk people for work or work in a long-term care facility or other health care environment.

Complete in **BLACK** ink only.

_____ **I hereby certify, under penalty of perjury, that I meet the criteria for deferral described above and request deferral from jury service at this time.**

In addition, please answer the following questions with **YES** or **NO**:

1. Have you traveled internationally within the last 14 days? ___ YES ____ NO
2. Have you been diagnosed with COVID-19? ___ YES ____ NO
3. Are you presently awaiting the results of a COVID-19 test? ___ YES ____ NO
4. Have you had contact with anyone who has been diagnosed with COVID-19?
   ___ YES ____ NO If yes, when? _____
5. Have you been directed to quarantine or isolate?
   ___ YES ____ NO If yes, when? _____
6. If the answer to 5 above is yes, have you concluded your isolation or quarantine period?
   ___ YES ____ NO If no, when is the anticipated end of your isolation or quarantine period? _____

CONTINUOUS CARE OBLIGATION

Please indicate if you wish to claim an exemption from jury service for the following reason:

I am necessarily and personally responsible during normal court hours for providing the continuous care required by (i) a child or children age 16 or younger of whom I have legal custody, or (ii) a person having a physical or mental impairment. Yes____ No ____

MEDICALLY UNABLE TO WEAR A FACE MASK/FACE COVERING

Please indicate if you are unable to wear a face mask or face covering due to medical reasons.

I am unable to wear a mask. _____

I am able to wear a mask. _____

_____ **Date**

_____ **Signature**

_____ **Juror Badge/Bar Code Number (located on top right of juror summons)**

_____ **Telephone Number**

APPENDIX 12

ALEXANDRIA COURTHOUSE COVID-19 SCREENING QUESTIONS

Yes or no, in the last 14 days, have you:

1. Have you experienced any of the following symptoms in the past 48 hours:
   - Fever or chills
   - Cough
   - Shortness of breath or difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

2. Within the past 14 days, have you been diagnosed with, or had close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

3. Been directed to quarantine, isolate, or self-monitor by a doctor?

4. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

5. Are you currently waiting on the results of a COVID-19 test?

If the answer is YES to ANY QUESTION, please contact the Alexandria Health Department for further information.

See https://www.cdc.gov/screening/paper-version.pdf