

**UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF OHIO**



RECONSTITUTION PLAN

Purpose

The purpose of this Reconstitution Plan for the U.S. District Court for the Southern District of Ohio is to provide a framework to reopen on Monday, June 1, 2020. Court operations since March 16, 2020, have been severely impacted due to Coronavirus Disease 2019 (COVID-19). Based on the frequency of information and guidance received from national, state and local officials, and the Administrative Office of the U.S. Courts, flexibility is key in the review and implementation of this Plan.

Executive Summary

COVID-19 is a mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Governor Mike DeWine declared a state of emergency for the State of Ohio on March 9, 2020, to protect the well-being of Ohioans from the dangerous effects of COVID-19. In addition, a prohibition on mass gatherings in the State of Ohio was placed into effect. Mass gatherings are any event or formal or informal meeting that brings together 100 or more persons in a single room or single space at the same time such as an auditorium, stadium, arena, large conference room, meeting hall, theater, or any confined indoor or outdoor space.

In response to the outbreak of COVID-19 in the District, its exponential spread, the risk of exposure for employees in each of the seats of Court and in an effort to protect the safety and health of all those entering the Courthouses, on March 16, 2020, Chief Judge Algenon L. Marbley communicated to the Court Family that telework should be allowed to the maximum extent possible. That communication further provided that discretion rested with each respective Judicial Officer, and Court Unit Executive (i.e., Clerk of Court, Chief U.S. Probation and Chief U.S. Pretrial Services) to designate an on-site skeletal staff.

The Court has also entered multiple General Orders since March 12, 2020, as a result of court operations affected by COVID-19. Pursuant to General Order 20-05, effective March 23, 2020, which was extended by General Order 20-08 up to and through, June 1, 2020, the Courthouses have remained closed to the public, with exceptions. The exceptions are family members (i.e., immediate family, spouses or significant others) of the defendants who are permitted to enter the Courthouses, and the press to attend public sentencing hearings. Naturalization ceremonies also were suspended through May 28, 2020 and that suspension has been further extended to June 11, 2020.

Criminal sentencings have been continued for defendants in custody. Sentencings of defendants on bond have been extended. All criminal and civil hearings and trial dates have been continued. Consistent with the CARES Act, initial appearances, detention hearings and arraignments, with consent of the defendant, can take place through use of audio and video teleconferencing. All grand jury proceedings except for 30-day cases or those that may be subject to the statute of limitations have been continued. Individual Judicial Officers have discretion to conduct

emergency matters, limiting attendance to litigants and their counsel. In-court proceedings have been minimized to the extent possible.

Although the Clerk's Office intake areas are currently closed to the public, skeletal staff in each of the three Courthouses have been available to open and screen mail, process payments, and to answer questions or provide information by telephone. Drop boxes have been positioned at or near the entrances to the Courthouses.

All Probation and Pretrial Services Offices are currently closed to the public but continue to conduct business. Drug testing has continued. A Probation Duty Officer and Pretrial Services Duty Officer have been available by telephone in the Courthouses.

Since the onset of the pandemic, guidance and information from many sources have been reviewed on a daily basis which include the U.S. Department of Health, Centers for Disease Control (CDC), the State of Ohio, the Administrative Office and other District Courts throughout the United States. The U.S. Department of Health and Human Services in May 2020 issued a document entitled CDC Activities and Initiatives Supporting COVID-19 Response and the President's Plan for Opening America Up Again. This Plan includes a multi-phase approach which takes into account a downward trend of documented cases over a 14-day period (Phase 1); a downward trajectory (or near-zero incidence) of documented cases for at least 14 days after entering Phase 1 (Phase 2); and a downward trajectory (or near-zero incidence) of documented cases for at least 14 days after entering Phase 2 (Phase 3). The statistical data reviewed for the Southern District of Ohio and in the counties where the seats of Court are located demonstrate a downward trend in COVID-19 cases (Appendix I). Also, on April 30, 2020, Dr. Amy Action of the Ohio Department of Health issued an Order which included the reopening of Ohio businesses, with exceptions.

As the Court began to plan its transition to reopening and operational on-site status on Monday, June 1, 2020, the Court recognized the need for a Reconstitution Plan for the U.S. District Court for the Southern District of Ohio to provide operational guidelines with respect to staffing considerations; facial coverings (including masks); temperature taking and screening; employee protocols; public protocols; the General Services Administration (GSA) facility plans, specifically, cleaning and sanitation, signage and demarcations, and construction projects; protocol for positive employee or building exposure, naturalization ceremonies; and petit juries and grand juries. The Reconstitution Plan addresses these issues based on currently available information. As new and updated guidance and information become available, the Court recognizes that this Plan will likely require changes and amendments.

Staffing Considerations

With respect to re-opening of the Court on June 1, 2020, each Judicial Officer will continue to determine his or her on-site Chambers staff and/or Chambers telework staff, to include Law Clerks, Courtroom Deputies, Judicial Assistants and Court Reporters. On-site court proceedings should be minimized to the extent possible to protect the health and safety of staff and visitors.

The Court Unit Executives (Clerk of Court, U.S. Probation Chief and U.S. Pretrial Services Chief) will continue to determine operational on-site and telework staff for their respective court units.

Pursuant to Director Duff's Administrative Office Memorandum dated April 24, 2020, considerations, such as extended full-time telework, should be given for employees requesting reasonable accommodations (i.e., children's schools or daycare closed, fear or increased risk of exposure when using mass transit, caring for ill or vulnerable relatives in household, etc.); and employees who may be vulnerable individuals (people 65 years or older and/or people of all ages with underlying medical conditions particularly if not well-controlled, including those who suffer from chronic lung disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes, or chronic kidney or liver disease).

Section 15000(b)(1) of the CARES Act will remain in effect until further notice. This will provide a continued option for videoconference hearings in certain specified criminal proceedings, with the consent of the defendant. In addition, the Court expects Judicial Officers may choose to continue offering audio and videoconferencing options in other appropriate proceedings. Use of such technology can minimize the need for on-site employees (i.e., Law Clerks, Courtroom Deputies, Judicial Assistants and Court Reporters).

The Clerk's Office has surveyed employees to determine if they self-identify as vulnerable individuals; if they provide care for vulnerable individuals; if they have concerns with mass transit (especially in Cincinnati where mass transit is frequently utilized); and if they need to extend telework and for what reasons. Based on the results of the survey, reasonable accommodations will be made on a case-by-case basis. Operational staffing levels will be maintained.

Probation plans to bring staff back to work slowly with most employees initially continuing to telework. The Probation Office in each of the Courthouses will be staffed by a duty support staff member and a duty probation officer. Probation Officers will begin to perform field work seeing high risk clients first and then gradually transitioning to seeing everyone under supervision. The field contact protocols will require Probation Officers to maintain proper social distancing and initially, to not enter homes. Probation Officers will also instruct individuals under supervision to not report to the office unless it is an emergency or for drug testing. Drug testing will result in

some individuals physically reporting to the Probation Office, but the Office will arrange scheduling so there are no more than 10 such individuals per day in each Probation Office.

Pretrial Services plans to continue their current telework rotation in place. This is subject to change if operational demands/needs increase. An increase in field work is anticipated with limited office visits from individuals.

With the increase in on-site staffing on June 1, 2020, Information Technology Shared Services will increase the number of on-site employees from one to two in the Courthouses.

Facial Coverings

To reduce the spread of COVID-19, all visitors (including, but not limited to, jurors, contractors, naturalization petitioners, and attorneys) and employees (including Judicial Officers) are required wear facial coverings (which include masks) in public common areas of the Courthouses. Each Judicial Officer or Court Unit Executive has discretion with respect to employees wearing of facial coverings (which include masks) in his or her respective court space (including chambers and offices).

The procurement and distribution of masks for judiciary employees, judiciary contractors and judiciary visitors are justified to mitigate exposure to COVID-19 within the Courthouses. Disposable masks will be provided to visitors and reusable, machine washable masks will be provided to all employees.

Temperature Taking and Screening

To reduce the spread of COVID-19, effective June 1, 2020, all visitors (including, but not limited to, jurors, contractors, naturalization petitioners, and attorneys) are required to have their temperature taken and be screened at entrances to the Courthouses. Prior to the start of each workday, employees (including Judicial Officers) will be required to self-screen their temperatures at home. Employees having temperatures greater than 100.4 degrees shall not enter the Courthouses; shall remain at home under self-quarantine for fourteen calendar days in telework status if they feel able to perform telework; and shall not return to work prior to the expiration of the fourteen day period, unless they can provide documentation from their physician to return to work. Employees, by the act of swiping their Facility Access Card to gain entry into the Courthouses, certify that they have self-screened at home prior to the start of each workday and that they do not have a temperature over 100.4 degrees. Infrared, digital thermometers have also been purchased for each Chambers and for Clerk's Offices, Probation and Pretrial Offices in all of the Courthouses; thus, each Judicial Officer or Court Unit Executive may use such thermometer to conduct a temperature test if he or she deems it appropriate.

The Court has retained an independent contractor to conduct entry screening at each Courthouse. Although an elevated temperature may not indicate the presence of COVID-19, the taking of temperatures and screening of visitors and employees are proactive measures to reduce the spread of COVID-19 and demonstrate due diligence on the Court's part to protect employees to the greatest extent possible.

The Court has ordered infrared thermometers for each respective Chambers and Clerk's Office, Probation and Pretrial Services for the taking of employee temperatures. Sanitary wipes will also be provided.

Employee Protocols

To reduce the possible spread of COVID-19, employees must follow the protocols set forth below:

- Employees are to use the designated employee entrance;
- Face coverings;
- Gloves are available for use as needed;
- Temperature screenings;
- Employees having temperatures greater than 100.4 degrees shall not enter the Courthouses; shall remain at home under self-quarantine for fourteen calendar days in telework status if they feel able to perform telework; and shall not return to work prior to the expiration of the fourteen day period, unless they can provide documentation from their physician to return to work;
- Employees who are sick need to stay at home;
- Employees must use basic hygiene (washing hands frequently with soap/hand sanitizer; avoiding touching noses, mouths, and eyes; and covering coughs/sneezes with a tissue or upper sleeve);
- Social distancing is required in that employees must maintain a separation of at least six feet from each other. If circumstances warrant employees to be within 6 feet from others, facial coverings are mandatory;
- Employees must minimize situations where groups of people are crowded together (using e-mail, phones and text messages to communicate and maintaining 6 feet of separation when meetings are necessary);

- Each Chambers and court unit are responsible for ensuring required social distancing between employees;
- Employee gatherings in common spaces such as breakrooms, snack bars, and conference rooms, must adhere to social distancing;
- Employees must avoid shaking hands and always washing hands or using a hand sanitizer after contact with others;
- Employees must use trash receptacles;
- Employees will be provided disinfecting wipes within their respective work areas and must keep surfaces, telephones, and computer equipment clean by properly utilizing safe and harmless disinfectants registered by the U.S. Environmental Protection Agency (EPA); and
- Employees must contact GSA if there is a known case of COVID-19 in the Courthouses. GSA will perform a deep cleaning of the area or facility to include contracting with a remediation contractor.

Public Protocols

To reduce the possible spread of COVID-19, visitors must follow the protocols set forth below:

- Face coverings;
- Temperature screenings;
- All visitors to the Courthouses will be subject to temperature screenings at the Courthouse entrances and will be denied admittance if they have a temperature in excess of 100.4°. Those visitors who are denied admittance will be requested to contact by telephone the office, agency, or chambers to which they sought admittance in order to complete the business they came to transact, or to explore alternatives to entering the Courthouse;
- Visitors who are sick should not attempt to enter the Courthouse;
- Visitors must use basic hygiene (washing hands frequently with soap/hand sanitizer; avoiding touching noses, mouths, and eyes; and covering coughs/sneezes with a tissue or upper sleeve);

- Visitors must maintain a separation of at least 6 feet from others (avoiding shaking hands and always washing hands or using a hand sanitizer after contact with others);
- Visitors must use trash receptacles; and
- Visitors must minimize situations where groups of people are crowded together (using e-mail, phones and text messages to communicate and maintaining 6 feet of separation when meetings are necessary).

GSA – Facility Protocol

GSA’s cleaning contractors will continue to exercise vigilance and diligence in cleaning processes, especially with increasing numbers of visitors and employees to the Courthouses beginning on June 1, 2020.

GSA will provide cleaning services in the Courthouses in compliance with the guidance issued by the CDC to protect employees, contractors, and visitors. These standards include the routine cleaning and disinfection of high-touch surfaces in common and high traffic areas. The following scopes of work describe the goals that GSA expects to achieve from the enhanced custodial services to further mitigate the spread of the COVID-19 virus.

Over the last several weeks the custodial staff in each Courthouse has been executing detailed cleaning and disinfecting of all common areas and available offices, chambers and courtrooms due to the lower volume of building occupancy and lightened custodial demands. When the Court re-opens on June 1, this level of service will continue as part of daily, routine cleaning as defined in **Scope 1**. Individual chambers or offices may work with their respective facility manager to perform an additional routine cleaning and disinfecting prior to re-occupancy.

Furthermore, a process has been established for the Court to request higher levels of cleaning where needed as defined in **Scope 2**, which will require a Reimbursable Work Authorization (RWA) funded by the Court. GSA requests 24-hour notice in advance of any such need. This scope provides for additional disinfection such as if a Judicial Officer has an in-court proceeding and wishes to have an additional cleaning implemented for his or her courtroom.

Finally, GSA will continue conducting focused cleaning and disinfection whenever there is a suspected COVID-19 incident as defined in **Scope 3**.

Scope 1 ‘Regular Custodial Services’: This scope covers routine cleaning and disinfection.

1. The Contractor shall perform all custodial services specified in the applicable custodial contracts, including the regular cleaning of surfaces using cleaning products compatible with the surfaces cleaned.
2. The Contractor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 ([see updated list](#)), or other product containing the same active ingredient(s) at the same or greater concentration than those on the list. The Contractor shall use the product in accordance with directions provided by the manufacturer. The Contractor shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings including GSA’s Fine Arts Collections and murals, and historic materials and finishes. “Routinely,” for purposes of this scope, is defined as being in accordance with applicable guidance from the Centers For Disease Control and Prevention (CDC), but is no less than once daily.

Examples of solid, high contact surfaces in common and high traffic areas include but are not limited to: handrails, door knobs, key cards, light switches, countertops, water faucets and handles, elevator buttons, sinks, toilets and control handles, table tops, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry. Providing disposable disinfectant wipes and the wiping down of agency owned equipment such as telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters, desk lighting, etc. remains the responsibility of each building occupant.

Scope 2 ‘Additional Regular Cleaning and Disinfection’: This scope is intended to be used in response to the aforementioned agency requests for additional cleaning and disinfection.

1. The Contractor shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers.
2. The Contractor shall clean all visibly dirty surfaces using general detergents or cleaning products compatible with the surface materials being cleaned and in accordance with directions provided by the product manufacturer.
3. The Contractor shall wipe down all solid, high contact surfaces using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 ([see list](#)), or other product containing the same active ingredient(s) at the same or greater concentration than those on the list.

The Contractor shall use all products in accordance with directions provided by the manufacturer. Examples of solid, high contact surfaces include but are not limited to: handrails, door knobs, key cards, light switches, countertops, water faucets and handles, work surfaces, computer keypads and mouse, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

Scope 3 ‘Detail Cleaning and Disinfection’ (COVID-19 incident): This procedure is to be followed whenever a novel coronavirus (COVID-19) event occurs. A COVID-19 event is defined as an instance when someone enters or occupies a building who is confirmed or suspected to have COVID-19 or who has at least two of the following symptoms: cough, shortness of breath, chills, repeated shaking with chills, fever, headache, muscle pain, sore throat, or new loss of taste or smell.

1. **Steps:** The facility manager, owner, Designated Official or delegated representative shall perform the following steps before initiating cleaning and disinfection procedures:
 - a. identify all areas in the facility that the individual(s) was in, to the greatest extent possible, including marking printed building floor plans as necessary to clearly identify the affected locations that require detail cleaning and disinfecting.
 - b. empty the aforementioned area(s) of occupants and closed the area for up to 24 hours, where feasible. The area can still be used for emergency egress as needed during that time.
 - c. open available doors and windows or increase outside air to the isolated area(s) for the closed duration. This closing and airing process is to allow any airborne droplets to settle prior to cleaning and disinfecting.

2. **Qualifications:** The Contractor performing the work must have the required supplies and the Contractor staff shall be trained in current blood-borne pathogens requirements, as defined by OSHA (29 C.F.R. 1910.1030). The minimum supplies required are detergents and/or soaps compatible with the surfaces being cleaned, and disinfectant products either registered by the Environmental Protection Agency (EPA) as effective against emerging infectious agents (list) or equivalent products containing the same active ingredient(s) in similar or greater concentration levels as those listed by EPA.

3. Procedures:

- a. The Contractor shall submit to the Contracting Officer's Representative or their designee for review and approval, any proposed disinfectants, prior to use.
- b. Once approved, the Contractor shall use all cleaning and disinfectant products in accordance with the manufacturer's directions.
- c. Prior to entering the area, the Contractor shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. At minimum, contractors shall wear nitrile, latex or similar non-cloth disposable gloves, and facemasks.
- d. The Contractor shall clean all high contact, solid surfaces in the affected area(s) free of any visible dirt or grime using the cleaning products. The Contractor shall also clean any porous surfaces that contain visible contamination to the extent feasible, using products compatible with those surfaces. Visible contamination is defined as surfaces soiled with phlegm, saliva, vomit, or a similar bodily fluid. Dirt and grime and not considered contamination for purposes of this procedure.
- e. The Contractor shall disinfect all solid, high contact surfaces in the affected area(s) using the approved disinfectant. Disinfectant shall be applied in such a manner as to ensure solid surfaces are visibly moist. The Contractor shall also take extreme care to avoid damage to telecommunications and electronic equipment, GSA's Fine Arts Collections, historic materials and finishes, as well as any cloth surface, carpeting, and wood furnishings, during the application of any disinfectant. Solid, high contact surfaces include but are not limited to: handrails, door knobs, key cards, keyboards, computer mouse, touch screens, light switches, countertops, table tops, water faucets and handles, work surfaces, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls.
- f. The Contractor shall allow disinfectant to remain on surfaces until air dry.
- g. The Contractor shall place used supplies including gloves, rags, containers in sealed plastic trash bags. Bags should be tied shut and disposed of as ordinary waste.
- h. Once the affected area(s) have been cleaned and disinfected dried, they can be opened back up to regular occupancy and use.

GSA has and will continue to make hand sanitizers available in common spaces throughout the Courthouses. GSA is working with vendors to increase the prevalence of these stations and they plan to include additional areas such as elevator lobbies and highly trafficked corridors as supply allows.

GSA and the Court will implement signage and demarcations to ensure social distancing in common areas and court space.

GSA is preparing common areas in the Courthouses to ensure proper social distancing as visitors and employees return to the Courthouses. Signage requiring employees and the public to observe safe social distancing and practice proper hygiene and disinfection procedures will be implemented. This will be supplemented by floor markings in high traffic areas and tight confines such as stairwells, restrooms, elevators and queuing zones. Below are some examples of what may be seen in each Courthouse:



To the extent possible and with the Judicial Officer's approval in his or her court space, construction projects should continue.

The AO has provided guidance that the Court will likely be financially liable for any additional costs associated with delaying work of construction projects. The Court has had continued conversations with GSA with respect to pending and on-going projects. GSA and the Court will collaboratively work together on any mitigation options with respect to contractors and to minimize their exposure to and interactions with Judicial Officers and employees in the Courthouses.

Protocol for Positive Employee or Building Exposure

The following procedures will be used in a GSA-controlled building in the event of a COVID-19-related incident:

- A COVID-19 incident is defined as an instance when someone enters or occupies a building who is confirmed (positive test) or suspected to have COVID-19;
- The impacted agency will notify the GSA facility manager;
- The GSA facility manager and the Designated Official (DO) will then notify other building occupants, including contractors working in the building;
- GSA and the impacted agency shall immediately work to identify all areas in the facility the individual(s) were in, to the greatest extent possible, including marking printed floor plans as necessary to clearly identify the affected locations requiring cleaning and disinfecting. Once an employee who is a member of the Court Family (District Court including Clerk's Offices, Probation Offices and Probation Offices) has tested positive or is suspected to have COVID-19, the employee's supervisor is to utilize the Contract Tracing Template from the Administrative Office of the United States Courts (Appendix II) to quickly identify the locations the employee has visited and contacts he/she had starting five days before the employee began developing symptoms;
- GSA, the DO and the impacted agency will empty the aforementioned area(s) of occupants for up to 24 hours, where feasible;
- GSA will consult with the Region 5 Industrial Hygienist to ensure that GSA is contracting for cleaning services compliant with current CDC and EPA guidelines;
- GSA will contact qualified contractors for response using the "GSA Cleaning & Disinfection Procedures" guidelines for infection control;
- The portion of the facility accessed by the infected individual(s) will be cleaned and disinfected; and
- Once the affected area(s) have been cleaned and disinfectant dried, they can be opened back up for regular occupancy and use.

Naturalization Ceremonies

Naturalization proceedings in each seat of Court will resume utilizing large, cost-efficient and off-site facilities to alleviate petitioner backlogs and comply with social distancing.

As stated earlier, naturalization proceedings are currently suspended in the District through June 11, 2020. As of Monday, May 18, upon verification with the U.S. Citizenship and Immigration Services, a backlog of 1,245 petitioners in the District (approximately 785 of whom are in Columbus, 341 of whom are in Cincinnati and 119 of whom are in Dayton). Holding naturalization ceremonies in large, off-site facilities will also comply with overall guidance from health and government officials by maintaining social distancing and reducing visitors to the Courthouses.

Petit Jury Proceedings

Jury trials in criminal cases will begin no earlier than June 22, 2020, and in civil cases no earlier than July 6, 2020. For jury trials, in order to comply with social distancing rules, the Court will use both the jury box and the gallery to accommodate the jury. Before beginning jury trials, the Court will adopt best practices for conducting such trials.

Pursuant to Director Duff's Administrative Office Memorandum dated May 7, 2020, a Jury Subgroup of the Judiciary's COVID-19 Task Force, comprised primarily of district judges, has been formed to develop guidance for district courts as they begin phased-in resumption of petit and grand jury proceedings. The Judicial Officers of this Court agree to accept guidance from the Jury Subgroup and have agreed that jury trials in criminal cases will not begin earlier than June 22, 2020 and jury trials in civil cases will not begin earlier than July 6, 2020.

An operations subgroup led by the Court Architect has conducted a districtwide assessment of court spaces to include jury assembly rooms and district and magistrate judge courtrooms (Appendix III). Its scope of work included determinations of the seating capacities, with social distancing of jury assembly rooms and district and magistrate judge courtrooms in the Courthouses for petit jury venires, trials and deliberations, and grand juries. The Court will provide masks and gloves to jurors. With respect to witnesses and jurors, the possible procurement and installation of plexiglass in courtrooms and use of face shields are being explored.

With respect to Petit Juries, jury trials can be held in our courtrooms utilizing both the jury box and the gallery to accommodate our juries and at the same time comply with social distancing rules. If necessary, spectators can occupy whatever space remains in the courtroom and can be accommodated in overflow courtrooms or rooms through videoconference technology.

To accomplish these goals, judicial officers and jury supervisors in the respective seats of court will follow these recommendations:

PROCEDURES FOR RESUMING JURY SELECTIONS AND JURY TRIALS

- Plan well in advance to ensure you have an adequate supply of jurors to report;
- Add additional time between summoning and having jurors report, to provide time to process excuses, etc.;
- Include a statement from the court concerning our response to COVID-19 with summons mailings (sample statement attached – Appendix IV);
- Create a unique COVID-19 excuse code in JMS to track juror deferrals and excuses;
- Stagger reporting times by the number that can be called in safely with social distancing;
 - Consider bringing up much smaller panels to the courtroom to increase social distancing;
- Temperature and exposure screening before entering Courthouses;
 - Consider asking health related questions;
- Provide face coverings for jurors and court staff;
- Require compliance with social distancing guidelines for the jury assembly rooms and courtrooms;
 - Block off chairs in jury assembly room to create social distancing;
 - Spread jury members across the jury box and gallery to increase their person-to-person separation;
 - Allow the jury to use the courtroom or alternate large room for deliberations to increase social distancing;
- Have facilities staff determine the seating capacity of jury assembly rooms and courtrooms with 6’ social distancing requirement;
 - Data provided by facilities staff as to the seating capacity of jury assembly rooms and courtrooms with 6’ social distancing requirement can assist in planning the space(s) needed;

- Conduct dress rehearsals utilizing employees in advance of petit jury venires, trials and deliberations;
- Avoid directly exchanging documents (juror badges) with jurors;
 - Use disposable temporary “stick on” juror badges;
- Restrooms for jurors – restrict restroom facilities in jury areas for jurors only;
- Have hand sanitizer or wipes available for jurors throughout the Courthouse;
- Clean all high touch surfaces;
- Make certain jurors see staff cleaning so they know it is being done;
- Require/request jurors wash hands and/or use hand sanitizer when entering and leaving courtrooms and jury assembly room;
- Revise orientation remarks to address COVID-19 mitigation issues; and
- Allow public to view proceedings via teleconferencing in different courtroom from jurors.

Grand Jury Proceedings

Grand juries will be convened and will meet in courtrooms, instead of grand jury rooms, so that social distancing can be achieved.

With respect to grand jury proceedings in the Courthouses, the United States Attorneys’ Office will coordinate with the district judges to use courtrooms so social distancing can be achieved and they will require masks for jurors as well as prosecutors and witnesses. The Court will provide masks and gloves. Large courtrooms in the Courthouses will be designated as official meeting rooms of the grand juries to comply with social distancing. In addition, the United States Attorneys’ Office will bring in a quorum + (17 to 23) for grand jury proceedings. The judge will come to the courtroom for returns instead of moving the grand jury.

An operations subgroup led by the Court Architect has conducted a districtwide assessment of court spaces to include jury assembly rooms and district and magistrate judge courtrooms (Appendix III). Its scope of work included determinations of the seating capacities, with social distancing of jury assembly rooms and district judge courtrooms in the Courthouses for petit jury venires, trials and deliberations, and grand juries.

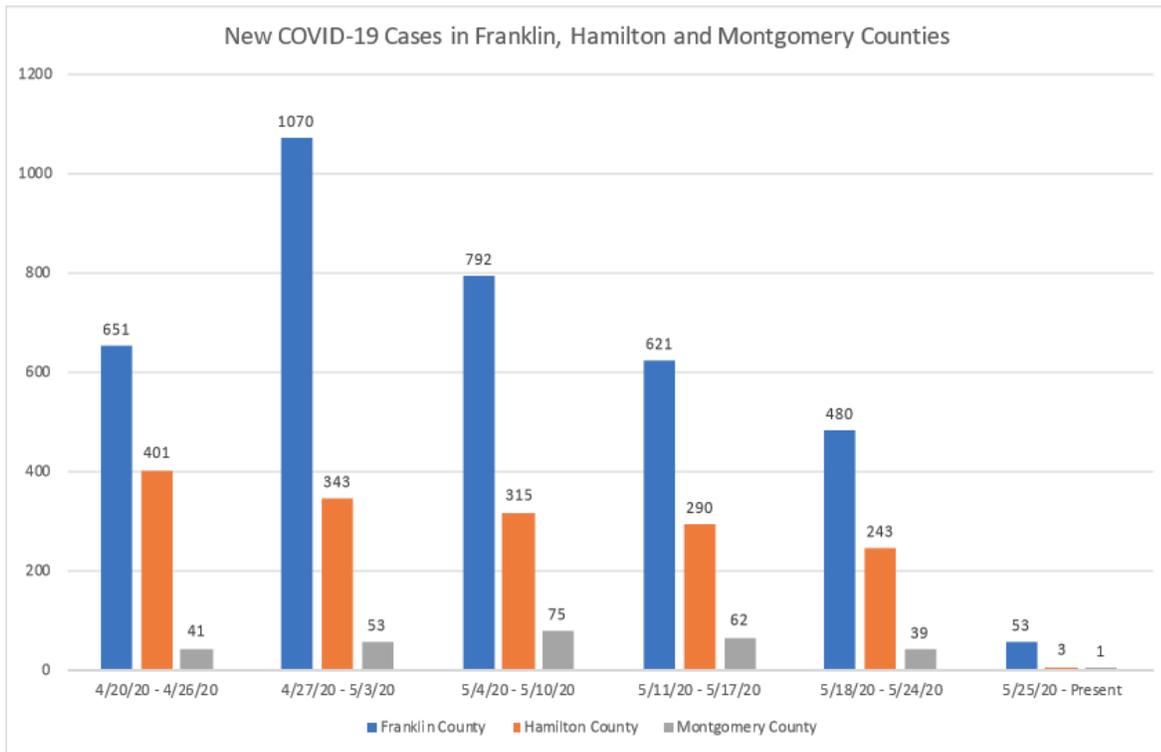
APPENDICES

Appendix I

OHSD Trending Data Through May 25, 2020



New COVID-19 Cases in Franklin, Hamilton and Montgomery Counties



Contact Tracing Template

COVID-19



Once an employee has presented symptoms of Coronavirus Disease 2019 (COVID-19), it is critical for the employee's supervisor to quickly identify the locations the employee has visited and contacts he/she had starting five days before the employee began developing symptoms. Please use the following pages to list the ill employees identified and unknown risk contacts starting five days before onset of symptoms.

Please return this information to <insert POC name and contact information> so that he/she can coordinate the appropriate cleaning of facility spaces.

Talking with Your Employee

After an employee lets the supervisor know he/she has symptoms of COVID-19, please follow up with him/her. You can refer to the paragraph below for ideas to speak with your employee about the people and spaces he/she has been in contact with starting five days before developing symptoms.

"I'm sorry you're not feeling well. As we discussed, please seek out medical attention and do not return to work. Please let us know the outcome of your doctor's visit.

As required, I reported your case to <insert POC name and contact information> and they have asked that you use the criteria in this template to identify people that you were in contact starting five days before you began experiencing symptoms and their risk level."

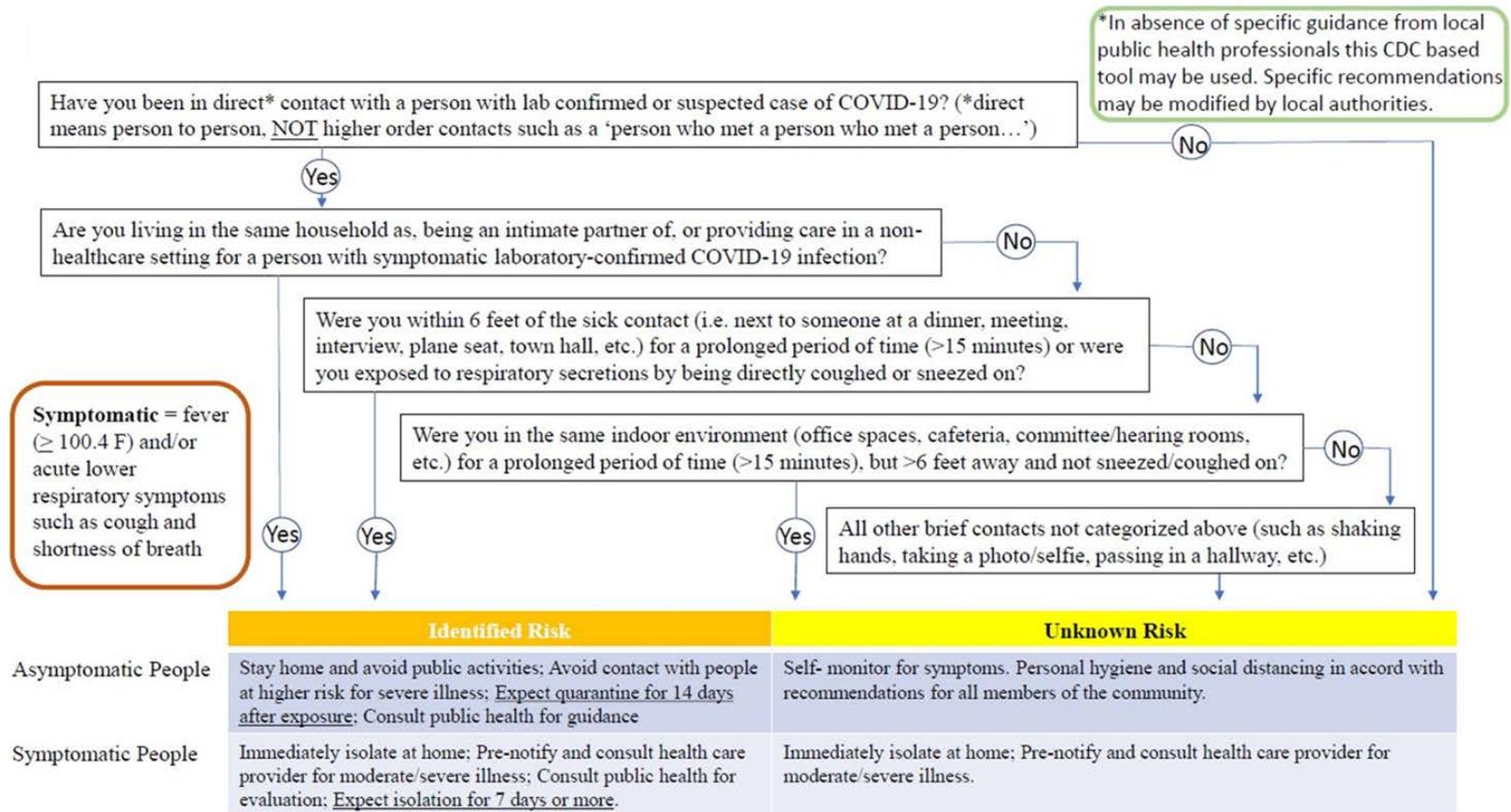
If your employee is comfortable filling out this form on his/her own, e-mail it to the employee. You may also choose to go through it with him/her by asking questions on the phone and writing down the employee's answers.

Determining At-Risk Contacts

Use the Decision Tool at the end of this document to determine which type of contact the employee had:

- Identified Risk
- Unknown Risk

Decision Tool



Self-Monitoring Guidance for Asymptomatic People (per CDC)

Pre-Screen: Measure your temperature daily and assess symptoms each day prior to work, and before entering the worksite. Report abnormal temp. or symptoms to your supervisor.

Regular Monitoring: Continue to self-monitor throughout the day and report abnormal temperature or symptoms to your supervisor. Wear a Mask: always Wear a face mask/covering while in the workplace for 14 days after last exposure.

Social Distance: Maintain 6 feet and practice social distancing as work duties permit in the workplace.

Appendix III

Districtwide Assessment of Court Spaces

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings.

Location

Attorney Lounge	Room 806 & 808	
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Limitations

Able to do Criminal Voir Dire	N/A
Able to do Criminal Trial (14 jurors)	N/A
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	N/A
Able to do Civil Trial (8 jurors)	N/A
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	N/A
Maximum number of jurors in jury box	N/A
Maximum number of jurors in each gallery section	N/A
Maximum number of jurors in the Courtroom	N/A
Maximum number of Spectators at Non-Jury Proceeding	N/A
Maximum number of individuals at each counsel table	N/A
Maximum number at this location	14

Juror Movement

Jurors will be asked to take the open chair at the furthest point from entry.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #3	Room 836	Vacant
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	No
Maximum number of Spectators at Civil Trial	0
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	3
Maximum number of jurors in each gallery section	5
Maximum number of jurors in the Courtroom	8
Maximum number of Spectators at Non-Jury Proceeding	5
Maximum number of individuals at each counsel table	2
Maximum number at this location	14

Juror Movement

Would only be useable as a jury break or deliberation room.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #1	Room 805	Judge Timothy S. Black
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	0
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	4
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	3
Maximum number of jurors in each gallery section	4
Maximum number of jurors in the courtroom	15
Maximum Spectators at Non-Jury Proceeding	12

Maximum number of individuals at each counsel table	2 for jury side 1 for entrance side
Maximum number at this location	28

Juror Movement

Jurors should enter in the following manner:

3 – 2 – 1 – 9 – 10 – 11 – 12 – 13 – 14 – 4 – 5 – 6 – 7 – 8

Best option for the jury break room is the two Attorney Lounge Rooms 806 and 808. They will hold 14 individuals. Negative is that they are in close proximity to where the parties will be during break.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #3 (Room 836).

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #7	Room 117	Judge Susan J. Dlott
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	0
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	2
Able to handle Grand Jury proceeding (20 – 28 people)	Yes
Maximum number of jurors in jury box	4
Maximum number of jurors in each gallery section	2/5/2
Maximum number of jurors in the Courtroom	14
Maximum number of Spectators at Non-Jury Proceeding	9
Maximum number of individuals at each counsel table	1
Maximum number at this location	26

Juror Movement

Jurors should enter in the following manner:

14 – 13 – 12 – 11 – 10 – 9 – 8 – 7 – 5 – 6 – 4 – 3 – 2 – 1

Best option for the jury break room is the two jury rooms on the first floor.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #8 (Room 109).

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #5	Room 701	Magistrate Judge Stephanie K. Bowman
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Limitations

Able to do Criminal Voir Dire	No jury box
Able to do Criminal Trial (14 jurors)	No jury box
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No jury box
Able to do Civil Trial (8 jurors)	No jury box
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	N/A
Maximum number of jurors in each gallery section	N/A
Maximum number of jurors in the Courtroom	N/A
Maximum number of Spectators at Non-Jury Proceeding	4
Maximum number of individuals at each counsel table	2 for entrance side 1 for window side
Maximum number at this location	11

Juror Movement

No jury box.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Jury Deputy shall ensure that social distancing is maintained during any proceedings.

Location

Jury Assembly Room	Room 911B	
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Limitations

Able to do Criminal Voir Dire	N/A
Able to do Criminal Trial (14 jurors)	N/A
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	N/A
Able to do Civil Trial (8 jurors)	N/A
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	N/A
Maximum number of jurors in jury box	N/A
Maximum number of jurors in each gallery section	N/A
Maximum number of jurors in the Courtroom	N/A
Maximum number of Spectators at Non-Jury Proceeding	N/A
Maximum number of individuals at each counsel table	N/A
Maximum number at this location	14

Juror Movement

Jurors will be asked to take the open chair at the furthest point after signing in.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #2	Room 822	Judge Douglas R. Cole
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	3
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	3
Maximum number of jurors in each gallery section	8
Maximum number of jurors in the Courtroom	14
Maximum number of Spectators at Non-Jury Proceeding	9
Maximum number of individuals at each counsel table	2
Maximum number at this location	25

Juror Movement

Jurors should enter in the following manner:

8 – 6 – 7 – 4 – 5 – 3 – 2 – 1

Two options for the jury break room is (1) the two Attorney Lounge Rooms 806 and 808. They will hold 14 individuals; and (2) Courtroom #3 Jury Room and Courtroom. Negative is that they are in close proximity to where the parties will be during break.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #3 (Room 836).

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebar should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #6	Room 710	Magistrate Judge Karen L. Litkovitz
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (7 jurors)	No
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	5
Maximum number of jurors in the Courtroom	7
Maximum number of Spectators at Non-Jury Proceeding	5
Maximum number of individuals at each counsel table	2 for entrance side 1 for window side
Maximum number at this location	13

Juror Movement

Jurors should enter in the following manner:

2 – 1 – 4 – 3- 6 – 5 - 7

Best option for the jury break room is the two Attorney Lounge Rooms 806 and 808. They will hold 14 individuals. Negative is that they will need to use the staircase to go up one level.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #3 .

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Jury Deputy shall ensure that social distancing is maintained during any proceedings.

Location

Video Training Center	Room 720	
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Limitations

Able to do Criminal Voir Dire	N/A
Able to do Criminal Trial (14 jurors)	N/A
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	N/A
Able to do Civil Trial (8 jurors)	N/A
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	N/A
Maximum number of jurors in jury box	N/A
Maximum number of jurors in each gallery section	N/A
Maximum number of jurors in the Courtroom	N/A
Maximum number of Spectators at Non-Jury Proceeding	N/A
Maximum number of individuals at each counsel table	N/A
Maximum number at this location	25

Juror Movement

Jurors will be asked to take the open chair at the furthest point after signing in.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the courtroom.

Location

Courtroom #4	Room 842	Judge Matthew W. McFarland
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Limitations

Able to do Criminal Voir Dire	Yes
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	7
Able to do Civil Voir Dire	Yes
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	12
Able to handle Grand Jury proceeding (20 – 28 people)	Yes
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	8
Maximum number of jurors in the courtroom	25
Maximum number of Spectators at Non-Jury Proceeding	24
Maximum number of individuals at each counsel table	2
Maximum number at this location	34

Juror Movement

Jurors should enter in the following manner:

1 – 2 – 14 – 13 – 12 – 11 – 10 – 9 – 8 – 7 – 6 – 5 – 4 – 3

Best option for the jury break room is Courtroom #3 (Room 836). Negative is that they are in close proximity to where the parties will be during break.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #3 (Room 836).

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

CINCINNATI SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #8	Room 109	Judge Michael R. Barrett
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	0
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	4
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	5
Maximum number of jurors in each gallery section	6
Maximum number of jurors in the Courtroom	17
Maximum number of Spectators at Non-Jury Proceeding	8
Maximum number of individuals at each counsel table	1 at front tables 2 at back tables
Maximum number at this location	28

Juror Movement

Jurors should enter in the following manner:

14 – 13 – 12 – 9 – 10 – 11 – 6 – 7 – 8 – 4 – 3 – 2 – 1 - 5

Best option for the jury break room is the two jury rooms on the first floor.

ADDITIONAL INFORMATION

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Courtroom #7 (Room 117).

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for JURY UTILIZATION based on the location of the Jury Assembly Lounge for jury selection.

Deputy Clerk Additional Responsibilities

The Jury Supervisor or her designee shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Room 181	Jury Assembly Lounge
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Limitations

Able to do Criminal Voir Dire	Yes (15 per session)
Able to do Civil Voir Dire	Yes (15 per session)
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number at this location	15

Juror Movement

Jurors will enter through the main entry of the jury assembly lounge.

Jurors will go directly to assigned Courtroom after check-in.

Additional Information

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

The public intake area in the Clerk's Office (Room 121) may be utilized for juror check-in, but once the office opens to the public at 9:00 a.m. the ability to maintain social distancing is compromised.

The first floor Courtrooms (Judge Smith, Judge Watson, Judge Morrison and Magistrate Judge Vascura) will be used for grand jury proceedings.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 331	Chief Judge Algenon L. Marbley
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Limitations

Able to do Criminal Voir Dire	Yes
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	4
Able to do Civil Voir Dire	Yes
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	10
Able to handle Grand Jury proceeding (20 – 28 people)	Yes
Maximum number of jurors in jury box	3

Maximum number of jurors in each gallery section	15 (with no spectators)
Maximum number of jurors in the Courtroom	19
Maximum number of Spectators at Non-Jury Proceeding	15
Maximum number of individuals at each counsel table	1 at one table 3 at the other
Maximum number at this location	29

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Judge Sargus' Courtroom for breaks. An alternate location would be the grand jury room.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Judge Sargus' Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebar should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 183	Magistrate Judge Chelsey M. Vascura
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	3
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	9

Maximum number of jurors in the Courtroom	11
Maximum number of Spectators at Non-Jury Proceeding	9
Maximum number of individuals at each counsel table	2 at one table and 1 at the other
Maximum number at this location	19

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Judge Smith's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Judge Smith's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 311	Judge Edmund A. Sargus, Jr.
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	3
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	None
Maximum number of jurors in each gallery section	11

Maximum number of jurors in the Courtroom	11
Maximum number of Spectators at Non-Jury Proceeding	12
Maximum number of individuals at each counsel table	1 at one table and none at the other
Maximum number at this location	20

Jury Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Chief Judge Marbley's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Chief Judge Marbley's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 220	Chief Magistrate Judge Elizabeth A. Preston Deavers
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	No
Maximum number of Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	1

Maximum number of jurors in each gallery section	6
Maximum number of jurors in the Courtroom	8
Maximum number of Spectators at Non-Jury Proceeding	6
Maximum number of individuals at each counsel table	2
Maximum number at this location	18

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Magistrate Judge Jolson's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Magistrate Judge Jolson's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for JURY PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 148	Judge James L. Graham
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	5
Able to handle Grand Jury proceeding (20 – 28 people)	Yes
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	11

Maximum number of jurors in the Courtroom	13
Maximum number of Spectators at Non-Jury Proceeding	13
Maximum number of individuals at each counsel table	2
Maximum number at this location	23

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Judge Morrison's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Judge Morrison's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 203	Magistrate Judge Kimberly A. Jolson
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	No
Maximum number of Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	6

Maximum number of jurors in the Courtroom	8
Maximum number of Spectators at Non-Jury Proceeding	6
Maximum number of individuals at each counsel table	2 at one table and 1 at the other
Maximum number at this location	16

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Chief Magistrate Judge Deavers' Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Chief Magistrate Judge Deavers Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process

Location

Courtroom 120	Judge Michael H. Watson
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	3
Maximum number of jurors in each gallery section	6

Maximum number of jurors in the Courtroom	9
Maximum number of Spectators at Non-Jury Proceeding	6
Maximum number of individuals at each counsel table	1
Maximum number at this location	20

Juror Information

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Judge Graham's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Judge Graham's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebar should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

COLUMBUS SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Supervisor or her designee will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom 132	Judge Sarah D. Morrison
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	None
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	4
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	10

Maximum number of jurors in the Courtroom	12
Maximum number of Spectators at Non-Jury Proceeding	10
Maximum number of individuals at each counsel table	2
Maximum number at this location	24

Juror Movement

Jurors will enter through the main entry to the Courtroom.

Jurors will go to Judge Graham's Courtroom for breaks.

Additional Information

Jury deliberation shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations will be Judge Graham's Courtroom.

Attached is a diagram of the locations each individual shall be seated to as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #5	Magistrate Judge Sharon L. Ovington
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	5 and 4
Maximum number of jurors in the Courtroom	11
Maximum number of Spectators at Non-Jury Proceeding	9
Maximum number of individuals at each counsel table	1
Maximum number at this location	20

Juror Movement

Jurors will enter through the side door to the Courtroom (the door used by witnesses to enter and exit).

During breaks the jurors can utilize one of the other Courtrooms. An alternative would be to use the jury assembly room and grand jury room in conjunction with each other.

ADDITIONAL INFORMATION

Jury deliberations shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations would be one of the other Courtrooms.

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebar should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #2	Judge Thomas M. Rose
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	8 (with no spectators)
Maximum number of jurors in the Courtroom	9
Maximum number of Spectators at Non-Jury Proceeding	7
Maximum number of individuals at each counsel table	1
Maximum number at this location	19

Juror Movement

Jurors will enter through the side door to the Courtroom (the door used by witnesses to enter and exit).

During breaks the jurors can utilize one of the other Courtrooms. An alternative would be to use the jury assembly room and grand jury room in conjunction with each other.

ADDITIONAL INFORMATION

Jury deliberations shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations would be one of the other Courtrooms.

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

The Jury Clerk will work with the Courtroom Deputy to assemble the jurors in the Courtroom for the voir dire process.

Location

Courtroom #1	Judge Walter H. Rice
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Limitations

Able to do Criminal Voir Dire	Yes
Able to do Criminal Trial (14 jurors)	Yes
Maximum number of Spectators at Criminal Trial	6
Able to do Civil Voir Dire	Yes
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	9
Able to handle Grand Jury proceeding (20 – 28 people)	Yes
Maximum number of jurors in jury box	2
Maximum number of jurors in each gallery section	9 / 9 (with no spectators)
Maximum number of jurors in the Courtroom	23
Maximum number of Spectators at Non-Jury Proceeding	18
Maximum number of individuals at each counsel table	2

Maximum number at this location	33
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Juror Movement

Jurors will enter through the side door to the Courtroom (the door used by witnesses to enter and exit).

During breaks the jurors can utilize one of the other Courtrooms. An alternative would be to use the jury assembly room and grand jury room in conjunction with each other.

ADDITIONAL INFORMATION

Jury deliberations shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations would be one of the other Courtrooms.

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for JURY UTILIZATION based on the location of the Jury Assembly Lounge being utilized for checking in prospective jurors.

Deputy Clerk Additional Responsibilities

The Jury Clerk shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Room #801	Jury Assembly Lounge
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Limitations

Able to do Criminal Voir Dire	No
Able to do Civil Voir Dire	No
Able to handle grand jury proceedings (20-28 people)	No
Maximum number at this location	15

Juror Movement

Jurors will enter through the main entry of the jury assembly room one at a time to be checked in.

Jurors waiting to be checked in will wait at marked spaces in the public corridor to ensure social distancing.

Jurors will proceed directly to the assigned Courtroom immediately after being checked in.

ADDITIONAL INFORMATION

Attached is a diagram of the locations where each individual shall wait to be checked in so as to maintain appropriate social distancing.

This same procedure will be utilized for the check-in process of the Grand Jury.

The public intake area of the Clerk's Office (Room 712) may be utilized for juror check-in, but once the office opens to the public at 9:00 a.m. the ability to maintain social distancing is compromised.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #3	Visiting Judge Courtroom
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	No
Maximum number of Spectators at Civil Trial	N/A
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	N/A
Maximum number of jurors in each gallery section	N/A
Maximum number of jurors in the Courtroom	N/A
Maximum number of Spectators at Non-Jury Proceeding	N/A
Maximum number of individuals at each counsel table	N/A
Maximum number at this location	14 - 16

Juror Movement

There is not a jury box in this Courtroom so any utilization by jurors would be for the purpose of deliberations or as a break area.

Jurors will enter through the side door to the Courtroom (the door used by witnesses to enter and exit).

Jurors can use the bathroom located in the Visiting Judges Chambers; however, this will prevent a visiting Judge from using the chambers whenever a jury is deliberating.

ADDITIONAL INFORMATION

This space can be utilized for jurors while deliberating or for jurors to use as a break area. Due to the fixed furniture, and the inability to safe distance the Court Staff and Attorneys, the space cannot be used for hearings.

DAYTON SOCIAL DISTANCING PROTOCOL

Purpose

The following are guidelines for COURT PROCEEDINGS based on the location of the proceedings.

Deputy Clerk Additional Responsibilities

The Courtroom Deputy shall ensure that social distancing is maintained during any proceedings as well as during the entering and exiting of the Courtroom.

Location

Courtroom #4	Magistrate Judge Michael J. Newman
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Limitations

Able to do Criminal Voir Dire	No
Able to do Criminal Trial (14 jurors)	No
Maximum number of Spectators at Criminal Trial	N/A
Able to do Civil Voir Dire	No
Able to do Civil Trial (8 jurors)	Yes
Maximum number of Spectators at Civil Trial	None
Able to handle Grand Jury proceeding (20 – 28 people)	No
Maximum number of jurors in jury box	3
Maximum number of jurors in each gallery section	4 and 2
Maximum number of jurors in the Courtroom	9
Maximum number of Spectators at Non-Jury Proceeding	6
Maximum number of individuals at each counsel table	1
Maximum number at this location	18

Juror Movement

Jurors will enter through the side door to the Courtroom (the door used by witnesses to enter and exit).

During breaks the jurors can utilize one of the other Courtrooms. An alternative would be to use the jury assembly room and grand jury room in conjunction with each other.

ADDITIONAL INFORMATION

Jury deliberations shall be held in the Courtroom unless there are other proceedings scheduled. The secondary location for deliberations would be one of the other Courtrooms.

Attached is a diagram of the locations where each individual shall be seated so as to maintain appropriate social distancing.

Court Personnel will move in such a way as to ensure social distancing is maintained as the witness enters and exits the Courtroom.

Sidebars should be conducted in a chamber location that allows for proper social distancing of all those in attendance.

Appendix IV

SAMPLE STATEMENT

Coronavirus (COVID-19) Message to Jurors

Serving in a Coronavirus World

In 2020 the world was introduced to a new contagious virus: Coronavirus Disease (COVID-19). Due to the previous declaration of a national emergency, the Federal Court postponed all jury matters. Pursuant to guidance from The Centers for Disease Control and Prevention (CDC) our state officials, we have now started to resume regular activities. Court employees have returned to their offices in the courthouse and jury matters have resumed.

We are mindful of the many challenges that our citizens faced during the time of national emergency. We are grateful that because of the courage and sacrifice of so many individuals we are able to continue the administration of justice through the Federal Court system. We are now asking you to continue to fulfill your civic duty by reporting for jury service when summoned.

The Federal Court takes the public health and your safety very seriously. To prevent the risk of infection, we have implemented aggressive policies and are taking extra precautions that include frequently sanitizing counter tops, tables, and doorknobs; having hand sanitizer available; offering large spaces to accommodate social distancing; and restricting access to coffee pots, microwaves and refrigerators.

The Federal Court understands that some individuals may be unable to serve at this time due to Coronavirus-related issues. Requests for excuse will be considered on a case-by-case basis and temporary or permanent excuses will be granted as necessary. Requests must be in writing (emails are acceptable) and should be submitted IMMEDIATELY if:

- you were diagnosed with COVID-19 and have not recovered from the virus;
- you have had contact with someone who has been diagnosed with COVID-19 who has not completed a quarantine period;
- you have been asked to self-quarantine by any doctor or other medical provider, hospital, or health agency and are still within that time of self-quarantine;
- you have been experiencing a fever, cough, shortness of breath, or are presently suffering from an elevated body temperature or chills;
- you are a person at high risk of infection;
- you are a person living with others who are at high risk of infection
- you are a health care professional.

We thank you for your patience and for your cooperation as we work together to live safely in a Coronavirus world.