

# Western District of Virginia Re-Opening Guidelines

June 4, 2020

Western District of Virginia  
Re-Opening Guidelines

I. Criteria for Entering Phase – Commonly referred to as “Gating Criteria”

- a. No COVID-19 confirmed or suspected cases in any particular courthouse within a 14-day period.
  - i. The court will have to determine how to address this part of the criteria in facilities which share the building with other agencies, i.e. Roanoke and if there are any suspected cases in VA offices. (Other divisions?)
- b. Or, if there are any confirmed cases – a deep cleaning of any exposed areas has occurred and self-quarantine actions have been taken.
- c. Sustained downward trend of COVID-19 case counts over a sustained 14-day period
- d. Rescission of local restrictive movement and/or shelter in place orders.
- e. The Committee recommends that each division satisfy the Gating Criteria to advance to the next phase.

II. Guidelines for All Phases

- a. Establish and Maintain Policies Regarding the Following:
  - i. Social Distancing and Protective Equipment
    - 1. Requirements the court will put in place regarding use of protective equipment, i.e. face masks, gloves or partitions

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2. Continue to promote good hygiene practices regarding hand washing, face masks, etc.
  3. The Committee recommends mandating the use of face masks inside buildings. The committee does not recommend mandating the use of other protective equipment in public/common areas.
  4. Particularly regarding courtrooms, the Committee leaves to the discretion of the presiding judge to require use of protective equipment.
- ii. Develop policy for notification, isolation and contact tracing of confirmed, suspected confirmed, or otherwise ill employees
  - iii. Develop protocols for sanitation, disinfection and cleaning of common and high-traffic areas
  - iv. Develop HR policies to accommodate employees and family needs, i.e. children's schools closed, ill or vulnerable family members
- b. Employees who feel ill should stay at home, self-monitor for indicative symptoms, and return to work only after consultation with medical doctor
  - c. Identify responsible employees to monitor public infrastructure and status of medical situation in community
    - i. Remain Updated on the most recent guidance of state and local health officials.

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- ii. As local conditions evolve, different divisions may have different timelines for implementation of this plan

- d. Maintain contact with circuit executive as the court moves from one phase to another.

III. Regular Meetings

- a. The Committee recommends that during the early phases of re-opening, the core stakeholders meet weekly to address concerns and make necessary changes to the re-opening plan.

- b. Core Stakeholders Group

- i. Chief Judge
- ii. Clerks for both District and Bankruptcy Courts
- iii. Chief Probation Officer
- iv. Acting United States Marshal
- v. U.S. Attorney
- vi. Federal Public Defender
- vii. Facilities Designee

IV. External Resources

- A. See Attachment 6 for a list of public websites with COVID-19 information.

## **PHASE ONE**

Phase One reflects the court's initial emergence from strict shelter in-place orders, cancellation of in-person court appearances and is the first step toward returning to normal operations in a phased approach. Great care is taken in Phase One to protect vulnerable individuals, to adhere to strict social distancing protocols, and to restrict in-person court activities only to those functions which are critical.

Employees must remain cognizant of local CDC guidelines and minimize personal travel and gatherings of large groups. Personal travel or large gatherings may create self-quarantine potential upon return.

### **I. Court Operations**

- a. Standing orders will need modification to account for change in court operations
- b. Consider starting only critical grand jury operations – future guidance from AO will be forthcoming separately relating to petit jury trials
  - i. Limit number of grand jury sessions in fewer locations, i.e. Abingdon and Roanoke
  - ii. In Phase One, the Committee recommends that no trials occur, criminal or civil, except in extraordinary circumstances. The Committee will re-visit this recommendation upon the AO issuing its guidance regarding resumption of petit jury proceedings.
    1. Individual judges will continue to address continuance requests on a case-by-case basis
- c. Minimize on-site court proceedings using video-conferencing and tele-conferencing to the greatest extent possible

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- i. Civil proceedings to the greatest extent possible should be through video-conference or tele-conference
- d. In-person court proceedings must adhere to social distancing guidelines
  - i. Limit hearings to no more than 10 people. The court must address how to handle witnesses, press, and court observers. A typical criminal hearing will have 12 people with the judge, law clerk, two attorneys, defendant, case agent, two marshals, CSO, courtroom deputy, probation officer, and court reporter. A hearing before a magistrate judge is recorded by FTR, and thus, eliminates the need for a court reporter.
  - ii. Consider using video-conference capability for some participants to join remotely, i.e. probation officer, law clerk, AUSA, court reporter, witnesses
  - iii. Social distancing protocols
    - 1. 6-foot distancing
    - 2. Hygiene
    - 3. Pre-screening
- e. Develop paperless process for having parties consider and sign necessary documents during hearings, i.e. financial affidavits, Rule 11 pleas, petty offense documents
  - i. Develop IT solutions for signing exchanging documents in court

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- ii. Consider developing pre-trial and pre-hearing orders to exchange exhibits and provide exhibits to the court in advance of proceedings.

- f. More detailed actions will be set forth in Attachment 1.

## II. HR Considerations

### a. Accommodations for Vulnerable Employees

- i. Employees with Medical Issues
- ii. Employees caring for family members
- iii. Closed schools or daycare facilities
- iv. Employees who have tested positive

### b. Employees conduct personal self-assessment prior to coming to work

- i. Consider using CDC Self-Checker

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

where symptoms persist

- ii. Individuals with signs of COVID-19 infection or have fever >100.4 should stay home, report symptoms to supervisor, and seek medical advice

### c. Maintain adequate social distancing in the office

- i. Consider platoon approach to dividing staff into teams to work in weekly or bi-weekly intervals

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- ii. Consider marking office to reflect 6-feet distance
- iii. Face masks should be worn in the office unless at own workspace
- iv. Employees should not congregate in breakrooms or eat meals together unless socially distanced
- d. Flexible leave and telework accommodations
- e. All leave and travel policies will be updated to adhere to the current AO guidelines and the *Guide to Judiciary Policy*.

III. Clerk's Office Operations

- a. Encourage Telework
- b. Platoon teams, including courtroom deputies in locations with more than one judge
- c. Liberal leave policies to accommodate employees who may be high risk, exhibit symptoms, are required to quarantine, have childcare issues, or are caring for sick family members
- d. Minimize business travel between courthouses. No business travel out of district unless essential. Travel may create quarantine requirements upon return
- e. All leave and travel policies will be updated to adhere to current AO guidelines the *Guide to Judiciary Policy*.
- f. More detailed actions are set forth in Attachments 2 and 5.



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IV. Probation

- a. Continued reduced in-person meetings with defendants to prepare Pre-trial Services Reports and Pre-sentence Reports
- b. E-mail protocol for sharing Pre-trial Service Reports and other critical reports
- c. Continued observation of Standing Order 2020-11 for detainees to review Pre-sentence Reports
- d. Encourage use of Skype for Business and other video-conferencing platforms for meetings with judges in advance of court
- e. Supervision Issues
- f. More detailed actions are set forth in Attachment 3.

V. Facilities Consideration

- a. Building access restrictions remain in place
- b. GSA conduct deep cleaning where there has been an exposure
- c. GSA has a “contract vehicle” for courts to hire screening companies to perform temperature checks and conduct screening protocol for persons entering judiciary facility
  - i. The Committee does not currently recommend hiring a screening company for all persons coming into a building. This primarily relates to the significant cost of such service.

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- ii. The Committee recommends that appropriate signage be placed outside all entrances for both employees and the general public
- d. Increased cleaning protocols in the following areas:
  - i. Common areas
  - ii. Exposed areas
  - iii. High occupancy areas
- e. Use of Masks/face coverings
- f. Proper markings where persons gather to reflect social distancing protocols
- g. Common use areas, i.e. office kitchens, breakrooms – no gatherings, frequent cleaning of high touch and common areas, including restrooms. Do away with commonly handled items – coffee pots, water fountains (depending on type and safe use ability)
- h. More detailed actions are set forth in Attachment 4.

## **Phase Two**

Before proceeding to Phase Two, the court revisits the Gating Criteria. The local area must continue to show a decreased incidence of confirmed or suspected COVID-19 cases along with a decreased incidence of total COVID-19 case counts and a continued relaxation of local or state restrictive movement or shelter in-place orders.

The court can (and in certain instances should) consider implementing a lower phase or returning to full social distancing if local conditions worsen or an area experiences a resurgence of COVID-19 cases.

Employees must continue to maintain personal awareness about personal travel and large gatherings and the potential that such activities may create for self-isolation or quarantine.

### **I. Court Operations**

- a. Expanded in-person court proceedings, but continue to encourage use of video-conferencing and tele-conferencing where feasible and practicable
- b. Consider expanding number of grand jury sessions
- c. Re-start jury trials. Further details will be provided upon the AO issuing it jury trial guidance.
- d. Resume petty offense dockets with social distancing protocols in place
- e. In-person court proceedings must adhere to social distancing guidelines
  - i. Perhaps relax the 10-person limit so long as social distancing protocol is followed
  - ii. Social distancing protocols
    1. 6-foot distancing
    2. Hygiene

3. Pre-screening

- f. Develop protocols to attach to Plan for how to conduct in-person hearing, courtroom set up, cleaning, social distancing, and screening of individuals
- g. More detailed actions are set forth in Attachments 2 and 5.

II. HR Considerations

- a. Accommodations for Vulnerable Employees
  - i. Employees with Medical Issues
  - ii. Employees caring for family members
  - iii. Closed schools or daycare facilities
- b. Accommodations for Employees with a confirmed COVID-19 diagnosis or suspected diagnosis or who are required (or recommended) to quarantine
- c. Employees conduct personal self-assessment prior to coming to work
  - i. Consider using CDC Self-Checker  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>  
where symptoms persist
  - ii. Individuals with signs of COVID-19 infection or have fever >100.4 should stay home, report symptoms to supervisor, and seek medical advice.
- d. Maintain adequate social distancing in the office

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- i. Consider continued platoon approach to staffing
  - ii. Consider marking office to reflect 6-feet distance
- e. All leave and travel policies will be updated to adhere to current AO guidelines the *Guide to Judiciary Policy*.

III. Clerk's Office Operations

- a. Encourage Telework
- b. Platoon teams, including courtroom deputies in locations with more than one judge and where hearing scheduling will allow
- c. Liberal leave policies to accommodate employees who may be high risk, exhibit symptoms, are required to quarantine, have childcare issues, or are caring for sick family members
- d. Relax business travel restrictions
- e. More detailed actions are set forth in Attachments 2 and 5.

IV. Probation

- a. Continued reduced in-person meetings with defendants to prepare Pre-trial Services Reports and Pre-sentence Reports
- b. E-mail protocol for sharing Pre-trial Service Reports and other critical probation documents

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- c. Encourage use of Skype for Business and other video-conferencing platforms for meetings with judges in advance of court
- d. Supervision Issues
- e. More detailed actions are set forth in Attachment 3.

V. Facilities Consideration

- a. Building access restrictions may be relaxed, but “enhanced screening” be put in place to mitigate exposure
  - i. In multi-tenant buildings, the FCS should be consulted regarding changes of building access restrictions.
  - ii. These may include having all persons entering buildings only through one entrance
- b. GSA conduct deep cleaning where there has been an exposure
- c. GSA has a “contract vehicle” for courts to hire screening companies to perform temperature checks and conduct screening protocol for persons entering judiciary facility.
  - i. The Committee does not currently recommend hiring a screening company for all persons coming into a building. This primarily relates to the significant cost of such service.

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- ii. The Committee recommends that appropriate signage be placed outside all entrances for both employees and the general public
- d. Increased cleaning protocols – and supervision of persons doing cleaning
  - i. Common areas
  - ii. Exposed areas
- e. High occupancy areas
- f. Use of Masks/face coverings
- g. Proper markings where persons gather to reflect social distancing protocols
- h. Common use areas, i.e. office kitchens, breakrooms no gatherings, frequent cleaning of high touch and common areas, including restrooms. Do away with commonly handled items – coffee pots, water fountains (depending on type and safe use ability)
- i. More detailed actions are set forth in Attachment 4.

### **Phase Three**

Phase Three reflects a court with no evidence of a resurgence of COVID-19 in the local community and which can meet the Gating Criteria for a third time. Phase Three begins a return to normal court operations with an awareness of the need to provide reasonable accommodations for vulnerable or otherwise affected employees and to maintain a constant vigilance and awareness of local health issues.

Guidance on social distancing should come from state and local health authorities. All court personnel are encouraged to maintain the good hygiene requirements set forth in Phases One and Two.

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Employees should remain aware of all CDC guidelines and precautions regarding out-of-state travel and being in large gatherings and self-isolation or quarantine requirements.



I. Court Operations

- a. On-site and public facing activities, including court proceedings can be fully resumed
- b. Resume Naturalization proceedings.
- c. More detailed actions are set forth in Attachments 2 and 5.

II. HR Considerations

- a. Reasonable accommodations should be made for vulnerable individuals, including social distancing, minimizing in-person participation in group meetings or social situations. These individuals should also continue to observe personal precautionary measures where social distancing is not possible, i.e. wearing face coverings, etc.
- b. Telework can be an option for vulnerable individuals
- c. Personal Items
  - i. Personal travel should consider possible quarantine requirements after out-of-state travel
  - ii. Continue to avoid time spent in crowded environments
- d. All leave and travel policies will be updated to adhere to current AO guidelines the *Guide to Judiciary Policy*.

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III. Clerk's Office

- a. Full staffing resumed
- b. More detailed actions are set forth in Attachments 2 and 5.

IV. Probation

- a. In-person visits to local detention facilities to prepare pre-trial services reports and pre-sentence reports may be resumed.
- b. In-person visits to supervisees may be fully resumed
- c. More detailed actions are set forth in Attachment 3.

V. Facilities

- a. Building restrictions are lifted
- b. Consider removing enhanced screening measures for those entering the buildings
- c. Large gathering areas may continue to operate with social distancing criteria to remain in place
- d. Gathering areas, i.e. kitchens, breakrooms, etc.
- e. More detailed actions are set forth in Attachment 4.

**Phase Four**

Phase Four reflects court activity after a public health announcement that COVID-19 has been suppressed within the United States

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Court activities can resume normal operations with no restrictions. Personal travel can fully resume without precautionary measures and normal social activities and gatherings can resume.

There are no restrictions to court operations, clerk's office staffing, HR considerations or probation activities. The building access will return to normal operations without restrictions and security will return to full, pre-COVID-19 operations

Attachment 1  
Document Sharing in Courtroom

Will be provided

## **ATTACHMENT 2**

### **BACK IN BUSINESS REOPENING PLAN**

#### **PHASE ONE JUNE 2020**

#### **I. STAFF WORK PLAN—CLERK'S OFFICE**

##### **A. Paramount Concern: Health and Safety of Court Staff**

1. Information will continue to be distributed to all staff, and staff are reminded to follow recommendations issued by the CDC and local public health agencies.
2. Staff who report to work in the office will be offered masks and gloves.
3. Hand sanitizer and cleaning products will be provided in the general, non-public areas; the products will be from the GSA approved EPA list.
4. Lunchroom/Breakroom use will be limited so as to maintain proper distancing among staff using these rooms.  
In Roanoke, a schedule can be posted to reserve time for lunch/breaks.  
Staff in the Abingdon and other divisions will determine how and when to use the lunchroom.
5. GSA will continue the heightened cleaning and sanitizing work in the buildings (i.e., the once daily cleaning of commonly touched surfaces).
6. GSA will maintain a bottle of hand sanitizer in lobby of each courthouse.
7. The Facility Security Committees in each courthouse will issue additional health and safety guidelines.

##### **B. Formal Telework Policy**

1. HR will revise current telework policy to cover teleworking in and after Phase Four.
2. Supervisors and Directors determine the telework schedules for their staff members.

Vulnerable individuals and those with special circumstances will be accommodated during Phase One and during additional reopening phases.

Operations supervisors will ask the judge if telework by a CRD assigned to that judge is permitted.

Travel by CRDs to other divisions to accompany her assigned judge for court will be allowed when the CRD's presence is required by the judge.

3. A CRD in a division will assist a visiting judge with in-court proceedings when the judge does not require his/her assigned CRD to travel to the division.
4. Close attention will be paid by the CRDs and supervisors across the district to ensure that no more than one hearing is scheduled for a courtroom and that only one courtroom is being used in each courthouse for hearings.

An exception can be made to the one courtroom/courthouse policy to accommodate grand jury proceedings that must be conducted in large courtrooms during the reopening phases.
5. To the extent possible, platoon teams of staff in the Roanoke division will be established and will be rotated in to work inside the courthouse on a weekly basis.
6. Telework in the divisions.

Where a resident judge permits, staff in divisional offices may telework. The telework schedule will be determined by the Supervising Deputy.
7. Emergency hearings will be covered by a non-teleworking CRD.

### **C. IT Support for Telework**

1. IT needs of teleworking staff will be evaluated periodically.
2. HR and Finance/Procurement will work with IT regarding personnel matters and funding.

## **II. IN-COURT PROCEEDINGS**

### **A. Health & Safety Protocols.**

1. Provide masks and gloves for court staff and jurors. Masks and hand sanitizer will be needed. Gloves will be optional.
2. Mark courtrooms for social distancing (SD) for Phase One of reopening.
3. Mark pathways for parties, witnesses, jurors, and court staff to follow.

4. Mark jury deliberation rooms (courtrooms) for SD.
5. Purchase headsets and earbuds for defense counsel, their clients, and Interpreters to use for private communications.
6. Purchase and install sneeze guards and other protective barriers for benches and where a need is determined. Barriers are useful if 6 feet cannot be maintained – a face mask is still required even if a protective barrier is in place.
7. Clean courtrooms and jury restrooms between proceedings and lunchbreaks.
8. Discontinue providing bottled water in courtrooms for the parties.
9. See Jury section below for additional health and safety protocols.

#### **B. Anticipated Duration of Phase One**

1. For scheduling purposes, Phase One will be in effect from June 11 until August 1, 2020. The scheduling of cases during Phase One will follow the guidelines set forth in the Paragraphs C and D below.
2. Should national, state and local public health officials lift restrictions, the court may terminate Phase One prior to August 1, 2020 and move into Phase Two. The court's phasing plan for reopening is flexible enough to allow for the early termination of a phase as well as the imposition of restrictions from an earlier phase.

#### **C. Civil Cases**

1. Civil jury trials will not occur during Phase One; the possibility of holding jury trials will be reevaluated in Phase Two.
2. No in-court civil proceedings will be held in order to ensure availability of a courtroom for holding criminal proceedings.
  - a. An exception may be made when a judge determines the circumstances require an in-person hearing of a party or parties, e.g., an emergency preliminary injunction request.

#### **D. Criminal Cases/Non-Jury Proceedings**

1. The preferred method for conducting hearings during Phase One will be by video conferencing technology provided the defendant consents to this method.
  - a. Case participants will be encouraged to participate via ZoomGov in appropriate circumstances and where permitted by the presiding judge. The

NEF for the Video Conference will include a link for accessing Tips for Preparing to Participate in a Zoom Video Conference.

- b. Probation Officers may participate remotely in all criminal hearings.
  - c. Court Reporters may appear via ZoomGov or telephonically.
  - d. Interpreters may appear via Zoom or by some other remote connection.
  - e. Witnesses, if permitted by the presiding judge, may testify remotely.
2. In-person hearings, such as guilty pleas and sentencings, may resume in the discretion of and at the direction by the presiding judge.
3. One courtroom in each courthouse will be designated as the active courtroom and the remaining courtrooms will not be used.
  - a. An exception may be made for holding grand jury on days when a judge needs to hold criminal proceedings—grand jury may be moved to an alternate courtroom.
  - b. No simultaneous hearings will be scheduled or held in any courthouse unless an extraordinary circumstance presents and the scheduling is approved by a judge.
  - c. In Roanoke, use of the ceremonial courtroom will be scheduled as follows, except as worked out between the CRDs for Judges Urbanski and Dillon:  
8:30-11:30 Judge Dillon;  
12:00-2:00 Judge Conrad or Magistrate Judge Ballou; and  
2:30- 5:30 Judge Urbanski.
  - d. In Abingdon, use of the large courtroom will be scheduled as follows, except as worked out between the CRDs for Judge Jones and Magistrate Judge Sargent:  
(Schedule to be determined.)
  - e. CRDs must allow 30 minutes between proceedings to ensure cleaning of surfaces inside the courtroom is completed.
  - f. Court proceedings will be scheduled so that attorneys can meet with clients prior to court beginning and ensure longer breaks between court proceedings to allow for client conferences and cleaning of the courtroom surfaces
  - g. Hearings requiring inmate presence and/or testimony will require coordination between the CRD scheduling the hearing and the USMS. Schedule inmates from the same jail on same day in the same courthouse.
  - h. CRDs will coordinate with each other to determine if the other proceedings to be scheduled also require inmate presence.



- i. CRDs will plan and schedule two weeks out and will meet with each other via Zoom regularly to review and update schedules.
- j. Court Services Coordinator (Sarah Duffy) will participate in the Zoom scheduling coordination meetings to ensure court reporter and interpreter scheduling.
- k. When a judge must travel to another division for a criminal matter, the judge will determine who from chambers and the clerk's office will accompany the judge to the division. CRDs will notify her supervisor of any travel to another division.
- l. Petty offense court will be continued to Phase Two. During Phase Two, the judge should consider using the largest courtroom for these proceedings.
- m. Drug Treatment court, Re-Entry Court, and Veterans Treatment Court will be conducted as directed by the presiding judge, and available video and teleconferencing systems will be available to use for these proceedings.

#### **E. Press and Public**

1. Members of the press and public may attend in-court criminal proceedings and will be required to follow social distancing measures inside the courtroom.
2. If the size of a courtroom does not permit admission of all who want to attend, the presiding judge will determine who will be required to exit the courtroom.
3. The court has established a toll-free telephone number for the press and public to call to hear the court proceedings; the instructions for dialing in to the hearing are posted on the court's public website.
4. If necessary and directed by the presiding judge, live streaming of the proceedings may be arranged in another courtroom, provided:
  - a. Audio/visual equipment has been installed in the courtroom; and
  - b. CSO staffing is available to cover the alternate courtroom.

#### **F. Documents and Forms**

1. Parties will be informed in the Notice of Hearing by Video Conference that plea agreements, waivers, and other documents intended to be presented for filing during the hearing must be signed and circulated among the case participants and must be emailed to the judge's CRD prior to the commencement of the video conference.
2. The CRD will send notice of the hearing which will include a link for accessing Tips for Preparing to Participate in a Zoom Video Conference.

## **G. Exhibits**

1. The parties will be encouraged to exchange "pdf" versions of exhibits prior to the court proceeding; in some situations, the interests of the client may require submission of new or additional exhibits during a hearing.
2. A network scanner will be placed in the courtroom, on the podium, for the parties to use during a proceeding to allow scanning of new exhibits.
3. Courtrooms will have special-use iPads to allow parties to digitally sign documents during proceedings.

## **H. Jury**

1. Petit Jury
  - a. There will be no jury trials during Phase One unless a judge determines extraordinary circumstances necessitate holding a jury trial.
  - b. If a jury trial must be held in Phase One, the guidelines for convening and managing the jury are set forth in the Clerk's Office Plan for Reopening, Phase Two.
2. Grand Jury
  - a. The USAO will resume limited meetings of the grand jury panels beginning in May with the convening of Roanoke panel 19-02.
  - b. Beginning in June, the grand jury panels in Abingdon and Charlottesville will resume meeting.
  - c. The grand juries in Roanoke, Abingdon, and Charlottesville will meet in the largest courtroom in each courthouse.
  - d. Refreshments and Lunch Breaks
    - (1) Beverages and light refreshments will not be provided by the court during Phase One; this policy will be reviewed as the court enters Phase Two of reopening.
    - (2) Lunch breaks options:
      - (a) Jurors leave the courthouse to go to nearby restaurants to pick up food to bring back to the courthouse; or
      - (b) Court staff will order lunches to be delivered to the courthouse.

- (c) Grand Jurors are responsible for covering the cost of their lunch and snacks and may bring their own lunch and snacks to the courthouse.
- (d) In Roanoke, grand jurors will be directed to courtroom 4, second floor, to sit during the lunch break.
- (e) The presiding judge and court staff in Abingdon and Charlottesville will determine where the grand jurors will have a lunch break.

**Keep the USMS informed of the plan for the jurors' lunch to ensure proper CSO staffing to provide security for any gathering location within a courthouse.**

- 2. New Grand Jury Empanelment.
  - (1) Summon more potential jurors to report for grand jury empanelment to ensure enough grand jurors are available as alternates.
  - (2) Harrisonburg grand jury is set to be empaneled in June.  
*This will be delayed.*
  - (3) When ready to empanel a new grand jury:
    - Send report notices out very early—three weeks prior to;
    - Send more notices than usual; and
    - Send safety assurance information with the summons.
- 3. Discontinue jury refreshments during Phase One and reevaluate for other phases.
- 4. Devise a plan for comfort breaks.
- 5. Coordinate with IT and the USMS at least a day prior to empanelment when a judge directs the use of live streaming for jury empanelment.

## **PHASE TWO**

### **I. STAFF WORK PLANS**

#### **A. Vulnerable Employees & Special Circumstances**

Vulnerable individuals and those with special circumstances will be accommodated during Phase Two.

**B. Telework**

Employees will continue to telework during Phase Two to the extent possible given an increase in court proceedings. Supervisors will work with staff to schedule in-office and telework schedules.

**C. Travel**

The CRDs may resume traveling with and at the direction of the judge for court proceedings.

Other business travel will not be permitted unless permission for travel is given by the Clerk or Chief Deputy. Supervisors are encouraged to continue the use ZoomGov meetings.

**D. Social Distancing and Other Health & Safety Protocols**

Guidance regarding social distancing provided by the CDC, the AO, and local public health agencies will be followed inside the public and private spaces in courthouses.

Use of masks by staff will be evaluated.

Expanded cleaning services by GSA will continue.

**E. Public**

The public intake counters will reopen.

The use of drop boxes for the filing of pleadings will be discontinued.

**II. IN-COURT PROCEEDINGS**

**A. Civil**

Judges may continue to hold some civil hearings by video conferencing and or telephone conferencing. Staff can expect to continue assisting with the set up of remote hearings.

Some in-court civil cases likely will be conducted.

**B. Criminal**

More in-court proceedings likely will be held.

CRDs may continue to telework as long as the telework schedule does not interfere with the ability to cover court and schedule matters for the judge.

## **1. Jury Trials**

- a. When a judge determines a criminal jury trial must be held during phase two:
  - (1) CRD and Jury Administrator will consult with the trial judge as to number of summons to send.
- b. Summon enough jurors to ensure a large pool for voir dire.
- c. Jurors will call the AJIS number prior to court and will hear the updated message about safety precautions at the courthouse, checking for symptoms, and reporting to the court staff regarding exposure to virus and any symptoms of illness they may have three days before the trial date.
- d. An informational insert will be included in the jurors' notices/summons regarding COVID-19 protective measures by the court and health screening questions.
- e. Jury Administrator will update the trial judge regarding juror requests to be excused.
- f. Check-in
  - (1) Jurors will report to a courtroom different from the trial courtroom.
  - (2) Seating will be pre-marked and instructions posted for sitting and being called to the bench for check-in.
- g. Voir Dire
  - (1) Divide reporting jurors into small groups and stagger the sending of the groups into the courtroom.
  - (2) Live stream voir dire to jurors in the "holding" courtroom. Coordinate with IT and the USMS at least a day prior to the jurors' report day.
  - (3) Alternates--an increase in the number of alternate jurors is within the discretion of the presiding judge.
- h. Trial--We will employ separation measures for jurors according to guidance from the AOUSC and CDC.
- i. Deliberation Rooms & Deliberation
  - (1) Deliberation room will be pre-marked to maximize distancing between jurors. Courtrooms can be used for deliberation rooms.
  - (2) IT will be available to assist with JERS.
  - (3) Cleaning and sanitizing products will be made available in the deliberation room and juror restrooms.

(4) Lunches can be brought in to minimize virus exposure during the break.

(5) Seating during lunch will be designated by court staff.

2. Jury Wheels

Ensure the qualified jury wheels contain a sufficient number of jurors to meet the needs of the court.

3. Jury Excuses

Guidelines are in place to handle and track juror requests to be excused during the Phase One where those excuses are based on COVID-19 concerns.

4. Jury Refreshments

During Phase Two, jury refreshments will not be provided. Jurors will be allowed to bring into the courtroom/deliberation room snacks and bottled water, sports drinks, tea, coffee and soda.

5. Grand Jury

Grand jury sessions may be resumed for all panels if permitted by the Chief Judge.

Determine whether continued use of a courtroom is necessary for grand jury sessions during Phase Two. Resume use of the grand jury suites where the presiding judge determines the circumstances warrant use of that space.

6. Naturalization Ceremonies

Discontinued to Phase Three or Four.

**C. Space & Facilities**

1. Continue to work with GSA to ensure heightened cleaning protocols are being carried out.
2. Facility Security Committees may have additional health and safety protocols to announce.
3. Use of breakrooms may begin again with social distancing being maintained.

**PHASE THREE**

**I. STAFF WORK PLANS**

1. We will continue to accommodate those employees who are considered "vulnerable" under CDC guidance and those staff with other special circumstances.
2. Telework  
Telework will continue to be an option for employees, and supervisors will ensure scheduled telework is not interfering with court operations.

3. Travel  
Travel to other divisions for court and supervisory purposes may resume.
4. Public  
The public intake counters will be open for business.

## **II. IN-COURT PROCEEDINGS**

1. Civil  
The CRDs will schedule in-person or remote proceedings at the direction of the judge.  
  
Social distancing protocols set forth by the CDC and local public health agencies will continue to be followed.
2. Criminal  
An increase in the number of in-court proceedings is likely.  
  
Social distancing protocols set forth by the CDC and local public health agencies will continue to be followed.
3. Naturalization Ceremonies & Other Special Proceedings  
Circumstances will be monitored and evaluated to determine if the court can resume holding Naturalization Ceremonies.
  - a. Limit the number of applicants per ceremony.
  - b. Limit the number of family/friends to a number that the courtroom can accommodate with pre-marked social distancing seating.
  - c. Consider using another courtroom to live stream to family and friends.
  - d. Discontinue shaking hands and handing out flags, etc., during ceremonies.
  - e. Suspend entertainment by guests during ceremony.
  - f. Discontinue Voter Registration activity and DAR receptions.
  - g. No off-site ceremonies in Phase Three.
4. Jury  
Expect more jury trials to be conducted.  
  
Follow current guidance regarding social distancing and recommendations by the AO.  
  
Resume offering refreshments for jurors.
5. Grand Jury  
Resume use of the Jury Assembly rooms and grand jury suites.  
  
Resume offering refreshments for grand jurors.

## **PHASE FOUR**

### **I. Staff**

Staff will report to work in courthouses unless scheduled for telework.

Social distancing restrictions are discontinued.

### **II. Court Proceedings**

Court will resume full operations.



**ATTACHMENT 3**  
**BACK IN BUSINESS**  
**REOPENING PLAN**  
**PROBATION ANNEX**

**PHASE ONE**

- a. Telework will continue whenever possible and feasible with current business operations.  
  
Staff who are unable to telework, or who have job duties and assignments that must be conducted in the office will report to the workplace. Field contacts may be necessary and can be conducted with proper precautions.
- b. Officers will arrange to conduct pre-trial and presentence investigations remotely with technology by contacting the defendant, arresting officer, jail, or USM Service. In-person interviews should be limited but may be necessary if the use of remote technology is unavailable. Pretrial reports will be emailed to the Judge and attorney of record prior to the initial appearance.
- c. Officers will appear by video teleconferencing for court hearings unless the court prefers for the officer to appear in-person.
- d. Officers will use Skype for Business to conduct meetings with the Judge.
- e. Officers will resume in-person meetings on cases that are assessed as high-risk and whom present identified risks to the community, or with any case that needs emergency services, or presents an identifiable risk to the community. The continued use of video conferencing, telephone contacts, and telephonic community contacts will be appropriate in all other circumstances. Officers should use their professional discretion in determining whether to conduct meetings in the office or in the field.

- f. Officers will resume in-person monitoring of location monitoring cases that exhibit noncompliant behaviors and who present an identified risk to the community. Verifications of installation can continue to be conducted remotely.
- g. Non-essential travel will not be authorized.

## **PHASE TWO**

- a. All employees will coordinate with the supervisor to develop a work schedule that incorporates a combination of work in the office, field work, or telework. Accommodations will be considered for personnel who are members of a vulnerable population. Staff who are unable to telework will report to the workplace.
- b. Officers will arrange to conduct pre-trial and presentence investigations remotely with technology by contacting the defendant, arresting officer, jail, or USM Service. In-person interviews may be necessary if the use of remote technology is unavailable. Pretrial reports will be emailed to the Judge and attorney of record prior to the initial appearance.
- c. Officers will report for all court hearings unless the court authorizes the officer to appear by video conferencing.
- d. Officers will use Skype for Business to conduct meetings with the Judge unless otherwise directed.
- e. Officers will resume in-person meetings with all cases that are assessed as high or moderate risk, or with any case that needs emergency services or presents an identifiable risk to the community. The continued use of video conferencing, telephone contacts, and telephonic community contacts will be appropriate for all other cases. Officers should use their professional discretion in determining whether to conduct testing in the office or in the field.

- f. Officers will resume in-person contacts to monitor cases placed on location monitoring who exhibit noncompliant behaviors. Verifications of installation can continue to be conducted remotely.
- g. Non-essential travel may resume but must be approved in advance by the supervisor.

### **PHASE THREE**

- a. All employees will coordinate with the supervisor to develop a work schedule that incorporates work in the office and if approved, telework.
- b. Officers will arrange to conduct pre-trial and presentence investigations either remotely or in-person depending on the availability of remote access. In-person interviews may be necessary if the use of remote technology is unavailable. Pretrial reports will be emailed to the Judge and attorney of record prior to the initial appearance.
- c. Officers will report in-person for all court hearings.
- d. Officer meetings with Judges, either in-person or remotely, will be determined by the Judge.
- e. Officers will resume in-person meetings with persons on supervision, both in the office and in the field. The continued use of video conferencing, telephone contacts, and telephonic community contacts will be appropriate for all cases assessed as low risk.
- f. Officers will resume all requirements related to cases placed on location monitoring.
- g. Non-essential travel may resume.

## ATTACHMENT 4

### BACK IN BUSINESS REOPENING PLAN: PHASE ONE JUNE 2020

## SPACE AND FACILITIES (rev.3)

### A. Cleaning

- a. GSA will provide routine cleaning of touchpoints in public spaces.
- b. Supplemental Cleaning to be provided by Courts:
  - i. Cleaning materials will be made available in Courtrooms at Witness Stand and Podium, in Restrooms within Court lease space, and in break rooms. Instructions to clean surfaces before leaving the area will be posted.
  - ii. Courts will contract with GSA vendors for supplemental cleaning between uses of Courtrooms, as needed.
  - iii. Courts will contract with GSA vendors for supplemental cleaning in the event of positive virus test among staff, participants, or visitors.

### B. Personal Hygiene

- a. GSA will provide hand sanitizer stations at the main public entry and the employee entry of each building.
- b. Hand Sanitizer provided by Courts will be located outside the door of each Courtroom
- c. Hand Sanitizer provided by Courts will be provided at intake lobbies for public use
- d. Cleaning materials will be provided by Courts within Court space, and signage posted to encourage regular cleaning of personal spaces, including IT equipment.

### C. Occupancy Protocol and Signage

- a. During Phase 1, only Abingdon, Charlottesville, and Roanoke Courthouses will be open for limited in-person proceedings.
  - i. Occupancy of Courtrooms in these buildings during Phase 1 will be limited. See attached diagrams showing distanced seating in Roanoke Courtrooms. Diagrams for Charlottesville and Abingdon Courthouses will be forthcoming.
  - ii. Requirements for social distancing will be communicated through signage within Court lease space and provided by Courts. This will include identification of specific seats available in courtroom for occupancy, directional signage for one-way travel, and limitations on occupancy of restrooms and break rooms.
  - iii. Juror check-in stations will have sneeze-guard protection.

Attachment 4  
Space and Facilities

- iv. In-custody participants will be limited by conditions set by jails, as communicated to USMS. Use of a “clean Courtroom” where participants can connect to proceedings via A/V technology may be necessary.
- b. Building Common Areas:
  - c. Poff Building
    - i. Public entry will be via first floor lobby doors, separate entry and exit. A floor decal and standing sign will be installed by USMS reminding public to maintain six feet space from others. CSOs will ask screening questions, which will also be posted. Hand sanitizer will be provided by GSA at a stand or table near the CSO station.
    - ii. Employee entry will be via the second floor SW corner door. Social Distancing signage will be posted along the catwalk and in the lobby by GSA and hand sanitizer will be provided near the Paragon station by GSA.
    - iii. Elevators will have social distancing signage and floor decals marking standing locations within elevator installed by GSA. Maximum occupancy of elevator will be 3.
    - iv. Stairs will be open to two-way travel. Social Distancing signage will be posted by GSA, including suggested 8 stair spacing between users, and instructions to use landings to avoid close proximity when two-way traveling users meet.
    - v. Vending Café on the 7<sup>th</sup> floor will remain open, chairs will not be replaced until social distancing recommendations are lifted.
    - vi. PPE requirements and Health Screening of employees and visitors will be determined by the FSC committee.
    - vii. Public lobbies and restrooms will have Social Distancing signage provided by GSA.
  - d. Abingdon Federal Building
    - i. Public entry will be via first floor lobby doors, separate entry and exit doors separated by stanchion and rope. A standing sign will be installed by USMS, reminding public to maintain six feet space from others. CSOs will ask screening questions, which will also be posted. Hand sanitizer will be provided by GSA at a stand or table near the CSO station.
    - ii. Employee entry will be via loading dock door. Social Distancing signage will be posted, hand sanitizer provided by GSA.
    - iii. Elevators will have social distancing signage and floor decals marking standing locations within elevator installed by GSA. Maximum occupancy of elevator will be 3.
    - iv. Stairs will be open to two-way travel. Social Distancing signage will be posted by GSA, including suggested 8 stair spacing between users, and instructions to use landings to avoid close proximity when two-way traveling users meet.
    - v. As decided by the building FSC, use of PPE by employees and visitors will align with state and local health department recommendations, at this time, face masks are encouraged but not required.

Attachment 4  
Space and Facilities

- vi. Public lobbies and restrooms will have Social Distancing signage provided by GSA.

- e. Charlottesville Courthouse

- i. Public entry will be via first floor lobby doors, there will be no separation of entry and exit. A standing sign will be installed by USMS reminding public to maintain six feet space from others. CSOs will ask screening questions, which will also be posted. Hand sanitizer will be provided by GSA at a stand or table near the CSO station.
- ii. Employee entry will be via ground floor door. Social Distancing signage will be posted, hand sanitizer provided by GSA.
- iii. Elevators will have social distancing signage and floor decals marking standing locations within elevator installed by GSA. Maximum occupancy of elevator will be 3.
- iv. Stairs will be open to two-way travel. Social Distancing signage will be posted by GSA, including suggested 8 stair spacing between users, and instructions to use landings to avoid close proximity when two-way traveling users meet.
- v. Public lobbies and restrooms will have Social Distancing signage provided by GSA.
- vi. As decided by the building FSC, use of PPE by employees and visitors will align with state and local health department recommendations, at this time, face masks are encouraged but not required.

End of Section

**BACK IN BUSINESS  
REOPENING PLAN: PHASE ONE  
JUNE 2020**

**GSA PLAN**

GSA will work with local FSCs for any changes to public/employee entrances/exits, decision on the use of face coverings, health screening, and any additional PPE requirements. Each Courthouse has a unique layout, so the following is a general plan. Assigned property managers will work with their FSC Chairs to provide further details.

GSA is responsible for providing hand sanitizing stations at the entrances and eating/vending areas. Sanitizing stations are to remain where they are installed by GSA. Courts need to purchase stations to service Courtrooms or other employee areas.

GSA will also provide signs as noted below.

- I. Public Entrances
  - A. Cleaning – Touchpoints will be cleaned daily with EPA registered cleaner that is used against COVID-19.
  - B. Signs – Signs will be posted at the entrance, prior to the CSO security station, encouraging social distancing. Depending on the available space, floor signs/markers will be installed indicating the 6’ recommended space for social distancing.
  - C. Hand Sanitation Station - Either a hand sanitizing stand or a table with 12 ounce to 28 ounce pump bottles will be placed at a safe distance behind the CSOs for tenant and visitor use. Signs will be posted on the stand or table encouraging the use of the sanitizer and a reminder to wash hands.
- II. Employee entrances
  - A. Cleaning – Touchpoints will be cleaned daily with EPA registered cleaner that is used against COVID-19.
  - B. Signs – Signs will be posted at the entrance encouraging social distancing.
  - C. Hand Sanitation Station - Either a hand sanitizing stand or a table with 12 ounce to 28 ounce pump bottles will be placed near the entrance for tenant use. Signs will be posted on the stand or table encouraging the use of the sanitizer and a reminder to wash hands.
- III. Elevators
  - A. Cleaning - Touchpoints will be cleaned daily with EPA registered cleaners.
  - B. Signs will be placed outside of the elevator noting the recommended number of riders to ensure social distancing. Some elevators can accommodate 1 to 4 people depending on the size of the elevator. Elevator floors will be marked indicating where people should stand for social distancing.
- IV. Stairs
  - A. Cleaning - Touchpoints will be cleaned with EPA registered cleaners.

- B. Due to emergency egress requirements, it will not be possible to restrict access or use of stairs. Signs will be posted encouraging social distancing at stair entrances and in stairwells, where appropriate.
- V. Vending Area / Café
  - A. Cleaning - Touchpoints will be cleaned daily with EPA registered cleaners.
  - B. Chairs will either be removed or reduced in number to limit the size of groups.
  - C. Signs will be posted encouraging social distancing.
  - D. Hand Sanitation Station - Either a hand sanitizing stand or a table with 12 ounce to 28 ounce pump bottles will be placed in vending area/cafe for tenant and visitor use. Signs will be posted on the stand or table encouraging the use of the sanitizer and a reminder to wash hands.
- VI. Outside Sitting/Eating Areas
  - A. Where practicable, signs will be posted on benches/tables encouraging social distancing.
- VII. Joint Use Conference Rooms
  - A. Signs will be posted to encourage social distancing.
  - B. Chairs will either be removed or cordoned off to promote social distancing.
- VIII. Restrooms
  - A. Signs will be posted to encourage social distancing.
  - B. Signs will be posted regarding the importance of proper handwashing.
- IX. Additional Cleaning Requests
  - A. GSA will work with the Courts to accommodate additional cleaning requests. These services will be funded by a Court RWA.
  - B. Property Managers will work with local points of contact to provide exact pricing once an office work request is submitted via eRETA with a specific scope of work, which can include personal property/equipment.
- X. Health Screening – At this time, GSA is awaiting further guidance on the implementation of health screening. We are also in the process of identifying vendors that are qualified to provide enhanced entry screening services.



## **GSA Cleaning and Disinfection Procedures**

### **Change**

This document has been updated (5/5/2020) to include a CDC update of infection symptoms, as described in Scope 3.

### **Summary**

In response to new guidance published from the Centers for Disease Control and Prevention (CDC). Changes in the guidance include the routine disinfection of all solid, high contact surfaces during regular custodial work, and cleaning visibly contaminated porous surfaces in areas where there has been a COVID-19 incident.

### **Scope 1 - Regular Custodial Services**

Custodial services in facilities under the jurisdiction, custody or control of GSA include the following:

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, doorknobs, key cards, light switches, countertops, water faucets and handles, elevator buttons, sinks, toilets and control handles, tabletops, 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.

## **End of Scope**

### **Scope 2 - Additional Regular Cleaning and Disinfection**

This scope is intended to be used in response to any request for additional iterations of cleaning and disinfection in a federally-owned or leased facility, and funded by the requesting agency.

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.

## **End of Scope**

### **Scope 3 - Detailed Cleaning and Disinfection (COVID-19 Incident)**

This procedure is to be followed whenever a novel coronavirus (COVID-19) event occurs in a Federally owned or leased facility. 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. A suspected individual is one who has a cough, shortness of breath, and/or at least two or more of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If the facility or affected area(s) have been completely unoccupied for more than 7 days, this detailed cleaning and disinfection procedure is not necessary.

1. Steps. The facility manager, owner, Designated Official or delegated representative shall perform the following steps before initiating cleaning and disinfection procedures:

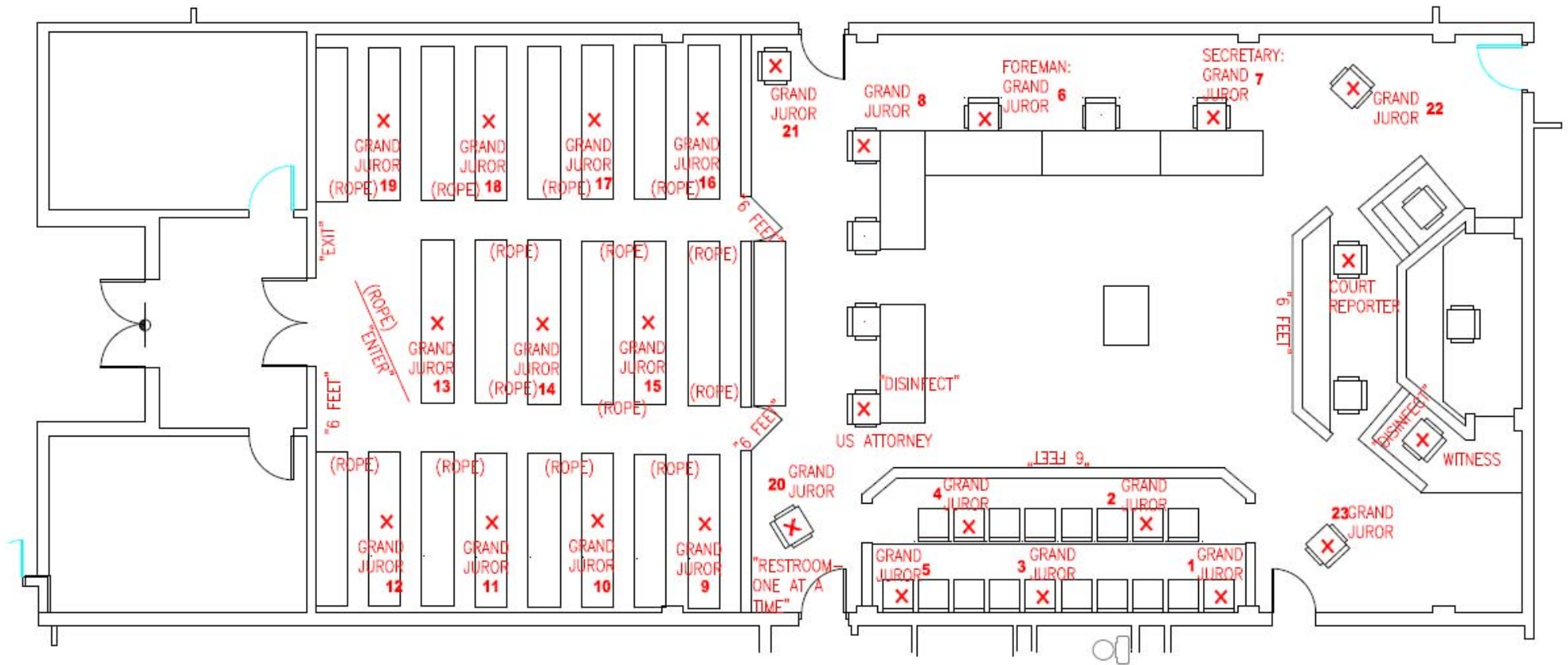
- a. identify all areas in the facility that the individual(s) was in, to the greatest extent possible, including marking printed building floor plans as necessary to clearly identify the affected locations that require detail cleaning and disinfecting.
  - b. empty the aforementioned area(s) of occupants 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.

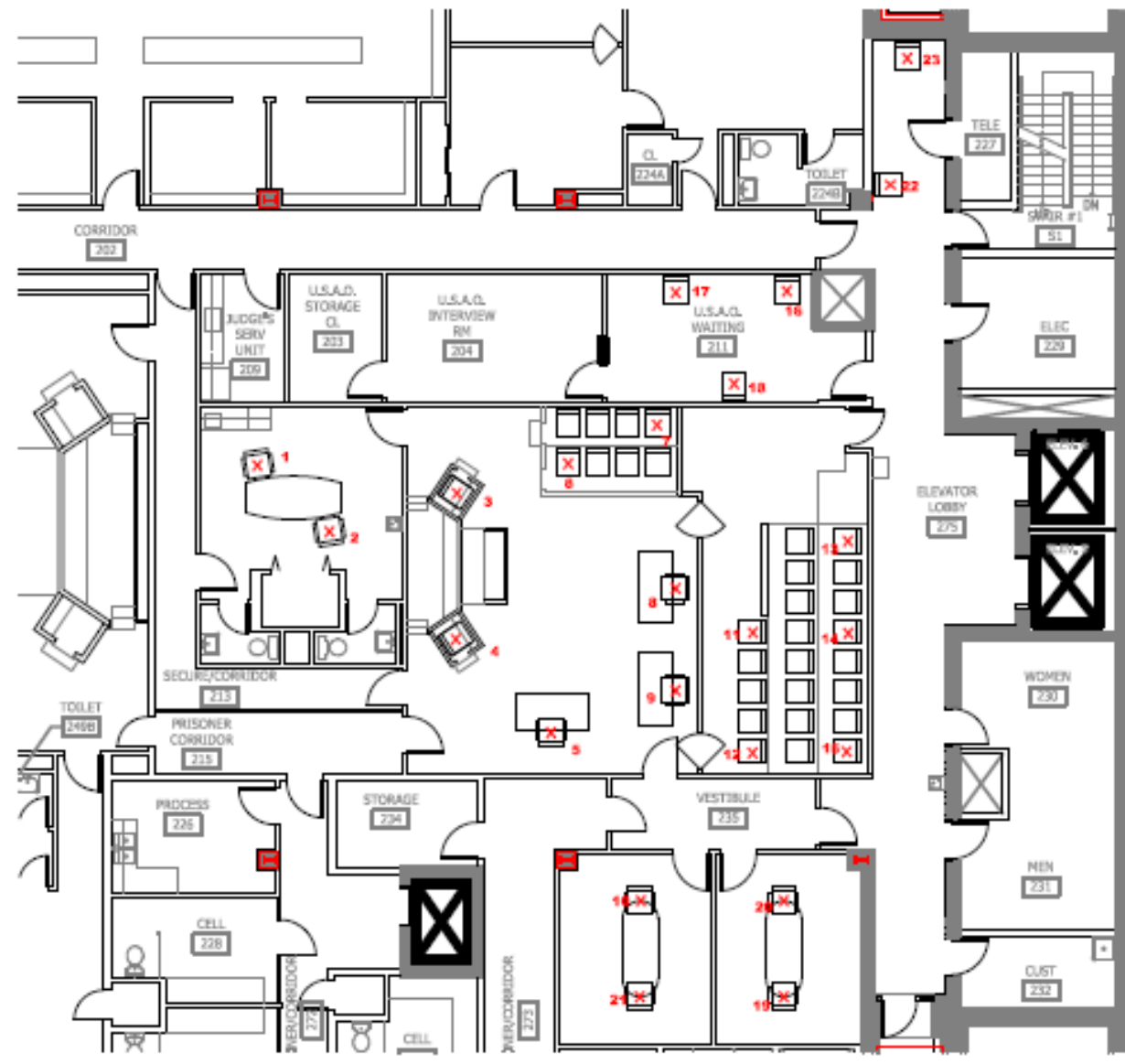
**End of Scope**

Attachment 4c  
Poff CR1 Grand Jury Distancing Plan

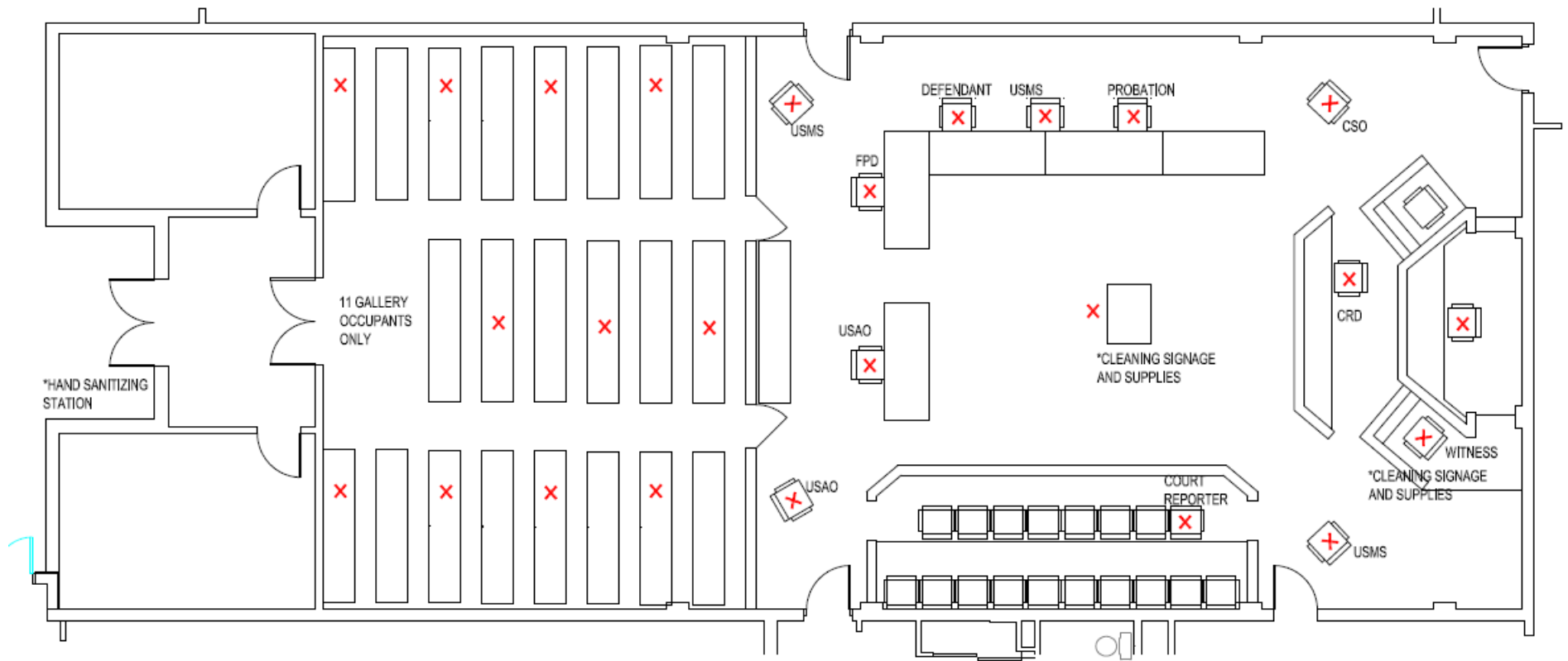


POFF CR1  
GRAND JURY SEATING PLAN

Attachment 4d  
Poff Grand Jury 2<sup>nd</sup> Floor Lunch

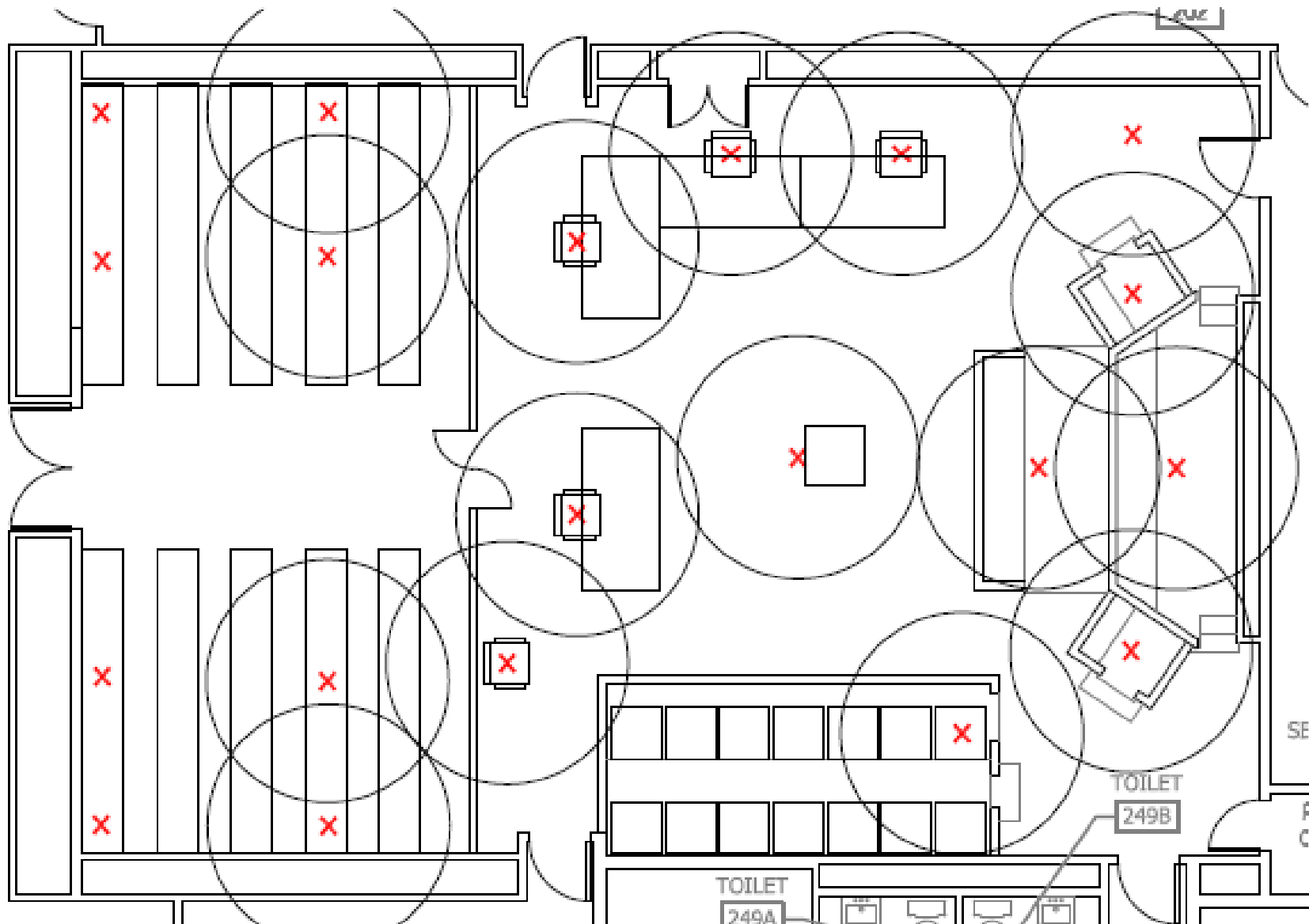


Attachment 4e  
Poff CR1 Seating Plan No Jury



POFF CR1  
PHASE 1 COURT SEATING PLAN  
NO JURY

Attachment 4f  
Poff CR2 Distancing Plan No Jury





## **ATTACHMENT 5**

### **Western District of Virginia Re-Opening Guidelines**

#### **Bankruptcy Court**

#### **PHASE ONE**

Phase One reflects the court's initial emergence from strict shelter in-place orders, cancellation of in-person court appearances and is the first step toward returning to normal operations in a phased approach. Great care is taken in Phase One to protect vulnerable individuals, adhere to strict social distancing protocols, and restrict in-person court activities only to those functions which are critical.

Employees must remain cognizant of local CDC guidelines and minimize travel and gatherings of large groups. Travel or large gatherings may create self-quarantine potential upon return.

#### **I. Court Operations:**

a. Except for exigent circumstances, no in-person hearings. Hearings will continue to be conducted by video or telephone.

b. In Roanoke, access to the courthouse by the public will continue to be restricted. There will be no entry into the clerk's office. Drop boxes will continue to be used. Current Standing Orders (put in place to respond to COVID-19) will remain effective. In other court locations, the bankruptcy court will try to be consistent with the district court in terms of the public's access to the clerk's office.

c. Clerk's office employees will continue to telework – except as needed to maintain internal controls/essential functions.

d. Authorized work travel will be restricted to only essential in-district travel. No out-of-district travel for work will be authorized.

#### **Phase Two**

Before proceeding to Phase Two, the court revisits the Gating Criteria (see Re-opening Guidelines for the Entire WDVA). The local area must continue to show a decreased incidence of confirmed or suspected COVID-19 cases along with a decreased incidence of total COVID-19 case counts and a continued relaxation of local or state restrictive movement or shelter in-place orders.

The court can (and in certain instances should) consider implementing a lower phase or returning to full social distancing if local conditions worsen or an area experiences a resurgence of COVID-19 cases.

**I. Court Operations:**

a. Most hearings will continue to be conducted by video or telephone. However, evidentiary hearings can be conducted in person in the Courtroom, if exigent circumstances exist or if necessary to meet case deadlines or to meet important case administration needs. Social distancing will be maintained.

b. In Roanoke, access to the courthouse by the public will continue to be restricted. There will be no entry into the clerk's office. Drop boxes will continue to be used. Current Standing Orders (put in place to respond to COVID-19) will remain effective. In other court locations, the bankruptcy court will try to be consistent with the district court in terms of the public's access to the clerk's office.

c. Clerk's office employees will continue to telework – except as needed to maintain internal controls. However, employees will be given the option to return to the office to work, provided social distancing can be maintained. Vulnerable employees (see Re-opening Guidelines for the Entire WDVA) must continue to telework.

d. Authorized travel restrictions for work will be eased so that in-district travel will be allowed to enhance efficiency or improve court operations (e.g., the reasons for in-district travel must be important but do not need to be essential). No out-of-district work travel will be authorized.

**Phase Three**

Phase Three reflects a court with no evidence of a resurgence of COVID-19 in the local community and which can meet the Gating Criteria for a third time. Phase Three begins a return to normal court operations with an awareness of the need to provide reasonable accommodations for vulnerable or otherwise affected employees and to maintain a constant vigilance and awareness of local health issues.

Guidance on social distancing should come from state and local health authorities. All court personnel are encouraged to maintain good hygiene requirements.

Employees should remain aware of all CDC guidelines and precautions regarding out-of-state travel and being in large gatherings and self-isolation or quarantine requirements.

**I. Court Operations:**

a. On-site and public facing activities, including in-person hearings, can be fully resumed. Social distancing will be maintained.

b. Reasonable accommodations will be made to vulnerable people. Full time telework for vulnerable people may continue to be an option.

c. Clerk's office employees may telework part-time, at the clerk's discretion.

d. Normal in-district work travel may resume. Some out-of-district work travel may resume depending on the circumstances.

#### **Phase Four**

Phase Four reflects court activity after a public health announcement that COVID-19 has been suppressed within the United States.

Court activities can resume normal operations with no restrictions. Work travel can fully resume without precautionary measures and normal social activities and gatherings can resume.

There are no restrictions to court operations and clerk's office staffing. Building access will return to normal operations without restrictions and security will return to full, pre-COVID-19 operations.

## ATTACHMENT 6

### **External Resources for COVID-19 Information**

Monitor trusted sources of information about the virus. We encourage you to visit the websites of the Centers for Disease Control and Prevention (CDC), OPM, and Department of Homeland Security. The CDC website provides comprehensive information about preventing the spread of COVID-19. The Virginia Department of Health has great information, including a checklist for individuals and households.

- [www.cdc.gov/coronaavirus](http://www.cdc.gov/coronaavirus)
- [www.opm.gov/policy-data-oversight/covid-19/](http://www.opm.gov/policy-data-oversight/covid-19/)
- [www.vdh.virginia.gov/coronavirus](http://www.vdh.virginia.gov/coronavirus)
- <https://www.dhs.gov/epidemicpandemic>

### **Federal Judiciary COVID-19 Recovery Guidelines**

[http://jnet.ao.dcn/sites/default/files/pdf/PDF\\_of\\_Recovery\\_Guidance.pdf](http://jnet.ao.dcn/sites/default/files/pdf/PDF_of_Recovery_Guidance.pdf)