



# GWINNETT COUNTY GUIDE FOR RESUMING JURY TRIALS

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March 15, 2021

## COMMITTEE MEMBERS

Dr. Audrey Arona, District Health Director, Gwinnett, Newton & Rockdale County Health Departments  
Phil Boudewyns, Court Administrator, Gwinnett County State and Superior Courts  
Hon. Carla Brown, Gwinnett County State Court  
Hon. Emily Brantley, Gwinnett County State Court  
Abby Carter, Jury Manager, Gwinnett County State and Superior Courts  
Hon. Tracie Cason, Superior Court Judge, Gwinnett Judicial Circuit  
Erica K. Dove, Attorney, Law Offices of Erica K. Dove  
Hon. R. Timothy Hamil, Superior Court Judge, Gwinnett Judicial Circuit  
Hon. George F. Hutchinson, III, Chief Judge, Superior Court, Gwinnett Judicial Circuit  
David Lipscomb, Attorney, Chairman, Gwinnett County Indigent Defense Governing Committee  
Adam Malone, Attorney, Malone Law  
Laura Mayfield, Attorney, Chair, Criminal Defense Section, Gwinnett Bar Association  
Assistant Solicitor General Matthew Miller, Office of the Gwinnett Solicitor General  
Deputy Sheriff, Major Barry Milliner, Gwinnett County Sheriff's Department  
Dorothy "Dodie" Sachs, Attorney, President, Gwinnett Bar Association  
Hon. Pamela South, Chief Judge, Gwinnett County State Court  
Lawrence "Lee" Washburn, III, Attorney, Law Office of Lawrence L. Washburn, III P.C  
Hon. Tadia Whitner, Superior Court Judge, Gwinnett Judicial Circuit

## **INTRODUCTION**

In response to the declaration of a statewide emergency by the Governor Brian Kemp on March 14, 2020 and due to concerns over the spread of COVID-19, Georgia Supreme Court Chief Justice Harold Melton issued a series of orders directing courts to conduct business in a manner that reduces their risk associated with the public health emergency. Directives set forth in these orders include the suspension of grand juries and jury trials in the State of Georgia. The Georgia Supreme Court's Sixth Amendment to its Statewide Emergency Order, issued on September 10, 2020, now directs each county to establish a local committee to develop detailed guidelines for the resumption of jury trials.

As directed, the Chief Judges of the State and Superior Courts of the Gwinnett Judicial Circuit have convened a local committee to develop the following plan to resume jury operations in Gwinnett County.

## **GENERAL CONSIDERATIONS**

The Gwinnett Justice and Administration Center (GJAC) consolidates the county's courts as well as many of the county's government needs into one facility. To that end, the Courts do not have exclusive control of GJAC and therefore, cannot enforce judicial orders over the entire facility. On April 1, 2021, eight (8) Superior Court judges, their staff and other court personnel will relocate from GJAC to the Charlotte J. Nash Court Building (CNCB). Any reference to "courthouse" in this document refers to the court-controlled portion of GJAC and the CNCB unless otherwise indicated.

While not having exclusive control over GJAC, the Court worked with the Gwinnett County Administrator, Glenn Stephens, and, where applicable, has coordinated its safety efforts to ensure that Covid-19 safety protocols are followed. On January 19, 2021, Gwinnett County Commissioner Nicole Love Hendrickson, issued Local Emergency Order 21-1-1, County Facility Face Covering Requirement. The Order requires anyone entering any facility owned or leased by Gwinnett County be required to wear a face mask or face covering their nose and mouth while in a County facility. (Attachment 1) The Gwinnett Chief Judges of Superior, State, Juvenile, Magistrate, Recorder's Courts and the Probate Court Judge signed a joint directive providing requirements to comply with various safety guidelines issued by the Center for Disease Control and Prevention (CDC) including wearing face coverings and maintaining social distancing. (Attachment 2)

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) facemasks (paper or cloth) shall be worn by all who enter the courthouse and all who enter a courtroom. Courthouse personnel shall wear facemasks from the entryway of the court facility to their respective workplaces, and thereafter, at the discretion of their respective supervisors. Persons who are not

courthouse personnel shall wear a facemask prior to entering the courthouse and continuously thereafter until they exit the courthouse.

All persons, including but not limited to courthouse personnel, lawyers, litigants, and visitors shall wear a facemask in the courtroom. A court reporter is not required to wear a facemask while he or she is using a steno mask or other similar device, but otherwise is required to wear a facemask. The court has a limited supply of facemasks for use by court personnel and visitors to a courtroom. If a visitor does not have access to a facemask, then he or she shall notify the Court or a Deputy Sheriff stationed at the courthouse entrances of such need, and a facemask shall be provided to such visitors for so long as those supplies are available. Other PPE, such a gloves or face shields, may be worn by all persons entering the courthouse.

### **ENTERING THE GWINNETT JUSTICE AND ADMINISTRATION CENTER**

Keybo Taylor, the Gwinnett County Sheriff (GCSO), is responsible for the security of the facility and control the public's access to the building. At each courthouse entrance, the GCSO has erected a temperature screening device capable of remotely screening the temperature of everyone entering the building.

If an individual presents to the courthouse with a fever, that individual is asked why they are entering the building by a member of GCSO. If the individual is a juror, a deputy sheriff shall get the juror's name and immediately notify the jury clerk or his/her designee that the juror has presented with a fever. The juror will be asked to leave the building and his/her jury service shall be deferred.

Everyone entering the GJAC and CNCB will be asked to wear appropriate PPE. If an individual refusing to wear appropriate PPE is a juror, the deputy sheriff shall inform the juror of the Local Emergency Order 21-1-1 and the Court Directive requiring the use of PPE/facemasks in the building. If the juror continues to refuse to wear appropriate PPE, the deputy sheriff will get the juror's name and immediately notify the jury clerk or his/her designee that the juror has refused to wear PPE. The juror will be asked to leave the building and his/her jury service shall be deferred.

If an individual refusing to wear appropriate PPE is a litigant or witness in a case scheduled for an in person hearing or jury trial, the deputy sheriffs shall inform the individual of the Local Emergency Order 21-1-1 and the Court Directive requiring the use of PPE/facemasks in the building and during court hearings. If the individual still refuses to wear appropriate PPE, the deputy sheriff shall get the name of the individual, type of hearing, courtroom and judge they are scheduled to report to. The deputy sheriff shall immediately notify the judge's staff of this information so further action may be taken by the assigned judge. The assigned judge will decide how to proceed with the hearing.

## **SUMMONS**

Jurors shall be summoned to jury duty four to six weeks prior to the commencement of a jury trial. When jurors are initially summoned for jury trial, the jury manager will mail:

- A summons directing judicial report to the jury assembly room in the main courthouse with staggered report times (it will also provide a contact person to call with health-related questions or concerns).
- A COVID-19 notice directing the juror to a web site with a video from the Court expressing how much they are appreciated, assuring them that the Court understands their concerns for safety, and highlighting the steps taken to ensure the health and safety of each juror. (Attachment 3)
- A COVID-19 insert highlighting the steps taken by the courts to ensure their health and safety. (Attachment 4)
- A COVID-19 questionnaire that includes their contact information (name, address, cell phone number, and email address) and a series of questions to determine whether they are in a category of persons identified by the CDC as being at an increased risk for severe illness from COVID-19. (Attachment 5)
- An existing information form that requests information generally asked by attorneys when selecting a jury.

## **EXCUSALS AND/OR DEFERRALS**

Prior to the jurors reporting on the date of their service, the Jury Clerk or his/her designee will work to determine whether any perspective jurors should be excused or have their service deferred due to medical concerns. Jurors will be provided information about how to make a request for an excusal or deferral with their summons. If a juror has a health issue that would prohibit them from reporting to jury duty, they will contact jury clerk or his/her designee to inform them of those health issues. The jury clerk or his/her designee will defer that juror's service until a later date.

Jurors in high risk populations, as defined by the CDC (Attachment 6), may to be excused from reporting to jury duty. The jury clerk or his/her designee will review each request and if appropriate, shall have the authority to defer that juror's service. Jurors not in a high-risk population requesting a non-medical related jury excusal shall only be excused from reporting by a judge.

## **PROCEDURE FOR JURY REPORTING**

The Jury Assembly Room, located on the second floor of GJAC and the first floor of CNCB, can hold a maximum of sixty (60) people while maintaining the recommended social distance of 6 feet. Jurors will be summoned to appear at staggered times throughout the day beginning at 8:00 a.m. The jury manager will ensure that at any given time there are no more than sixty (60) people in the Jury Assembly Room. This requirement may result in reporting jurors being excused from jury duty.

Jurors must wear appropriate PPE in the Jury Assembly Room and while traveling in and about the building. Jurors will be encouraged to wear their own masks when reporting for jury duty. Masks will be provided for those jurors who report without their own. Hand sanitizing stations are available in the Jury Assembly Room and throughout the buildings.

After each panel has cleared the Jury Assembly Room, maintenance will clean and disinfect the area. Each evening that the Jury Assembly Room is utilized, maintenance will complete a more thorough cleaning of the area. Certified HEPA air purifiers will be in the Jury Assembly Room and shall always remain on and operational (unless such operation interferes with the operation of jury assembly).

Upon checking in for jury duty, jurors will have their photograph taken, contact information verified and processed for orientation. Based on the maximum capacity of individuals allowed in a courtroom, jurors will be divided evenly and taken to courtrooms for voir dire.

The jury clerk or his/her designee will compile a jury roster for the judge and attorneys. The roster will include a photograph and basic identifying information.

## **JURY SELECTION**

After jurors are checked-in, they will be divided into equally divided panels and sent to the respective courtroom for voir dire. General and individual voir dire will be conducted with each panel sent to the courtroom. Once the voir dire of the panel has been completed, the jurors will be excused with and notified that they will be contacted only if they are selected to serve on the jury.

The voir dire process will continue until there is a qualified panel. Upon qualifying the panel, the attorneys will be provided the above-described roster and the attorneys will strike the jury without the jurors returning to the courthouse. Jurors selected for trial will be contacted by the jury manager and her assistants and directed to report to the courthouse for trial.

## **COURTROOMS/JURY DELIBERATION ROOMS**

The courtrooms listed below shall be the only courtrooms trials are conducted in. These courtrooms have been specially equipped with plexiglass and tempered glass barriers for court personnel, jurors, litigants and counsel. The jury boxes in these courtrooms have dividers between each juror's chair. Jury trials will only be conducted in these courtrooms. Each of these courtrooms have been equipped with certified HEPA air purifiers which shall always remain on and operational (unless such operation interferes with the operation of court proceedings). Filters shall be replaced according to the manufacture's recommendations. For each trial courtroom in use during jury trials, a separate courtroom has been identified for the sole use of jury deliberation and jury breaks/recesses.

All jury trial and jury deliberation courtrooms will have increased cleaning throughout the day. During breaks, maintenance will complete cleanings/sanitation. In the evenings, a more thorough cleaning of the courtrooms will be completed. Sanitization practices shall follow guidelines established by the CDC and the provisions of the Georgia Court Reopening Guide (Attachments 7, 8, and 9).

Hand sanitizing stations are placed outside the courtrooms and throughout the buildings. Reminders to maintain social distance are placed on the floors throughout the buildings as well.

### **JURY TRIAL COURTROOMS**

GJAC -1B, 2B, 2C, 2E, 3C, 3D, 3F

CNCB - ALL

### **TRIALS**

To resume jury trials and implement new procedures, the Gwinnett Superior and State Courts have developed an incremental phase plan for commencement of jury trials. Initially, criminal jury trials will take precedence.

The first phase will consist of two Superior Court criminal trials to be held within a two-week period. The second phase will consist of three Superior Court criminal trials to be held within a two-week period. The third phase will consist of nine Superior Court criminal trials and six State Court criminal trials to be held within three (3) two-week periods.

## **TRIAL PHASES and PROPOSED DATES**

### **Phase I**

Court A – April 19, 2021 through April 30, 2021 Superior  
Court B – April 19, 2021 through April 30, 2021 Superior

### **Phase II**

Court A – May 3, 2021 through May 14, 2021 Superior  
Court B – May 3, 2021 through May 14, 2021 Superior  
Court C – May 3, 2021 through May 14, 2021 Superior

### **Phase III**

Court A – May 17, 2021 through May 28, 2021 Superior  
Court B – May 17, 2021 through May 28, 2021 Superior  
Court C – May 17, 2021 through May 28, 2021 Superior  
Court D – May 17, 2021 through May 28, 2021 State  
Court E – May 17, 2021 through May 28, 2021 State

Court A – May 31, 2021 through June 11, 2021 Superior  
Court B – May 31, 2021 through June 11, 2021 Superior  
Court C – May 31, 2021 through June 11, 2021 Superior  
Court D – May 31, 2021 through June 11, 2021 State  
Court E – May 31, 2021 through June 11, 2021 State

Court A – June 14, 2021 through June 25, 2021 Superior  
Court B – June 14, 2021 through June 25, 2021 Superior  
Court C – June 14, 2021 through June 25, 2021 Superior  
Court D – June 14, 2021 through June 25, 2021 State  
Court E – June 14, 2021 through June 25, 2021 State

## **TRIAL PROCEEDINGS**

The judge is to conduct proceedings in accordance with all constitutional and statutory requirements seeking to ensure a fair and impartial trial while doing so within the confines of public health guidelines. Due to space and manpower limitations a maximum of five (5) trials will be conducted at any one trial period.

- Masks are generally required
  - Judges, court staff, bailiffs, attorneys, and jurors will all wear masks during the trial unless otherwise instructed by the judge.
  - Judges, attorneys, and jurors may be permitted to remove their mask while speaking.

- Witnesses may testify without a mask, from a witness stand that is six (6) feet away from other persons.
- Court reporters will be excused from wearing masks so long as they are using their steno masks. When the court reporter is not using their steno mask, they will be required to use a face mask.
- The judge will provide jurors with a point of contact if potentially exposed to COVID-19 or experiencing symptoms of COVID-19. Jurors should not be required to report if they have been exposed to COVID-19 an/or are experienced symptoms of COVID-19.
- Any juror who does not pass a temperature check, reports exposure to COVID-19 or has COVID-19 symptoms shall be brought to the judge's attention immediately.
- Jurors will be provided frequent breaks and will be encouraged to wash their hands and use hand sanitizer often.
- Jurors will be provided a personal plastic bag with a pen, note pad, and hand sanitizer. At the end of each day, jurors will be provided disinfection wipes and asked to wipe down their bags. Bailiffs will collect the sanitized bags at the end of the day and redistribute the bags the following day.

## **EVIDENCE PRESENTATION**

Courtroom evidence should be displayed to the jurors in a digital format whenever possible making use of the large television monitors in the courtroom. There will be certain items that cannot be displayed in a digital format and the attorneys will be directed to seek guidance from the Court. When it is necessary for jurors to handle physical evidence, jurors will use the hand sanitizer provided by the Court or gloves that are discarded immediately after the use to avoid cross-contamination. Attorneys will be provided wipes and will be responsible for wiping down the podium, microphone and anything else they touch before returning to their table. Attorneys will also be asked to wipe down their table at the end of the day.

## **PUBLIC VIEWING ROOMS**

Due to the limited number of people allowed in the courtroom, a video stream will be set up in a nearby area for public viewing. The location of the area/room where the video will be streamed will be displayed outside the courtroom where the trial is being conducted. Seating in the viewing rooms will be clearly marked 6 feet apart unless attendees are from the same household. All persons in the viewing room must keep their masks on at all times. A deputy sheriff will be stationed in the viewing rooms.



## **ADJUSTMENTS TO THE PLAN**

Every effort will be made to adhere to this plan as developed. While this plan attempts to conceive of all possibilities and contingencies, the Committee is aware that adjustments to this plan may need to be made. All adjustments will be made taking into considerations the safety, health and welfare of all individuals involved.



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## Local Emergency Order No. 21-1-1

### County Facility Face Covering Requirement

**WHEREAS**, beginning in late 2019, the severe acute respiratory syndrome coronavirus 2, SARS-CoV-2, emerged causing a novel coronavirus disease, COVID-19, which has become a global pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared the COVID-19 pandemic a national emergency and on March 29, 2020, declared Georgia a major disaster area due to the impacts of the COVID-19 pandemic authorizing the availability of certain emergency funds to Georgia; and

**WHEREAS**, on March 14, 2020, the Governor of the State of Georgia declared that a Public Health State of Emergency exists in the State of Georgia due to the public health emergency from the spread of COVID-19, which was renewed by Executive Orders 04.08.20.02, 04.30.20.01, 05.28.20.01, 06.29.20.01, 07.31.20.01, 08.31.20.01, 09.30.20.01, 10.30.20.01, 11.30.20.01, and 12.30.20.01; and

**WHEREAS**, on March 16, Chairman Charlotte J. Nash issued a Declaration of Local Emergency for unincorporated Gwinnett County with an expiration of April 13, 2020 at 11:59 p.m., which was renewed on April 13, 2020, May 15, 2020, June 9, 2020, July 7, 2020, August 4, 2020, September 1, 2020, October 6, 2020, and November 3, 2020, and December 1, 2020, respectively; and

**WHEREAS**, on January 19, 2021, I signed the Tenth Renewal of the Declaration of Local Emergency declaring a local emergency in Gwinnett County due to the COVID-19 pandemic; and

**WHEREAS**, on January 15, 2021, Governor Kemp issued Executive Order 01.15.21.01 which authorizes counties to make, amend, and rescind such orders, rules, and regulations as may be necessary for emergency management purposes and to supplement the carrying out of Executive Order 01.15.21.01 to the extent that such orders, rules, and regulations are not inconsistent with any orders, rules, and regulations promulgated by the Governor or by any state agency exercising a power derived from the Public Health State of Emergency unless such provision, order, rule, or regulation is otherwise expressly permitted by Executive Order 01.15.21.01; and

**WHEREAS**, Executive Order 01.15.21.01 strongly encourages residents and visitors in Georgia to wear face coverings as practicable while outside their homes or place of residence, except when eating, drinking, or exercising outdoors; and

**WHEREAS**, guidance from the Centers for Disease Control (CDC), Georgia Department of Public Health, and the Gwinnett County Health Department recommend that people wear a face mask or face covering in public setting, especially where social distancing measures are difficult to maintain; and

**WHEREAS**, guidance from the CDC indicates that face masks or face covering are most likely to reduce the spread of COVID-19 when the face masks or coverings are widely used by individuals in a public setting; and

**WHEREAS**, the number of cases of COVID-19 in Gwinnett County continues to rise and the COVID-19 pandemic has resulted in loss of life and in major disruptions of community affairs and business services in Gwinnett County; and

**WHEREAS**, the County has and will continue to provide essential services to its citizens, businesses, and customers despite the disruptions caused by the COVID-19 pandemic; and

**WHEREAS**, many of the services provided by the County require in-person interaction among employees, vendors, contractors, residents, and members of the public; and

**WHEREAS**, in order to ensure that County services are continued without disruptions and are provided in a manner which helps slow the spread of COVID-19 in accordance with the guidance of the County's public health partners the Governor's Executive Orders, I find that it is necessary to take certain steps to control access to County facilities; and

**WHEREAS**, Executive Order 01.15.21.01 recognizes that municipalities, counties, and other governmental entities have the authority to control terms of entry onto property owned or leased by the municipality, county, or other governmental authority which such terms may include requiring employees or other individuals present on municipality, county, or other governmental authority owned or leased property to wear a face mask or face covering; and

**WHEREAS**, pursuant to O.C.G.A. Section 36-5-22.1 (a)(1), the Gwinnett County Board of Commissioners has original and exclusive jurisdiction over the directing and controlling of all the property of the County according to law as deemed expedient by the Board of Commissioners; and

**WHEREAS**, pursuant to O.C.G.A. Section 38-3-1, et seq., the Gwinnett County Board of Commissioners adopted an Emergency Management Ordinance which in Section 34-22(d)(10), authorizes the Chairman of the Board of Commissioners to exercise such powers as may be deemed necessary to promote and secure the safety and protection of the civilian population during an emergency; and

**WHEREAS**, pursuant to O.C.G.A. Section 38-3-28 and in accordance with the Governor's Executive Orders, Gwinnett County is authorized to make, amend, and rescind orders, rules, and regulations as necessary for emergency purposes and to supplement carrying out the emergency management laws; and

**WHEREAS**, the United States Supreme Court has previously held that "[u]pon the principle of self-defense, of paramount necessity, a community has the right to protect itself against an epidemic of disease which threatens the safety of its members;" and

**WHEREAS**, in accordance with the authorization in Executive Order 01.15.21.01 and the recommendations of public health entities requiring individuals entering or utilizing county facilities to wear a face mask or face covering is one step that the County can take to help slow the spread of COVID-19, and

**WHEREAS**, requiring individuals to wear face masks or face coverings in county facilities can assist in helping to maintain the health and safety of the County's citizens, customers, and employees and ensure that the County's resources and capabilities remain adequate to provide essential services to the County's residents, businesses, and customers; and

**WHEREAS**, I find that requiring face masks or face coverings when entering or utilizing county owned or leased facilities is an appropriate step toward preventing or minimizing illness and/or injury to people resulting from the COVID-19 pandemic and to ensure essential services are maintained; and

**NOW, THEREFORE**, pursuant to the authority vested in me as Chairman of the Gwinnett County Board of Commissioners by local and state law;

**IT IS HEREBY ORDERED that:**

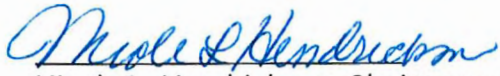
**(1) Face Masks or Face Covering Required in County Facilities.**

- A. Individuals entering facilities owned or leased by Gwinnett County shall wear a face mask or face covering that covers the nose and mouth while inside such facilities. Individuals refusing to wear a face mask or face covering and not falling within one of the exceptions below may be denied entry into the County facility or may be asked to leave the County facility.



- B. In accordance with Executive Orders 01.15.21.01, face masks or face coverings shall not be required in a polling place, as defined in O.C.G.A. Section 21-2-2(27).
  - C. The following individuals are exempted from the face mask or face covering requirement:
    - a. Individuals who have difficulty donning or removing a face mask or face covering without assistance.
    - b. Individuals who have a bona fide religious objection to wearing a face mask or face covering.
    - c. Individuals who have a bona fide medical reason not to wear a face mask or face covering.
  - D. Any individual who is unable to afford a face mask or face covering shall be provided one.
- (2) For the duration of this Local Emergency Order and any renewal thereof, the County Administrator shall be vested with the following discretion and authority:
- A. To support compliance with this Order through information delivery and education of individuals regarding the imminent threat to public health posed by COVID-19 and the requirements of this Order, including but not limited to appropriate signage for County facilities and the provision of face masks or face coverings as necessary and/or appropriate.
  - B. To assign specific employees, as necessary to support enforcement of this order.
  - C. These provisions shall not limit the authority of the County Administrator with regard to the day to day operations of the County and any other authority granted to the County Administrator pursuant to any Declaration of Local Emergency or any Local Emergency Order thereunder.
- (3) This Order shall become effective at 12:01 a.m. on January 26, 2021 and will continue to be in effect until 11:59 p.m. on January 31, 2021, or until it is extended, rescinded, superseded, or amended in writing by the Chairwoman.
- (4) If any provision of this Order or the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
- (5) Nothing in this Local Emergency Order is intended to limit, infringe, or supplant any judicial order concerning the COVID-19 pandemic issued pursuant to the laws of constitution of the State of Georgia or the laws or constitution of the United States.
- (6) All Ordinances or parts of Ordinances in conflict with this Order, to the extent of such conflict, are hereby suspended for the duration of this Local Emergency Order and any renewal thereof.

SO ORDERED this 19 day of January 2021.

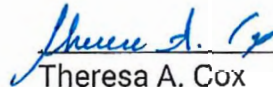


Nicole L. Hendrickson, Chairwoman  
Gwinnett County Board of Commissioners



Tammy Gibson, Deputy County Clerk

Approved as to Form:



Theresa A. Cox  
Deputy County Attorney



## Gwinnett Judicial Circuit

### Guidelines for In-Court Judicial Proceedings

Pursuant to the Chief Justice's July 10, 2020 *Fourth Order Extending Declaration of Statewide Judicial Emergency*, the following guidelines for in-court proceedings are hereby established.

Safety is a major concern for anyone entering the courthouse. Anyone exhibiting symptoms of infection such as fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 are asked not to enter the building.

Everyone has a role to play in maintaining a healthy and safe courthouse. Please make every effort to be respectful of the well-being of everyone around you. Ask yourself the following:

- a. Have you traveled to or from any areas in which COVID-19 is particularly active?
- b. Have you within the past ten days experienced symptoms of COVID-19?
- c. Have you been in contact with someone known to have COVID-19 within the past 14 days?

If you are sick and have concerns about appearing in person or believe that you have been exposed, please notify your attorney or call or email the judge's office handling the case for which you have been summoned. Contact information for courts and other county offices can be found at [www.gwinnettcourts.com](http://www.gwinnettcourts.com).

#### 1. GENERAL INFECTION CONTROL MEASURES

Everyone is strongly encouraged to use face masks while in the building. **However, a mask or face covering is now required for anyone entering a courtroom in which matters are being heard before the Court unless otherwise directed by the Court. Court employees must wear masks when away from their desk or office.**

We are requesting all visitors to the Courthouse to frequently wash or clean their hands. Public restrooms are available in the building with appropriate supplies. Hand sanitizer stations are located throughout the building and their use by all is encouraged. When possible, refrain from touching your face or mouth. Please cover your mouth when you sneeze or cough. Signage is placed throughout the building encouraging and reminding people to follow healthy practices recommended by the CDC.

We are requesting all visitors to the building to maintain appropriate social distancing, including maintaining a 6-foot separation from others whenever possible. Please do not congregate in

groups, particularly in public common areas, galleries of courtrooms, wells of the courtroom, hallways, elevators, restrooms, or other locations.

## 2. INCREASED HEALTH AND SAFETY MEASURES

Each Court and trial division may have additional measures in place and new procedures for conducting both video and in-person hearings. Please refer to any additional information contained in your court notice or instructions from the judge's staff.

All visitors who are members of a vulnerable population (such as persons over age 65, individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy) are encouraged to bring their condition to the attention of the Court prior to any court appearance so that reasonable alternatives to appearing in person can be explored. Contact information for each Court is found at [www.gwinnettcourts.com](http://www.gwinnettcourts.com).

## 3. HEALTHY AND SAFE ACCESS TO THE COURTROOM

Public spaces are being frequently and appropriately cleaned within the building. Sanitizing supplies including wipes, sprays and hand sanitizers have been provided to staff for use in maintaining a clean and sanitary work environment.

Seating areas have been marked out to assist in maintaining distance from others. Wayfinding markers, pathways and route control devices are in use to encourage social distancing.

Courts will be regularly cleaned, as needed.

## 4. MAINTAINING A HEALTHY AND SAFE COURTROOM

Court schedules are being modified to limit the number of persons called in to the building by limiting the numbers of those summoned and staggering calendars. Courts may otherwise modify normal calendar practices by other means including the use of remote hearings. Additional attention will be given to scheduling proceedings in courtrooms with more limited seating capacity.

The Courts are working to limit or eliminate the need for close personal contact during judicial proceeding. The Courts are now utilizing video conferencing and other electronic meeting alternatives to the extent they are available and otherwise permitted by law.

If you have questions about video options that may be available in lieu of making a personal appearance, please contact the office of your assigned judge.



## 5. HEALTHY AND SAFE COURT EMPLOYEES

Court personnel, other employees and visitors to the building are being temperature screened when entering the building. Employees have been instructed to report potential exposure to their supervisors and self-quarantine if necessary. Employees have been instructed not to report to work if experiencing symptoms. Offices have instituted teleworking policies and are staggering work hours in an effort to minimize exposure.

Employees who work in a court facility that have a known or suspected COVID-19 exposure which is likely to result in infection, are required to isolate and quarantine.

When there is reason to believe that anyone who works or has visited a court facility has been exposed to COVID-19, an appropriate notification shall be made to DPH or the local health department.

## 6. HEALTHY AND SAFE JURORS

Pursuant to the Fourth Order Extending Judicial Emergency, jurors are not presently being summoned for service.

## 7. HEALTHY AND SAFE INMATES

Inmates are not being physically brought into any courtroom at this time. Instead, matters involving inmates are currently being handled using video conferencing technology.

**GEORGE F. HUTCHINSON, III**  
**CHIEF JUDGE, SUPERIOR COURT**

**PAMELA D. SOUTH**  
**CHIEF JUDGE, STATE COURT**

**KRISTINA HAMMER BLUM**  
**CHIEF MAGISTRATE**

**CHRISTOPHER A. BALLAR**  
**PROBATE COURT JUDGE**

**ROBERT WALLER**  
**PRESIDING JUDGE, JUVENILE COURT**

**MICHAEL GREENE**  
**CHIEF JUDGE, RECORDER'S COURT**



# KEEPING JURORS SAFE

## YOUR SAFETY IS OUR PRIORITY

Gwinnett County's trial judges **appreciate your jury service** and want you to know the steps being taken to **keep jurors safe**.

Gwinnett courts are **changing how cases are being called** and the total number of jurors needed. **Fewer people** are being called in at the same time, and check-in has been changed to get you through the selection process as **quickly** as possible.

Please **complete the online juror questionnaire** before coming to the courthouse. To speed up the check-in process.

During check-in, your picture will be taken to help the parties during jury selection. This means that you can be away from the courthouse after your jury interview and will **only return** to the courthouse **if you are selected to be on a jury**.

Gwinnett courts are very aware that **social distancing** is the best way to keep us safe. Gwinnett courts are **following distancing guidelines** in courtrooms, jury assembly areas, and deliberation rooms.

Courtrooms, jury assembly areas, and deliberation areas are also also being **thoroughly cleaned** throughout each day.

**Thank you** for your jury service! Our system of justice depends on citizen participation, and **your health and safety** is the priority of Gwinnett courts during your service.

Visit [Coronavirus.gov](https://www.cdc.gov/coronavirus) for prevention tips and more information about the COVID-19 pandemic.

## **COVID-19 Jury Screening Questions Gwinnett County Superior Court**

Please review the following questions. If you answer “yes” to any of them at any time between now and your reporting date, please email [jurorinfo@GwinnettCounty.com](mailto:jurorinfo@GwinnettCounty.com). After the Court reviews your email, you may be deferred from the jury service for which you are being summoned and scheduled to serve on jury duty in the future.

1. Do you feel ill, or have you taken any medication today for the purpose of reducing a fever?
2. Have you developed ANY flu-like symptoms of COVID-19 infection in the last 14 days, such as a cough, fever, or shortness of breath?
3. Have you or has anyone in your household tested positive for COVID-19 within the past 14 days?
4. Are you or is anyone in your household awaiting test results for COVID-19?
5. In the last 14 days, have you received instructions from a public health authority or private physician to self-observe, self-isolate, or self-quarantine?
6. Within the last 14 days, have you been within six feet of someone who has a suspected or confirmed COVID-19 infection for longer than 15 minutes?
7. Do you live with or provide direct care for a vulnerable person?
8. Do you have children at home who require your direct supervision due to school and/or daycare closings? Note: This applies if there is NO ONE else in the household who can provide care during jury service.
9. Are you over the age 60, or a person of any age with an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19?

### **While inside the courthouse you must:**

- Wear a face covering or mask
- Sanitize your hands (hand sanitizer is provided)
- Stay six feet away from all other people to the extent possible



# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

## Are You at Higher Risk for Severe Illness?



Based on what we know now, those at higher risk for severe illness from COVID-19 are:

- Older adults

People of any age with the following:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

## Here's What You Can do to Help Protect Yourself



**Limit contact** with other people as much as possible.



**Wash your hands** often.



**Avoid close contact** (6 feet, which is about 2 arms lengths) with others outside your household.



**Clean and disinfect** frequently touched surfaces.



**Avoid all unnecessary travel.**

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#).



# Cleaning And Disinfecting Your Facility

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.





- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

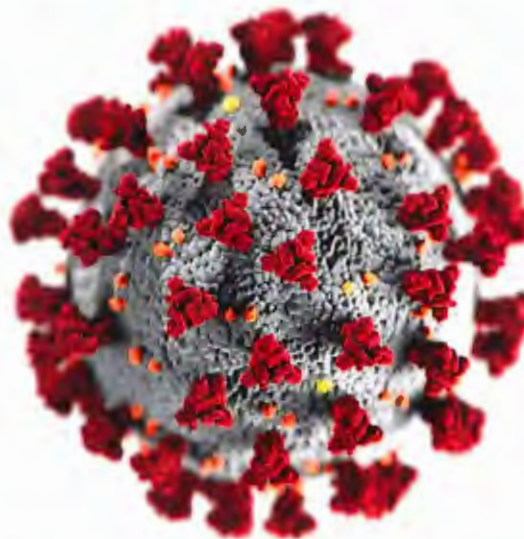
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

### For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).





# GUIDANCE FOR CLEANING AND DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

### **Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:**

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

***It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.***

### **A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:**

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).



## DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

### Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

#### Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

### Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

### Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

### Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

### Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.



## Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

## IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

### Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

### Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

### Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

## MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

### Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

### Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

### Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).



## CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We're all in this together!

**Additional resources with more specific recommendations.**

### HEALTHCARE SETTINGS

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#### Long-term Care Facilities, Nursing Homes

[Infection Control in Healthcare Settings](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim Guidance for Infection Prevention](#)

[Preparedness Checklist](#)

[Things Facilities Should Do Now to Prepare for COVID-19](#)

[When there are Cases in the Facility](#)

#### Dialysis Facilities

[Infection Control in Healthcare Settings](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim guidance for Outpatient Hemodialysis Facilities](#)

[Patient Screening](#)

#### Blood and Plasma Facilities

[Infection control in Healthcare Settings](#)

[Infection Control and Environmental Management](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim Guidance for Blood and Plasma Collection Facilities](#)

#### Alternate Care Sites

[Infection Prevention and Control](#)

#### Dental Settings

[Infection Control in Healthcare Settings](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim Guidance for Dental Settings](#)

#### Pharmacies

[Infection Control in Healthcare Settings](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim Guidance for Pharmacies](#)

[Risk-Reduction During Close-Contact Services](#)

#### Outpatient and ambulatory care facilities

[Infection Control in Healthcare Settings](#)

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Interim Guidance for Outpatient & Ambulatory Care Settings](#)

#### Postmortem Care

[Using Personal Protective Equipment](#)

[Hand Hygiene](#)

[Collection and Submission of Postmortem Samples](#)

[Cleaning and Waste Disposal](#)

[Transportation of Human Remains](#)

## COMMUNITY LOCATIONS

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### Critical Infrastructure Employees

[Interim Guidance for Critical Infrastructure Employees](#)

[Cleaning and Disinfecting your Facility](#)

### Schools and childcare programs

[K-12 and Childcare Interim Guidance](#)

[Cleaning and Disinfecting your Facility](#)

[FAQ for Administrators](#)

[Parent and Teacher Checklist](#)

### Colleges and universities

[Interim Guidance for Colleges & Universities](#)

[Cleaning and Disinfecting your Facility](#)

[Guidance for Student Foreign Travel](#)

[FAQ for Administrators](#)

### Gatherings and community events

[Interim Guidance for Mass Gatherings and Events](#)

[Election Polling Location Guidance](#)

[Events FAQ](#)

### Community- and faith-based organizations

[Interim Guidance for Organizations](#)

[Cleaning and Disinfecting your Facility](#)

### Businesses

[Interim Guidance for Businesses](#)

### Parks & Rec Facilities

[Guidance for Administrators of Parks](#)

### Law Enforcement

[What Law Enforcement Personnel Need to Know about COVID-19](#)

### Homeless Service Providers

[Interim Guidance for Homeless Service Providers](#)

### Retirement Homes

[Interim Guidance for Retirement Communities](#)

[FAQ for Administrators](#)

### Correction & Detention Facilities

[Interim Guidance for Correction & Detention Facilities](#)

[FAQ for Administrators](#)

## HOME SETTING

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### Preventing Getting Sick

[How to Protect Yourself and Others](#)

[How to Safely Sterilize/Clean a Cloth Face Covering](#)

[Cleaning and Disinfecting your Home](#)

[Tribal—How to Prevent the Spread of Coronavirus \(COVID-19\) in Your Home](#)

[Tribal—How to Care for Yourself at Home During Covid-19](#)

### Running Errands

[Shopping for Food and Other Essential Items](#)

[Accepting Deliveries and Takeout](#)

[Banking](#)

[Getting Gasoline](#)

[Going to the Doctor and Pharmacy](#)

### If you are sick

[Steps to Help Prevent the Spread of COVID19 if You are Sick](#)



## TRANSPORTATION

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### **Ships**

[Interim Guidance for Ships on Managing Suspected COVID-19](#)

### **Airlines**

[Cleaning Aircraft Carriers](#)

[Airline Agents Interim Guidance](#)

### **Buses**

[Bus Transit Operator](#)

### **Rail**

[Rail Transit Operators](#)

[Transit Station Workers](#)

### **EMS Transport Vehicles**

[Interim Guidance for EMS](#)

### **Taxis and Rideshares**

[Keeping Commercial Establishments Safe](#)

## RESTAURANTS & BARS

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[Best Practices from FDA](#)



# Georgia Court Reopening Guide



Judicial Council Strategic Plan  
Standing Committee

When the courts reopen, certain general practices will need to be followed to ensure the health and safety of both court employees and the public. Due to the wide variety of courts across the State, it is impossible to create a one-size-fits-all COVID-19 policy that will work for both small and larger localities. There are, however, certain general practices that could be applied to all courts and adjusted where necessary to meet the unique needs of each court. The practices presented here are to assist all Georgia courts meet the challenges of resuming operations in the wake of the public health emergency caused by COVID-19.

## Guiding Principles

- ✓ Reduce the transmission of COVID-19 among court employees and the public.
- ✓ Maintain healthy court operations and facilities for the public.
- ✓ Maintain a healthy work environment for court employees.
- ✓ Exercise flexibility when applying these guidelines to ensure each litigant receives a fair hearing as required by law.

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**1** General Infection Control Measures



**2** Provide Notice to the Public of Increased Health and Safety Measures



**3** Provide Healthy and Safe Access to the Courtroom



**4** Maintain a Healthy and Safe Courtroom



**5** Healthy and Safe Court Employees



**6** Healthy and Safe Jurors and Potential Jurors



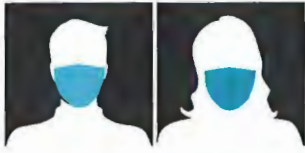
**7** Healthy and Safe Inmates and Detainees



# 1



## General Infection Control Measures



members of the public seeking entry who do not have one.

**Require** all employees and the public to wear a mask or face covering when entering the court facility. If possible, provide a mask to employees and



**Limit room capacity** throughout the court facility. Calculate room capacity using the area of a circle with a radius of six feet, which is equal to approximately 113 square feet per person. Use your best judgment to adjust this calculation to the specific layout of each room and to accommodate cohabitating groups sitting together.

- **Provide the public with access** to handwashing and multiple hand sanitizer stations throughout the facility.
- **Provide signage** to direct the public to bathrooms for handwashing and hand sanitizer stations.
- **Request that housekeeping personnel clean and sanitize bathrooms and other areas** more frequently and adequately to control the transmission of COVID-19.
- **Restrooms should be well-stocked** with soap and paper towels at all times.
- **Post signage limiting restroom capacity** to facilitate social distancing.
- **Prohibit the use** of water fountains.
- **Consider physical barriers** like plexiglass to protect court employees and the public.
- **Permit employees and the public to wear their own protective equipment**, including a face covering.
- **Any person not wearing a mask** should remain at least ten feet away from other people.
- **Ventilation system:** Work with public health to evaluate ventilation needs. The CDC recommends

### Maintain Safe Behavioral Practices

- ✓ Frequently wash hands or use alcohol-based (at least 60 percent alcohol) hand sanitizer when soap and water are not available.
- ✓ Wear a mask or other face covering. If wearing a mask would negatively impact a litigant's right to a fair hearing, consider transparent face shields, physical distancing, or other infection control measures in consultation with a public health or medical professional.
- ✓ Avoid touching eyes, nose, and mouth.
- ✓ Stay at least six feet (about two arms' length) from other people.
- ✓ Stay home when sick.
- ✓ Clean and disinfect frequently touched objects and surfaces, including door handles, security bins, countertops, public access computers, and seating throughout the facility.

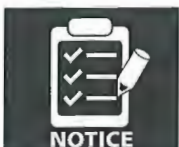
improving central air filtration to a MERV-13 filter or the highest compatible with the filter rack, as well as sealing the edges of the filter to limit bypass.

- **Locate additional space:** Identify other government facility space to provide more room, e.g., commission meeting rooms, jury assembly rooms, auditoriums, etc.
- **Coordinate your efforts** with the other tenants in your building to ensure uniform practices throughout the facility.
- **Isolate persons who become symptomatic** while in the court facility until they are able to leave and remove others from any rooms they have occupied.
- **Consult a public health or medical professional** if you have questions or need help adapting these guidelines to your unique circumstances.

# 2



## Provide Notice to the Public of Increased Health and Safety Measures



**Modify the existing hearing notice** to include that the court has taken certain health and safety measures to limit the transmission of COVID-19.

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## 2 Provide Notice to the Public of Increased Health and Safety Measures *continued*

**Add information to the existing hearing notice** about how to contact the court to request a continuance in the event that the noticed party:

- ✓ Is currently infected with COVID-19 or in quarantine due to exposure to a person with COVID-19.
- ✓ Is a member of an immune-compromised or medically fragile population (or living in a household with someone who is immune-compromised or medically fragile).
- ✓ Is over age 65.
- ✓ Has small children but does not have child care due to COVID-19.

**Include information about how to request a reasonable and necessary accommodation** in advance of arriving to court, such as an interpreter.

**Post adequate signage** to provide the public with instructions on how to comply with health and safety measures.

**Post signage and floor decals** to direct the flow of foot traffic throughout the court facility.



## 3 Provide Healthy and Safe Access to the Courtroom



### SCREENING

**Establish a process to screen individuals for COVID-19 before entering the court building** and the courtroom.

**Ask a series of questions** to each individual before or upon entry to the building, such as:

- ? Whether or not they have traveled to or from any areas in which COVID-19 is particularly active.
- ? If they have, within the past ten days, experienced symptoms of COVID-19, including: cough, shortness of breath or difficulty breathing, fever above 100.0 degrees, chills, muscle pain, sore throat, headache, or new loss of taste or smell.
- ? If they have been in contact with someone known to have COVID-19 within the last 14 days.
- ? If they have been tested for the virus and the result of such test.
- ? If possible, take the temperature of each individual seeking to enter the building with a no-contact thermometer and deny entry to anyone with a fever of 100.0 degrees or higher. Persons reporting a fever above 100.0 degrees in the past 72 hours should also be denied entry.
- ? Any person denied entry for health reasons should have his or her case continued and be advised to seek medical evaluation and testing.
- ? The following information should be collected from any person denied entry for health reasons: name, contact information, the court he or she was scheduled to attend and why, and the specific reason for denying entry.

### STAGING

**Individuals should not congregate** in common areas while waiting to access the courtroom.

**Design a process to facilitate social distancing** while individuals wait to enter the courtroom, such as:

- ✓ Floor or sidewalk markings to keep individuals six feet apart.
- ✓ Outdoor distancing so individuals can spread out.
- ✓ Waiting in cars.
- ✓ Set up a tent where individuals can wait in compliance with social distancing measures.
- ✓ Call or send a text message when it's time to enter the building.

### FLOW

**Control the route** that people will take through your building to access the courtroom to encourage social distancing, such as:

- ✓ Roping or taping off certain seating areas or hallways.
- ✓ Placing arrows on the floors to direct foot traffic.
- ✓ Requiring people to enter through one door and exit through another.
- ✓ Limiting elevator capacity to facilitate social distancing (e.g., two person maximum) and offering the stairs as an alternative route.





## Maintain a Healthy and Safe Courtroom

**Maintain a six foot distance** in the courtroom between individuals who do not reside together to facilitate adequate social distancing.

### ✔ Limit Courtroom Capacity

Do not schedule more individuals to arrive at the courtroom (including staff) than the square footage of the courtroom can accommodate to allow for social distancing.

One way to calculate room capacity is to use the area of a circle with a radius of six feet, which is equal to approximately 113 square feet per person.

**Continue to conduct virtual hearings** by video conference or teleconferencing whenever possible.

**Consider providing a live** YouTube, Facebook, Zoom or other link to individuals who want to see what is going on in the courtroom but cannot be present due to room capacity.

**Rotate individuals in and out** of the courtroom as quickly as possible to limit contact.

**Use microphones** capable of picking up audio from a safe distance or clean close proximity microphones after each use. Court employees should wear gloves and hold handheld microphones if used.

**Limit contact** with shared documents and exhibits as much as possible. Present documents and exhibits electronically if possible and appropriate.

**Conduct bench conferences in a room that provides for adequate social distancing** (defendant may need to waive his or her presence if necessary).

**Disinfect the courtroom** after each proceeding or as frequently as practicable.

### ✔ Consider Staggered Scheduling

Under normal circumstances, it is common to have large calendar calls in many courts where many people report at one time.

To maintain adequate social distancing, stagger the arrival of persons participating in proceedings to ensure that a large number of individuals do not arrive at the same time.

For example, if a courtroom can accommodate twelve people, do not schedule your normal 50 person calendar for 8:30 a.m. Rather, schedule the first group of 12 for 8:30 a.m. and the second group of 12 for 10:00 a.m., etc.



## Healthy and Safe Court Employees

**Implement staggered shifts** for all court employees and implement teleworking for all possible court employees.

**Discourage employees from sharing** phones, desks, offices, surfaces, or other equipment.

**Provide for adequate spacing** between employee workstations to facilitate social distancing.

**Provide a separate entrance** to the court facility for employees, if possible.

**If six feet of separation is not possible**, consider options like plexiglass barriers and frequently disinfecting shared surfaces, such as table tops, door knobs, elevator buttons, pens, security bins, etc.

**Require all employees to wear face coverings** at all times.

**Consider temperature checks** of employees when employees report to work each day with a no-contact thermometer.

**Require employees who exhibit signs of illness** to stay home or seek medical attention.

**Provide courtroom employees with adequate personal protective equipment**, including face coverings.

**Courtroom employees should be trained** on best practices to prevent infection, including frequent hand washing for at least 20 seconds with soap and water.

**Clean and disinfect offices daily** or as frequently as possible.



## 6 Healthy and Safe Jurors and Potential Jurors

**The number of jurors and potential jurors should be limited to the amount a room or facility can accommodate** with social distancing and other infection control measures.

### Potential jurors:

- ✓ Likely to have more conflicts than prior to COVID-19 (e.g., childcare, looking for work, or working in the medical field).
- ✓ Will likely have health concerns about being around a group of strangers.

**Jury selection may take longer** due to social distancing and other infection control measures.

### Jury holding and deliberations:

- ✓ Likely cannot take place in a typical jury room due to size.
- ✓ Use a larger room, such as the courtroom or another large meeting room to facilitate social distancing.
- ✓ Turn off video and audio recording in the room if the jury is deliberating there.
- ✓ Limit jury deliberations to two hours at a time with 15-minute breaks to go outside into fresh air and/or separate from each other. Jurors should not deliberate for more than eight hours per day.

**Provide** individual boxed lunches and bottled water to jurors. Vending machines should be wiped down regularly and have a hand sanitizing station nearby.

**Juror transportation:** If jurors are shuttled to the court facility, provide for proper spacing in transport vehicles and sanitize vehicles after each use. Jurors should stay six feet apart while waiting for the shuttle.

**Require all jurors to wear a mask** or face covering while in the court facility and the juror shuttle, if applicable. If wearing a mask would make it difficult to evaluate the demeanor of jurors or otherwise negatively impact a litigant's right to a fair hearing, consider transparent face shields, physical distancing, or other infection control measures in consultation with a public health or medical professional.



## 7 Healthy and Safe Inmates and Detainees

- ✓ **Use video conferencing** for proceedings whenever possible.
- ✓ **Screen inmates and detainees** for COVID-19 symptoms before transport to court.
- ✓ **Work with law enforcement** to provide for proper spacing in transport vehicles and masks for inmates and detainees during transport. Stagger arrivals and departures to facilitate spacing in transportation vehicles and holding areas.
- ✓ **Sanitize transport vehicles** after use.
- ✓ **Label holding areas** to provide for social distancing.
- ✓ **Sanitize holding areas**, restraints, and other commonly used items after each use.
- ✓ **Make hand sanitizer available** to inmates and detainees.
- ✓ **Require** all inmates and detainees to wear a mask or face covering while in the court facility. If wearing a mask would negatively impact an inmate or detainee's right to a fair hearing, consider transparent face shields, physical distancing, or other infection control measures in consultation with a public health or medical professional.
- ✓ **Ensure** deputies who are required to be in close proximity to inmates and detainees have face coverings and gloves.