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SUPREME COURT OF VIRGINIA



100 NORTH NINTH STREET
RICHMOND, VIRGINIA 23219-2334
(804) 786-6455
WWW.VACOURTS.GOV

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CHIEF STAFF ATTORNEY
K. LORRAINE LORD

REPORTER OF DECISIONS
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September 30, 2020

The Honorable Edward A. Robbins, Jr., Chief Judge
Chesterfield County Circuit Court
P. O. Box 125
9500 Courthouse Road, 2nd Floor
Chesterfield, VA 23832-0125

Dear Chief Judge Robbins:

A panel of three Justices in consultation with the Office of the Executive Secretary has approved your plan for the resumption of jury trials in the Twelfth Judicial Circuit. You may begin jury trials effective today, provided the jury trial is consistent with and in strict conformity with the plan. This approval is subject to a change in circumstances including failure to carry out the plan you have submitted.

Sincerely,

A handwritten signature in blue ink, which appears to read "Donald W. Lemons".

Donald W. Lemons

Virginia:

IN THE CIRCUIT COURTS FOR THE TWELFTH JUDICIAL CIRCUIT The County of Chesterfield and the City of Colonial Heights

Plan of the Twelfth Judicial Circuit for Resumption of Jury Trials Submitted Pursuant to Sixth Order of the Supreme Court of Virginia Extending Declaration of Judicial Emergency

Original submission: August 17, 2020
Second submission: September 28, 2020
Third submission: September 29, 2020

On June 22, 2020, the Supreme Court of Virginia directed each chief circuit court judge to develop a plan under which jury trials could be safely resumed and conducted in the circuit.

Pursuant to the order of the Supreme Court, the Chief Judge has consulted with the other judges in the circuit, the sheriffs and clerks of court of the respective localities, public health officials, local attorneys and bar associations, facilities and technology department officials, and budget personnel. The Chief Judge has considered resources and guidance provided by the Office of the Executive Secretary (OES) and the Centers for Disease Control and Prevention (CDC), requirements for personal protective equipment, possible alterations to the juror questionnaire, paths of juror travel, placement of social distancing markers, cleaning procedures, juror assembly and orientation, size of jury pools, alternative jury sites, and other relevant factors.¹ Likewise, the

¹ In crafting this plan, the chief judge of this circuit has considered, among other resources, the following: Pandemic Continuity of Operations Planning: Reconstitution – Guide to Transitioning from Emergency to Routine Operations (OES, May 2020); Pandemic Influenza Bench Book for Virginia’s Court System (OES, 2010; revised 2017, 2020); Guidance and Considerations for the Resumption of Jury Trials (OES, June 29, 2020); Safer at Home: Phase Three (Office of the Governor of Virginia, June 2020); CDC COVID-19 web page; Virginia Department of Health COVID-19 web page; Governor of Virginia COVID-19 web page; National Center for State Courts – Center for Jury Studies; Department of Labor and Industry Emergency Temporary Standards; Employer’s Guide to COVID-19 and Emerging Workplace Issues (Castle, 2020); Guidance on Preparing Workplaces for COVID-19 (OSHA, 2020); COVID-19 Best Practice Information: Continuity of Operations; COVID-19 Best Practice Information: Government Engagement with Citizens; Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools, and Homes (CDC, April 28, 2020); Administrative Determination Document, 2020 Va. AG LEXIS 3 (Office of the Attorney General of the State of Virginia, March 20, 2020); Events and Gatherings: Readiness and Planning Tool (CDC, July 6, 2020); Opportunities for Electronic Interface with the Virginia Judicial System (OES, April 2020; revised July 22, 2020); VDH Interim Guidance for Daily COVID-19 Screening of Employees (Non-Healthcare Workers) (Virginia Department of Health, June 29, 2020); Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (OSHA, May 19, 2020); Discretion in Enforcement when Considering an Employer’s Good Faith Efforts During the Coronavirus Disease 2019 Pandemic (OSHA, April 16, 2020); COVID-19 Guidance on Social Distancing at Work (OSHA, May 28, 2020); Prevent Worker Exposure to Coronavirus (OSHA, March 2020); Guidance on Returning to Work (OSHA, June 17, 2020); Interim Guidance for Businesses and Employers Responding to Coronavirus Disease

Chief Judge has sought to craft a plan that ensures that a trial remains a trial and does not become a spectacle. These considerations and others are addressed throughout this plan.

The order of the Supreme Court directs that each plan should include “guidelines and restrictions each court in the circuit is prepared to implement ... to protect jurors, attorneys, clerks, judges, court staff, members of the press, and others present from the risk of the spread of COVID-19 from in-person proceedings.” The plan submitted herein achieves that end.

A plan to eliminate all risk in any substantial undertaking is impossible. A plan to mitigate virus transmission risk while simultaneously protecting the rights held by the people and enshrined in Constitutional law is both possible and prudent. Risk is not a new concept to Americans. Our republic was founded on the risk that free people are capable of self-government. The order of the Supreme Court directs that each plan should include “a statement of the criteria the judges have considered to determine if they can safely conduct jury trials in their courts.” The criteria applied by this circuit begins with the Virginia Constitution:

1. “That no person shall be deprived of his life, liberty, or property without due process of law ... That in controversies respecting property, and in suits between man and man, trial by jury is preferable to any other, *and ought to be held sacred*.” Va. Const. art. I, § 11 (emphasis added).
2. “That in criminal prosecution a man ... shall enjoy the right to a speedy and public trial, by an impartial jury of his vicinage....” Va. Const. art. I, § 8.
3. “That all power of suspending laws, or the execution of laws, by any authority, without consent of the representatives of the people, is injurious to their rights, and ought not to be exercised.” Va. Const. art. I, § 7.

Necessarily, but to a lesser extent than Constitutional criteria, the following criteria have also been considered in developing this plan:

1. Maintain the integrity and dignity of the jury trial fact finding process.
2. Maintain public access to the Courts.
3. Mitigate COVID-19 risk to health and safety of citizens and employees who are entering and are present within the courthouse.

2019, May 2020 (CDC, May 6, 2020); and Reopening: Guidance for General Office Settings (Guidance Document) (AIHA, May 26, 2020).

4. Chose mitigation modalities that are both of proven efficacy and are rationally related to the risk of harm presented.²

This Court respectfully requests the authority to resume jury trials pursuant to the following plan. If approved, and subject to completion of plan preparations outlined herein, the anticipated resumption start date for the circuit is Monday, November 2, 2020.

Plan for Resumption of Jury Trials in the Twelfth Judicial Circuit

The Twelfth Judicial Circuit consists of two localities: the County of Chesterfield and the City of Colonial Heights. The plan proposed herein is applicable to both jurisdictions, but any requirements specific to an individual locality are noted.

The priority order for jury case scheduling is:

1. A criminal case with an imminent loss of testamentary evidence with continued trial delay.
2. Criminal cases with speedy trial deadlines imminent.
3. Criminal cases for confined defendants.
4. Felony criminal cases for defendants not confined.
5. Misdemeanor criminal cases for defendants not confined.
6. Civil cases with a scheduled length of one day.
7. Civil cases with a scheduled length more than one day.
8. Traffic infractions.
9. Remaining matters.

In Chesterfield, the backlog of criminal jury trials numbers approximately 45 defendants. In Colonial Heights, there are two defendants awaiting the scheduling of a criminal jury trial. The Court will schedule jury cases generally in accord with the case priorities set in this plan. The Commonwealth will provide case related administrative information to the Court for consideration in scheduling matters. Defense counsel will have an opportunity to make trial scheduling requests as well which will be considered within the priorities set forth in this plan. In Chesterfield, the Court intends to achieve these goals by conducting a one-time COVID jury docket call for these defendants.

² As of August 15, 2020, the population of Circuit is estimated at 357,000. Total confirmed COVID cases are 4,746. Reported deaths are 102. Less than 2% of the circuit population has been diagnosed with COVID to date. Of the population confirmed positive, the fatality rate of that population is also about 2%. Source: Coronavirus COVID-19 Global Cases by the Center for System Science and Engineering (CSSE) at Johns Hopkins University.

Entry into the Courthouses

All persons aged ten and older admitted to the courthouses are required to wear a face covering that covers the nose and mouth. It is expected that persons will supply their own face covering. The localities provide disposable masks for those who do not have their own.

This circuit utilizes temperature scanning and questionnaires for all persons seeking admittance to the courthouses.

1. For employees:
 - a. Chesterfield: effective June 1, 2020, employees have certified they will adhere to a daily health self-assessment checklist promulgated by the County's Department of Risk Management for use in County facilities. Copies included as Appendix A.
 - b. Colonial Heights: effective September 11, 2020, employees have certified they will adhere to a daily health self-assessment checklist promulgated by the City's Human Resources and Risk Management departments for use in City facilities. Copy included as Appendix B.
2. For everyone entering through a non-employee entrance: this is the same for both jurisdictions. There is a mandatory temperature check and review of screening questions as follows. Within the past 14 days, have you: Traveled internationally? Been directed to quarantine, isolate, or self-monitor? Been diagnosed with, or have had contact with anyone who has been diagnosed with COVID 19? Experienced a fever, cough, or shortness of breath? Resided with or been in close contact with any person in the above-mentioned categories?" Copies included as Appendix C.

Any person presenting any risk of COVID transmission [a yes answer to a screening question or a failed temperature screen] is denied admittance, unless that person is a complaining witness/victim, testifying witness, or family member of a criminal defendant. In those instances, the matter of admission is immediately referred to the appropriate trial judge for a decision on whether specific accommodations can be safely offered on a case by case basis. Accommodations for a necessary party or witness to testify without exposing others may include utilization of remote technologies, such as telephone, WebEx, or Polycom. No accommodation will permit the person to enter the courthouse.

If a prospective juror is denied entry due to the health screening, the Sheriff's Office will provide the juror's name to the trial judge and clerk. The parties will be informed prior to voir dire.

Juror questionnaires will include the Clerk's Office contact information should prospective jurors have COVID related concerns. Continuances will be liberally granted as might be necessary to both preserve trial integrity and ensure the health and safety of all participants.

Every inch of public areas (including bathrooms, stairwells, and elevators) in both courthouses is identified for a specific use and marked at appropriate distances, enabling the Sheriff's Offices to determine the exact number of persons allowed at one time in a courtroom, the hallway, and larger public areas. Signs are posted pertaining to masks, social distancing, and hand hygiene. Hand sanitizer is available throughout the courthouses, courtrooms, deliberation rooms, and assembly spaces. Sanitizing wipes are provided in the courtrooms, deliberation rooms, and assembly spaces.

This circuit operates a "corral" system (as opposed to a "waiting line") for staging attorneys, witnesses, media, and others, at appropriate distancing by use of markers to designate 6-foot intervals outside the courtroom. The "corral" system delineates a 6-foot zone to maintain social distancing; parties wait in any empty zone. This procedure expedites the flow of parties to various staging areas, maintains docket timeliness, and satisfies distancing requirements. The "corral" system will be utilized in jury assembly and the voir dire process by expanding the amount of space dedicated to this process. The reception area to the Chesterfield Judges' Chambers will be closed indefinitely and reconfigured with seating and additional technology to serve as supplemental jury assembly space that accommodates social distancing. Jurors will use the public entrance but will be separated from the public upon entry and moved to the expanded jury assembly space (jury assembly room plus reconfigured reception area). Arrangements are underway to modify all operations impacted by the indefinite closure of the Chesterfield Judges' Chambers reception area including but not limited to routing all Chambers mail and deliveries to the Clerk's Office and communicating a policy of visitors to Chambers by appointment only.

It should be noted that social distancing is easier to achieve in Colonial Heights due to the fewer number of people accessing the courthouse and the availability of a large multi-purpose room that may serve as additional dedicated jury assembly space. This room is configured with 44 seats set apart in 6-foot intervals.

Jury Summonses

The Clerks of the respective courts within this circuit will calculate the number of summonses necessary to have a sufficient jury turnout yield. It is estimated that a minimum of 34

persons will be needed for one felony jury. The format of the summons will remain as it has in past years but will include an insert detailing the steps the court is taking to mitigate the risk to the public, litigants, and employees. The summons used in Chesterfield is attached hereto as Appendix D. The juror summons used in Colonial Heights is attached hereto as Appendix E. The supplemental information insert to be used in both jurisdictions is attached as Appendix F. As in the past, jurors can contact the Clerk's Office to discuss concerns and seek to be excused from jury duty. The judges of this circuit will liberally excuse jurors who raise concerns based upon COVID-19. This process should eliminate that concern from the jurors who report. Informal conversations with grand jurors who have continued to meet during the past months reveal that they both want to serve and have no concern of contracting the virus at or near the courthouse – particularly considering COVID-19 mitigation efforts already undertaken by the Court.

If a juror fails to take appropriate steps to be excused and does not appear on the trial date, the judge may issue a show cause.

Jury Assembly & Voir Dire

Not more than 20 potential jurors will be summoned to report for assembly and orientation at half-hour intervals beginning at 8:30 a.m. The jury assembly area itself in Chesterfield is large enough to accommodate 17 masked jurors at sufficient distances; Colonial Heights likewise. The summoned group will be divided in half for orientation by video.

After orientation, the requisite venire panel size will be identified, and sufficient numbers of those present for assembly and orientation will be called in the numbered order set forth in the jury list. Twelve and two alternates for felony cases from a panel of 24, seven and two alternates for misdemeanor and civil cases from a panel of 17, and five and two alternates for civil small claim cases from a panel of 13.

Following orientation, the first venire panel will be escorted to the courtroom for voir dire. They will be seated six feet apart from each other. At this time, the Court will inquire whether anyone has an objection to wearing a face shield at any time instead of a mask, and the Court shall address such objections accordingly. Following this, the members will switch from masks to clear face shields that comply with CDC guidance. Voir dire will be conducted and any challenges for cause taken up. Successfully challenged jurors will be excused from the courthouse immediately. For a second voir dire panel, the same process will be used starting with the top of the jury list for those now present while the first group of potential jurors is escorted to an empty courtroom within

the courthouse. The area for voir dire will be cleaned between each successive panel of prospective jurors. The process will continue until the requisite venire panel size is achieved. After the jury is sworn, all remaining members of the venire summoned but not selected and not previously excused will be excused to depart the courthouse.

Jury Trials

Jury trials can resume in this circuit by using the viewing gallery as the jury box.³ This will allow 16 to 20 jurors, staggered one-to-two per row, to sit six feet apart in all directions at all times. The jurors will be provided clear face shields, thereby allowing the attorneys and parties to fully view respective jurors. In Chesterfield, the gallery for public viewing of voir dire and trial (depending on the number for a given trial) will be through a closed-circuit feed at the Historic 1917 Courthouse. The historic courthouse can provide socially distanced seating for 31. Complaining witnesses/victims will view proceedings from a conference room with a closed-circuit feed that can accommodate up to eight or from limited available seats in the former jury box. In some instances, there may be space in the former jury box for public viewing seating. In Colonial Heights, very limited public viewing will be from within the former jury box pending completion of arrangements to enable remote viewing in the courthouse's large multi-purpose room. All attorney tables can rotate 180° to face the jury or 90° on a diagonal angle.

In Chesterfield, witnesses will testify from the left side of the bench. The court reporter can remain in his current position or in the corner of the former jury box. In Colonial Heights, witnesses will testify from the court reporter's station which will be relocated to the center of the well to allow for adequate social distancing and situated so both the jury and counsel can see and hear the witness. The court reporter will be relocated to the right side of the bench, separated by plexiglass. In both courthouses, one monitor will be added to each side of gallery for the viewing of evidence by the jury.

The Court will inquire of counsel in advance of trial if any evidence is to be handed to the jury during trial. If so, it can be addressed in one of two methods. First and preferred, the evidence may be published to the jury using the document camera and related equipment. Alternatively, the Court will request counsel prepare identical copies be produced for individual jurors. Jurors

³ In Chesterfield, which has five courtrooms, one courtroom will be designated as the "jury courtroom" and arranged as outlined. There is only one circuit courtroom in Colonial Heights.

will be provided with disposable gloves for handling of evidence. The Court will instruct jurors on proper glove use and disposal per Virginia Department of Health Guidelines.

Absent an objection, substitutes for live testimony, such as stipulations of expected testimony, stipulations of fact, depositions, use of fewer numbers of jurors when permitted, and the use of remote testimony from witnesses will be accepted.

Brief sidebars can be conducted as usual as long as all involved wear a mask. Microphones will be silenced, and white noise used to mask conversation. If it is impracticable to wear masks during a sidebar, if alternate methods of communication such as note-writing, texting between devices, etc. are unavailable, or for sidebars of length, these will require a recess and juror excusal, or alternatively, deferral of the pending question until the next “regular” recess. Any livestreaming of the proceeding will discontinue during sidebar conferences.

The Court will permit counsel whatever recesses are necessary for the purpose of facilitating private communication. The Court expects counsel to maintain social distancing with co-counsel and his or her client at all times.

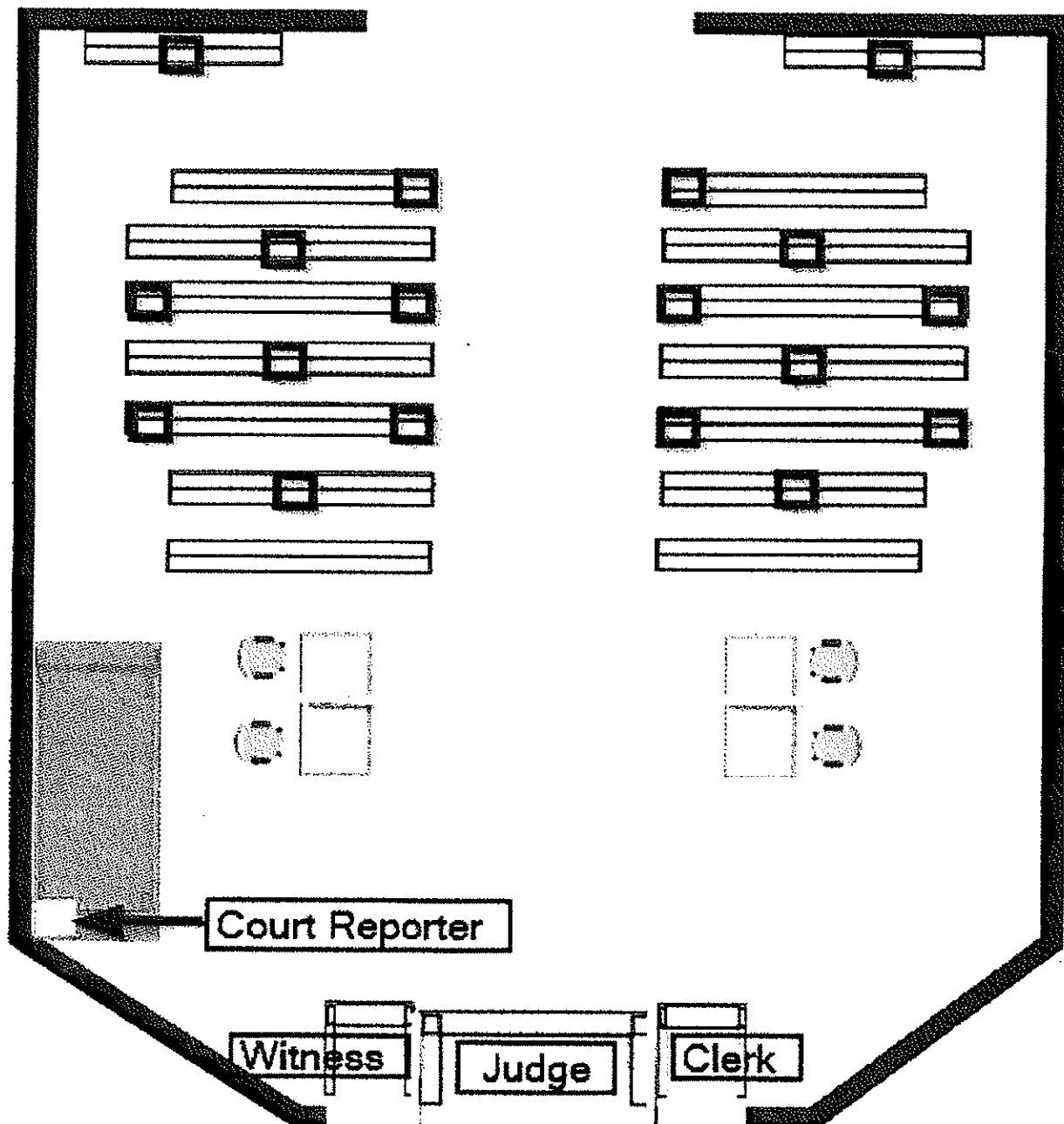
1. For a non-incarcerated defendant, if a lawyer requires a conference with his client, discussion out of the presence of the jury or with the judge on or off the record, s/he may use the jury deliberation room attached to the courtroom. This will allow the rest of the jurors and participants to remain in place.
2. For incarcerated defendants, or as determined by the presiding judge, the jury will be excused to the jury assembly space. The presiding judge, court clerk, attorneys, defendant, court reporter, and security personnel will remain in the courtroom.

Judges will decide when specific breaks will be taken during the trial, approximately every 90 minutes to two hours, to permit the cleaning of high-touch surfaces and to allow jurors to wash their hands. During breaks, the jurors will retire to the jury assembly room which will allow appropriate distancing. In both jurisdictions, jurors will be escorted by a deputy one at a time in a socially distant manner to a restroom not accessible to the general public while a jury trial is being conducted.

The Court does not provide meals unless a jury is still sitting during the dinner hour. Jurors will be excused for lunch at any of the numerous commercial establishments near the courthouses – each of which must already comply with health department regulations pertaining to COVID-

19. Jurors will be reminded prior to departing the courtroom about mask wearing, hand sanitation and social distancing.

The diagram displays the newly arranged courtroom based on Chesterfield which is smaller than Colonial Heights.



Jury Deliberation

Jury deliberation will take place in the jury assembly rooms, which can accommodate twelve or fewer jurors with appropriate distancing. Individual sets of jury instructions will be prepared by counsel and issued to jurors for their use during deliberations.

Cleaning

Per the County's Department of General Services, the cleaning process in Chesterfield is based on CDC and public health guidance and other best practices from regulatory and subject matter expert entities. Written protocols have been provided by County Risk Management and implemented by staff. Custodial staff, fully supported by other Custodial Shop staff and as-needed contract vendors, perform normal functions and provide immediate response if needed. There has been no interruption in custodial services during COVID and the daily program of services/tasks provided prior to COVID (pulling trash, cleaning restrooms, dusting, vacuuming, surface cleaning, mopping, floor care) has remained in place. Since the advent of COVID, additional rounds of touchpoint cleaning in common areas (surfaces, doorknobs, stair rails, light switches, water fountains, elevator buttons, sink/toilet knobs) have been added. Effective August 10, 2020, another round of daily touchpoint cleaning was implemented. Procedures for supplemental cleaning are in place in the event of a positive/suspected exposure. Each situation is evaluated case-by-case taking into consideration where the person was in the building and when they were last in the building. Once jury trials begin, additional staff will be designated to clean the jury assembly areas when the jurors are in court and will be present during the trial to clean in the courtroom during breaks. Deep cleaning of the courtroom, jury assembly rooms, and all spaces to be utilized for jury trials will occur in the evenings after court is adjourned.

The cleaning process in Colonial Heights follows written protocols provided by City Risk Management and implemented by contracted cleaning service providers. There has been no interruption in cleaning services during the pandemic, and the daily program of services/tasks provided prior to COVID (pulling trash, cleaning restrooms, dusting, vacuuming, surface cleaning, mopping, floor care) has remained in place. Since the advent of COVID, additional rounds of touchpoint cleaning in common areas (surfaces, doorknobs, stair rails, light switches, water fountains, elevator buttons, sink/toilet knobs) have been added. Effective June 29, 2020, City staff provides additional daily touchpoint cleaning of public access and other common areas (entry door handles/knobs, handrails, counters, public restroom fixtures, and other designated areas). Deep

cleaning of the courtroom, jury assembly rooms, and all spaces to be utilized for jury trials will occur in the evenings after court is adjourned. Once jury trials begin, additional City staff will be designated to clean the jury assembly areas when the jurors are in court and will be present (“on call”) during the trial to clean in the courtroom during breaks.

COVID Contingencies

In both jurisdictions, the Clerk’s Office will collect from each juror and alternate a mobile telephone number and email address for use if the Court needs to contact jurors during any evening recess. If events develop that cause the trial to be discontinued, the Clerk will notify each juror personally with the contact information provided.

In multi-day trials, before adjourning each day, presiding judges should direct all participants, including lawyers, parties, court reporters, and jurors, to continue monitoring themselves overnight for symptoms, including taking their temperatures. Individuals who have any symptoms should contact the Court immediately and not return to the courthouse. Likewise, if any feel they have developed symptoms during the day as the trial is ongoing, they are to notify the presiding judge immediately. At the conclusion of every jury trial, presiding judges should direct participants to report symptoms to the Court up to 14 days following their last visit to the courthouse.

If any person associated with a multi-day trial develops symptoms during the trial, that person will be immediately directed to leave the courtroom and isolate alone in a designated conference room near the courtroom. The Sheriff will be immediately notified to provide an escort suitably equipped with personal protective equipment to escort that person from the courthouse, ensuring via radio communication with other Sheriff’s deputies that an elevator is vacant and the corridors have been cleared to allow the person to pass. Court staff will contact that person after court adjourns for the day and request that he/she notify the Court of any COVID-19 test result when known.

If any participant in the trial tests positive for COVID-19 during a trial, the Court will notify within 24 hours all persons who may have been exposed to the person known or suspected to be infected, consistent with the requirements of the Emergency Temporary Standard – Infectious Disease Prevention, promulgated by the Department of Labor and Industry (16 VAC 25-220). All notified persons will be urged to contact their healthcare provider or the Virginia Department of Health for further instructions.

The Court expects to seat alternates for all jury trials. The determination of whether any symptom-related interruption to the trial should result in a brief continuance (a few days, resuming with the same jury panel) or a mistrial will depend on consideration of several factors including: the availability of rapid-return test results, the use of alternates, the stage of trial, the length of the prospective delay, and the continued availability of jurors and litigants. The Court may also consult with the state or local health department about recommended measures for how and whether the trial could safely proceed when one or more participants has developed symptoms.

All cleaning protocols required by the Virginia Department of Health and established in the Emergency Temporary Standard will be followed in the event an infection develops during a trial. Procedures for supplemental cleaning in the event of a positive/suspected exposure are evaluated on a case-by-case basis taking into consideration where the person was in the buildings and when they were last in the buildings. There is no secondary location with sufficient space to conduct jury trials in either jurisdiction. If the one designated courtroom in either jurisdiction is not available, jury trials will be continued until the facility and conditions are determined to be safe.

Courthouse Facility and Technology Modifications

In Chesterfield, the target date for completion of technology modifications in Chesterfield is not later than November 1, 2020. In the courtroom, plexiglass is being installed on the half-wall between gallery and well and on the bench to the judge's left, between the judge and witness. Two monitors (75") are being added to view evidence, one on each side of gallery on a movable cart (so angle may be adjusted). As the jurors will be seated in the gallery, speakers are being replaced to enhance hearing. The courtroom will require an additional camera with widest angle lens possible and split-screen options when digital evidence presented to send point-to-point closed circuit streaming of proceeding on County network from dedicated camera to two locations.

The Historic 1917 Courthouse, which will serve as the public viewing gallery, will have one monitor (82") on a movable cart, a sound bar, and a receiver for point-to-point closed circuit streaming of proceeding from a dedicated camera in the courtroom. The 2nd floor conference room, which will serve as a witness viewing gallery, will have one monitor on a movable cart, a sound bar, and a receiver for point-to-point closed circuit streaming of proceeding from dedicated camera

in the courtroom. The trial judge will have real time video, but not audio feed on the bench from the public viewing gallery.

In the Colonial Heights courtroom, plexiglass is being installed on the bench between the judge, clerk, and court reporter. Two 60-inch monitors on movable carts, one on each side of the gallery, will be added for jurors to view evidence through the existing evidence/document display system. In the multi-purpose room, two 75-inch monitors with soundbars will be added with capability for split-screen interface thereby allowing simultaneous viewing of courtroom participants (judge, witness, and litigant tables). All necessary infrastructure to connect the courtroom with the multi-purpose room as described was installed during new construction of the building in 2013.

Air Filtration

The units serving the Chesterfield Courthouse building were fully replaced in 2014 following engineered design to provide optimal operation based on facility design, duct infrastructure, occupancy levels, and heat load operating hours. A full preventative maintenance program is in place, requiring filter changes every 90-120 days. The system has 24/7/365 remotely accessible automated controls monitoring. Staff receive alarm notifications if building is not operating within normal parameters. The system operation is fully adjustable based on needs; the system can configure temperature or operating hours as needed based on operating procedures in place at the time. Building and Grounds staff, fully supported by in-house B&G HVAC shop and as-needed contract vendors, are located in building for system monitoring and response. Finally, this Court is advised that system retro-commissioning reviews are underway throughout the County with consulting engineers for implementation of ASHRAE recommendations consistent with system design and operational parameters. These reviews will evaluate outside air volume, filter level (possible increase in MERV rating), modifications to after-hours setbacks, and evaluation of air exchange volume.

Due to issues unrelated to COVID, the units serving the Colonial Heights courtroom are under contract for replacement, and the City advises the work will be scheduled imminently. A contracted full preventative maintenance program is in place, requiring quarterly filter changes. The system operation is automated, configures to occupied and non-occupied modes, and is adjustable based on needs. Building and grounds staff and the City's contractor respond to the needs of building occupants through the City's automated work order process.

Face Coverings and Gloves

Face masks and shields have been addressed throughout this plan. It is the Court's intention that the default standard will be that all persons, including jurors, are wearing face masks. In addition to providing masks upon request, face shields that comply with CDC guidance will be provided to jurors, attorneys, defendant(s), and witnesses, one per person per day. However, masks may be removed in limited, exceptional circumstances.

1. Overall, if face coverings impair the ability of a lawyer to communicate with the witness or with the Court, the Court may grant the attorney permission to remove his or her face covering as necessary, ensuring the attorney remains physically distant from other persons in the courtroom. There may be other situations when wearing a mask may not be feasible for some individuals. For example, when communicating with people who are deaf or hard-of-hearing or those who care for or interact with a person who is hearing impaired.
2. Specifically, the judges of this circuit do not believe that masked jurors seated in a modified jury box are appropriate. The use of masks denies a defendant the right to view his jurors full in the face. Attorneys would be unable to gauge the reactions of jurors to testimony or argument. Face shields will be provided.
3. Each judge reserves the discretion to direct that masks be removed by a testifying witness so that the witness' demeanor can be fully observed by the trier of fact. The witness stand, however, is sufficiently distanced from any other person in the courtroom to allow the witness to take the face covering down and testify with face exposed. If a lawyer or bailiff needs to approach a witness to hand him something, the Court will instruct the witness to recover his or her face before allowing the approach.
4. A criminal defendant may be asked to remove his face covering during voir dire to ensure prospective jurors can see him and indicate whether any know him or recognize him. He may also be asked to lower his face covering briefly for the purpose of enabling a witness to see his face and answer whether the witness can identify the defendant.
5. The Court recognizes if a mask must be removed for any reason (voir dire, identification, etc.), the distance between the unmasked person and all others should be more than 10 feet, as recommended by the Virginia Department of Health. However, with the provision of both face shields and masks to all participants, it is not anticipated the Court will encounter any issues complying with this guidance.

6. Gloves are distributed to anyone in courtroom upon request. Jurors will be provided with disposable gloves for handling of evidence or hand-held microphone (when needed).

Conclusion

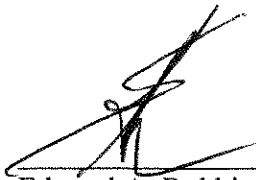
No plan can be developed to cover every conceivable set of circumstances. Individuals need to make informed decisions about their own health. The Court will continue to favorably consider continuances requested for COVID-19 related issues pertaining to counsel, parties and necessary witnesses. A request to defer jury service is both expected and welcomed from those who would face intolerable health risks by leaving their residences.

If upon a change of circumstances, or upon experience developed while operating under this plan, adjustments to the plan need to be made in an individual case or collectively, the Court will do so as quickly and as safely as might be reasonably accomplished.

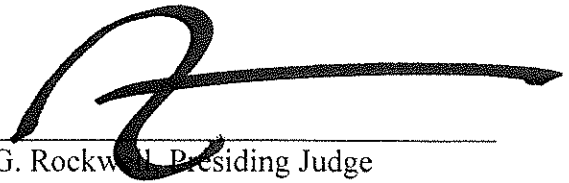
The Court would like to express its gratitude to all the numerous local agencies, departments, Constitutional Officers, public servants, members of the bar, and private individuals who so graciously gave of their time to assist the Court in the development of this plan.

Dr. Joseph P. Casey, County Administrator for Chesterfield County and Douglas E. Smith, City Manager of Colonial Heights have acted decisively to support the Court in its efforts to maintain functional operations during the current emergency and in the development of this plan. Each has made people and resources available on a priority basis to the Courts in full measure of our joint responsibility to serve the community as separate but co-equal branches of government. A properly functioning judiciary is essential to the health of every community. In that regard, the Court is fortunate to be able to count on this local leadership as we, together, navigate our way through the current emergency.

For the presumptively innocent awaiting trial, for the injured bearing the cost of harms and losses entirely not of their own making, for the ordinary citizen seeking timely redress and peaceful resolution of disputes, the right to trial by jury is their Constitutional birthright. The judges of this circuit find it imperative that the judicially suspended right of trial by jury be restored to the people. For that reason, the judges of this circuit respectfully request approval of this plan.



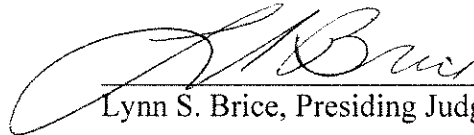
Edward A. Robbins, Jr., Chief Judge



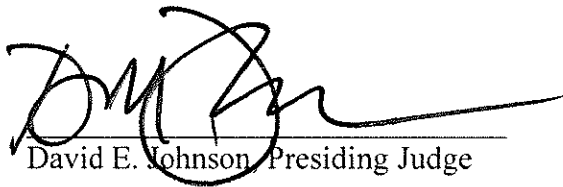
F.G. Rockwell, Presiding Judge



Steven C. McCallum, Presiding Judge



Lynn S. Brice, Presiding Judge



David E. Johnson, Presiding Judge

**COVID-19*****Employee Daily Health Self-Assessment Certification***

Protection of the health and safety of our employees and citizens is a top priority during these unprecedented times of the COVID-19 viral pandemic. The CDC is encouraging us all to take personal responsibility to not only protect ourselves but also the health of those around us by following 6-foot spatial distancing, following good hand washing practices, using proper cough & sneeze etiquette, wearing facial coverings when out in public, monitoring our health and staying home when symptomatic or sick.

As we start to welcome more employees and citizens back into our county facilities, the safety of our employees, citizens and visitors remains our primary concern. To help prevent the spread of COVID-19 and reduce the risk of exposure to our employees and citizens, employees will be required to perform a self-assessment of their health status consisting of: answering a short list of three COVID-19 related health questions and taking their own temperature before reporting to work each day. Employee understanding and cooperative participation is important to help us take precautionary measures to protect everyone in our workplace and buildings.

Effective June 1, 2020, and until further notice, as a condition of continued employment with Chesterfield County all employees must:

1. **Perform a self-assessment of their health status using the Chesterfield County COVID-19 Employee Daily Health Self-Assessment (RM.FORM.110A) each workday prior to coming to work.**
2. **Not to come to work and notify their supervisor if they are sick or answer YES to any of the four questions contained in the COVID-19 Employee Daily Health Self-Assessment (RM.FORM.110A).**
3. **Notify the Chesterfield County Employee Medical Center @ 804-318-8584 should they answer YES to any question on the self-assessment.**
4. **Not return to work until medically cleared to do so by the Chesterfield County Employee Medical Center.**

EMPLOYEE CERTIFICATION

By signing this document, I certify and agree that I understand the requirements listed above in items 1-4 and have had the opportunity to receive clarification if needed. I agree that as a condition of my continued employment with Chesterfield County I will adhere to these requirements and understand by reporting to my work location, badging in, logging into computer, using county equipment or vehicle or performing work I am attesting that I have answered NO to the questions listed on the Employee Daily Health Self-Assessment RM.FORM.110A. I also understand that falsifying any answers or failing to perform the self-assessment prior to coming to work each day may result in disciplinary action, up to and including termination of my employment.

Employee Name:	
Department:	
Date:	
Employee Signature:	



COVID-19 Guidance

Employee Daily Health Self-Assessment

To help prevent the spread of COVID-19 and reduce the risk of exposure to our employees and citizens, employees must perform a daily self-assessment of their health status consisting of: REVIEWING A SET OF COVID-19 RELATED HEALTH QUESTIONS and TAKING THEIR OWN TEMPERATURE before reporting to work.

As a condition of employment, all employees must agree to perform this self-assessment each workday and to not come to work if they are sick or answer yes to any question on this form. Employees should seek guidance from their health provider and the Employee Medical Center should they answer YES to any question below or have a temperature of 100.4 degrees F or higher. By reporting to their work location, badging in, logging into computer, using county equipment or vehicle or performing work employees are attesting that they have answered NO to the questions listed below.

Falsifying answers or failing to perform this self-assessment daily prior to coming to work may result in disciplinary action, up to and including termination of employment.

QUESTIONS THAT EMPLOYEES MUST REVIEW EACH DAY BEFORE COMING TO WORK

Self-Assessment Questions – Please answer these questions honestly	Yes	No
1. Have you or anyone in your household received a confirmed diagnosis for COVID-19 by a COVID-19 test or from a diagnosis by a healthcare professional in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you or anyone in your household had close contact with or cared for anyone diagnosed with, suspected to have, or experienced symptoms consistent with COVID-19 (fever, cough, shortness of breath etc.) within the past 14 days? (close contact is being within 6 feet for 15 minutes or more, or sharing a living space) ***Healthcare workers using appropriate personal protective equipment (PPE) would not be considered as exposed to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you, or anyone in your household have <u>2</u> or more of any of the following symptoms? <ul style="list-style-type: none">• Headache• Body aches• Repeated shaking or chills• New, persistent cough for unknown reasons• Shortness of breath for unknown reasons• Congestion or Runny nose• Change in taste or smell• Diarrhea - 3 or more episodes within 24 hours• Nausea or Vomiting• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
4. Take Your Temperature. Is the temperature 100.4 degrees Fahrenheit (38 degrees Celsius) or above?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered: NO to ALL questions, then you can proceed to work today!

YES to any question, then you must remain home and not come to work, notify your supervisor and the County's Employee Medical Center @ (804) 318-8584. It is recommended that you isolate yourself from others, monitor your symptoms and contact your health provider for guidance.

ACKNOWLEDGMENT FORM

City of Colonial Heights *Acknowledgement Form*

Instructions: Please read, sign and date this form after reviewing the training material and return it to your supervisor **by Friday, September 11, 2020.**

Training Topic: COVID-19 Employee Awareness Training
*§16VAC25-220 Emergency Temporary
Standard Infectious Disease Prevention for the
SARS-CoV-2 Virus That Causes COVID-19*

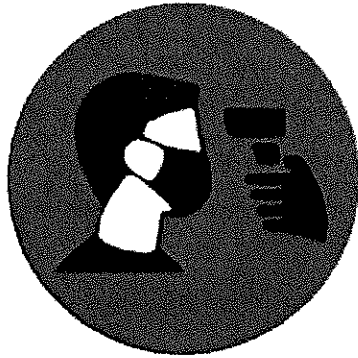
I confirm that I have read the training material listed above. I understand that as an employee, it is my responsibility to abide by City of Colonial Heights policy and procedures, in accordance with this training.

If I have questions about this training material/information, I understand it is my responsibility to seek clarification from my immediate supervisor and/or the Human Resources Department.

Employee Signature: _____ Date: _____

Employee Name (print): _____ Department: _____

**Mandatory
Temperature
Check**



**Verificación
Obligatoria de
Temperatura**

24 in

Within the past fourteen days have you:

Traveled internationally? _____

Been directed to quarantine, isolate, or self-monitor? _____

Been diagnosed with, or have had contact with anyone who has been diagnosed with COVID 19? _____

Experienced a fever, cough, or shortness of breath? _____

Resided with or been in close contact with any person in the above mentioned categories?

36 in

En los últimos catorce días ha:

¿Viajado internacionalmente? _____

¿Ha sido dirigido a cuarentena, aislamiento o autocontrol? _____

¿Le han diagnosticado o han tenido contacto con alguien a quien se le ha diagnosticado COVID 19? _____

¿Ha tenido fiebre, tos o falta de aliento? _____

¿Ha vivido o ha estado en contacto cercano con alguna persona en las categorías mencionadas anteriormente?



Jury Coordinator
Chesterfield Circuit Court Clerk
P.O. Box 125
Chesterfield, Virginia 23832

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
CHESTERFIELD VA
PERMIT NO. 50

*****AUTO**5-DIGIT 22207
B2 C5 P2 000940
JUROR NAME
JUROR ADDRESS
CHESTERFIELD, VA 23832-0909



JUROR SUMMONS
IMMEDIATE RESPONSE REQUIRED

D

IMPORTANT INFORMATION REGARDING YOUR JURY SERVICE – READ BOTH SIDES

DEFERRAL OF SERVICE: You may defer your jury service to another date on the Juror Website. This one-time option is available up to 5 days before your Report Date. You will receive a new summons for your new date. Important Note: Because juries can be rescheduled at late notice, the jury office cannot guarantee your requested deferral date and may have to defer your service to a different date to accommodate the needs of the court. You will be notified if this occurs.

DISQUALIFY/EXCUSE REQUESTS: Jury service is the duty and responsibility of all qualified citizens and there are few exemptions. However, if you believe you qualify for an exemption under the Code of Virginia, you may request to be disqualified for the current year by following the instructions on the Juror Website. This option is available up to 5 business days before your Reporting Date. You will be notified if your request is granted or denied. **Critical Employee Exemption requests must be accompanied with a statement that the business would cease to operate if you had to report for jury service.*

NON-RESIDENT: If you no longer reside in Chesterfield County, please login to the Juror Website and follow the instructions indicated. To avoid receiving a juror summons from Chesterfield County in the future, please update your residential information with the Chesterfield General Registrar's Office at <https://www.chesterfield.gov/registrar>.

SPECIAL ACCOMMODATIONS: Please login to the Juror Website and make your request in the "Special Accommodations" section.

STUDENTS: If your Reporting Date is a day on which you have class scheduled, please defer your jury service to a date in which you will be available to serve. If none of the dates available online work with your schedule, please contact Jury Services. Under the Code of Virginia, there is no exemption from jury service for students.

ENOTIFICATIONS: By providing your e-mail address and cell phone number on the eResponse Juror Website, you will receive electronic notifications and reminders about your jury service.

ORIENTATION: There will be a brief orientation to answer any questions regarding your jury service. Once orientation is completed, the jurors will wait in the orientation room until being called to the courtroom for jury selection. If you are selected and sworn onto a case, you will stay with that case until it concludes. If not selected, you will be released by the judge. Please plan accordingly.

DELAYS: There are sometimes unavoidable delays while waiting to be called to the courtroom; therefore, it is recommended that you bring a book, magazine, or other quiet activity to work on while waiting.

SECURITY AND PROHIBITED ITEMS: You will go through court security metal detectors. Please allow extra time to get through court security. Cell Phones, Smart Watches, Cameras, Food, Beverages, Electronic Equipment (such as laptops, tablets, and e-readers), and Weapons are not permitted in the building.

LOCATION/PARKING: Chesterfield Circuit Court is located at the intersection of Courthouse Rd. and Iron Bridge Rd. just off Route 288. There is plenty of free parking located around the court building. Handicap parking is located in the front of the building to the right of the flags.

NOTIFY YOUR EMPLOYER: Your employer cannot penalize you for missing work while performing jury duty when reasonable notice is given to your employer. Discuss with your employer the company policy regarding jury service.

REIMBURSEMENT FOR JURY DUTY: If you are selected to report, you will be reimbursed \$30 for travel and expenses for each day you are selected and report for jury service. This amount is set by the Virginia Legislatures.

WEATHER: Inclement weather closings/delays for **Chesterfield Courts** will be announced through various local media outlets and on [Chesterfield.gov](https://www.chesterfield.gov).

ADDITIONAL INFORMATION REGARDING JURY SERVICE, VISIT: <https://www.chesterfield.gov/circuitclerk/jury>

Jury Services Contact Information: e-mail: JuryInfo@chesterfield.gov Fax: (804) 751-2269 Phone: (804) 751-4411 (M–F, 8:00am –4:00pm)



OFFICIAL SUMMONS FOR JURY SERVICE

BY ORDER OF THE COURT
YOU ARE HEREBY SUMMONED FOR JURY DUTY WITH THE
CIRCUIT COURT OF CHESTERFIELD COUNTY

Your Important Service Information Is Shown Below

REPORT DATE: Wednesday, April 15, 2020

REPORT TIME: See Step 3 Below

TERM OF SERVICE: One Day *OR* the duration of One Trial, if selected to hear the case

LOCATION: Chesterfield Circuit Court, 2nd Floor Jury Assembly Room
9500 Courthouse Road
Chesterfield, VA

JUROR WEBSITE: <https://chesterfieldjuror.chesterfield.gov/> - or scan QR code below using your smartphone

JURY INFORMATION LINE: (804) 409-8605

CANDIDATE/JUROR ID: 0000214761



- STEP 1:** Read both sides of this summons to help answer any questions you may have. Then, follow the additional steps below.
- STEP 2: Immediately Confirm Receipt of This Summons:**
1. Login to the Juror Website indicated above using your Candidate/Juror ID and Date of Birth.
 2. Complete the questions indicated and click 'Submit'.
 3. If you need to defer your service to another date or request to be disqualified, go to the 'Home' screen on the Juror Website and follow the instructions.
- STEP 3: Check Your Reporting Status:**
1. **AFTER 5:00 p.m.** the business day **before** your report date shown above, you must login to the Juror Website or call the Juror Information Line to check your status.
 - **Juror Website:** select the 'Profile/Status' tab to view your 'Reporting Date'.
 - **You must report IF:** the 'Reporting Date' line shows your reporting date and time – report to the Courthouse as instructed.
 - **You do not need to report IF:** the 'Reporting Date' line states "Check Back – See Summons".
 - **Juror Information Line:** follow the message prompts to check your status.
 2. If you are scheduled to report, **BRING THIS SUMMONS WITH YOU** for check-in.
 3. If you are not scheduled to report, you may receive a summons with a new date later in the year. Jurors who report when they are not scheduled, will not receive reimbursement.

WARNING: Pursuant to Virginia Code: § 8.01-356, failing to appear for jury service may result in a criminal contempt of court charge and a fine not less than \$50 nor more than \$200.

Jury service sometimes requires personal sacrifice yet serving as a juror is an important civic and community duty, as well as a privilege and legal obligation. The law provides for few exceptions to one's obligation to serve. Your jury service is sincerely appreciated, and we trust that you will find the experience both interesting and rewarding.

Wendy S. Hughes, Clerk of Court





Wendy S. Hughes, Clerk
Circuit Court

CIRCUIT COURT COUNTY OF CHESTERFIELD

COVID-19 INFORMATION AND SUPPLEMENTAL JUROR QUESTIONNAIRE FOR PROSPECTIVE JURORS

Note: Jury trials are currently suspended. The Jury Trial Resumption Plan for Chesterfield Circuit Court is pending approval of the Virginia Supreme Court. In order to be prepared for a jury trial, upon approval of the plan, jury summonses must be sent in advance. Please check the status of jury trials/jury service on your designated day to determine if your attendance is required. You can also direct questions to the Jury Services Division (804) 748-4411 or email JuryInfo@chesterfield.gov.

The Circuit Court of Chesterfield County is aware that the COVID-19 State of Emergency and related health concerns are at the forefront of everyone's mind. We recognize that receiving a jury summons during this time may raise questions.

The Court has taken substantial steps to reduce the risk of the spread of COVID-19 in the courthouse complex. This includes requiring all staff and visitors to wear face coverings, maintain social distancing, wash hands frequently, and to stay home if experiencing symptoms. Before being permitted to enter the courthouse, **all** persons are required to have their temperature taken and will be asked several COVID-19 related screening questions. Additionally, potential jurors will have their temperature checked again prior to entering the courthouse following lunch recess. Any individual who declines to cooperate with the screening measures will be refused entry to the courthouse. Additional cleaning protocols will be implemented during jury trials.

It is essential that prospective jurors monitor themselves prior to leaving home for any possible symptoms of COVID-19. **DO NOT COME TO THE COURTHOUSE IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS** (that cannot be attributed to another health condition or physical activity): fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea. If you are experiencing any of these symptoms, immediately contact our **Jury Services Division at (804) 751-4411 or email JuryInfo@chesterfield.gov**.

In addition to confirming receipt of your Jury Summons (see your summons for instructions), you must also complete and submit the attached **COVID-19 supplemental juror questionnaire** 10 days prior to your reporting date by one of the following methods:

1. **Email:** JuryInfo@chesterfield.gov
2. **Fax:** 804-751-2269
3. **Mail:** Chesterfield Circuit Court Jury Services, P.O. Box 125, Chesterfield, VA 23832

Circuit Court Clerk's Office
City of Colonial Heights



STACY L. STAFFORD
CLERK

550 BOULEVARD ~ P.O. BOX 3401
COLONIAL HEIGHTS, VIRGINIA 23834-9001
(804) 520-9364
(804) 524-8726 FAX

JUDGES
TIMOTHY J HAULER
FREDERICK G. ROCKWELL, III
STEVEN C. McCALLUM
EDWARD A. ROBBINS, JR.
LYNN S. BRICE
DAVID E. JOHNSON

ERNEST P. GATES
JOHN F. DAFFRON, JR.
WILLIAM R. SHELTON
MICHAEL C. ALLEN
HAROLD W. BURGESS, JR.
HERBERT C. GILL, JR.
RETIRED

Juror Number: 1

SUMMONS FOR PETIT JURY DUTY

YOU ARE HEREBY SUMMONED FOR JURY SERVICE for the term beginning **January 7, 2020 through March 2, 2020**. Your service may be required for more than one day; please plan accordingly.

Please read the following directions carefully. It is your responsibility to call the juror message line after 6:00 p.m. each Wednesday beginning January 1, 2020 to learn if your service is needed the next week. The number to call after 6:00 p.m. is 804-451-0235. Please refer to your Juror Number (noted above) when making the call. The telephone recording that you will reach will list juror numbers and a specific time for those jurors to report for service. If your juror number is not listed, you need not to report.

On the day of your service, please advise the Deputy Sheriff at the front entrance of the Courts Building that you are a juror, and then report to the Jury Assembly Room on the second floor. The Courts Building is located at 550 Boulevard. You are asked to dress appropriately, and refrain from wearing shorts or other such casual attire. When you report for jury duty, you will be asked to present a government-issued ID (e.g., driver's license) to authenticate your identity.

Please fully complete the enclosed form and return it in the enclosed self-addressed envelope **within 10 days**. If you have served on a state circuit court jury within the past three (3) years, please indicate that on the form. There is also space provided on the form for you to note any prearranged business or vacation travel during the term for which you are designated for jury service. If you are physically unable to serve, the Court requires you to submit a letter from your physician for review.

If unexpected business travel or personal/family problems arise subsequent to your submission of the form, please call the Circuit Clerks Office at 520-9364 during business hours, which are from 8:00 a.m. to 4:00 p.m. Please provide at least four (4) business days advance notice if you cannot appear, as a substitute juror must be found. Only in the event of an emergency should a voicemail be left after hours.

Jury service is both an opportunity and a legal obligation. The law provides for few exceptions to one's obligation to serve. Should a juror fail to report for jury duty, the Court may order the juror to appear at a later date to show cause why the juror should not be held in contempt for failure to appear. To avoid such action, it is imperative that you arrive at your specified time. Furthermore, juror tardiness or non-appearance will have an adverse impact on the scheduled jury trial, and pose hardship for all parties involved.

Thank you in advance for your service and your cooperation.

A handwritten signature in cursive script, appearing to read "Stacy L. Stafford", is written over a horizontal line.

Stacy L. Stafford, Clerk

SUPPLEMENTAL JUROR QUESTIONNAIRE

Part 1 - Increased Risk Factors for COVID-19

Individuals who are, or might be, at increased risk of severe COVID-19 may request a deferral of their jury service by certifying below. Please read the conditions below carefully.

According to the Centers for Disease Control and Prevention (CDC), people of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

According to the Centers for Disease Control and Prevention (CDC), people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

☐ I hereby certify, under penalty of perjury, that I meet one or more of the following criteria and request my jury service be deferred at this time.

- (1) I meet one of the increased risk conditions listed above;
- (2) I live with, or provide direct care to, someone who meets one of the increased risk conditions listed above;
- (3) I am 65 years old or older; or
- (4) I interact with high-risk people at work, or work in a long-term care facility or other healthcare environment.

OR:

☐ The foregoing criteria do not apply to me.

****Complete Part 2 of questionnaire on reverse side**

SUPPLEMENTAL JUROR QUESTIONNAIRE

Part 2 - COVID-19 Screening

PLEASE READ EACH QUESTION CAREFULLY	CIRCLE THE ANSWER THAT APPLIES TO YOU	
Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms <u>that cannot be attributed to another health condition or physical activity?</u> <ul style="list-style-type: none">• fever of 100.4° F/37.8° C or higher• new cough• sore throat• chills• headache• new muscle or body aches• new shortness of breath or difficulty breathing• fatigue• new loss of taste or smell• congestion or runny nose• nausea or vomiting• diarrhea	YES	NO
Within the past 14 days, have you been in close physical contact with a person who has been diagnosed with COVID-19 or with someone who is experiencing any of the above listed symptoms consistent with COVID-19?	YES	NO
Within the past 14 days, have you been diagnosed with COVID-19 or have you been tested for COVID-19 and are waiting to receive the test results?	YES	NO
Are you currently isolating or quarantining because you may have been exposed to a person with COVID-19 or are concerned that you may be sick with COVID-19?	YES	NO
Within the past 14 days, have you traveled internationally?	YES	NO

<https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/Visitor-Screening.pdf> <https://www.cdc.gov/screening/paper-version.pdf>

**If you answered "YES" to any of the above questions,
your jury service will be deferred to a later date (please sign below).**

Continuous Care Obligation

If you meet the below criteria and wish to defer your jury service to a later date, please check this box []

I am necessarily and personally responsible during normal court hours for providing the continuous care required by (i) a child or children age 16 or younger of whom I have legal custody, or (ii) a person having a physical or mental impairment.

If you need to defer your jury service or believe you qualify for an excusal/disqualification not contained in this supplemental questionnaire, please make your request on the juror eResponse website <https://chesterfieldjuror.chesterfield.gov> (refer to your summons for instructions). If you have any questions, please contact Jury Services at 804-751-4411 or email JuryInfo@chesterfield.gov.

I hereby certify, under penalty of perjury, that I have truthfully answered the questions contained in this supplemental juror questionnaire.

Signature (required)

Candidate ID#

Date

Return this completed questionnaire within 10 days of your reporting date by one of the following methods:

1. Email: JuryInfo@chesterfield.gov; 2. Fax: 804-751-2269; or 3. Mail: Chesterfield Circuit Court Jury Services, P.O. Box 125, Chesterfield, VA 23832