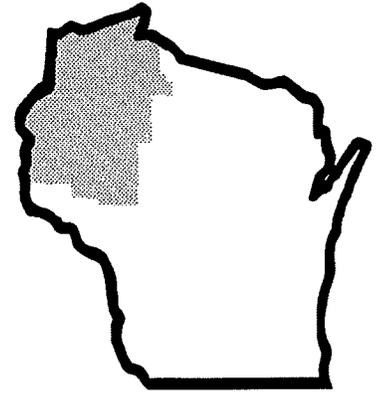


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STATE OF WISCONSIN

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July 20, 2020

Chief Justice Patience Roggensack

Director of State Courts Randy Koschnick

BY EMAIL

Dear Chief Justice Roggensack and Director Koschnick:

Pursuant to the Wisconsin Supreme Court's order dated May 22, 2020, attached please find copies of Eau Claire County's operating plans to resume in person hearings and jury trials, as well my order approving same. The effective date of the plans is August 3, 2020.

Please do not hesitate to contact me with any questions or concerns. Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Maureen D. Boyle".

Maureen D. Boyle
Chief Judge District 10

CC: The Honorable Michael Schumacher, Eau Claire County Circuit Court
Christopher Channing, District 10 Court Administrator

**ORDER APPROVING OPERATIONAL PLAN FOR THE SAFE RESUMPTION OF
IN PERSON PROCEEDINGS AND JURY TRIALS IN EAU CLAIRE COUNTY**

WHEREAS: The Wisconsin Supreme Court in light of the COVID 19 Statewide and National states of emergency has entered certain orders related to the operations of the Circuit Court regarding in person appearances and jury trials.

WHEREAS: On March 22, 2020, the Wisconsin Supreme Court ordered that although the courts of the State of Wisconsin remain open, all civil and criminal jury trials scheduled to begin before May 22, 2020 are to continued and rescheduled by the assigned judge to a date after May 22, 2020;

WHEREAS: On March 22, 2020, and as amended on April 15, 2020, the Wisconsin Supreme Court suspended, until further order of the court, most in-person hearings in the circuit courts, subject to exceptions for certain matters, including those approved by the chief judges of each district, if remote technology is not practicable or adequate to protect constitutional rights of the citizens of Wisconsin;

WHEREAS: On March 31, 2020, the Wisconsin Supreme Court issued Interim Rule 20-02 which suspended statutory deadlines for conducting non-criminal jury trials until further order of the court:

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court ordered that March 22, 2020 order regarding the suspension of jury trials, that Interim Rule 20-02 regarding suspension of deadlines for non-criminal jury trials, and the April 15, 2020 amended order regarding remote hearings, are extended for each circuit court until that circuit shall have prepared an operational plan for the safe resumption of in-person proceedings and jury trials and the plan shall have been approved by the chief judge of the applicable administrative district;

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court outlined the specific criteria required in each circuit court operational plan as to how that circuit court will conduct in-person proceedings and jury trials so as to reduce to the greatest extent possible the risk of transmission of the virus causes COVID-19 and that promotes the health and safety of all those present in the courtrooms, jury rooms, and other court-related confined spaces of that circuit court;

WHEREAS: On July 17, 2020, the Honorable Michael Schumacher, Presiding Judge of Eau Claire County, submitted final operational plans regarding resumption of jury trials and resumption of in-person proceedings, containing a statement regarding

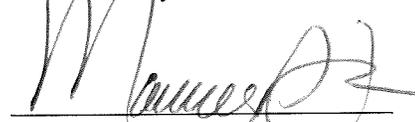
communication with local justice partners regarding the safe resumption of in-person proceedings and jury trials in that circuit court; a requirement that all persons who are present in the courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, except as authorized on the record by said judge; outlines practices for appropriate sanitation/hygiene of frequently touched surfaces and the hands of participants; specify that notices regarding face coverings and availability of hand sanitizer and disinfecting wipes/sprays in court-related areas will be appropriately posted and noticed; and incorporate many recommendations made in the Final Report of the Chief Justice's Task Force;

THEREFORE IT IS ORDERED:

The operational plans of the Circuit Court of Eau Claire County regarding procedures and practices for conducting jury trials and other in-person proceedings during the 2020 public health emergency and pandemic-COVID 19 are hereby approved and are effective August 3rd, 2020. All previous orders identified in the May 22, 2020 order of the Wisconsin Supreme Court cease to apply to the Circuit Court of Eau Claire County and that circuit court must continue to follow its operational plans as approved by the chief judge until further notice of the Wisconsin Supreme Court.

IT IS FURTHER ORDERED that the provisions of this order shall be subject to further modification or termination by future orders.

Dated: July 20, 2020



Hon. Maureen D. Boyle,
Chief Judge 10th Judicial District

COVID-19 Circuit Court Operating Plan for Eau Claire County

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of Eau Claire County will implement the following protective measures:

General

1. The county judiciary has established a stakeholder committee to discuss and consider the recommendations outlined in the Wisconsin COVID- 19 Task Force report.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. Before calendaring in-person hearings, the stakeholder committee has addressed staffing needs and has procured any equipment and supplies deemed necessary.
4. The stakeholder subcommittee will continue to meet regularly, maintain communication with the local health authority and the county office of risk management, and will adjust this Operating Plan as necessary with any changes in the public health conditions in the county.
5. Judges will begin setting non-essential in-person proceedings no sooner than August 3, 2020

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.
2. The following procedures have been implemented to monitor the health of Judge and Court Staff: temperature monitoring, symptom checking, and awareness of contact with those who have been infected or exposed in the last 14 days.
3. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hand hygiene recommendations at all times. Judges will not be required to wear masks when alone in the courtroom.
4. Protective Measures: observing at least six foot social distancing; masks worn by all in the courtroom; installation of plexiglass barriers in all courtrooms; using a single entrance to the Government Center staffed by the Sherriff Department who screens the public.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Video and telephonic hearings and meetings whenever possible; restrictions on observers when necessary; consideration of 6 person juries and trials to the court; use of juror questionnaires; staff working from home; Government Center not to be used as meeting location for lawyers and clients; and only one jury trial proceeding on any day.

Vulnerable Populations

1. Individuals who are over age 65 and 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 considered to be vulnerable populations.

2. Each judge will include information on orders setting hearings, dockets notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations.
3. Vulnerable populations who are scheduled for court will be accommodated by liberally excusing them or arranging video or telephonic presence.

Social Distancing

1. All persons not from the same household who are permitted in the Government Center will be required to maintain adequate social distancing of at least 6 feet. Signs are posted all around the second floor.
2. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
4. Public common areas, including breakrooms, snackrooms, and the law library have been closed to the public.

Gallery

5. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating area. Seating is limited to every other row.

Well

7. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space. Additionally, plexiglass barriers have been erected in each courtroom.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrance to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
2. Disinfectant wipes or spray are available near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.
3. CDC flyers outlining appropriate hygiene, social distancing, or public safety have been posted in multiple locations on the second floor.

Screening

1. When individuals attempt to enter the Government Center, a deputy from the Eau Claire County Sherriff Department will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the court building. If required to appear in court, the appropriate court office will be immediately notified.
2. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the court building.
3. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment.
5. Staff who are doing the screening have a listing of court official phone numbers in order to notify the courts of individuals who may have been denied entrance.

Face Coverings

1. All individuals entering the Eau Claire County Government Center will be required to wear face coverings at all times. All persons present in the courtrooms and associated locations will wear face coverings at all times unless the Court specifically finds on the record that an individual has a medical condition preventing use of a mask, the spoken word cannot be understood, or it is necessary for a witness to remove a mask to aid in assessing credibility.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided, as available.
3. Individuals who will be required to be in the court building for a judicial proceeding will be provided masks and required to wear them while in the court.

Cleaning

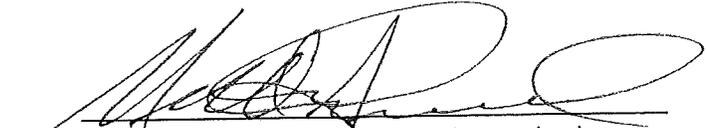
1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least three times a day.
2. Court building cleaning staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom is used.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Local Stakeholder Committee

Minutes of the Stakeholder committee as well as minutes and recommendations of each of the four subcommittees have been attached.

I have conferred with all judges of courts with courtrooms in the Eau Claire County Government Center regarding this Operating Plan. In developing the plan, I consulted with the stakeholder committee. A list of members on the committee and the frequency in which they will continue to meet is attached to this plan. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan will conduct proceedings consistent with the plan.

Date: 7/16/2020



(Presiding Judge Michael A. Schumacher)

Date: ^{7/20/2020}~~Click or tap to enter a date.~~



Chief Judge Approval Maureen Boyle

COVID-19 Circuit Court Operating Plan for Eau Claire County

Addendum: Jury Trial Plan

As an addendum to the Operating Plan filed with the Chief Judge of the Tenth Judicial District on July 15, 2020, this plan is developed to ensure the health and safety of jurors, litigants, attorneys, witnesses, visitors, court staff, judges, and other individuals participating in jury trials. The courts of Eau Claire County will implement the following additional protective measures related to jury trials:

Recovery Planning and General Education

1. An In Person **Re-engagement Subcommittee** has been established to include: Frank Draxler – Administration (Now Retired), Gary King – District Attorney, Laurie Osberg – Public Defender, Matt Krische – Attorney – EC Bar President, Matt Theisen – Facilities, Susan Schaffer – Clerk of Court, Tyler Esh – Planning & Development, Dan Peterson – Health Department, Judge Sarah Harless – Courts, and Judge Michael Schumacher – Courts; Additionally, a **Jury Trial Subcommittee** has been established to include: Gary King – District Attorney, Laurie Osberg – Public Defender, Susan Schaffer – Clerk of Court, Sonja Leenhouts – Administration, Dan Bresina – Sheriff’s Department, Matthew Krische – Attorney – EC Bar President, Frank Draxler – Administration (Now Retired), Dan Peterson – Health Department, Judge John Manydeeds – Courts, and Judge Michael Schumacher – Courts.
2. The following efforts have been undertaken to educate the general public on the importance of jury service and the specific precautions taken in the county with respect to public safety and ensuring the safety of jurors during the pandemic:
 - a. An informational bulletin has been developed that describes jury service and the steps being taken to guard against COVID-19 transmission. (See attachment)
 - b. The bulletin will be sent along with all summons for jury duty.
 - c. The bulletin will be posted on the Eau Claire County website.
 - d. A news release will be issued describing the precautions taken by the Court.
 - e. A letter from the Eau Claire County judges stressing the importance of jury service and the safety of our jurors. (See attachment)

Summoning Jurors

1. Considerations have been made for the safety and well-being of jurors. The informational bulletin mentioned above was developed and will be sent with the juror summons to each juror.
2. The attached policy has been developed regarding deferral and excusal of jurors due to the pandemic. This information has been clearly outlined so court staff and jurors are aware of these policies for consistent application.
3. The following protective measures have been implemented:
 - a. Expedited entrance into the courthouse
 - b. Check-in that minimizes physical contact with documents
 - c. Staggered sign in times
 - d. Posted notices regarding hygiene and distancing practices

- e. Juror temperature testing and health questions prior to entering second floor
 - f. Predetermined seating location
 - g. Everyone required to wear face covering
 - h. Use of multiple courtrooms for jury selection
 - i. Plexiglass barriers surround all court personnel
 - j. Hand sanitizer and disinfectant wipes available to jurors and court personnel
 - k. Regular cleaning of the courtroom during each day
4. When jurors attempt to enter the Eau Claire Government Center, a member of the Sheriff Department or other county employee will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the court building. If required to appear in court, the appropriate court office will be immediately notified.
 5. When jurors attempt to enter the second floor of the Government Center, a trained individual will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the court building.

Juror Attendance and Safe Participation

1. The following personal protective equipment will be available to the jurors: masks, individual hand sanitizer, and disinfectant wipes.
2. Social distancing of jurors will be enforced through the following strategies: limiting the capacity in the courtroom, marking off spaces 6 ft. apart within the courtroom and jury box, reconfiguring placement of counsel tables, court reporter, witness stand, and/or bench, using an alternate courtroom for additional capacity, installing Plexiglas shields between participants.
3. The following strategies will be used to reduce the number of people required to report for jury selection: Utilize preselection questionnaires, conduct voir dire in sessions based on the capacity of the court room that will allow appropriate social distancing, conduct voir dire virtually in full or in part, utilize in-person and virtual voir dire simultaneously, broadcast jury selection and limit or eliminate spectators in the courtroom, utilize 6-person juries upon stipulation, give priority to "strikes for cause" based on juror health and safety concerns. Until further notice only one jury trial will be conducted at a time in the Government Center.
4. After the jury has been empaneled, the following efforts have been made to accommodate social distancing, but ensure that each juror has adequate sight lines to the witness stand and can hear and see all proceedings: use of technology including microphones and video monitors to increase sight lines, minimized handling of exhibits and personal use only of pens and notepads.
5. Social distancing consideration during trial breaks and deliberations include reconfiguration of the deliberation room, using an alternate room for deliberations (most likely the courtroom), hand sanitizing and bathroom capacity, no communal beverages or snacks, individual box lunches and bottled water for each juror. Jurors may bring their own snacks if they wish.

6. Initially, only one jury trial will be conducted at a time. After consultation with all of the judges in the county, we have identified which cases will go to trial if there is more than one trial scheduled for the same day. We have considered the seriousness of the case, its age, whether there are victims, and whether there are constitutional or jurisdictional issues.
7. The gallery in Branch 2 seats 16 socially distanced people. The remaining jury courtrooms will seat 12. For most trials seating will not be a problem. If there is high public interest, the trial could be live streamed into another courtroom.

Other

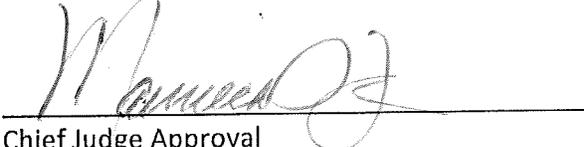
Several documents have been attached to this plan including recommendations from the various committees and minutes of certain meetings. All of this demonstrates how seriously the Stakeholder Committee (and sub-committees) have taken their charge to safely and thoughtfully plan for in-person court appearances and jury trials.

I have conferred with all judges of courts with courtrooms in the court building regarding this Jury Trial Addendum to the Operating Plan. Judges will begin setting jury trials no sooner than August 3, 2020. I will ensure that the judges of courts with courtrooms in the Government Center covered by this Jury Trial Addendum will conduct proceedings consistent with the plan and the Addendum.

Date: 7/16/2020


(Presiding Judge Michael A. Schumacher)

7/20/2020
Date: Click or tap to enter a date.


Chief Judge Approval

Members:

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Dan Peterson	Dan.Peterson@co.eau-claire.wi.us
Elizabeth Giese	Elizabeth.Giese@co.eau-claire.wi.us
Emily Long (Emily.Long@wicourts.gov)	Emily.Long@wicourts.gov
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Tim Sullivan	TIM.SULLIVAN@co.eau-claire.wi.us
Tyler Esh	Tyler.Esh@co.eau-claire.wi.us

Staffing Subcommittee:

Dan Bresina – Sheriff’s Department
Susan Schaffer – Clerk of Court
Frank Draxler – Administration (Now Retired)
Tyler Esh – Planning & Development
Matt Theisen - Facilities
Jessica Rubin – Human Resources
Dave Hayden – Information Systems
Judge Emily Long - Courts
Judge Michael Schumacher - Courts

Facilities & Equipment Subcommittee:

Matt Theisen - Facilities
Dan Peterson – Health Department
Frank Draxler – Administration (Now Retired)
Timothy Sullivan – Corp Counsel
Tyler Esh – Planning & Development
Greg Bowe – Purchasing
Judge Jon Theisen - Courts
Judge Michael Schumacher - Courts

In Person Re-engagement Subcommittee:

Frank Draxler – Administration (Now Retired)
Gary King – District Attorney
Laurie Osberg – Public Defender
Matt Krische – Attorney – EC Bar President
Matt Theisen - Facilities
Susan Schaffer – Clerk of Court
Tyler Esh – Planning & Development
Dan Peterson – Health Department
Judge Sarah Harless - Courts
Judge Michael Schumacher - Courts

Jury Trial Subcommittee:

Gary King – District Attorney
Laurie Osberg – Public Defender
Susan Schaffer – Clerk of Court
Sonja Leenhouts - Administration
Dan Bresina – Sheriff’s Department
Matthew Krische – Attorney – EC Bar President
Frank Draxler – Administration (Now Retired)
Dan Peterson – Health Department
Judge John Manydeeds - Courts
Judge Michael Schumacher - Courts

EAU CLAIRE COUNTY JUROR DEFERMENT POLICY

The Clerk of Court may defer jury service for no more than one year when a potential juror:

- Refuses to wear a mask or face shield;
- Has been lab confirmed with Coronavirus in the past 14 days;
- Has been in contact with someone with lab-confirmed Coronavirus in the past 21 days;
- Has traveled outside Wisconsin by mass transit in the past 21 days;
- Has shortness of breath, a cough, or a fever greater than 100.0;
- Is currently ill;
- Is actively caring for a family member or loved one who has tested positive for Coronavirus;
- Is in self-quarantine status during the period of jury service;
- Is a health care professional working in an environment where COVID-19 is likely present or where the potential juror's services are required due to the pandemic;
- Elderly/at-risk individuals and persons caring for the elderly/at-risk;
- Persons caring for/educating school-age children at home;

All other requests for deferment must be approved by the presiding judge

Eau Claire County In-Person Reengagement plan

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, circuit court commissioners, family court commissioners and other individuals entering the buildings housing the courts, the courts of Eau Claire County do hereby adopt and will implement the following protective measures:

General Building Use/ What to do if someone tests positive

Our building houses many agencies. This plan will mainly address the second floor agencies: the courts, court commissioner, court personnel, bailiffs, district attorney’s office, clerk of courts, victim witness, DAGP, register in probate, and TRY mediation. However, the policies for the front door and courts will impact the other agencies in our building including: Police Department, Sheriff’s Office, DHS, Child Support, Corporation Counsel, and others.

A primary issue as we increase the number of people using our building will be how to respond when someone who works in or frequents our building contracts COVID-19. Eau Claire County has policies and guidelines in place regarding public health and quarantine procedures. Judges and Court staff will follow Eau Claire County public health guidelines and policy.

IN-PERSON REENGAGEMENT -- SAFETY CRITERIA FOR IN-PERSON APPEARANCES:

The Subcommittee notes that the recommendation in the Final Report of the Wisconsin Courts COVID-19 Task Force regarding Safety Criteria for In-Person Appearances (page 10) were:

based on guidance issued by the Wisconsin Department of Health Services, the Centers for Disease Control and Prevention (CDC), and other federal entities. In addition, medical and health experts from the University of Wisconsin School of Medicine and Public Health have reviewed these guidelines as part of the Task Force’s deliberations. Any application of these recommendations should account for the most current local COVID-19 data and guidance from local, state, and federal experts regarding what threshold should be used to move from one phase to another, such as local infection rate trends, testing capacity, hospital capacity, or other factors.

The purpose of this section is to set forth the safety criteria the Subcommittees recommends be in place for the protection of all employees and citizens entering the Eau Claire County Government Center, and also those using the courts, in order to begin the resumption of increased in-person court appearances.

1. Entry Screening

Eau Claire County has signs directing the public to utilize the front entrance of the government center, all other entrances are locked to the public. The front entrance is clearly marked with signs indicating that people with a fever or other symptoms of COVID-19 should not enter the building. Inside the front doors is a welcome station with an attendant who screens all people

entering to ensure they have valid business in the government center. Individuals are given directions that they must wear a mask and given an opportunity to retrieve a mask from their car. If they do not have a mask and have urgent business in the government center a mask is provided. The second floor is equipped with security screening and additional signage requiring individuals to wear masks.

If an individual refuses to wear a mask and has no medical reason for refusing, they will be advised that they may not receive services. The Bailiff or other individual who is attending the front door will contact the department where the individual has business and advise them of the situation; the individual department will determine how to proceed. No person will be allowed to enter Courtrooms without a mask without a valid medical reason for doing so or other specific reason that has been authorized by the Judge.

The following health screening questions will be placed on a sandwich board in front of the front floor attendee's station:

1. Have you been confirmed with the Coronavirus in the past 14 days?
2. Have you come in contact with someone with Coronavirus in the past 21 days?
3. Do you have a fever of greater than 100.3?
4. Do you have a cough?
5. Do you have shortness of breath?

Individuals with Covid-19 or a fever of 100.3 will be told they may not enter the building. Individuals with a cough or shortness of breath that is not caused by allergies or another verified medical condition other than Covid-19 will be told not to enter the building. Individuals who have had contact with someone with Covid-19 will be assessed on a case by case basis to determine the level of contact and the nature of the business they have in the building. If the individual has a court hearing, the attendee can direct the person to call the Judicial Assistant for the assigned Judge to determine if the individual can appear telephonically or through Zoom.

2. Personal Protective Equipment

The Subcommittee recognizes that there is scientific evidence that wearing masks helps reduce the risk of contracting the COVID-19 virus. All persons entering the Eau Claire County Government Center are required to wear a mask.

The Final Report of the Chief Justice's Wisconsin Courts COVID-19 Task Force stated on page 8 about personal protective equipment:

Court staff and court officials should be provided with surgical grade facemasks, as well as gloves if it is necessary to handle exhibits. Litigants who are attending proceedings where their presence is mandatory should be provided with a surgical mask if they do not have one (this would include jurors). It is recommended that members of the public entering the courthouse on a voluntary basis should provide their own face coverings; the court would not provide this equipment to them. This recommendation should be

addressed by a larger county committee based on the occupancy of building (e.g., what functions and offices are located within the courthouse or county building).

Then, the Final Report of the Chief Justice's Wisconsin Courts COVID-19 Task Force stated on page 10, about personal protective equipment:

Health experts recommend requiring surgical grade masks as the safest and most cost-effective means to reduce transmission of COVID-19. Masks should be worn continuously in the courthouse/room and during proceedings.

One of the provisions of the Wisconsin Supreme Court's May 22, 2020, Order In re the Matter of the Extension of Orders and Interim Rule Concerning Continuation of Jury Trials, Suspension of Deadlines for Non-Criminal Jury Trials, and Remote Hearings During the COVID-19 Pandemic provided that:

Each operational plan must include the following:

- A requirement that all persons who are present in courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge or jury to weigh the witness's credibility. The plan must specify that notices regarding this requirement will be posted at the entrance of each courtroom, jury room, and court-related confined space and that this requirement will be enforced by the judge(s) of the circuit court;

As noted on page 6, Chief Justice Roggensack advised in her May 27, 2020 e-mail:

It is critical to heed the advice of Dean Robert Golden and Dr. Dennis Macki from the University of Wisconsin School of Medicine and Public Health. They both urged courts to mask all participants and clean frequently touched surfaces. I know some participants (and judges too) will resist masking. However, without masking, we would be requiring jurors, other witnesses and lawyers who must defend those for whom representation is a constitutional right to appear in an unsafe environment. We have the ability to make court appearances safe, and we must do so. We can provide services the public needs and heed the medical advice of the physicians who gave of their time and knowledge so that we could commence in-court proceedings safely.

The Subcommittee notes that the Wisconsin Guidance on Preparing Workplaces for COVID-19 for Public Facilities, states on page 2 of its Recommendations for Public Facilities for face masks and cloth face coverings:

- Employers should recommend that employees wear face masks or cloth face coverings when social distancing is not feasible in the work environment. They may also recommend usage of face masks or cloth face coverings for public-facing activities.

- Ensure your employees are wearing face coverings properly. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering and offers tutorials for how to make one.

- If customers will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks for customers to use at your facility if they did not bring one, and provide adequate trash receptacles for disposing of used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.

Masks are currently required in the courtrooms and in all common areas of the second floor. The Jury trial subcommittee will address issues for how to handle witness testimony.

The Final Report of the Chief Justice's Wisconsin Courts COVID-19 Task Force recommends the use of gloves in order to handle exhibits. The Subcommittee concurs with that recommendation but due to a shortage of gloves states a preference for exhibits to be e-filed in advance of any hearing so that no individuals in the Courtroom are required to handle exhibits.

No individual will be permitted in the Courtrooms unless they wear a mask. Exceptions will be made in the rare circumstance that a person has a medical reason that they cannot wear a mask, or for other valid reasons as authorized by the Judge. If that is the case, they will be required to maintain strict social distancing.

Hearing notices for in-person hearings will be updated to include a reminder that masks are required.

3. Social Distancing

A distance of at least six feet should be maintained between all individuals in the courtrooms as well as in the Court Commissioner Hearing Room. Social distancing markers have been placed on the floors as well the benches on the second floor of the Government Center. Chairs have been removed from the Courtrooms and benches have been roped off to promote social distancing. Each courtroom has been evaluated for a maximum number of people that can be present in the courtroom while maintaining social distancing. The Judges and the Bailiffs will monitor the courtrooms to ensure proper distancing. When a courtroom reaches capacity no other individuals will be allowed to enter, and people will be directed to wait in the hallway until there is room in the courtroom. The hallway benches are marked with signs to ensure social distancing.

4. Hand Sanitizers

Hand sanitizer stations are located throughout the building, including the hallway leading to the courtrooms. Additional hand sanitizer will be placed outside the intake courtroom. Additional

hand sanitizer will be placed outside each courtroom as new hand sanitizer stations become available. Signs will be posted to use hand sanitizer before entering a courtrooms or hearing room.

5. Limited Attendance in the Courtroom

Because of the importance of social distancing requirements and the need to maintain six feet between individuals, it will be necessary to control and restrict attendance in the courtroom. Cases must be carefully calendared to avoid any overlap that may result in violation of social distancing requirements. Each courtroom and each hearing room has been examined to calculate the maximum number of persons that each courtroom/hearing room can accommodate to maintain proper social distancing and that number will be posted. Therefore, the numbers of all witnesses, court personnel, and law enforcement officers must be carefully restricted.

6. Air Purifying Equipment

The Facilities and Equipment Section of the Final Report of the Chief Justice's Wisconsin Courts COVID-19 Task Force recommended:

HEPA air filters should be used to maintain air quality given the specific size of each courtroom, hearing room, and jury room. The filtration devices should be placed between the court personnel and the jury so that the purified air is aimed at the jury and public. If adequate filtration devices cannot be obtained for every courtroom/jury room, the county should utilize only those rooms that are sufficiently equipped with filtration devices and reduce court calendars to accommodate the reduced number of courtrooms.

Our building's air system is adequate to maintain health without the use of HEPA filters. The Jury trial subcommittee will examine whether additional measures are needed in the location selected for jury trials.

7. Cleaning:

1. Persons cleaning the Eau Claire County Government Center shall clean the common areas of the court building so that common spaces are cleaned at least every day.
2. Persons cleaning the Eau Claire Government Center will clean and disinfect the courtrooms as well as the Court Commissioner Hearing Room at the end of each day the courtroom is used.
3. Persons cleaning the Eau Claire County Government Center have been provided cleaning supplies shown to be effective with this coronavirus.
4. Cleaning spray and wipes will be placed on counsel tables in all courtrooms and in the hearing rooms. At the conclusion of each proceeding, all frequently-touched surfaces in the courtroom should be wiped-down with anti-viral wipes, or sprayed with anti-viral cleaning spray, by the persons who sat at counsel tables. Signs should be provided as a reminder.

8. Facilities

All persons present in courtrooms shall wear face coverings unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge or jury to weigh the witness's credibility. Notices are posted at the entrance of each court-room and other rooms on the second floor of the courthouse. Plexiglass barriers have been ordered and will be installed in the courtrooms between the witness box and the Judge, on the Court Reporter's desk, between the clerk and the Judge, between the clerk and the bailiff, and on counsel tables.

Each courtroom has been assessed for the number of people that can be in the courtroom while maintaining appropriate social distancing, and individuals will be directed to maintain social distancing. Social distancing signs have been placed outside the courtrooms throughout the second floor of the courthouse.

9. Vulnerable Populations

Individuals who are over age 65 and 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 considered to be vulnerable populations.

Vulnerable populations who are scheduled for court will be accommodated by liberally excusing them or arranging video or telephonic presence.

10. Judge and Court Staff Health:

Judges and court staff who can perform the essential functions of their job remotely or by audio/visual technology will continue to do so, whenever possible.

Judges, the Court Commissioner, and Court Staff will follow recommended public health guidelines to monitor their health.

Judges, the Court Commissioner, and Court Staff will be required to wear face coverings in the Courtrooms and in the Court Commissioner hearing room. Judges, the Court Commissioner, and Court Staff will practice social distancing and practice appropriate hand hygiene recommendations at all times.

Protective Measures: Hand sanitizer must be used before entering a courtroom, or entering the Court Commissioner hearing room. Cleaning supplies are provided in the Courtrooms, and in the Court Commissioner hearing room.

IN-PERSON RE-ENGAGEMENT -- A FIVE-PHASED PROCESS

The Subcommittee recommends a five-phased approach in order to eventually return to full in-person court operations without any restrictions due to the COVID-19 virus. The court system is already in Phase One of the recommended five-phased schedule. Phase Two includes a return to limited in-person proceedings. Phase Three involves a return to in-person hearings in all matter except jury trials. Phase Four involves in-person hearings for all matters, including jury trials. Phase Five involves the same as Phase Four, but without any restrictions due to the COVID-19 virus.

The Subcommittee also realizes that the timelines it recommends are subject to modification due to ability to meet requirements suggested to transition to a new phase, as well as being subject to modification due to a change in conditions due to the COVID-19 virus.

Phase One: All five judges are holding court five days a week, 8 a.m. to 4:30 p.m.

Initially the Courts rescheduled hearings and scaled back hearings to only “essential hearings” in response to the Covid-19 crisis. The Courts have now adapted to using technology and have resumed handling a wide variety of cases. During Phase One, most court proceedings will occur by phone and or audio/visual means, with the courts currently using Zoom technology, but a limited number of in-person proceedings (including essential and mandatory proceedings) have and will take place. Judges will utilize their discretion in responding to requests for in-person proceedings. All in-person proceedings will follow the above guidelines for social distancing and mask use.

The largest scheduling issue in Phase One has been and will continue to be the scheduling of intake. Many blocks of 9:30 return appearances have been rescheduled, with attorneys being told to contact the assigned Judge if they would like to have their case heard before the return appearance.

The Courts are currently considering a Phased in approach to intake. Two Zoom hearings will be set to accommodate intake: a 9:30 hearing and an 11:00 a.m. hearing. The Courts are taking steps to reduce the large numbers usually heard in intake to accommodate the use of Zoom. Attorneys are still encouraged to move their cases out of intake and set the matter with the assigned Judge if there is a plea. Multiple return dates will not be granted.

Phase Two: Resumption of limited in-person proceedings

The Subcommittee recommends that commencing *Date?*, in-person court hearings before a Judge or Court Commissioner may resume in the following matters (being beyond essential and mandatory proceedings):

1. Criminal matters, except jury trials:

The Subcommittee recommends that the following matters be conducted in-person:

- initial appearances
- competency hearings

- evidentiary motion hearings
- NGI pleas
- Certain serious felony preliminary hearings at the request of any party and with the approval of the Judge.
- Contested felony pleas and sentencing
- Certain plea hearings where jail time is contemplated especially where it is anticipated that the person will need to report immediately, at the request of defense counsel.

The Subcommittee recommends that the following matters be conducted in-person or by Zoom at the discretion of the Judge, but by Zoom only if the defendant has camera capability.

- preliminary hearings
- waivers of preliminary hearings
- arraignment
- plea hearings
- pretrial conferences with contested motions
- other hearings at request of counsel

The Subcommittee recommends the continued use of Zoom or telephone for criminal hearings such as:

- status conferences
- scheduling conferences
- pre-trial conferences – with no contested motions

The Subcommittee recognizes that Zoom technology has its limitations, especially if the user has poor internet reception or a poor Wi-Fi connection, or is unable to connect the camera.

The Subcommittee further recognizes that the intake system will need to be adjusted to reduce the number of people present in the courtroom at any given time. Defense attorneys are expected to move cases out of intake and set the proceedings with the assigned Judge for return appearances unless they are unable to reach their client, or have another reason the case cannot be moved, such as a victim notification issue.

2. Mental commitment proceedings:

The Subcommittee recommends that, in general, these proceedings be conducted via Zoom or telephone, as allowed by statute. The Subcommittee recommends continued use of audio/visual technology for probable cause hearings or for stipulated final hearings if needed to be put on the record. Audio/visual technology can also be used for contested final hearings unless an in-person hearing is demanded by the subject.

3. Guardianship proceedings:

The Subcommittee recommends that these proceedings be held in-person if contested, but with the recognition that (1) testimony from experts be allowed by Zoom or phone and (2) in adult guardianship cases the ward may be a vulnerable individual. If the guardianship proceeding is not contested it should be held by Zoom.

4. Juvenile proceedings in juvenile delinquency (JV), juvenile CHIPS (JC), juvenile JIPS, and juvenile guardianship (JG) cases:

The Subcommittee recommends that the following hearings be in-person:

- temporary physical custody requests
- initial plea hearings
- subsequent hearings at which all parties will admit
- contested hearings
- dispositional hearings

Other hearings may be conducted by Zoom, though the Subcommittee recognizes that since these types of proceedings are closed, there must be strict control over who is attending any hearing conducted by use of Zoom.

5. Termination of parental rights cases:

The Subcommittee recommends that all hearings in Termination of Parental Rights cases be in-person hearings, with normal accommodations made for persons in custody to appear by audio/visual means.

6. Civil matters, in person, as follows: (*subject to any edits or feedback from Nathan*)

- Restraining order proceedings under Ch. 813
- Contested evidentiary motion hearings
- Family - Temporary order hearings if placement is at issue under Wis. Stat. 767.225(1)(am)
- Family - Enforcement of physical placement orders under Wis. Stat. 767.471(5)
- Family - Relocation motions under Wis. Stat. 767.481(2)
- Contested family hearings
- Replevin and eviction small claims proceedings.

The Subcommittee recommends that hearings in all other civil matters, including stipulated final divorce hearings, be heard by way of Zoom or telephone. Attorneys can request any hearing be done via Zoom.

Phase Three: In-person processing of all cases, except jury trials. Phase Three includes all case categories from Phase Two, but would now allow all in-person hearings in all civil proceedings other than jury trials. All of the above-referenced **Safety Criteria for In-Person**

Appearances must continue to be utilized. It is still recommended that audio/visual technology be utilized for non-evidentiary hearings.

The Subcommittee recommends the continued use of Zoom or telephone for:

- initial appearances in small claims court
- initial appearances in traffic court
- default divorces and status conferences in family court cases
- mediation hearings in small claims court and family court cases
- status/scheduling hearings
- other hearings at the request of counsel and as approved by the court

Phase Four: In-person processing of all cases, including jury trials. Before reinstating jury trials, please review the specific guidance in the Jury Trials section of this report. All of the **Safety Criteria for In-Person Appearances** must continue to be utilized, in addition to any jury specific safety precautions that should be instituted. It is still recommended that audio/visual technology be utilized for non-evidentiary civil hearings.

Phase Five: Resumption of all cases on an in-person basis with no restrictions. If a public health announcement is made determining that COVID-19 has been suppressed in the state, the processing of all cases may be resumed on an in-person basis without reliance upon the **Safety Criteria for In-Person Appearances**.

FACILITIES & EQUIPMENT SUBCOMMITTEE MEETING June 9, 2020

Members: Matt Theisen, Dan Peterson, Frank Draxler, Tim Sullivan, Tyler Esh, Greg Bowe, Judge Theisen

In attendance: Matt Theisen, Sam Flatland (for Dan Peterson, Health Dept), Frank Draxler, Greg Bowe, Judge Theisen, Judge Schumacher, Christie (for Susan, Clerk of Court Office)

- Signage and floor markings
 - Matt spoke about signage that is up throughout the courthouse; has started with the courtrooms (specifically Branch 4). Judge Theisen is satisfied with how his courtroom is set up to promote social distancing. Supervisor from COC Office will meet with maintenance staff and judges to ensure all courtrooms are set up and ready for limited in-person appearances.

- Barriers, plexiglass or similar in offices and courtrooms
 - Matt indicated that he had started measuring the courtrooms for plexiglass- just waiting for the go-ahead to order. Sections of installed plexiglass are held in by clips and are removable, if needed. Judge Theisen and Judge Harless to meet with Matt this afternoon to discuss plexiglass in their courtrooms.
 - Judge Theisen confirmed with judicial assistants that they do not want plexiglass in their offices.

- Air purifying equipment HEPA
 - Matt and Greg looking into different options. Most HEPA filter systems are about \$1,800+, have a 6-8 week lead time for ordering, replacement filters are about \$200, and the machines are quite loud.
 - UV lighting systems in the air handlers as potential option discussed.
 - Advantages: No filters to replace, no additional noise, can be used as a long-term health benefit (currently used in clinics/hospitals), lead time 4-6 weeks.
 - Disadvantages: Expensive
 - Branch 3/court commissioner hearing room section of 2nd floor = \$8,400
 - Branch 2 section = \$7,000
 - Branches 4, 5, 1, and COC office = \$11,000
 - Judge Schumacher- this should be put on our wish list (Frank references that more information should be compiled this week as to any potential CARES money). Judge Theisen- first more research needs to be done into the efficacy of the lighting system against COVID-19.
 - Option for the “jury trial courtroom” only?

- Health screening personnel and equipment, health screening checklists, thermometers, criteria
 - Do we need to look into hiring professionals for health screenings (furloughed/laid off nurses)? Definitely screen for jury trials; do we

screen everyone coming into the building? (temperature cannot be at or above 100.4 degrees).

- Greg has a supply of infrared thermometers- will give 6 to the 2nd floor
- Sam will come up with list of screening questions

- PPE for staff and officials
 - Each judge and court reporter were given 5 reusable cloth masks from the State.
 - 2,000 facemasks have been received for each courtroom. Greg indicates that there are 6,000 more allocated for the courts.
 - Judge Schumacher references Supreme Court order that everyone must wear a face mask- only exception is if a judge allows a witness to remove the mask while testifying.
 - Social distancing is still key.

- Cleaning and sanitizing equipment and supplies
 - Matt outlines cleaning schedule (3 times a day, spraying and wiping all touch points of the building)

- Cleaning touchscreen kiosk (is currently disabled on 2nd floor)
 - Will the kiosk remain “out of order”??

- Keyboard protectors
 - Only computer keyboards at issue are located at the clerk’s desk in the courtroom. Clerks to ensure they are using hand sanitizer and washing their hands before and after using a shared keyboard.
 - Clerk’s Office will ask Greg Bowe about the availability of disinfecting wipes for cleaning mouse and keyboard.

- COC drop box
 - Not sure of any issues. Cleaning of drop box slot discussed- maintenance considers it a “touch point” for daily cleaning.

- Elevator protocols
 - Matt reiterates 3x daily cleaning schedule, which includes all elevator touch points. Signs on elevator limit 1 person in elevator at a time.

- Doors propped open
 - Doors to offices propped open if appropriate/not security issue.
 - May need to create sign and post sign stating “Quiet Please- Court in Session” outside intake courtroom to allow door(s) to be left open. No one should be sitting/lingering in the hallway anyway- discuss with bailiffs.

STAFFING RECOMMENDATIONS

1. Judges and court staff who can perform the essential functions of their job remotely or by audio/visual technology will continue to do so whenever possible.
2. Judges, the Family Court Commissioner, and Court Staff will follow recommended public health guidelines to monitor their health.
3. Judges, the Family Court Commissioner, and Court Staff will be required to wear face coverings in the Courtrooms and hearing room; are required to wear face coverings at all times on the 2nd floor unless within their office; will practice social distancing and practice appropriate hand hygiene recommendations at all times.
4. Protective Measures:
 - a. Judges, Family Court Commissioner, and Court Staff to use hand sanitizer before entering a courtroom or hearing room. Wipes are provided in each courtroom – clerks are tasked with wiping for the clerk's desk area; attorneys will be tasked with wiping down counsel tables – clerks will monitor and wipe down if it hasn't been done (per reengagement committee). Signs should be provided as a reminder.
 - b. Courtrooms:
 - i. Plexiglass installed around Judge, court reporter, clerk, and witness
 - ii. Courtrooms will be marked as to where the public may sit
 - c. Judicial Assistants – options for distancing JAs located across from Branch 3
 - i. Stay where they are now
 - ii. Move one JA to conference room sharing a wall – wiring is there, but cannot move copier or add a printer
 - d. Clerk of Courts Office – redesign/remodel of lobby area in order to conform to social distancing requirements. This is a priority in order to provide a safe and secure environment for staff.
 - e. Custodial staff will continue with present procedures to wipe down touch points three times each day.

JURY TRIALS

RECOMMENDATIONS RELATED TO JURORS

PRE-SUMMONS

Clerk sends a letter addressing safety measures taken along with pre-summons information.

SUMMONS

Clerk sends summons that includes reporting instructions.
Judge sends a letter addressing safety measures.

Recommend all jurors bring their cell phone, but must be turned off when in the courtroom. No other electronics allowed. If they are chosen as a juror in the case, they will be allowed to make their phone call using their cell phone – then we will collect all turned off cell phones in separate baggies which the jurors can collect at the end of the day. This way they aren't sharing the same phone.

AUTHORIZATION of CLERK

There are four areas the clerk is authorized to excuse a juror when they receive a **pre-summons**:

- Proof of full-time student status
- Proof of vacation plans in place
- Doctor note of illness/inability to serve
- Age 75 or older and request to be excused

Would like to add to this list:

- Is a health care professional working in an environment where COVID-19 is likely present or where the potential juror's services are required due to pandemic
- Elderly/at-risk individuals and persons caring for the elderly/at-risk
- Persons caring for/educating school-age children at home

All other requests for deferment must be approved by the presiding jury judge.

We would like to have the ability to authorize the following for liberal deferral and excusal of jurors when **summoned**:

- Refusal to wear a face mask or face shield
- Confirmed with COVID within the past 14 days
- Has been in contact with someone with confirmed COVID in past 21 days
- Traveled outside Wisconsin (not including MN for essential purposes) in past 21 days
- Has shortness of breath, a cough, or a fever greater than 100.4
- Is currently ill
- Is actively caring for a family member or loved one who has tested positive for COVID
- Is in self-quarantine status during period of jury service
- Is a health care professional working in an environment where COVID-19 is likely present or where the potential juror's services are required due to pandemic

Elderly/at-risk individuals and persons caring for the elderly/at-risk
Persons caring for/educating school-age children at home

All other requests for deferment must be approved by the presiding jury judge.

NUMBER OF JURORS TO SUMMON

Because we will have deferred those pre-summoned, we are only looking at jurors summoned and required to report then calling for deferment based on any of the above, and having to be excused the day of trial for same. We are recommending an additional 5-10 jurors be called from what would normally be called for a trial. For example, in a regular felony case we would call 32 jurors – now we would call 40. If you would normally call 45-50 in a sexual assault case, you may want to call 55. The pre-summons will screen out most potential jurors who would not be summoned.

PARKING

Should be no different than on any other day in normal circumstances. For the most part, many county employees are working remotely so parking should be somewhat easier than on normal days.

SIGN-IN OF JURORS

Stagger sign-in times . . . this provides time to take temperatures and ask health questions. Our thought is to stagger sign-in times between 8 – 8:30 to ensure prospective jurors are seated based on a 9 a.m. start time. Check in time will depend on the number of jurors you wish to call in and your intended start time.

1. Jurors enter through the main door separate from the public door.
2. A clerk stands outside and marks their arrival and confirms mileage before entering the building; clerk also lets them know where to report on 2nd floor.
3. Juror goes to the next station which would be at a stand between double-doors where temperature is taken and questions asked. One of two things happen:
 - a. Instructed to return home
 - b. Instructed to go to the 2nd floor. Once through security, a sign will have been placed instructing jurors to turn right.
4. If juror is instructed to report to the courtroom – a bailiff/clerk will be there and seat juror in assigned seat (whether in the jury box area or gallery area). We will have special seating charts made up.
5. If instructed to report to either another courtroom or the old county board room, a bailiff/clerk will be there to instruct jurors where they can be seated maintaining the 6-foot social distance.
6. Clerk will provide Welcome orientation to let jurors know what to expect during jury selection and trial related to what we typically tell them and a few additional things regarding health/safety.

VOIR DIRE

If a juror is excused for cause, I anticipate you will ask them to leave. If you plan to replace them with another juror in that seat assignment, we will need the bailiff/clerk to sanitize the chair/seat first – unless you assign seats in the entire courtroom and keep them in place with empty seats until overflow is needed from the other courtroom/board room.

We will need two bailiff/clerks in the second room – it will ensure that one is with those jurors at all times, and the other can escort a juror to the courtroom when needed.

MEALS/BEVERAGES

No communal coffee/ice/water/snacks.

We will supply bottled water and box lunches for jurors. The letter that accompanies the summons will also let them know they can bring their own coffee/snacks/sack lunch if they wish.

JURY TRIAL

I don't expect we will need more than one jury bailiff/clerk throughout the trial.

RECOMMENDATION

Parties keep their materials on a cart, as well as the trial clerk keeping exhibits/materials on a cart to remove during breaks if the jury is going to use the courtroom as a jury room (the main jury restrooms are also available to jurors during all breaks). This is highly recommended only because we will need more than one jury bailiff/clerk to work the duration of the trial if the old county boardroom is used so jurors can be escorted to public restrooms near Branch 3. These restrooms would have to be closed to the public.

QUESTIONS

1. Where will jurors be during breaks and deliberations?
2. Will jurors be screened each day of trial? If so,
 - a. Who will screen
 - b. Where will they be screened
3. We would like to have two jury bailiff/clerks for the duration of the first trial just to see how it goes.

EAU CLAIRE COUNTY CIRCUIT COURTS
EAU CLAIRE COUNTY COURTHOUSE
721 Oxford Avenue
Eau Claire, WI 54703-5481

John F. Manydeeds, Branch 1
Michael A. Schumacher, Branch 2
Emily M. Long, Branch 3

Jon M. Theisen, Branch 4
Sarah M. Harless, Branch 5

July 15, 2020

TO: All Prospective Jurors

RE: Jury Service and Precautions Against COVID-19

Dear Prospective Jurors:

Attached to this letter is a summons, directing you to appear for jury service. We want to assure you that every reasonable precaution will be taken to enhance the health and safety of the jury, the parties, the lawyers, and the court staff.

All persons entering the government center are required to wear masks. You may bring your own, or we will supply one for you. Your temperature will be taken. You will be asked screening questions – a copy of these questions is attached. Please review them now, and if you would answer any of these questions “yes,” please call the Jury Management Clerk at 715-839-1868 to discuss your options.

After clearing security, you will be directed to one of two courtrooms where you will have an assigned seat. The second courtroom will be connected to the trial courtroom by video. The second courtroom is used because we cannot fit all jurors in the trial courtroom and maintain social distancing. If needed, jurors will be brought into the trial courtroom from the second courtroom. Jurors will be socially distanced more than six feet apart.

The government center has many features to mitigate COVID-19 transmission. All employees and guests are required to wear masks. The building has a full air exchange system where fresh air from outside is continuously circulated into the building. Alcohol-based hand sanitizers are available at multiple locations. The courtrooms, jury rooms, restrooms, elevators, and all other public areas of the building are frequently cleaned and disinfected. Plexiglass surrounds court personnel and the witness stand.

Your comfort during the trial is important to us. Court will recess to give you periodic breaks. Although we will not supply communal snacks, we will provide individually packaged meals for lunch and bottled water and soft drinks throughout the day. If you prefer to bring your own

Letter to Prospective Jurors
July 15, 2020
Page 2

meal or drinks, you may do so.

The right to trial by jury is one of the cornerstones of our democracy. We strongly believe that jury service is the second highest form of public service that any American can perform (second only to service in the Armed Forces). It is vital that you appear and present yourself for jury service; however, we are mindful of these challenging times and we will take every reasonable precaution to maintain your health as well as that of the parties, lawyers, and staff during the trial.

Thank you and we look forward to seeing you.

Sincerely,

John F. Manydeeds
Circuit Judge, Branch 1

Michael A. Schumacher
Circuit Judge, Branch 2

Emily M. Long
Circuit Judge, Branch 3

Jon M. Theisen
Circuit Judge, Branch 4

Sarah M. Harless
Circuit Judge, Branch 5

Jury Trial for Case Number:

Date:

Juror #	Fever >100.4	Cough	Shortness of Breath	Sore Throat	Runny Nose	Head or Muscle Aches	Vomiting or Diarrhea	*Other Symptoms
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

*Other Symptoms Include: Chills, Loss of Taste or Smell, Abdominal Pain, Nausea

EAU CLAIRE COUNTY JUROR INFORMATION

Welcome to Jury Duty

Please read the following information and note your panel member number located on your summons letter. You will need your panel member number to determine if you are included in the selected range of panel members expected to report. The Circuit Courts are taking every reasonable precaution to maintain the health and safety of jurors, parties, attorneys, and court staff during jury selection and jury trials.

1. REPORTING INSTRUCTIONS:

- a. If you have provided phone and eMail contact information, you will receive regular text and eMail messages regarding the status of trials. If you do not receive the messages, please call 715-839-1868 any time after 3:30 p.m. the day prior to a scheduled trial. Please listen carefully to the message as it will provide you with the panel member numbers expected to report.
- b. Report times will be provided when assigned to report.
- c. Park in the Oxford Avenue parking lot and proceed to the doors in the center of the building. A clerk will be there to sign you in and confirm round-trip mileage from your home. Please have your photo ID ready.
- d. You will then proceed to the next station where you will be greeted by a health care worker.
- e. You will then be directed to the second floor where you will be required to go through security/metal detectors.
- f. Once through security, you will be directed to the assigned courtroom.
- g. Jurors will have assigned seats and you will be shown to your assigned seat.

2. COVID-19 PRECAUTIONS: All persons entering the Eau Claire County Government Center for jury duty will have their temperature taken and asked COVID-19 related health screening questions. Persons who fail the screening will not be allowed in the building.

- Masks are required to be worn by everyone entering the Government Center. Please bring your own mask or face covering with you. If you don't have a mask, one will be provided to you. It must be worn at all times when in the building.
- Hand sanitizer will be available for jurors.
- Courtrooms and public spaces are regularly cleaned and disinfected.
- Sufficient space will be provided in order for jurors to practice social distancing.
- If you are experiencing any COVID-19 related symptoms prior to or during your service term, immediately notify the Clerk of Court office at 715-839-1868. You may be asked to furnish documentation from your health care provider.
- HEALTH SCREENING QUESTIONS MAY INCLUDE:
 - Have you been lab confirmed with Coronavirus in the past 14 days?
 - Have you come into contact with someone with lab-confirmed Coronavirus in the past 21 days?
 - Have you traveled anywhere outside of Wisconsin in the past 21 days?
 - Do you have shortness of breath, a cough, and/or a fever greater than 100.3?

EAU CLAIRE COUNTY JUROR INFORMATION

Welcome to Jury Duty

3. **AVAILABILITY:** If any of the following apply, contact the Clerk of Court office immediately at 715-839-1868:
- You are actively caring for a family member or loved one who has tested positive for Coronavirus.
 - You are now in self-quarantine status and that status will continue through [DATE].
 - You are a health care professional presently working in an environment where COVID-19 is more likely or your services are required due to the pandemic.
 - You are no longer an Eau Claire County resident.
 - You are on probation or parole for a Felony.
4. **REFRESHMENTS:**
- a. Due to COVID, we will not provide any coffee, ice, water or snacks.
 - b. We will provide a box lunch, water and soda. If you prefer to bring your own lunch you may do so. There is not a microwave available to heat your lunch, but there is a small compact fridge available should you need it.

If you have any questions, you may call the Clerk of Courts Office at 715-839-1868. Once you arrive, you may ask any questions of court staff that you have. Our goal is to make you as comfortable as we can.