STATE OF WISCONSIN CIRCUIT COURT MILWAUKEE COUNTY

CHIEF JUDGE DIRECTIVE 20-18 (AMENDED) APPROVING PHASE II RESUMPTION OF JURY TRIALS

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 the 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 that 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 the circuit court;

WHEREAS: On July 17, 2020, Mary E. Triggiano, Chief Judge of the 1st Judicial District, approved operational plans for a phased resumption of jury trials;

WHEREAS: The plan is the culmination of weeks of collaboration and consultation with numerous local justice system, Milwaukee County partners and public health experts to: develop protocols for the safe resumption of jury trial

proceedings in the 1st Judicial District; modify and prepare court buildings, courtrooms, jury assembly and deliberation space in order to avoid exposure and infection of jurors, litigants, attorneys, witnesses, court staff and other members of the public visiting the courts conducting jury trials; re-design processes and procedures related to jury management, and incorporate many recommendations made in the Final Report of the Chief Justice's COVID-19 Task Force;

THEREFORE, IT IS ORDERED:

The operational plan of the 1st Judicial District regarding procedures and practices for conducting jury trials during the 2020 public health emergency and COVID-19 pandemic are hereby amended effective September 28, 2020 with approval of the use of additional courtrooms identified in the attached amended plan. The circuit court shall follow the attached operational plan as approved by the Chief Judge.

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

Dated: September 25, 2020

Chief Judge Mary E. Triggiano
1st Judicial District of Wisconsin

1st JUDICIAL DISTRICT OF WISCONSIN
COVID-19 COURTS OPERATING POLICIES, PROCEDURES AND PLAN FOR RESUMING IN-PERSON HEARINGS
CJ-20-16

EFFECTIVE JUNE 29, 2020

CHIEF JUDGE MARY E. TRIGGIANO

Circuit Court of Milwaukee County

Milwaukee County Courthouse Complex

Vel R. Phillips Youth and Family Justice Center

Milwaukee, Wisconsin

I. Purpose of Plan

The health and welfare of citizens who enter the 1st Judicial District courts is paramount in the decisions made as these guidelines have been developed and implemented. The court will continue to adhere to guidance issued by the Center for Disease Control (CDC), Wisconsin Department of Health Services (DHS), World Health Organization (WHO), local public health experts and Milwaukee County in developing and implementing a phased approach to resuming in-person hearings. In addition, the court will continue to monitor local COVID-19 case data and make operational adjustments, if necessary. The policies, procedures and guidelines provided in this plan are intended to avoid exposure and infection of jurors, litigants, attorneys, witnesses, court staff and other members of the public visiting the courts. These procedures and practices are intended to be proactive, recognizing we must provide all constitutional and statutory protections to the litigants and interested parties as well as the public's right to access. We understand it is not possible to ensure absolute safety, but we take reasonable and necessary steps to protect the health of all participants within the physical limitations of the Milwaukee County Courthouse Complex and Vel R. Phillips Youth and Family Justice Center and resources available to the court and county.

II. Planning Committee & County Team

On April 15th 2020, the Chief Judge convened the 1st Judicial District COVID-19 Recovery Committee[1] (formerly the Jury Trial Committee). We are very grateful for the hard work of this committee and their focus on access to justice. The court included in the planning committee the Clerk of Circuit Court, criminal justice stakeholders, local bar representation, the District Attorney, the Milwaukee County Sheriff, public health experts, courthouse facilities managers, county administration, the District Court Administrator, Court Operations, county emergency management and others to address safety issues involving jury trials and other in-person court related gatherings. From the larger committee, smaller work groups addressed concerns specific to resuming jury trials while others addressed space and operational needs. The 1st Judicial District COVID-19 Recovery Committee will continue to meet regularly during the current public health emergency and remain in contact with local public health authorities to remain informed should this operating plan require modifications. This document serves as the framework to safely re-engage in-person hearings and is intended to provide guidance to resume operations taking all *reasonable* measures of safety into consideration.

We also are extremely grateful to County Executive David Crowley in providing the courts with a team of individuals dedicated to the reopening of the courts. Under the leadership of Kelly McKone, Director of Organizational Performance, we are able to safely open a limited number of courtrooms during the pandemic and provide further access to justice. We will continue to work with the county team to create a shared strategy and safely open other courtrooms. Thank you Kelly, Claire Miller, Katie West, Lynn Banovez, Stu Carron, Andy Carrion, Kerry Williams and everyone from the County who worked countless hours bringing

[1] See page 11 for committee membership roster.

the courts back into operation at the courthouses.

III. General

The Wisconsin Supreme Court issued orders May 22nd, 2020 effecting the ability of the circuit courts to begin to schedule in person proceedings and jury trials. In an effort to safely and cautiously reengage personal appearances in court proceedings, the 1st Judicial District will promote and enforce these policies to the full extent of its authority.

Since March, judges and commissioners have adopted video conference and audio/phone proceedings via Zoom to eliminate most in person appearances. It will be the policy of the district to continue to use video conference, phone and other means to allow people access to the courts if personal appearances are not otherwise necessary, requested or needed. In each division and case type, there are critical hearings that will require in-person appearances.

IV. Phased Recovery Approach

The 1st Judicial District's recovery plan will follow a multi-phased approach. During each recovery phase, a limited number of courts will resume in-person hearings. Prior to advancing to the next recovery phase, the court will review and consider current CDC, WHO, DHS and local public health authorities guidance as well as current local COVID-19 case data. Additionally, during each recovery phase, the policies and procedures included in this plan as well as courtroom configurations and activities of each court, will be reviewed and assessed in consultation with system partners. Changes to this plan that are necessary to protect and/or enhance the health and safety of employees, litigants and the public will be made as progression through each phase occurs.

RESUMPTION OF IN-PERSON HEARINGS

General Guidance

1. All judges will continue to use all reasonable efforts to conduct proceedings remotely.
2. Only courtrooms approved by the Chief Judge shall be used for in-person hearings.
3. No jury trials may be conducted in these courtrooms during this recovery phase.
4. Phase I Re-Opening Courtrooms:
   - Courthouse Room 629-General Felony Non-Jury Trial
   - Courthouse Room 635-General Felony Non-Jury Trial
   - Courthouse Room 504-Domestic Violence Non-Jury Trial
   - Courthouse Room 515-General Misdemeanor Non-Jury Trial
   - Criminal Justice Facility Room G55-Overflow Non-Jury Trial
   - Safety Building Room 316-Felony Drug Non-Jury Trial
   - Safety Building Room 506-Homicide/Sexual Assault Non-Jury Trial
   - Vel R. Phillips Youth and Family Justice Center 1422-Children's Court[2]
5. Before calendaring in-person hearings, the court will have adequate staff and will have procured personal protective equipment and necessary sanitation supplies.
6. Judges may begin hearing in-person proceedings no sooner than June 29, 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. Judges and court staff will be required to wear face masks at all times in court buildings, courtrooms, jury rooms and any court-related spaces. They will practice physical distancing and appropriate hand hygiene as recommended by the CDC. (For additional information, see "Face Masks" on page 8.)
3. Court employees have been provided instructional material on how to wear face masks properly.
4. Judges and court staff who are experiencing any symptoms of respiratory illness shall stay home.
5. Judges and court staff shall follow any County self-quarantine policy in place at the time of travel. As of June 15, 2020, quarantining for employees following travel is no longer mandated, unless:

[2] See page 12 for additional information regarding this courtroom.

- The individual is notified of exposure to COVID-19 or become symptomatic.
- The individual travels to countries or on cruise ships identified by the CDC as Level 3 risk by CDC. (For reference, see the CDC Information on Destinations and the CDC Travel Notices)

Scheduling

1. Judges and litigants will continue to use Zoom for hearings as much as possible.
2. Until the operational plan is approved that mandates all appearances to be in person, judges may continue to waive in-person appearance requirements otherwise required by statute. See 2019 Wis. Act 185. As such, juveniles intending to admit to the facts of a delinquency petition may do so by teleconference or video conference after waiving their right to personally appear before the court.
3. In-person hearings shall be scheduled in time blocks as opposed to the customary 8:30 a.m. and 1:30 p.m. stacking so as to further the policy of 6' physical distancing.
4. Attorneys should not double book themselves in multiple courts at the same time.
5. All court record entries for cases scheduled for both Zoom and in-person hearings shall include information for the public on how to view the hearing including the web link to the judge's YouTube channel.

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. Consideration should also be given to individuals who provide care for or who are responsible for 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 using zoom video or telephone.

Physical Distancing

Common Public Areas

1. All persons not from the same household who are permitted in the court building and courtroom will be required to maintain adequate physical distancing of at least 6 feet.
2. Only two persons are allowed on an elevator at a time unless from the same household. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Elevator queuing areas have floor markings indicating proper physical distancing. Signage has been posted at all elevator banks encouraging those who are physically able, to take the stairs.
4. Each restroom has been evaluated to determine the appropriate capacity to ensure physical distancing and the maximum capacity has been posted on each restroom door.

Courtroom Gallery

1. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted in each courtroom. Gallery capacity will be monitored and enforced by court and/or Milwaukee County Sheriff's Office personnel.

Courtroom	Gallery Capacity
Courthouse 504	6
Courthouse 515	8
Courthouse 629	10
Courthouse 635	12
Criminal Justice Facility G55	14
Safety Building 316	4
Safety Building 506	23
Vel R. Phillips Youth & Family Justice Center 1422	6

Well of the Courtroom

1. The number of persons able to be present in the well of the courtroom is based upon the 6 foot physical distancing parameters established for each courtroom. Seating has been configured and marked in each courtroom according to those parameters.

2. Counsel tables, witness stand, judge's bench, clerk, court reporter, and bailiff seating have been arranged in such a way so that there is physical distancing of at least 6 feet between each space. In courtrooms where proper physical distancing is not possible, plexiglass shields have been placed to create separation.
3. Courtroom furniture has been marked and/or rearranged to provide for proper physical distancing. Furniture should not be moved or rearranged.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building and outside of elevators on each floor. Hand sanitizer will also be available in the courtroom at litigant tables, bailiff desks, clerk and court reporter stations, jury deliberation rooms and the judge's bench. There is a plan in place to monitor the supply of hand sanitizer on a daily basis to insure its availability.
2. Notices regarding the availability of hand sanitizer and disinfectant spray will be posted at the entrance of each courtroom, jury room and court-related confined space.
3. CDC flyers outlining appropriate hygiene, social distancing, or public safety have been posted in multiple locations on each floor of every court building.

Facility Entry Procedures

1. Milwaukee County has perimeter security screening at several entrances to the Courthouse complex and at the entrance to the Vel R. Phillips Youth and Family Justice Center. All public entrances and security screening stations have been configured and marked to direct proper physical distancing.
2. Signs have been posted at all entrances to the Courthouse complex and Vel R. Phillips Youth and Family Justice Center requiring the wearing of face masks. For individuals who arrive without one, disposable face masks will be provided at the facility entrance. If an individual is at the facility for a court-related purpose and they refuse to wear a face mask, they will be provided a contact list for courts and court-related agencies and instructed to immediately call the appropriate number for further instruction.
3. Signage has been placed throughout the facilities encouraging proper physical distancing.
4. COVID-19 symptom information signs have been posted at all facility entrances encouraging people to not enter if they are experiencing any COVID-19 symptoms.

Face Masks

1. All persons entering the Milwaukee County Courthouse complex and Vel R. Phillips Youth and Family Justice Center will be required to wear face masks at all times.
2. Signage indicating that the wearing of face masks is required has been posted at all facility entrances.
3. All persons present in the courtrooms, jury rooms and court-related confined spaces shall wear face masks, unless the judge specifically determines on the record that it is necessary for a person not to wear a face mask during testimony in order for the judge or jury to weigh the witness' credibility. Notices regarding the face mask requirement will be posted at the entrance of each courtroom, jury room and court-related confined space and will state that this requirement will be enforced by the judges.
4. Before giving a person such permission not to wear a mask during testimony, the judge will alert those in the courtroom about that decision and allow them to reposition themselves at least 6 feet away from the person removing the mask.

Elevators

1. Each elevator car capacity has been determined and signage posted indicating the maximum capacity.
2. Markings have been placed on the car floor indicating where each person should position themselves to maintain proper physical distancing.
3. Signage has been posted encouraging those who are able to use the stairs.
4. Markings have been placed on the floor outside of the elevators indicating proper physical distancing for those waiting for to use the elevators.

Cleaning

1. Court building cleaning staff will clean and disinfect the common facility areas per the below protocol.
2. Disinfecting of high touch areas/surfaces in common areas, restrooms and courtrooms will be done according to the attached Milwaukee County protocol (see pages 19-20).
3. Court building cleaning staff will clean and disinfect the courtrooms at the end of each day. This includes all high touch courtroom surfaces, tables, chairs, benches, etc. The cleaning staff will also clean and disinfect the courtroom gallery during the noon hour.
4. Court building cleaning staff have been provided cleaning and disinfecting supplies

shown to be effective with this coronavirus.

5. Court building cleaning staff have been trained on proper cleaning and disinfecting techniques and provided appropriate personal protective equipment.
6. Disinfectant spray has been placed at counsel tables, at the witness stand, judges' bench, clerk, court reporter and bailiff work areas. Instructions for proper use of the disinfectant have been posted at the counsel tables and provided to court personnel. The disinfectant spray need only be applied once and allowed to dry for one minute to be effective in killing the virus. No gloves are needed. After one minute, paper towel may be used to wipe away excess disinfectant (See page 21 instructions regarding proper use of the disinfectant).

The county will provide the courts with cleaning and sanitizing agents as follows:

Item	**Location**
EPA-approved disinfectant spray	One (1) bottle for each individual workspace
Hand Sanitizer (bottled)	One (1) bottle for each work area in the courtroom
	-One (1) at judge's bench -One (1) at court reporter work area -One (1) at each litigant table -One (1) at deputy court clerk work area -One (1) at each bailiff desk -One (1) at witness stand
Hand sanitizer stations	-One (1) inside each courtroom -One (1) in each jury deliberation room
Paper Towels (Pack of 500)	-One (1) at judge's bench -One (1) at court reporter work area -One (1) at each litigant table -One (1) at deputy court clerk work area -One (1) at each bailiff desk -One (1) at witness stand
Trash Receptacles	-One (1) at judge's bench -One (1) at court reporter work area -One (1) at each litigant table -One (1) at deputy court clerk work area -One (1) at each bailiff desk -One (1) at witness stand

The Chief Judges Office in collaboration with the Clerk of Circuit Court will establish a supply inventory as well as a restocking and reordering schedule for the above supplies for personnel assigned to work in each court. To start, each work area and the supply inventory will be reviewed each workday, to gauge daily usage, and can be reduced to a weekly basis once patterns of use are established.

A courtroom cleaning/disinfection schedule is established as follows:

Area	Frequency	Responsible Party
Individual Work Areas	Every 2 hours	Occupant
Litigant Tables/Chairs	After each hearing	Lawyer(s)
Courtroom-Well	Evening	ABM Personnel
Courtroom-Gallery	Lunch Hour/Evening	ABM Personnel
Witness Stand	After each witness	Discretion of judge/party calling witness
Jury Deliberation Rooms	Lunch Hour/Evening	ABM Personnel

7. It will be the responsibility of court staff to clean their respective work areas during the work day. It will be the responsibility of the litigants to clean their respective areas, at the beginning of their appearance, using the materials supplied. Participants and court staff are free to supplement those supplies provided by the county.
8. Proper cleaning protocols and instructions provided by local public health experts will be posted on the litigant tables and provided to all court personnel.

1ST JUDICIAL DISTRICT COVID-19 RECOVERY COMMITTEE

NAME	TITLE
Mary Triggiano	Chief Judge
Carl Ashley	Deputy Chief Judge
William Pocan	Deputy Chief Judge
Jeffrey Wagner	Presiding Judge-Felony Division
Timothy Witkowiak	Circuit Court Judge
David Feiss	Presiding Judge-Misdemeanor Division
Glenn Yamahiro	Judge-Felony Division
Mark Sanders	Judge-Children's Division
Holly Szablewski	District Court Administrator
Anthony Staskunas	Milwaukee County Board Supervisor-17th District
Kent Lovern	Chief Deputy District Attorney
Matt Torbenson	Deputy District Attorney
Tom Reed	Regional Attorney Manager
Jeff Schwarz	Local Attorney Manager
Doug Holton	Capt. MCSO - Courts
Ana Berrios	Presiding Family Court Commissioner
David Pruhs	Deputy Family Court Commissioner
John Barrett	Clerk of Circuit Court
Anna Hodges	Chief Deputy Clerk of Circuit Court
Tyler Brandt	Circuit Court Policy & Procedure Advisor
Mary Jo Swider	Felony Court Coordinator
Brenda Ottesen	Admin of Employee Relations/Jury Management
Stephanie Garbo	Judicial Operations Manager
Benjamin Wagner	Attorney
Jessica Fredrickson	Assistant Corporation Counsel
Stuart Carron	MC Emergency Operations
Kathleen Murphy	Legal Counsel Administrator
Patrick Brummond	District Court Administrator
Dr. Geoffrey R. Swain	Founding Director, Wisconsin Center for Health Equity
Molly Zillig	Chief Legal & Compliance Officer MCSO

COURTROOM AT VEL R. PHILLIPS YOUTH & FAMILY JUSTICE CENTER

This operational plan pertains only to the one court designated as Vel R. Phillips Youth and Family Justice Center (VPYFJC) 1422-Children's Court. This courtroom is the only Children's Division courtroom addressed in phase one of the courts recovery plan. This courtroom will be utilized for all in person hearings except jury trials where the remote technology is not practicable or adequate to address the matters as set forth in the exceptions articulated in the Supreme Court Order of April 15, 2020 at Page 2. This courtroom will be shared by the eight judges and three court commissioners assigned to the Children's Division. When not utilizing Courtroom 1422, each branch will be operating remotely utilizing teleconference or video conference capabilities. The continuation of remote operations is intended to reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19 and to promote the health and safety of all those present at the VPYFJC as reflected in the Supreme Court Order issued May 22, 2020 on page 5; it is also necessary given the small, physical spaces of the individual courtrooms. VPYFJC was designed for cases arising out of Chapters 48 and 938 Wis. Stats. As such, the physical courtrooms are small in size and intended for confidential proceedings. Maintaining physical distancing in the majority of these courtrooms with the physical presence of necessary parties is virtually impossible. This operational plan is designed to exclude the remote operations of the Children's Division branches. The Supreme Court Order of April 15, 2020 amending the Order of March 22, 2020, allowing juveniles to admit to the facts of a delinquency petition via teleconference or video conference after waiving their right to personally appear before the court will remain in effect until this operational plan is updated to mandate that all proceedings at the VPYFJC be held in-person.

MILWAUKEE COUNTY CORONAVIRUS (COVID-19) PRECAUTIONS

FACE MASKS ARE REQUIRED IN THIS FACILITY

SE REQUIEREN EL USO DE MASCARILLAS FACIALES EN ESTA INSTALACIÓN

YUAV TSUM RAU NTAUB NPOG QHOV NCAUJ NYOB RAU HAUV LUB CHAW NO

MILWAUKEE COUNTY CORONAVIRUS (COVID-19) PRECAUTIONS

WASH YOUR HANDS!

¡Lávese las manos! | Ntxuav koj ob sab tes!

WET your hands with clean, running water (warm or cold) and apply soap.

HUMEDEZCA sus manos con agua corriente, limpia (caliente o fría) y jabón.
Muab tes NTUB DEJ huv uas ntws los ntawm tus kais tso dej (dej sov los sis dej txias), thiab pleev xab npum rau.

LATHER your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

HAGA ESPUMA en sus manos frotándolas juntas con el jabón.
Haga espuma en el dorso de sus manos, entre sus dedos y debajo de sus uñas.
Muab koj ob lub xib teg sib txhuam mus los ua ke kom cov xab npum ua NPUAS.
Khawb sab qaum tes, ntawm cov ntiav tes, thiab hauv qab cov rau tes.

SCRUB your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

RESTRIEGUE sus manos durante al menos 20 segundos. ¿Necesita un temporizador?
Susurre la canción "Cumpleaños feliz" dos veces de principio a fin.
TXHUAM koj ob sab tes yam tsawg kawg 20 vib nas this. Puas xav teeb sij hawm?
Hu txoj nkauj "Happy Birthday" thaum pib txog thaum xaus ob zaug yau yau.

RINSE your hands well under clean, running water. Let the water run back into the sink, not down to your elbows.

ENJUAGUE bien sus manos bajo el agua corriente, limpia.
Deje que el agua corra hacia el lavabo, no hacia sus codos.
YAUG koj ob sab tes kom huv si nrog cov dej huv uas ntws los ntawm tus kais dej. Ua kom cov dej yaug tes ntawv ntws mus rau lub dab, txhob cia ntws mus rau koj ob lub luj tshib.

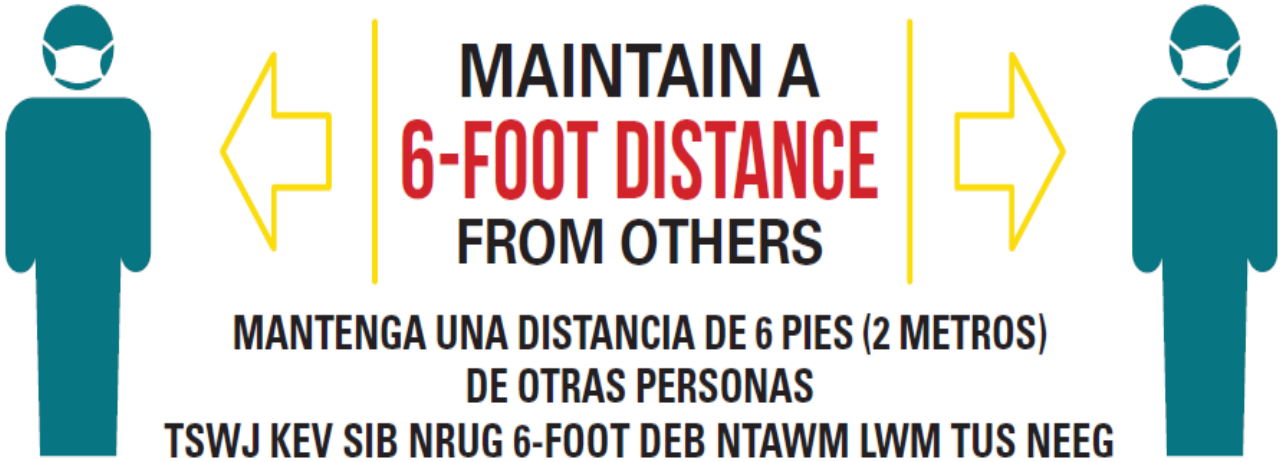
DRY your hands using a clean towel or air dry them.

SEQUE sus manos con una toalla limpia o déjelas secar al aire.
So koj ob sab tes kom QHUAV uas siv phuam los sis cua tshuab.

MILWAUKEE COUNTY CORONAVIRUS (COVID-19) PRECAUTIONS

PRACTICE PHYSICAL DISTANCING

STAY HEALTHY and protect yourself and others against COVID-19 infection



MANTENGA UNA DISTANCIA DE 6 PIES (2 METROS)
DE OTRAS PERSONAS

TSWJ KEV SIB NRUG 6-FOOT DEB NTAWM LWM TUS NEEG

PRACTIQUE EL DISTANCIAMIENTO FÍSICO

MANTÉNGASE SALUDABLE y protéjase a sí mismo y a otras personas contra la infección del COVID-19

HYAUM UA KEV SIB NRUG DEB FAB CEV NTAJ NTSUG

SAIB XYUAS KEV NOJ QAB NYOB ZOO thiab tiv thaiv koj tus kheej thiab lwm cov kev tiv thaiv kev kis tus kab mob COVID-19

CORONAVIRUS (COVID-19) PRECAUTIONS

To prevent the spread of Coronavirus disease (COVID-19), people should maintain 6 feet (2 meters) of distance between each other whenever possible.

To achieve recommended Physical Distancing for this room, the maximum occupancy has been set at _____ people.

Thank you for your cooperation and understanding.

For information about COVID-19 and the outbreak and Milwaukee County, visit **county.milwaukee.gov/EN/COVID-19**

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC

cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM

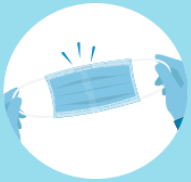
HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's

Wash your hands before touching the mask

Inspect the mask for tears or holes


Find the top side, where the metal piece or stiff edge is

Ensure the colored-side faces outwards

Place the metal piece or stiff edge over your nose

Cover your mouth, nose, and chin

Adjust the mask to your face without leaving gaps on the sides

Avoid touching the mask

Remove the mask from behind the ears or head

Keep the mask away from you and surfaces while removing it

Discard the mask immediately after use preferably into a closed bin

Wash your hands after discarding the mask

Don'ts

Do not Use a ripped or damp mask

Do not wear the mask only over mouth or nose

Do not wear a loose mask

Do not touch the front of the mask

Do not remove the mask to talk to someone or do other things that would require touching the mask

Do not leave your used mask within the reach of others

Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WiN World Health Organization

Department of Administrative Services
Facilities Management Division

Milwaukee County

Stuart Carron
Director, Facilities Management Division June

June 17, 2020

To occupants, tenants and users of the Milwaukee County Courthouse complex,

As plans are developing for the re-opening of various County and State operations within our facilities, cleaning and disinfection protocol is a key concern for our workers and visitors. The risk mitigation strategies the County has put in place are an effort to control the spread of COVID-19 and keep people safe. Implementing enhanced cleaning procedures to protect the health of employees and the public is an important component of that strategy.

The Facilities department believes that cleaning and sanitation are a critical component to employee health. Through our partnership with cleaning contractor ABM, we are developing targeted solutions for bringing our facilities fully back on-line and managing risk in the 'new normal'.

Our enhanced cleaning and disinfection plan for re-opening the Courthouse Complex includes the following components:

a. Tracking re-opening plans and completing thorough **pre-opening cleaning and disinfection.** All cleaning and disinfecting will follow CDC recommendations and industry best practices. We want you to trust that the spaces we are re-opening are safe. See https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html
b. Adding resources to provide **more frequent cleaning and disinfecting of frequently- touched surfaces**, objects and bathrooms.
c. Implementing **periodic broad area disinfection** using electrostatic sprayers and hospital grade, EPA-registered disinfectants with fast kill time and broad pathogen spectrum.
d. Preparing for **response to an active case or symptomatic person** within the workspace, as in the Administrative Order "Responding to Confirmed COVID-19 cases or Symptomatic Individuals, and Their Close Contacts".

In addition to the increase in common area cleaning throughout the Courthouse Complex, the County provides nightly cleaning to departmental and elected office's workspaces. We rely on departments and elected offices to encourage their employees to regularly clean shared spaces and June 17, 2020

individual workspaces. It is going to take a team effort to keep spaces clean and we appreciate everyone's assistance. We will work with departments directly to understand and address their unique requirements.

Beyond enhanced cleaning and disinfection, there will be other risk mitigation measures in place. In an effort to reinforce hygiene and safe distancing practices you will notice new markings throughout our facilities, limitations on room and elevator capacity, and various new signage posted. The County has a Universal Face Mask Policy that requires all people without a qualifying exemption to wear a face mask while in County facilities. Our cleaning crew will certainly follow this plan. Your support for all risk mitigation efforts is essential.

It is important to note that while various services are re-opening, the pandemic hasn't ended. PPE remains in critically short supply, including items such as disinfectants, wipes and hand sanitizer. The County Wide Procurement Team is actively pursuing these urgent requirements, but shortages may occur as we ramp up and conservation practices will be required - we encourage everyone to be mindful of using PPE. That said, basic supplies such as cloth face masks, disposable face masks, gloves, eye/face protection, hand sanitizer, and disinfecting cleaner are currently all available in central inventory, and can be requisitioned through Marketplace Central. Departments should consider their own PPE needs within their re-opening plans, and Facilities can provide advice as needed in this area.

More information and details on our enhanced cleaning program will be published in the coming weeks. Control of the risks associated with re-opening activities requires multiple measures and the full support and cooperation of all. We recognize the importance cleaning and disinfection plays in our overall risk mitigation effort, and want you to know that we are laser-focused on having protocols and supplies in place and ready for a ramp-up of our facilities.

Sincerely,

Stuart Carron

Stuart Carron
Director, Facilities Management Division Dept of
Administrative Services Milwaukee County

First Contact NV Instant Hand Rub Solutions Instructions

(This spray meets the CDC standard of >70% isopropyl or ethyl alcohol for use against COVID-19)

1) For disinfecting hands, spray a small amount on hands, rub together, and allow to air dry.

2) For disinfecting surfaces, check the area to ensure that there is no accumulated dirt, dust, or other residue that must be cleaned prior to spraying. Spray the area to be sanitized thoroughly.

3) Allow to sanitize for at least 1 minute.

4) Optional: Wipe off any remaining spray with a paper towel, if desired, after one minute.

5) Please do not spray directly on electronics. Spray onto a paper towel and use that to gently wipe the keypad.

WARNING: Keep away from eyes and other mucous membranes. Do not ingest.

FACILITY ENTRANCE-PHYSICAL DISTANCING

FACILITY ENTRANCE POSTING-FACE MASKS REQUIRED/COVID SYMPTOM REMINDERS

FACILITY SCREENING ENTRANCE-FLOOR MARKINGS

FACILITY ENTRANCE HAND SANITIZER AND MASK KIOSK

FACILITY ENTRANCE-RECONFIGURED SECURITY SCREENING STATION

FACILITY ELEVATOR RULES

FACILITY ELEVATORS-PHYSICAL DISTANCING AND MASK REMINDERS

FACILITY ELEVATORS-PHYSICAL DISTANCING FLOOR MARKERS

ELEVATOR QUEUING AREAS

NON-JURY COURTROOM CONFIGURATION WITH PLEXIGLASS