

NINETEENTH JUDICIAL CIRCUIT

Indian River, Martin, Okeechobee, and St. Lucie Counties

COVID-19 OPERATIONAL PLAN

(Revised February 10, 2021)

I. Introduction

The Nineteenth Judicial Circuit has developed this COVID-19 Operational Plan for the purpose of implementing health and safety requirements during the pandemic. The operational plan outlines protocols and practices guided by the Centers for Disease Control and Prevention, the Florida Department of Health, county health departments, and local medical professionals.

II. Description of the Courthouse Reopening Phases

The COVID-19 pandemic continues to have an effect upon the operations of the State Courts System. Therefore, it is the intent of the judicial branch to transition to optimal operations in a manner that protects the public's health and safety. The State Courts System has identified four major anticipated phases of the pandemic¹:

Phase 1: In-person contact is inadvisable, court facilities are effectively closed to the public, and in-person proceedings are rare;

Phase 2: Limited in-person contact is authorized for certain purposes and/or requires use of protective measures;

Phase 3: An effective vaccine is adequately available and in use and in-person contact is more broadly authorized;² and

Phase 4: COVID-19 no longer presents a significant risk to public health and safety.

III. Courthouses Entering Phase 1

On March 19, 2020, the Nineteenth Judicial Circuit implemented mitigating measures to prepare for the impacts of COVID-19 on court operations. Chief Judge Lawrence Mirman issued [Administrative Order 2020-01 In Re: Coronavirus Pandemic \(COVID-19\)](#) effectively

¹ As provided within Fla. Admin. Order No. AOSC20- 23, *Amendment 2*, (May 21, 2020); *In re: COVID-19 Emergency Measures in the Florida State Courts*.

² The Operational Plan is revised consistent with AOSC20-32, *Amendment 5*.

reverting all courthouses to Phase 1 and limiting in-person contact to mission essential proceedings only.

On May 7, 2020, Chief Judge Mirman issued [Administrative Order 2020-06 COVID-19 Reopening Procedures Establishment of COVID-19 Reopening Workgroup](#). This AO directed all judges, magistrates, and hearing officers to evaluate their caseloads and implement procedures for maximizing remote work. Further, the AO established social distancing within all courthouses. A local COVID-19 Reopening Workgroup was convened for the purpose of creating new safety protocols within courthouses.

On May 15, 2020, Chief Judge Mirman issued [Administrative Order 2020-07 In Re: COVID-19 Reopening Procedures – First Protocols](#). This AO codified safety recommendations developed by the COVID-19 Workgroup. These recommendations (safety protocols) are currently observed in all courthouses in the Nineteenth Judicial Circuit:

On February 10, 2021, Chief Judge Mirman issued [Amended Administrative Order 2020-07 RE: COVID-19 REOPENING PROCEDURES - AMENDED PROTOCOLS](#). This Administrative Order incorporates protocols pertaining to health screening of visitors entering court facilities, face masks, transport of inmates and detainees, and cleaning and disinfecting of facilities based on guidelines adopted by Florida Supreme Court in subsequent Administrative Orders, including:

- A. Temperature Taking. All persons entering courthouse have their temperature taken in a non-intrusive manner. Persons who refuse to have their temperatures taken or have temperatures over 100.4 degrees Fahrenheit are denied entry into the courthouse.

- B. Signage; Persons Subject to Isolation or Quarantine. Prominently displayed signage is placed at public entrances to all courthouses that instruct individuals not to enter the courthouse if they have been advised by health officials to isolate or quarantine.

- C. Health Screening.³ Each person entering a courthouse shall be screened using the following questions:
 - a. Question 1: Do you have any of the following symptoms (excluding those due to a known medical condition other than COVID-19):
 - i. Cough
 - ii. Shortness of breath or difficulty breathing

³ The Operational Plan is revised consistent with AOSC20-32, *Amendment 2*.

- iii. Fever or chills
- iv. Fatigue
- v. Muscle or body aches
- vi. Headache
- vii. Sore throat
- viii. New loss of taste or smell
- ix. Congestion or runny nose
- x. Nausea or vomiting
- xi. Diarrhea

b. Question 2: Are you currently awaiting the results of a test to determine if you have COVID-19 based on symptoms or suspected exposure?

c. Question 3: Are you under instructions to self-isolate or quarantine due to COVID-19?

d. Question 4: Within the last 14 days, have you had close contact with someone with a COVID-19 diagnosis or who is awaiting test results for COVID-19 based on symptoms or suspected exposure?

D. Social Distancing Measures. Because the virus is thought to spread between persons who are in close contact with one another, the social distancing measures set forth below are followed to the maximum extent possible:

- a. Masks.⁴ Face masks are required for everyone entering a court facility, with no exceptions. They must completely cover the nose and mouth and fit snugly around the nose, chin, and sides of the face. Face masks may be single-use disposable masks, cloth masks, clear face masks, or cloth masks that have clear plastic panels. A face shield may be used in addition to a face mask, but may not be used as an alternative to a face mask. If a visitor to a court facility does not have a face mask, a disposable mask will be provided.

Face masks shall be worn at all times throughout the public areas of the courthouse facility, including inside the courtroom if two or more individuals are in the courtroom. Judges and court staff do not have to wear a face mask in their private chambers or office as long as social distancing is possible. If they do not have a private office, and ample social distancing is not observed, a face mask should worn.

⁴ The Operational Plan is revised consistent with AOSC20-32, *Amendment 6*.

- b. Six-Foot Distancing. All persons must keep at least six feet between themselves and others, even when wearing a face mask. Court personnel should monitor the number of persons allowed into an elevator at any given time to avoid violating social distancing protocols.

- E. Hand Sanitizing. To the maximum extent feasible, hand sanitization stations are implemented at several locations throughout all courthouses. Persons entering and traversing a courthouse will be encouraged to use them.

- F. Cleaning of Courthouses. Counties shall continue to conduct enhanced nightly cleaning and disinfecting of court facilities. High traffic areas and frequently touched surfaces such as elevator buttons and access key pads should be cleaned multiple times per day. Bailiffs or other court personnel should also undertake responsibility to frequently and routinely wipe and disinfect surfaces in personal and courtroom work areas, such as door handles, counsel tables, podiums, and other frequently touched surfaces.

- G. Physical Handling of Documents. To the maximum extent possible, physical handling of documents is to be avoided.

- H. Notices of Hearing. Until further order of this Court, all notices of court hearings issued by counsel or the court should contain the following statements:

If you are a person seeking to enter the courthouse please be aware of the following requirements:

Upon entry to the courthouse your temperature will be taken in a non-intrusive manner. Persons with temperatures over 100.4 degrees Fahrenheit will be denied entry into the courthouse. All persons entering the courthouse will be further screened by a questionnaire:

- a. **Question 1: Do you have any of the following symptoms (excluding those due to a known medical condition other than COVID-19):**
 - i. **Cough**
 - ii. **Shortness of breath or difficulty breathing**
 - iii. **Fever or chills**
 - iv. **Fatigue**

- v. **Muscle or body aches**
 - vi. **Headache**
 - vii. **Sore throat**
 - viii. **New loss of taste or smell**
 - ix. **Congestion or runny nose**
 - x. **Nausea or vomiting**
 - xi. **Diarrhea**
- b. **Question 2: Are you currently awaiting the results of a test to determine if you have COVID-19 based on symptoms or suspected exposure?**
- c. **Question 3: Are you under instructions to self-isolate or quarantine due to COVID-19?**
- d. **Question 4: Within the last 14 days, have you had close contact with someone with a COVID-19 diagnosis or who is awaiting test results for COVID-19 based on symptoms or suspected exposure?**

Face masks are required for everyone entering a court facility, with no exceptions. Please bring your own face mask if you have one. If you do not possess one, a disposable mask will be provided to you. They must completely cover the nose and mouth and fit snugly around the nose, chin, and sides of the face. Face masks may be single-use disposable masks, cloth masks, clear face masks, or cloth masks with clear plastic panels. A face shield may be used in addition to a face mask, but may not be used as an alternative to a face mask.

All individuals shall observe social distancing within courthouses by maintaining the recommended minimum six-foot distance from other individuals even when wearing a face mask and while in elevators. Frequently sanitize your hands while you are in the courthouse.

- I. Transport of Inmates and Juvenile Detainees. Because of risks associated with virus transmission among inmates and juvenile detainees, judges are strongly discouraged from ordering their transport of inmates to court. However, if deemed necessary for a court proceeding, judges may bring inmates and detainees to the courtroom from the county jail or detention center. Inmates and detainees must be

masked, as provided in Amended Administrative Order 2020-07. If inmates and detainees do not undergo a health screening and temperature check prior to being transported to a court facility, they are subject to the health screening and temperature check requirements that are applicable to members of the public for entry into a court facility.

- J. Courtroom Decorum and Social Distancing Measures. In order to conduct proceedings appropriately, judges shall maintain traditional individual control of courtroom proceedings. Keeping in mind the goal is reduction of disease transmission, judges should regulate the number and location of persons in their courtrooms at any time so as to facilitate the protection of individuals from COVID-19.
- K. Remote Hearings/Proceedings. Judges are directed to continue to maximize remote work by Zoom or other electronic means to limit the number of in-person court appearances and thereby reduce the risks of COVID-19 exposure to all persons involved in court proceedings.

IV. Transition of Courthouses from Phase 1 to Phase 2

With the development of safety protocols and with the purchase of several PPE supplies, on June 1, 2020, Chief Judge Mirman issued [Administrative Order 2020-09 In Re: COVID-19 Resumption of Certain Proceedings](#) allowing all courthouses within the Nineteenth Judicial Circuit to advance to Phase 2. The advancement to Phase 2 was made possible due to the Circuit meeting certain benchmark criteria as developed by the Florida Supreme Court. The five benchmark criteria are as follows:

- A. No confirmed or suspected cases of COVID-19 in the courthouse/court facility within 14 days.
- B. Rescission of local and state restrictive movement and/or stay at home orders. On May 1, 2020, Governor Ron DeSantis announced limited reopening of recreational trails and beaches. Executive Order 2020-123 brings all Florida counties into Full Phase 1: *Safe. Smart. Step-by-Step. Plan for Florida's Recovery* effective May 18.
- C. Improving COVID-19 health conditions over a 14-day period in the community. Court Administration partnered with local health officials to ensure safe reopening of the court system.

- D. Adequate testing programs in place, increased availability of COVID-19 tests, and emerging antibody tests.
- E. Consultation with other building occupants and justice system partners. A local COVID-19 Reopening Workgroup (Workgroup) was formed to establish safety protocols for court facilities, including but not limited to physical distancing between individuals, the use of hand sanitizer, temperature screening, questionnaire screening, and ongoing disinfection measures for court facilities. Membership of the Workgroup comprised judges, representatives of Court Administration, Office of the State Attorney, Office of the Public Defender, each Clerk of Court, each Sheriff and each County Administration within the Nineteenth Judicial Circuit.

V. Resumption of Jury Trials

On June 3, 2020, Chief Judge Mirman issued [Administrative Order 2020-10 In Re: COVID-19 Reopening Jury Protocols](#) establishing protocols for safe resumption of jury trials. The protocols include the designation of a “Protocol Judge” in each county to assist the other judges, the Clerk, court recording, and court security in the selection of jurors, including which courtrooms will be used to select juries, the location of jurors during the selection process, and juror seating during trials.

To avoid jurors being unnecessarily brought to the courthouse, the protocols state judges should take extra measures to avoid setting cases for trial that result in settlement. In criminal cases, judges should set mini-dockets at a time before the jurors are brought to the courthouse to ensure that the plea negotiation process has been fully exhausted. Lawyers should understand the extra stress of the jury process on the jurors and the system and adjust their negotiations accordingly. In civil cases, the judges should use case management hearings for this purpose. Alternate dispute resolution (mediation) should be employed at every opportunity, taking into account the unprecedented nature of the situation. Lawyers should understand that even if the court utilizes every conceivable method to attempt to seat a jury during this health crisis, there are increased chances for mistrial at many points in a proceeding. If a case settles, every effort must be made to timely communicate the settlement to the Clerk so that affected jurors can be notified to avoid having them show up for jury duty.

It is anticipated that the report rate for jurors may be substantially lower. As the dynamics of each county may dictate, Clerks should issue an increased number of summonses initially and then adjust that amount according to the response rate. Juror summonses should include a statement encouraging jurors to participate in the important

civic duty of jury service and advising them of health and safety protocols that have been put in place in the courthouses.

Pursuant to the Order of the Chief Justice of the Florida Supreme Court in AOSC20-23, Section III.C., for purposes of limiting in-person contact to mitigate the spread of COVID-19 and of addressing hardships related to the pandemic, Chief Judge Lawrence Mirman has instructed all clerks of the circuit to implement a procedure by which a potential juror may request excusal or postponement for reasons related to COVID-19.

By Order of the Chief Justice, a potential juror may request excusal by indicating, subject to penalty of perjury, that he or she does not meet the court's screening requirements for courthouse entry as established herein; is a person at higher risk for severe illness due to COVID-19 infection as identified by the Centers for Disease Control and Prevention; must care for a child or relative whose regular care provider is closed or unavailable for reasons related to COVID-19; or is receiving leave pursuant to the Families First Coronavirus Response Act. A potential juror may request postponement by indicating, subject to penalty of perjury, that he or she has recently returned to work after being unemployed due to COVID-19; or has suffered a financial or personal loss due to COVID-19 that makes it a hardship to perform jury service.

VI. Courthouse Operations in Phase 2

Consistent with Supreme Court administrative orders, the Nineteenth Judicial Circuit continues to maximize remote court proceedings and programs where required or where authorized and feasible. All employees whose work can be accomplished using electronic means have the ability to work remotely. It is anticipated that vulnerable employees and caregiver employees will be able to work remotely until at least Phase 4.

On September 21, 2020, the Administrative Office of the Courts codified many existing practices within a document entitled *Precautionary Measures and Potential COVID-19 Exposure Workplace Policy*⁵ (see Appendix A). This document addresses the health and safety of the personnel while working inside the courthouse facilities. The document is also intended to protect the health and safety of courthouse occupants in the event of a COVID-19 exposure in the workplace. Precautionary measures noted within the workplace policy include, but are not limited to:

⁵ The major components of this document have been in place since June 1, 2020. The existing practices were reduced to writing pursuant to AOSC20-32, *Amendment 3*.

- A. Sanitary practices. Employees should frequently use hand sanitizer with at least a 60 percent alcohol content and/or wash hands with soap and water for at least 20 seconds, especially after using an entry/exit keypad or elevator, using a restroom, before eating, and before and after using a copier or other shared office equipment. Hand sanitizer dispensers will be available throughout court facilities, and staff is encouraged to keep hand sanitizer in their office. Employees should not share pens, pencils, headsets, keyboards, and other desktop accessories. Employees and/or facility staff should clean or disinfect shared surfaces, such as conference tables, counsel tables and podiums after each use.

- B. Health Screening. Judges and employees working within a court facility, who are authorized to enter the facility with a security badge or other means that allows entry without the security screening applicable to the general public, are not subject to the health screening conducted at the front main entrance of the court facility.

- C. Self-Monitoring. Judges and employees must regularly self-monitor for symptoms of COVID-19 prior to entering any court facility. If judges and employees experience symptoms of COVID-19 or cold or flu symptoms, they should remain at home. Employees manifesting these symptoms at a court facility will be sent home and not permitted to return until they are free of symptoms.

- D. Personal International Travel by All Court System Employees. In accord with Florida Supreme Court Administrative Order AOSC20-14, Amendment 1, all judges and employees who travel internationally or on a cruise will not be allowed to return to office work for 14 days upon returning home, but to the extent that an employee can perform work duties remotely, he/she may do so. Persons who cannot work remotely and are without available annual, sick, or compensatory leave during this 14-day period, may be subject to leave without pay. If no symptoms of COVID-19 occur within the 14-day period, staff may return to office work, upon approval of their immediate supervisor.

- E. Information Technology Support. IT staff will apply hand sanitizer and/or wash their hands with soap and water before and after providing in-person desktop assistance. After providing assistance, IT staff will clean and disinfect computer equipment and adjacent work areas using alcohol-based wipes. While providing desktop assistance, both IT staff and desktop users receiving the assistance must, to the extent possible, abide by social distancing and face mask protocols. Before entering a court-owned vehicle, IT staff must wash their

hands and/or apply hand sanitizer. Unless alone in the vehicle, each occupant must wear a face mask at all times. Upon return of the vehicle to a court facility for parking overnight, staff must clean all “high-touch” surfaces within the vehicle using alcohol-based wipes.¹

- F. Visitors in Court Facilities. All couriers, vendors and other essential service persons entering the court facilities must wear face masks and engage in social distancing.
- G. Teleworking. Employees will be allowed to work remotely to the extent their work can be performed remotely throughout Phases 1 through 3, provided teleworking is approved by their manager or judge.² Vulnerable employees,³ and those that are caregivers for someone who is vulnerable, will be allowed to work remotely until at least Phase 4.
- H. Meetings. All meetings with external entities and all internal meetings should be conducted via videoconferencing or teleconferencing to the extent possible.
- I. Other Business Processes. Where adhering to regular working hours and days may present challenges to social distancing within work areas, managers should consider using shifts or staggered employee schedules to minimize the number of people in the work area and prevent crowding.

¹ “High-touch surfaces” include but are limited to door handles, window controls or levers, steering wheels, environmental controls (heating/cooling), seatbelt latches/buckles, brake handles, radio dials/buttons, and mirrors.

² Anticipated phases of the pandemic are: a) Phase 1 – in-person contact is inadvisable, court facilities are effectively closed to the public, and in-person proceedings are rare; b) Phase 2 – limited in-person contact is authorized for certain purposes and/or require uses of protective measures; c) Phase 3 An effective vaccine is adequately available and in use and in-person contact is more broadly authorized; and d) Phase 4 – COVID-91 no longer presents a significant risk to public health and safety. AOSC20-23, *Amendment 2*.

³ Vulnerable individuals are those 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 comprised. See AOSC20-32, *Amendment 1*, adopting COVID-19 Workgroup, Court Operations Subgroup Recommendations, note 14, June 12, 2020.

VII. COVID-19 Exposure Protocols

The following COVID-19 Exposure Protocols apply to all judges, employees, and contractors entering a court facility to perform all or part of their work.⁴

A. Notification of Manager or Chief Judge. Employees and contractors must promptly notify their managers, and judges must promptly notify the Chief Judge if they:

(1) Have tested positive for or have been diagnosed with COVID-19;

(2) Are experiencing symptoms consistent with having COVID-19⁵; or

(3) Have been within six feet of someone who has COVID-19 for a total of 15 minutes or more; or are providing care at home to someone who is ill with COVID-19; or have been sneezed on, coughed on, or somehow contracted respiratory droplets from someone who has COVID-19, e.g., shared eating or drinking utensils, hugged, or kissed.

B. General Procedures. Persons experiencing any symptoms associated with COVID-19 shall not appear for work at any court facility.

Persons who have been exposed as defined under (3) above must self-quarantine away from court facilities for at least 14 calendar days after the last contact with a person who has COVID-19.

Unless otherwise indicated in guidelines issued by the CDC or Florida Department of Health, persons who are symptomatic, confirmed or suspected, will not be permitted to return to a court facility until:

(1) At least 10 days have passed since the date of a positive test or, if not tested, at least 10 days have passed since the date symptoms first appeared; and

⁴ AOSC20-32, *Amendment 3*, adopting COVID-19 Workgroup, Court Operations Subgroup Recommendations, August 6, 2020.

⁵ The CDC lists symptoms of COVID-19 to include shortness of breath or difficulty breathing, cough, fever, chills, muscle pain, headache, nasal congestion, sore throat, new loss of taste or smell, and fatigue. Other less common symptoms include nausea, vomiting, or diarrhea.

(2) At least 24 hours have passed since last fever without the use of fever-reducing medications; and

(3) All COVID related symptoms (e.g., cough, shortness of breath) have improved.

OR

(4) A negative test result is obtained from at least two samples collected more than 24 hours apart.

An asymptomatic person who has tested positive may return to work once 10 days have passed since the date of the first positive test, provided they have not developed symptoms.

A person who has not had close contact with a person who has tested positive for COVID- 19, but who has had close contact with a person who has been exposed to a COVID- positive person, may work remotely or within a court facility while self-monitoring for symptoms. Notification to a manager or the Chief Judge is not required.

C. Cleaning and Disinfection. The areas occupied or accessed by an infected or potentially infected individual shall be thoroughly cleaned and sanitized.

D. Contact Tracing. In the event of a potential exposure incident, the Human Resources Manager or Trial Court Administrator will initiate contact tracing consistent with the most current CDC and/or Florida Department of Health guidance. All aspects of contact tracing will be confidential. The Human Resource Manager or Trial Court Administrator will contact those individuals who are believed to have been exposed. All persons contacted shall:

(1) Be informed that a potential exposure incident in their work area or the court facility is currently being investigated and they will receive further information as it becomes available;

(2) Leave the court facility immediately; and

(3) Self-quarantine away from court facilities for at least 14 calendar days from the date of exposure.

While self-quarantined, exposed persons should self-monitor for symptoms and seek testing as recommended by a medical professional. Persons testing negative during

a quarantine period will nevertheless need to complete the full 14-day quarantine before returning to work in a court facility.

VIII. Communication Relating to Case Investigation and Contact Tracing

- A. The U.S. Center for Disease Control (CDC) recommends employers inform employees and third-party contractors about COVID-19 prevention measures, policies, and procedures. Stakeholders in the Nineteenth Judicial Circuit include the following groups:

Court Staff: Judges, Judicial Assistants, Court Administration Employees and Contractors.

Court Partners: Clerks of Court, Public Defender Offices, State Attorney Offices, Local Bar Associations, Court Security, Pretrial Services, Probation Services, St Lucie Drug Lab, Rupert J. Smith Law Library, St Lucie County Supervisor of Elections and St Lucie County Property Tax Collector's Office.

- B. It is important that court staff and court partners work together to slow the spread of COVID-19. All court partners should participate in a reciprocal reporting plan with Court Administration serving as the clearing house for sharing pertinent information among court partners. Generally, to protect privacy, comply with HIPAA, and encourage reporting by court partners, persons testing positive or exposed to COVID-19 are not identified by name. However, a court partner may provide as much information to Court Administration as it may feel comfortable disclosing. If a partner provides identifying or medical information to Court Administration, that type of information will not be communicated to others.
- C. The Circuit's COVID-19 Operational Plan will be posted on the website. The health and safety of the public is generally protected by implementation of the different phases of access outlined in various administrative orders issued by the Florida Supreme Court. The website will provide general information as to what precautionary measures the Circuit has undertaken to keep all users of the courthouses safe, e.g. regular cleaning and disinfecting methods and quarantining of exposed persons and isolation of infected persons.

Once a positive test case is identified, Court Administration will:

- Close off areas used by the sick person until after cleaning and disinfection. Wait 24 hours to clean and disinfect. If it is not possible to

wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure safe and correct application of disinfectants.

- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms, follow appropriate CDC guidance for home isolation. Sick employees should not return to work until they have met CDC's criteria to discontinue home isolation.

D. The Nineteenth Judicial Circuit communicates COVID-19 information in multiple ways:

(1) Via Email, Phone, and Group Meetings

(2) Public website: www.circuit19.org

(3) Social media for routine postings that reinforce health information and infection prevention behaviors.

E. Outlined below are routine key COVID-19 prevention messages to protect employees and courthouse visitors within the Nineteenth Judicial Circuit:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Wear face masks and maintain social distancing consistent with Circuit policy and administrative orders.
- Avoid touching eyes, nose, and mouth.
- Stay home when sick.
- Clean and disinfect frequently touched surfaces at least daily and shared objects in between use.
- Avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants.
- Use EPA-registered disinfectant in work space, and follow the instructions on the label to ensure safe and effective use of the product.
- Limit face-to-face contact with the public and encourage self-help through Clerk's case status lookup on their website.
- Consider installing physical barriers, such as sneeze guards and partitions, and changing workspace layouts to ensure all individuals remain at least six feet apart.

- Close communal spaces, such as break rooms or stagger use and clean and disinfect in between uses
- Encourage telework for as many employees as possible.
- Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time.
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Cancel all group events, gatherings and any events where social distancing of at least 6 feet cannot be maintained between participants.
- Limit any sharing of foods, tools, equipment, or supplies.
- Cancel all non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance.
- Assess facility modifications to reduce the risk to the public, including:
 - Reducing the use of porous materials used for seating, replacing fabric chairs with plastic chairs wherever possible.
 - Leaving some doors open to reduce touching by multiple people
 - Removing objects in common areas, like coffee creamer containers or closing off water fountains.
 - Posting of signs on how to stop the spread of COVID-19 properly wash hands, promote everyday protective measures, and properly wear a face covering. (CDC Posters)
- Ensure that adequate supplies are available to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, paper towels, and no-touch trash cans.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if doing so poses a safety risk to individuals and employees using the workspace.

IX. Phase Reversion; Modification or Amendment of the Nineteenth Judicial Circuit's COVID-19 Operational Plan

While operating in Phase Two, the Chief Judge continues to monitor the public health data and local conditions at least weekly. In determining whether a reversion to a prior phase or a modification or amendment to the court operations plan is necessary, the Chief Judge will consider multiple factors, including but not limited to public health data, local conditions, and any or all benchmarks set forth by the Florida Supreme Court COVID-19 Workgroup in guidelines adopted in Amendments to AOSC20-32 or in subsequent administrative orders of the Florida Supreme Court. Decisions to revert to a prior phase or to modify or amend court operations are to be made on a case-by-case basis. Modifications to operations, in lieu of phase reversion, may include

corrective measures such as additional use of appropriate PPE, closing off sections of the courthouse after a positive case, changing the hours of operation or further limiting face to face contact inside of the courthouse. The suspension of jury trials may occur on an as-needed basis which is determined by local county conditions and may be suspended and restarted as needed without the need to revert back in operational phases.