

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

**PHASE I EFFECTIVE JUNE 25, 2020
PHASE II EFFECTIVE AUGUST 24, 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 Committee¹ (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, Sean Hayes, Lynn Banovez, Stu Carron, Andy Carrion, Kerry Williams and everyone from the County who worked countless

¹ See page 11 for committee membership roster.

hours bringing 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 unless approved by the Chief Judge by separate order.
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
 - Vel R. Phillips Youth and Family Justice Center 1422-Children's Court²
5. **Phase 2 Re-Opening Courtrooms**
 - Courthouse Room 514-Family Division
 - Courthouse Room 503-Family Division
 - Courthouse Room 615-General Misdemeanor Non-Jury Trial
 - Courthouse Room 206-Civil/Probate Non-Jury Trial
 - Courthouse Room 404-Civil
 - Vel R. Phillips Youth and Family Justice Center-Children's Court

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.
2. Judges and court staff will be required to wear face masks at all times in court buildings, courtrooms, jury rooms and 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 materials on how to wear face masks properly, covering both the nose and mouth.
4. Judges and court staff who are experiencing any symptoms of respiratory illness shall stay home.

² See page 12 for additional information regarding this courtroom.

5. Judges and court staff shall follow any county self-quarantine policy at the time of travel. As of June 15, 2020, quarantining for employees following travel is no longer mandated unless:
 - The individual is notified of exposure to COVID-19 or becomes symptomatic.
 - The individual travels to countries or on a cruise ship identified as Level 3 risk by the CDC.(For reference, see <https://wwwnc.cdc.gov/travel/>)

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 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 requiring 6' physical distancing.
4. Attorneys should not double book themselves in multiple courts at the same time.
5. Judges and clerks should not leave litigants in Zoom waiting rooms without periodically checking in with them to provide updates as to when their case will be called. In the alternative, the court may release the litigants and ask that they re-join the session at a more convenient time.
6. 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 link to the judges YouTube channel. Notices for zoom hearings shall be sent out well in advance of the hearing date to allow litigants to prepare for their zoom hearing date.

Vulnerable Populations

1. Individuals who are over the age of 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, docket 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 or teleconference.

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 physical distancing of at least 6 feet.
2. Only two persons are allowed in an elevator at the same 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.

Well of the Courtroom

1. The number of persons able to be present in the well of the courtroom is based upon maintenance of 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 the elevators on each floor. Hand sanitizer will also be available in the courtroom at litigant tables, bailiff desks, clerk and court reporter work 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 to 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 Entrance Process

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 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 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 mask, they will be provided a contact list for courts and court-related agencies and will be 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 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 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 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 to not wear a face mask during testimony in order for the judge or jury to weigh the witness' credibility. Notices requiring the face mask requirement will be posted at the entrance to each courtroom, jury room and court-related confined space and will state that this requirement will be enforced by the judge or judicial official.
4. Before giving a person such permission to remove a face 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 has been 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 the elevators indicating proper physical distancing for those waiting 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 surfaces, tables, chairs, benches, etc. The court building cleaning staff will also clean and disinfect the 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 have been provided with appropriate personal protective equipment.
6. Disinfectant spray has been placed at counsel tables, at the witness stand, judge's bench, clerk, court reporter and bailiff work areas. Instructions for the proper use of the disinfectant have been posted on 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 for instructions regarding the proper use of the disinfectant.)

The county will provide the courts with cleaning and sanitizing materials 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 |
| | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -One (1) inside each courtroom -One (1) in each jury deliberation room |
| Paper Towels (Pack of 500) | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -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 Judge's Office in collaboration with the Clerk of Circuit Court will establish a supply inventory as well as restocking and reordering schedule for the above supplies for personnel assigned to work in each court. To start, each work area and supply inventory will be reviewed periodically to gauge daily usage.

A courtroom cleaning/disinfecting 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 work areas, at the beginning of their appearance, using the materials provided by the county.
8. Proper cleaning protocols and instructions provided by local public health experts will be posted on 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-General Misdemeanor Division |
| Timothy Witkowiak | Presiding Judge-Civil Division |
| David Feiss | Judge-Felony Division |
| Glenn Yamahiro | Judge-Felony Division |
| Mark Sanders | Judge-Children's Division |
| Holly Szablewski | District Court Administrator |
| Anthony Staskunas | Milwaukee County Board Supervisor-17 th District |
| Kent Lovern | Chief Deputy District Attorney |
| Matt Torbenson | Deputy District Attorney |
| Tom Reed | Regional Attorney Manager |
| Jeff Schwarz | Local Attorney Manager |
| Doug Holton | Captain, Milwaukee County Sheriff's Office |
| 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 |

MILWAUKEE COUNTY RECOVERY TEAM & PUBLIC HEALTH CONSULTANTS

| Name | Title |
|------------------|---|
| Kathryn West | Assistant Corporation Counsel |
| Kelly McKone | Director, Organizational Performance |
| Stu Carron | Director, Facilities Management Division |
| Claire Miller | Continuous Improvement Manager |
| Sean Hayes | Capital Planning Manager |
| Andrew Carrion | Public Safety Business Analyst, IMSD |
| Peter Nilles | Director of Facilities Planning & Development |
| Melissa Ugland | MPH, Ugland Associates |
| Ruthie Weatherly | Riverside Consulting, LLC |
| Lynn Banovez | Facilities Senior Space Planner |
| Kerry Williams | Facilities Management Specialist |
| Steve Hinkens | Energy Program Manager |

COURTROOMS AT VEL R. PHILLIPS YOUTH & FAMILY JUSTICE CENTER

This operational plan pertains only to two courtrooms, Vel R. Phillips Youth and Family Justice Center (VPYFJC) 1422 and 1407. These courtrooms are the only Children's Division courtrooms addressed in phases one and two of the courts recovery plan. Unless otherwise approved by Chief Judge Order, these courtrooms 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. These courtrooms will be shared by the eight judges and three court commissioners assigned to the Children's Division. When not utilizing Courtroom 1422 or 1407, 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.

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



WASH YOUR HANDS!

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



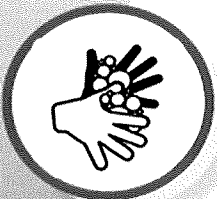
WET your hands with clean, running water (warm or cold) and apply soap.

HUMEDEZCA sus manos con agua corriente, limpia (caliente o fría) y jabón.
Muab tes NTUB DEJ huv uas ntwos 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.



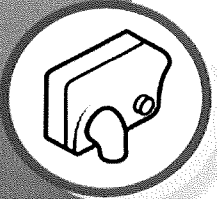
SCRUB your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

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 ntwos los ntawm tus kais dej. Ua kom
cov dej yaug tes ntawv ntwos mus rau lub dab, txhob cia ntwos mus rau koj ob lub luj tshib.



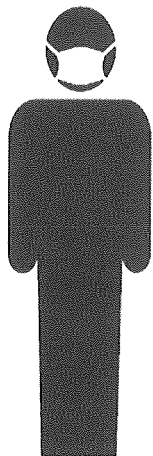
DRY your hands using a clean towel or air dry them.

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.

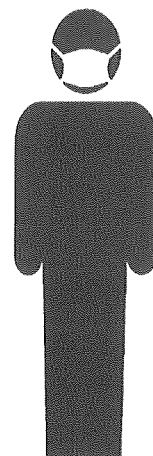


PRACTICE PHYSICAL DISTANCING

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



**MAINTAIN A
6-FOOT DISTANCE
FROM OTHERS**



**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.**

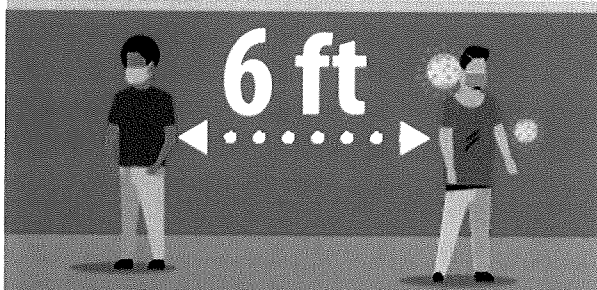
Thank you for your cooperation and understanding.



For information about COVID-19 and the outbreak and Milwaukee County, visit [county.milwaukee.gov/EN/COVID-19](https://www.county.milwaukee.gov/EN/COVID-19)

Stop the Spread of Germs

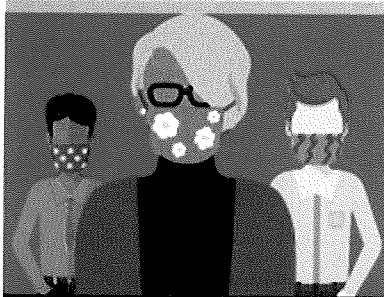
Help prevent the spread of respiratory diseases like COVID-19.



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.



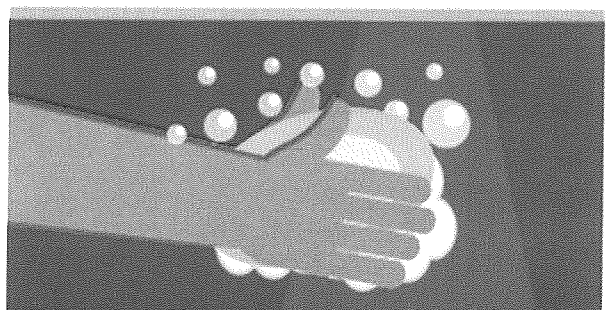
Do not touch your
eyes, nose, and mouth.



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.



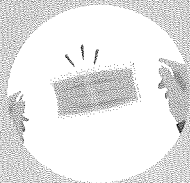
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

J16917 A May 13, 2020 11:02 AM

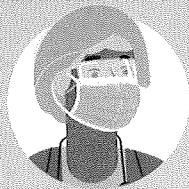
HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



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



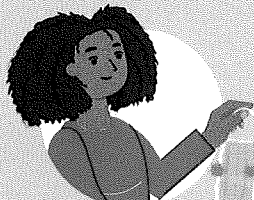
Adjust the mask to your face without leaving gaps on the sides



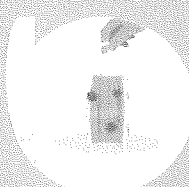
Avoid touching the mask



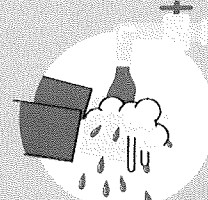
Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it

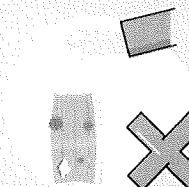


Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

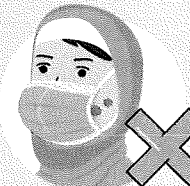
Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



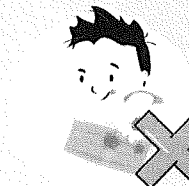
Do not wear a loose mask



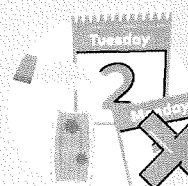
Do not touch the front of the mask



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



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.

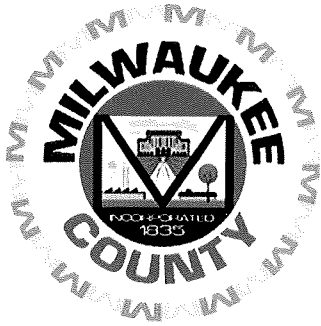
More information and details on our enhanced cleaning program will be published in the coming weeks. Control of the risks associated with re-opening activities requires multiple measures and the full support and cooperation of all. We recognize the importance cleaning and disinfection plays in our overall 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

DISINFECTANT INSTRUCTIONS



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.

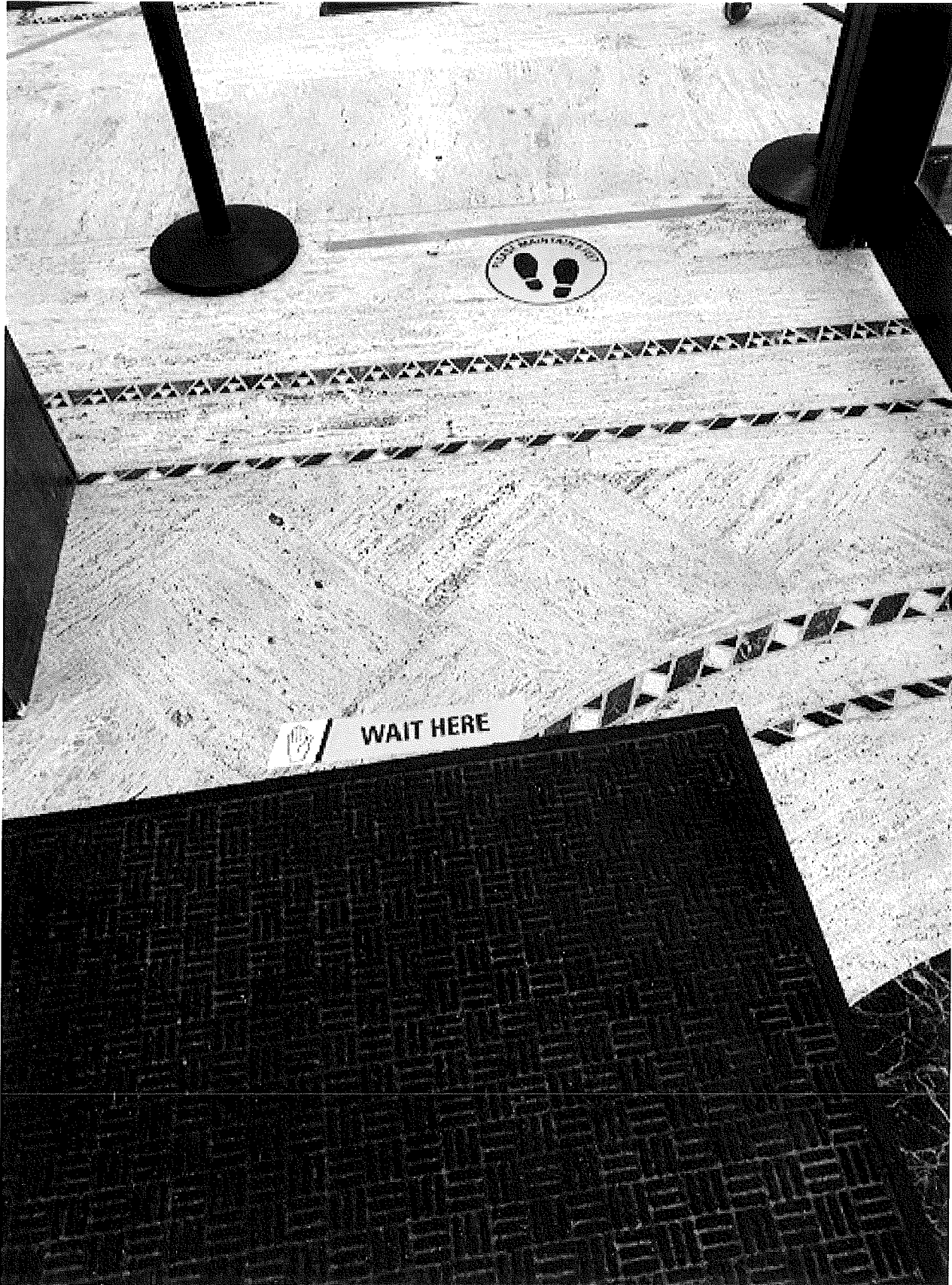
FACILITY ENTRANCE-PHYSICAL DISTANCING



FACILITY ENTRANCE POSTING-FACE MASKS REQUIRED/COVID SYMPTOM REMINDERS



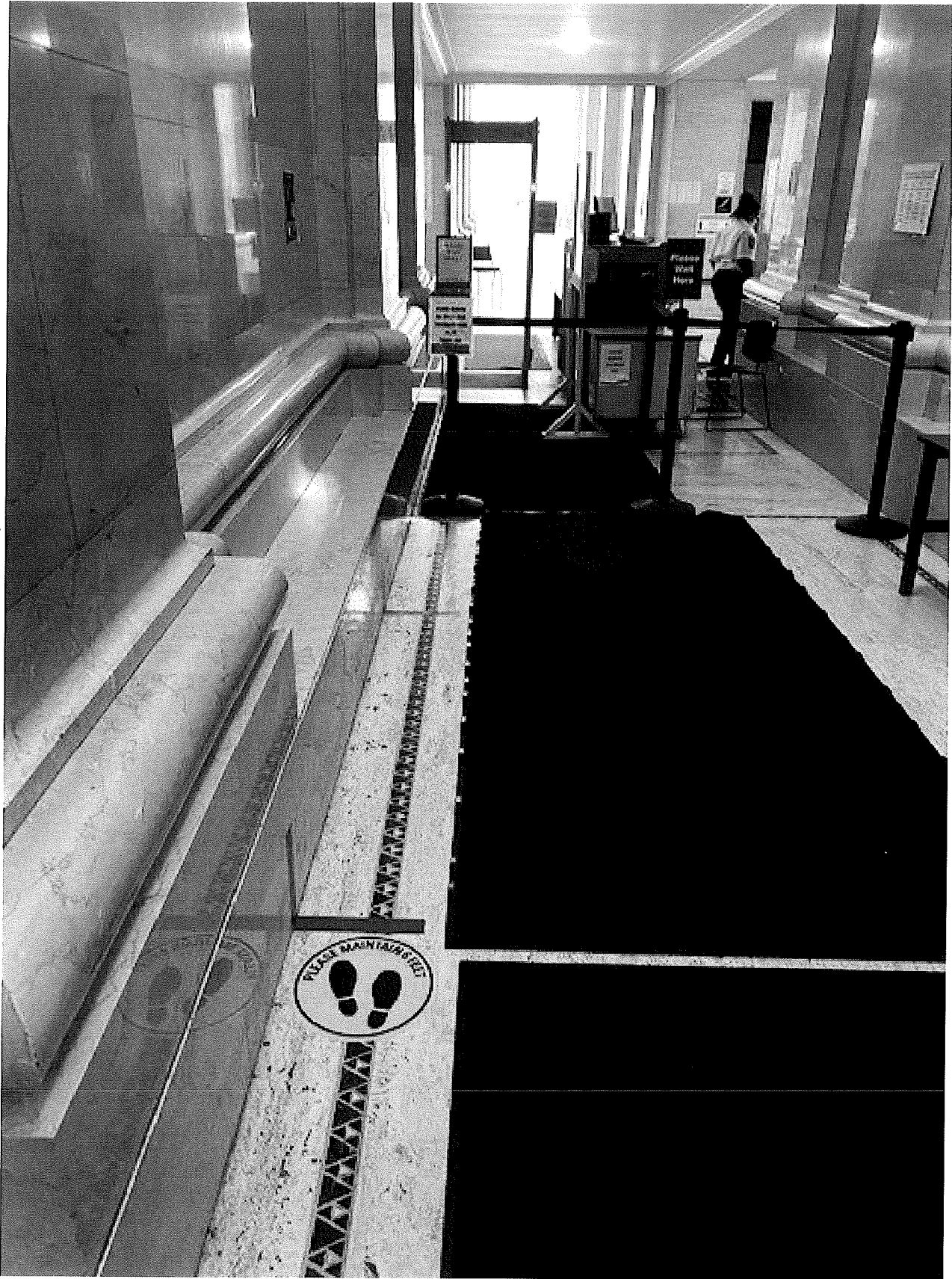
FACILITY SCREENING ENTRANCE-FLOOR MARKINGS



FACILITY ENTRANCE HAND SANITIZER AND MASK KIOSK



FACILITY ENTRANCE-RECONFIGURED SECURITY SCREENING STATION




FACILITY ELEVATOR RULES

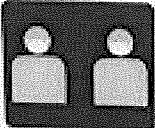
MILWAUKEE COUNTY DEPARTMENT OF PUBLIC HEALTH

ELEVATOR RULES


REGAS EN EL ELEVADOR / OCV KIV GA SIIVURINAJU NEE NICE VAITSIV ELEVATOR



Maintain a 6-foot distance from other people.
Avoiding close contact is the best way to prevent the spread of COVID-19. Try to stay at least 6 feet apart.



2 people maximum unless all are living in same household.
When you go out, limit your group to 2 people unless you are all living in the same household. If you are not all living in the same household, you should not go out together.



Even better! Take the stairs if possible.
Stairs are the best way to avoid elevators. Try to take the stairs if you can.

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FACILITY ELEVATORS-PHYSICAL DISTANCING AND MASK REMINDERS

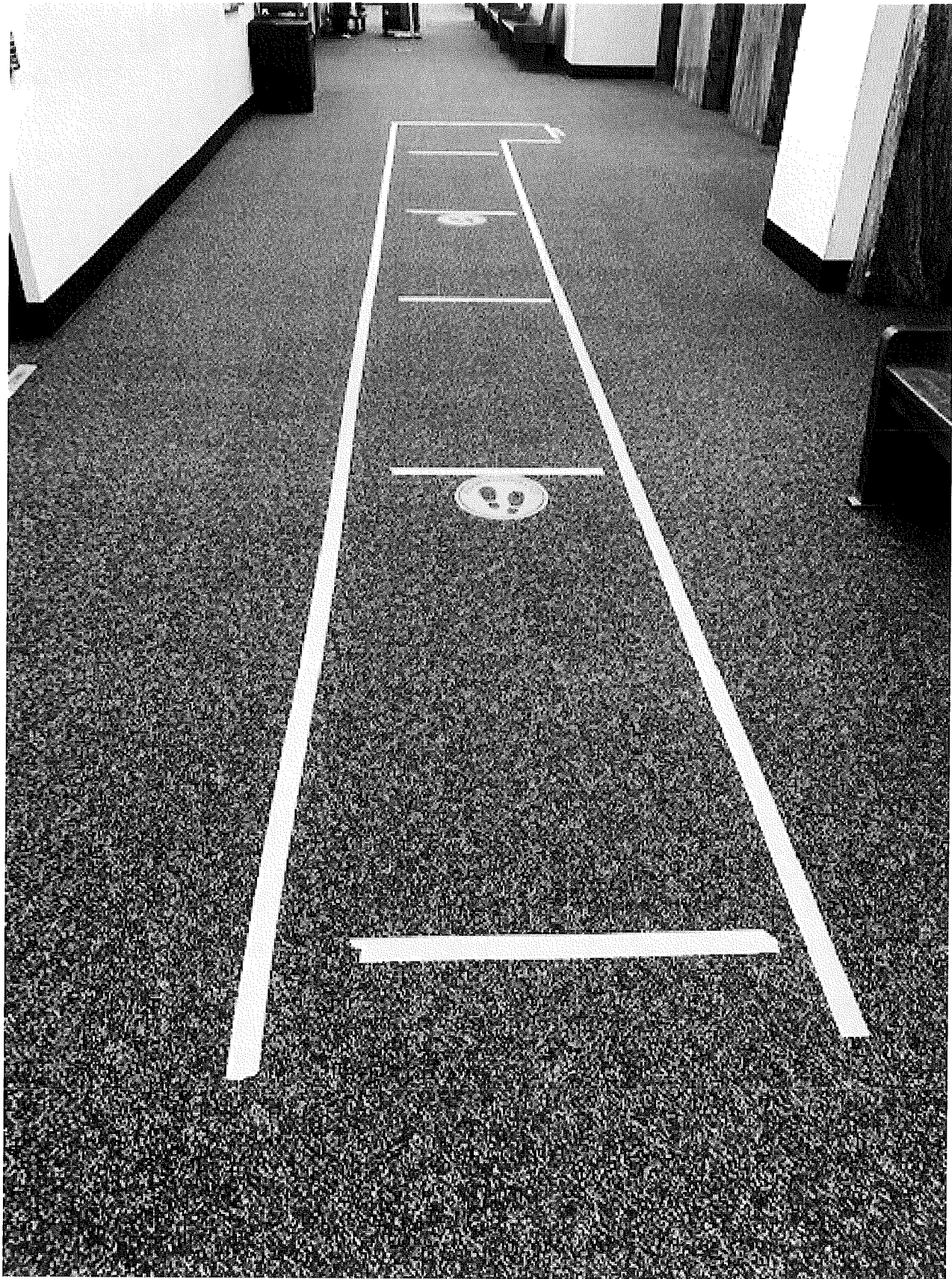


FACILITY ELEVATORS-PHYSICAL DISTANCING FLOOR MARKERS



ELEVATOR QUEUING AREAS





NON-JURY COURTROOM CONFIGURATION WITH PLEXIGLASS







