



Kayla D. Lesperance
Public Health Industrial Hygienist
6162 S. Willow Drive
Greenwood Village CO, 80111

June 17, 2020

Patricia K. Kmitta
Adams County Judicial Center
1100 Judicial Center Drive
Brighton, CO 80601

Dear Patricia Kmitta,

I am writing this letter to detail the walk-through that I took part in on June 11, 2020 with executive staff of the Adams County Judicial Court Center who were representing 17th Judicial District located at 1100 Judicial Center Drive Brighton CO, 80601. You requested that a staff member from Tri-County Health Department walk through the Adams County Judicial Court Center and give recommendations and observations of the facility's safety related to controlling the transmission of SARS-CoV-2; COVID-19; or novel coronavirus. The walk-through allowed me to view the jury assembly room, one courtroom and the jury deliberation room. The court proceedings and trials have not been held due to Governor, Jared Polis' "Stay at Home Order" to contain the spread of the SARS-CoV-2; COVID-19; or novel coronavirus.

The purpose of the walk-through was to provide guidance and education as to how the court staff can "re-open" to court proceedings safely. The technical assistance we provided included in-person recommendations and education from Tri-County Health Department to the executive team who accompanied us on our walk-through. This letter and the following pages 3-11, will serve as documentation of the walk-through the areas which were surveyed and each recommendation that was given.

It was found that the court executive staff had a basic understanding of how to control the transmission of the virus and had followed the guidance provided by the Colorado Department of Public Health and Environment Public Health Order 20-28 Safer at home. The staff are considered a Critical Government Function and do perform trials. Areas where greater than 10 people are needed, like courtrooms for active trials, were analyzed for contact risk, exposure risk and recommendations were given in these areas for control of transmission of the virus.

For specific recommendations given in each room observed on June 11, 2020, see pages 5-6 and page 10-11 of the report below. Recommendation and guidance given in this walk-through were



based on the public health order guidance 20-28, written for the state of Colorado by Colorado Department of Public Health and Environment. The recommendations and guidance are subject to change when orders are amended, extended or when they expire.

Sincerely,

Kayla Lesperance

Kayla D. Lesperance, Public Health Industrial Hygienist
Tri-County Health Department
6162 South Willow Drive
Greenwood Village, CO 80111
(O) 303-363-3030



Site Safety Controls During COVID-19 and Re-opening

This checklist is used to help businesses remain safe during modified operations caused by the COVID-19 pandemic. It should be a tool used to prevent transmission of COVID-19. The form serves to help the business with safety and health questions along the public health order 20-28 Colorado guidance for control of transmission of the virus.

Name of Facility: Adams County Judicial Center 1100 Judicial Center Drive Brighton, CO 80601	Hygiene supply list check list:	Does if the room have these items?:
	Hand sanitizer	No
	Tissues	No
Location inside of facility: Jury Assembly room/ Break room attached	Disinfection wipes or cleaner	No
	Trash receptacles	Yes
Contact for the Facility or business: Patricia Kmitta, Simone Jones, Lynette Merich	Are there actions in place in case of an outbreak? Yes Call TCHD at 303-220-9200 to notify us of an outbreak.	
Person(s) site safety plan during COVID-19: Patricia Kmitta * *document on file shows incorrect contact		

Administrative Controls	Yes, done	Not done, Explain:
Modified interaction or screening procedures with customers and public with the intent to minimize exposure to the public	Yes, done	
Symptom Screening protocols for the public and/or staff: <ul style="list-style-type: none"> Is the public screened before they arrive at the facility? 	Yes, done	
<ul style="list-style-type: none"> Are there protocols to screen employees daily? 	Yes, done	
Signage to communicate social distancing, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures.		Cough and sneeze signs should be hung in the area, especially the breakroom, find signs HERE Post a sign by bathrooms limiting the amount of people. Post sign near breakroom limiting the amount of people there.

Disinfection procedures for specific operations, facilities, and/or work areas. Who does this?		Not assigned.
Use floor markings and other barrier types to promote distancing.		Secure markings on the floor which will show where the safe distance of the chairs is located.
Social Distancing Procedure - Stay six feet away from other people. How is this controlled?	Yes, done	
Engineering Controls		
Barriers, partitions, or ropes to separate employees from public or building occupants, e.g. plexiglass screens, sneeze guards, theater ropes and stanchions, hazard warning tape, etc.	Yes, done	
EPA-Registered Disinfectants from List N . To be effective you need disinfection procedures for facilities, shared equipment and spaces, work area, and personal electronics.		Recommended a disinfectant with quaternary ammonia, or Clorox disinfecting wipes
HVAC system should return max amount of outdoor air	TCHD will contact HVAC services for the building	
HVAC should stay on in the evening for as long as possible	TCHD will contact HVAC services for the building	
Personal Protective Equipment		
Employees and public are required to wear a face covering or mask while on the job when it is NOT feasible to maintain social distancing measures (i.e. at least 6 feet of separation between others) between coworkers, customers, and the public. For example: <ul style="list-style-type: none"> During work activities requiring two or more people to come within 6 feet of one another. 	Yes, done	

<ul style="list-style-type: none"> • When you will interact with coworkers, customers, and members of the general public where social distancing is not feasible. 		
<p>Wearing such face coverings shall not be used in lieu of other control methods and users must be vigilant about:</p> <ul style="list-style-type: none"> • Clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol prior to putting on, touching mask while wearing it, and removing a cloth face covering. 		<p>Recommend Sanitizing chairs Sanitize pens Sanitize Clipboards</p>
<p>Summary of needs, recommendations or other observations in the jury assembly room, jury assemble attached break room and patio smoking area attached to jury assembly room:</p> <ol style="list-style-type: none"> 1. Although there are not public health orders written in specific for courthouse trials, Tri-County Health Department recommends that the maximum amount of people in jury assembly room be 50 patrons, much like restaurant guidelines. 2. Split shifting groups of jurors was discussed as a way to secure the right amount of people to represent a jury (e.g., 45 people will be in the assembly room in the AM shift and 45 people will be in the room during the PM shift). 3. Potential jurors can eat and drink as long as they are seated at their assigned spot in jury assembly where they are 6 feet away from each other. 4. Potential Jurors can get snacks in the breakroom, closing this area is not necessary as long as there is a sign limiting occupancy of the breakrooms and a sign asking people to wash their hands. 5. There should be occupancy limits in the bathrooms. These should be defined by stall number for each bathroom. For example, if there are (2) stalls in the bathroom, there should be a limit of (2) people in the bathroom. 6. If the court executives decide to do so, develop a protocol for notifying any jury participants if someone is diagnosed with COVID-19. 		

7. Supply the jury assembly room with basic hygiene products like tissues, hand sanitizer and disinfection wipes for the potential jurors.
8. Face coverings are already required, keep this requirement in the future.
9. Hang more signs, find signs [HERE](#): Signs asking people to cover coughs and sneezes should be hung in the area. Include social distancing signs in the jury assembly room.
10. Place a marks on the floor for chairs which will show where the chair should be located, 6 feet away from other chairs. This is just in the case that they get moved from the original 6 foot spaced location.
11. Disinfect arms or chairs during the disinfection time.
12. Sanitize the pens and clipboards during disinfection of the room.
13. Disinfection of the room should occur between groups of potential jurors e.g., after the AM shift leaves and the new PM shift arrives. Bathrooms should be included in this disinfection time.
14. Keep breakroom sink stocked with hygiene supplies (see above for supply list) and hang signage asking people to wash their hands in the breakroom.



Site Safety Controls During COVID-19 and Re-opening

This checklist is used to help businesses remain safe during modified operations caused by the COVID-19 pandemic. It should be a tool used to prevent transmission of COVID-19. The form serves to help the business with safety and health questions along the public health order 20-28 Colorado guidance for control of transmission of the virus.

Name of Facility: Adams County Judicial Center 1100 Judicial Center Drive Brighton, CO 80601	Hygiene supply list check list:	Does if the room have these items?:
	Hand sanitizer	Yes
	Tissues	No
Location inside of facility: Courtroom Division (L), Room 404 jury deliberation room, Small 458 conference room	Disinfection wipes or cleaner	No
	Trash receptacles	Yes
Contact for the Facility or business: Patricia Kmitta, Simone Jones, Lynette Merich	Are there actions in place in case of an outbreak? Yes Call TCHD at 303-220-9200	
Person(s) site safety plan during COVID-19: Patricia Kmitta * *original documents shows incorrect contact		

Administrative Controls	Yes, done	Not done, Explain:
Modified interaction or screening procedures with customers and public with the intent to minimize exposure to the public		Executive staff discussed not including people who are in the vulnerable populations group for juror selection. This would mean that messaging would need to go out before potential jurors were on site and a time frame would be established for the vulnerable groups to secure a doctors note. Discussion about allowing the public inside of the courtroom was also discussed. TCHD recommends that public not be

		allowed in the courtroom to keep the occupancy of the room below 50 people, unless witness is a minor or witness would like family in the room in order to testify more comfortably.
Symptom Screening protocols for the public and/or staff: <ul style="list-style-type: none"> Is the public screened before they arrive at the facility? 		See page 3.
<ul style="list-style-type: none"> Are there protocols to screen employees daily? 	Yes, Done	
Signage to communicate social distancing, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures.		Cough and sneeze signs should be hung in the areas, placated near the jury box, and in the jury deliberation areas, find signs HERE Executive staff discussed hanging a sign or communicating to the speakers at the podium to limit touching the microphone with or without the microphone hygiene cap/cover.
Disinfection procedures for specific operations, facilities, and/or work areas. Who does this?		TCHD recommends that the witness stand be disinfected after witnesses testify and where they have removed their face mask. TCHD recommends that the jury deliberation room be disinfected and restocked with hygiene supplies (see page 1) after close of each day.
Use floor markings and other barrier types to promote distancing.	Yes, Done	
Social Distancing Procedure - Stay six feet away from other people.		Jury deliberation room will need to be spaced out, table in the middle may need to be removed, and individual trays may need to be supplied to keep their

		distance when they are not wearing face coverings. Jurors need to seat every other seat never facing each other backs. Each juror should remain in their own assigned seat.
Engineering Controls		
Barriers, partitions, or ropes to separate employees from public or building occupants, e.g. plexiglass screens, sneeze guards, theater ropes and stanchions, hazard warning tape, etc.		It was recommended that judge have a plexiglass barrier between themselves and witness stand or court clerks when judge is unable to wear a cloth face covering or face covering of any kind.
<u>EPA-Registered Disinfectants from List N</u> . To be effective you need disinfection procedures for facilities, shared equipment and spaces, work area, and personal electronics.		Recommended a disinfectant with quaternary ammonia, or Clorox disinfecting wipes
HVAC system should return max amount of outdoor air	N/A no measurements were take	
HVAC should stay on in the evening for as long as possible	N/A no measurements were take	
Personal Protective Equipment		
<p>Employees and public are required to wear a face covering or mask while on the job when it is NOT feasible to maintain social distancing measures (i.e. at least 6 feet of separation between others) between coworkers, customers, and the public. For example:</p> <ul style="list-style-type: none"> • During work activities requiring two or more people to come within 6 feet of one another. • When you will interact with coworkers, customers, and members of the general 	Yes, done	

<p>public where social distancing is not feasible.</p>		
<p>Wearing such face coverings shall not be used in lieu of other control methods and users must be vigilant about:</p> <ul style="list-style-type: none"> • Clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol prior to putting on, touching mask while wearing it, and removing a cloth face covering. 		<p>Recommend more hand sanitizer, tissues and antiseptic wipes to jury.</p> <p>Recommend seating every other chair in jury box and jury members are seated while facing each others backs, not in the breathing zone.</p>
<p>Summary of needs, recommendations or other observations in courtroom Division (L), Room 404 (jury deliberation room), 458 (small conference room):</p> <ol style="list-style-type: none"> 1. Although there are not public health orders written specifically for courthouse trials, Tri-County Health Department recommends that the maximum amount of people in jury assembly room be 50 patrons, much like current restaurant guidelines. 2. Executive staff should not include people who are in the vulnerable populations group for juror selection. 3. TCHD recommends that the public be not allowed in the courtroom to keep the occupancy of the room below 50 people, unless witness is a minor or witness would like family in the room in order to testify more comfortably. 4. The phrase “same household” applies to the family group. 5. Cough and sneeze signs and social distancing signs should be hung in the area, possibly placated near the jury box, and in the jury deliberation areas, find signs HERE. 6. TCHD recommends more hand sanitizer, tissues and antiseptic wipes in the jury box. 7. TCHD recommends seating every other chair in the jury box and that jury members are seated while facing each other’s backs and not facing each other’s breathing zones. 8. TCHD recommends that the jury deliberation room be disinfected and restocked with hygiene supplies after close of each day with disinfection wipes supplied in the mean time. 9. Face coverings are already required, keep this requirement in the future. 10. Schedule multiple “alternates” in case a jury member falls ill and then can be replaced with no chance of a “mis-trial”. 		

11. Create a culture where it is important for jurors to report symptoms to the court and be excused from trial as to not spread the virus to other jury members.
12. Executive staff discussed hanging a sign or communicating to the speakers at the podium to limit touching the microphone with or without the microphone hygiene cap/cover.
13. It was recommended that judge have a plexiglass barrier between themselves and witness stand and court clerks when judge is unable to wear a cloth face covering or face covering of any kind.
14. Jury deliberation room (room 404) will need to have seats spaced out 6 feet apart. The table in the middle may need to be removed, and individual trays may need to be supplied to keep 6 foot of distance between jurors when they are not wearing face coverings.
15. Bench seating outside of the courtrooms have adequate distance between them but signage should be added to limit each bench to one "household" and floor markings between the benches should be added to keep the benches in the correct distancing from each other. Most were seen to be more than 6 feet apart.
16. Keep the recommendations for universal face covering in the courtroom.
17. Attorneys seated next to their clients cannot maintain a 6-foot distance between themselves when they are conversing quietly, due to this, they are wearing face coverings to protect each other. They do not need any other barrier between themselves, they should still try to keep distance between themselves when they do not need to converse.
18. There should be occupancy limits in the bathrooms. These should be defined by stall number for each bathroom. For example, if there are (2) stalls in the bathroom, there should be a limit of (2) people in the bathroom.