CIRCUIT COURT OF PRINCE GEORGE'S COUNTY

COVID-19 LOGISTICS

Building Entrance Signage

The sign below is placed at all entrances of the Courthouse Complex.

"Attention All Visitors:

In response to the outbreak of the Coronavirus (COVID-19) we ask all visitors to self-screen before entering the building, to help lessen spread of the virus.

Do not enter if:

1. You have had a fever in the past 24 hours
2. You have a cough and shortness of breath or at least two of the following symptoms: fever, chills, shaking, muscle pain, headache, sore throat, or loss of taste and smell
3. You have had contact with any possible source for the virus or person with COVID-19
4. If you have met any of the above criteria, please return home. You may need to contact your health care provider

If you are safe to enter, please follow these instructions:

1. Wash your hands regularly and thoroughly
2. Avoid touching your face with your hands
3. Use tissues and put tissues in trash bins after use
4. Limit your movement in the building and interactions with others in the building"

Automated Health Screening Questionnaire

SCAN TO GET ACCESS TO THE COURTHOUSE

HOW TO SCAN: OPEN, AIM & TAP

Open the camera on your phone

Aim it at the Flowcode

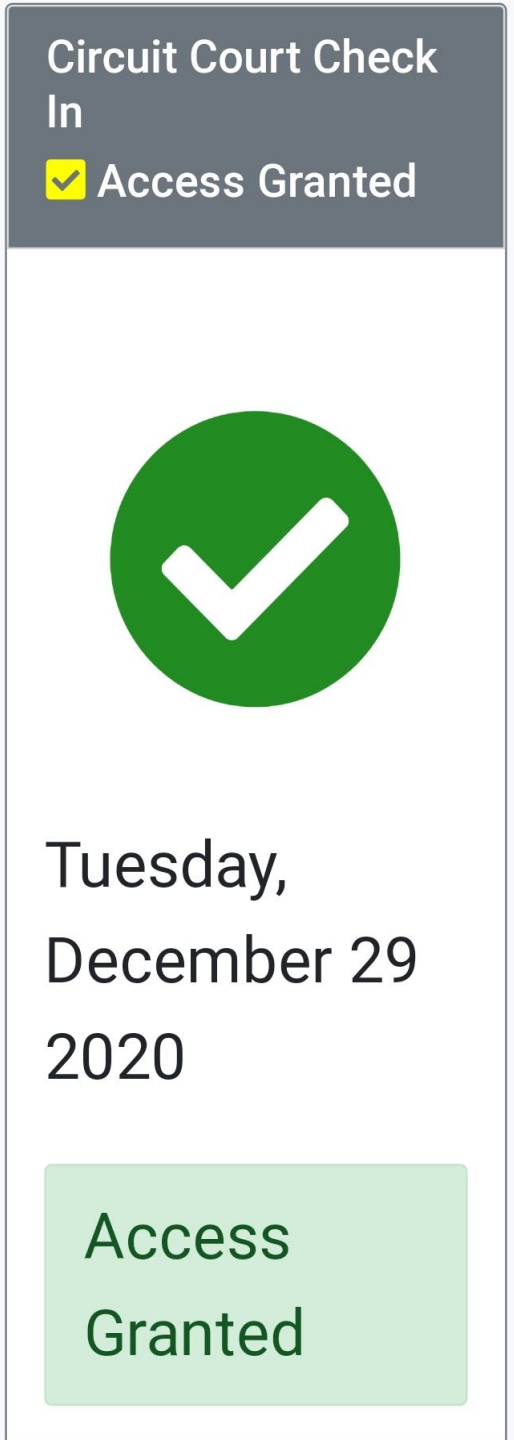
Tap the banner that appears

Everyone entering the Courthouse complex is required to answer COVID-19 screening questions daily before allowed access to any building on the Courthouse complex.

The Health Screening Questionnaire that is available on the Circuit Court website directs everyone to a Quick Response Code (QRC), which is also posted at all entrances and on The Bus.

If all questions are responded to with "no", a green check mark will be displayed on the mobile device which is presented to security for entrance. If a "yes" to any one question is checked a red "X" is displayed and entrance is denied.

**Paper forms in English and Spanish are available at all entrances if a mobile device is unavailable.*



Health Screening Questionnaire

Available in English and Spanish (Employees and Public)

Today's Date: __/__/____

I certify that the information provided is correct to the best of my knowledge.

Employee/Visitor Name: (Please Print) _____

Employee/Visitor Name: (signature) _____

Judiciary Building: circle one (MJC) (COA) (APOD) (JIS) (other)_____

HEATH SCREENING QUESTIONNAIRE

IMPORTANT: The screener should immediately STOP the screening and deny access to any individual who answers YES to ANY screening question*.

For infection control purposes, please complete the below questions:	
Have you had any of the following symptoms in the last seven (7) days: • Cough (either new, or different than your usual cough), shortness of breath, or difficulty breathing? • Fever (either subjective, or measured) or chills? • Sore throat, unusual muscle pain, or unusual headache? • New loss of taste or smell? • Nausea, vomiting, diarrhea, or any other flu-like symptoms? • *Current body temperature is _____f (SPO/ screener will complete)*	☐ Yes ☐ No
In the past week, have you been in close (less than 6 feet), prolonged contact (more than 2-3 minutes) with someone with fever, cough, shortness of breath, nausea, vomiting, diarrhea, flu-like symptoms, or a diagnosis of COVID-19?	☐ Yes ☐ No
Have you had a positive test for COVID-19 infection within the past ten (10) days?	☐ Yes ☐ No

Individuals who answer **YES** to **ANY** question on the Initial Screening Questionnaire* **OR** have a temperature of 100.4°F [38°C] **OR** refuse to participate in the screening process **must** be denied access to the facility.
Those who are denied access should immediately contact their direct supervisor, HR-Employee Relations at (410) 260-1732 or ER@mdcourts.gov, and their doctor for further assistance.

Access Determination: Approved Denied

SPO/ Name of screener: _____ Date: _____ Time: _____

*Unless proper medical documentation is on file with HR to authorize an exception

MARYLAND JUDICIARY

Health Screening Questionnaire - Enhanced

Circuit Court for Prince George's County
EMPLOYEE COVID-19 SCREENING QUESTIONNAIRE

The safety of our employees is paramount. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and Prince George's County Health Department. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking everyone to complete and submit this questionnaire prior to entering the worksite, but no later than 10:30 AM, January 4, 2021.

Employee Name _____ Phone Number _____

Department _____ Position _____

Scheduled to work on-site January 4th? ○Yes ○No

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our other employees.

Yes	No	Question
○	○	1. Are you currently experiencing, or have you experienced in the past 14 days, any symptoms related to COVID-19 (i.e. fever, cough, sore throat, shortness of breath, chills, muscle pain, sinus issues, sinus infection, headache, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, itchy/scratchy throat, or diarrhea)?
○	○	2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?
○	○	3. Have you tested positive for COVID-19 in the past 14 days or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?
○	○	4. In the past 14 days, have you been in close proximity to anyone who has tested positive, or is presumed positive based on their symptoms, for COVID-19?
○	○	5. Have you or anyone who lives with you tested for COVID-19 and are awaiting to receive test results?
○	○	6. Have you gathered with anyone who resides **outside of your immediate household** in the last 14 days? (For purposes of this question, college students residing on or near campus **are not** considered members of your immediate household)**
○	○	7. Have you attended or hosted any in-person gatherings in the last 14 days? (i.e. parties, get-togethers, meetups, dinners/lunches/brunches/meals, marches, rallies, sporting events, etc.)
○	○	8. In the past 14 days, have you, or anyone who lives with you, traveled outside of the District of Columbia, Maryland, or Virginia?
○	○	9. In the past 14 days, have you, or anyone who lives with you, been on a commercial flight?

** Answering yes to this question does not immediately bar you from reentry. We may need to ask additional questions to verify your need to quarantine.

CERTIFICATION
I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature:_____ Date: _____

CIRCUIT COURT HUMAN RESOURCES REVIEW

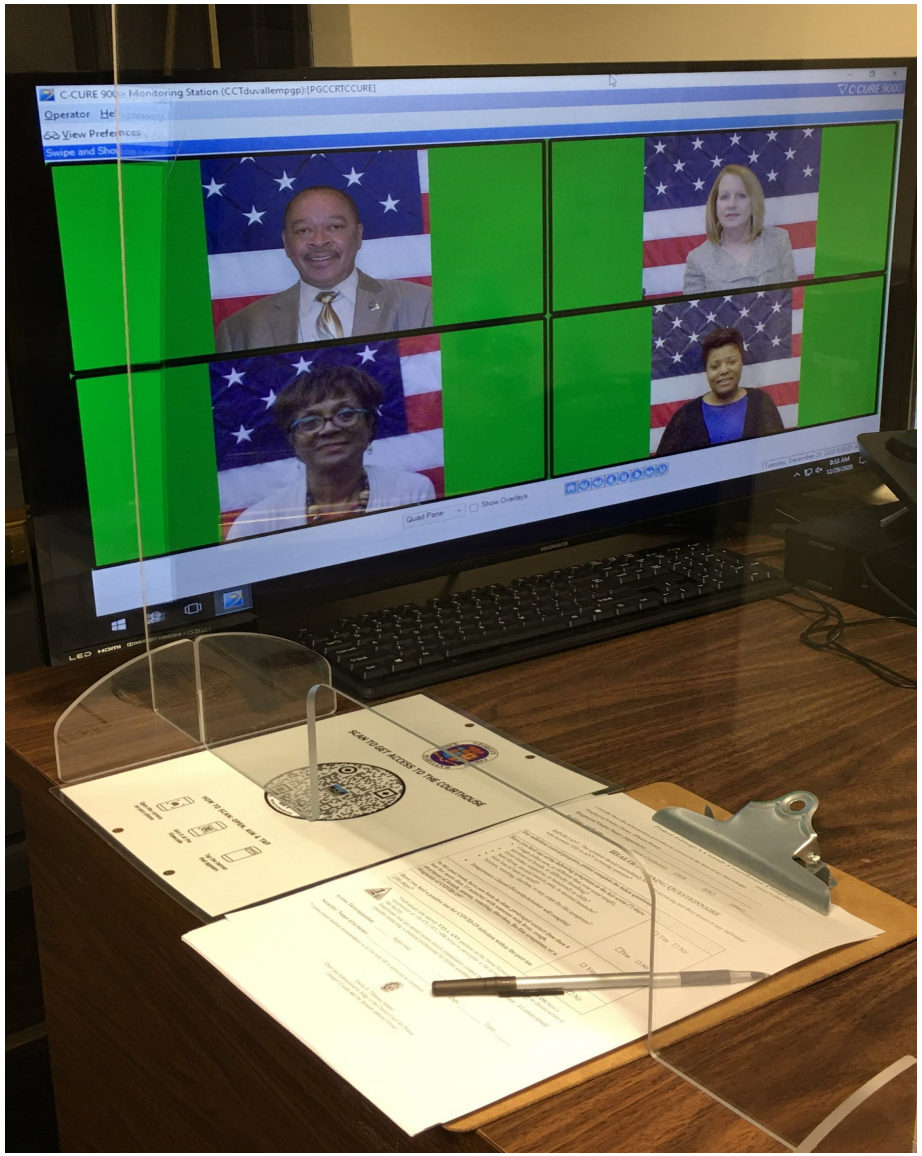
Access to worksite (select one): ○ Approved ○ Denied ○ Further Review Required

An enhanced Health Screening Questionnaire was launched January 3, 2021 to further the Circuit Court's efforts of creating a safe work environment.

Questions now inquire about gatherings and travel outside of the DMV area.

Show and Go

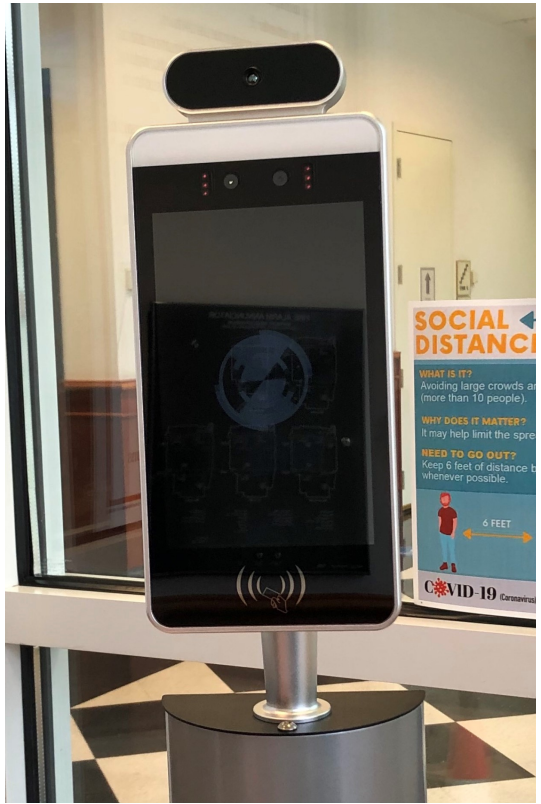
When employees scan their badge for entrance into the building, a photograph is immediately made available on screens and desktops located at all entrances.



Temperature Checks

The newly installed Personal Management Kiosk (PMK) detects individuals temperature readings prior to entrance that is tied into the turnstiles. If high temperature is detected (100° degrees or above), admittance is denied.

The newly installed IPad Kiosks allows individuals to contact a specific office/courtroom within the Courthouse (via phone or Zoom), if denied entry. The courtroom will immediately attempt to assist visitors with hearings remotely (if possible).



Hallway Traffic Signage

Directs the flow of person's moving throughout the main Courthouse corridors in high volume areas.

Floor Decals

Directional floor decals have been installed around the Courthouse Complex, Judiciary Administrative Services (JAS) Building, and the Family Justice Center (FJC) in high traffic areas and elevators.

Building Capacity Signage

In collaboration with the Office of Central Services (OCS), a building capacity assessment was conducted that identified new social distancing capacity throughout the courthouse complex.

New social distancing capacity signage have been placed outside of courtrooms, deliberation rooms and other various locations.

Protective Barriers/Sneeze Guards

Protective barriers, personal protective equipment (PPE), and social distancing signage are available in all Circuit Court courtrooms.

Water Fountain Covers

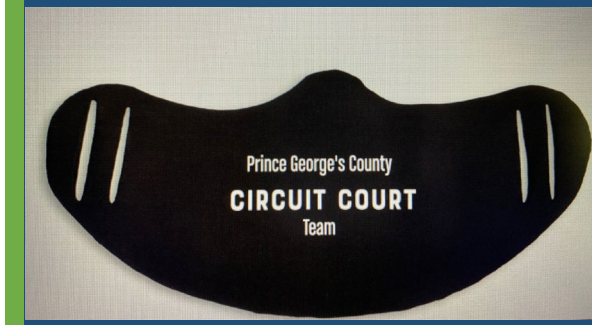
Prevent the spread of virus through touch and mouths.

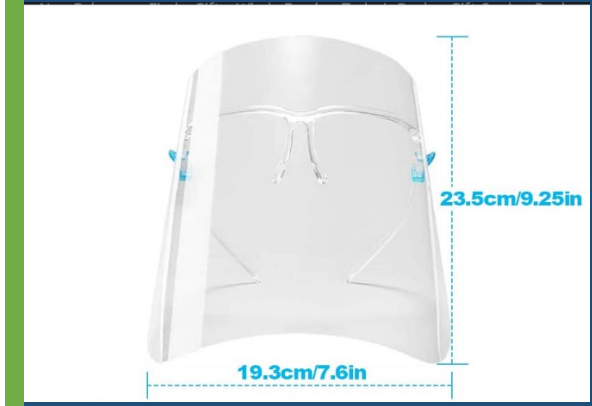
Supplies

All employees and visitors are required to wear a face covering while visiting the Courthouse complex. All employees are required to wear a face covering and face shield.

PPE Supplies available for usage include:

- Disposable/Surgical Masks
- Clear Face Shields
- Powder Free Disposable Gloves: Medium, Large and X-large
- Thermometers
- Disinfecting Spray/Wipes
- Hand Sanitizer Bottles and Stations



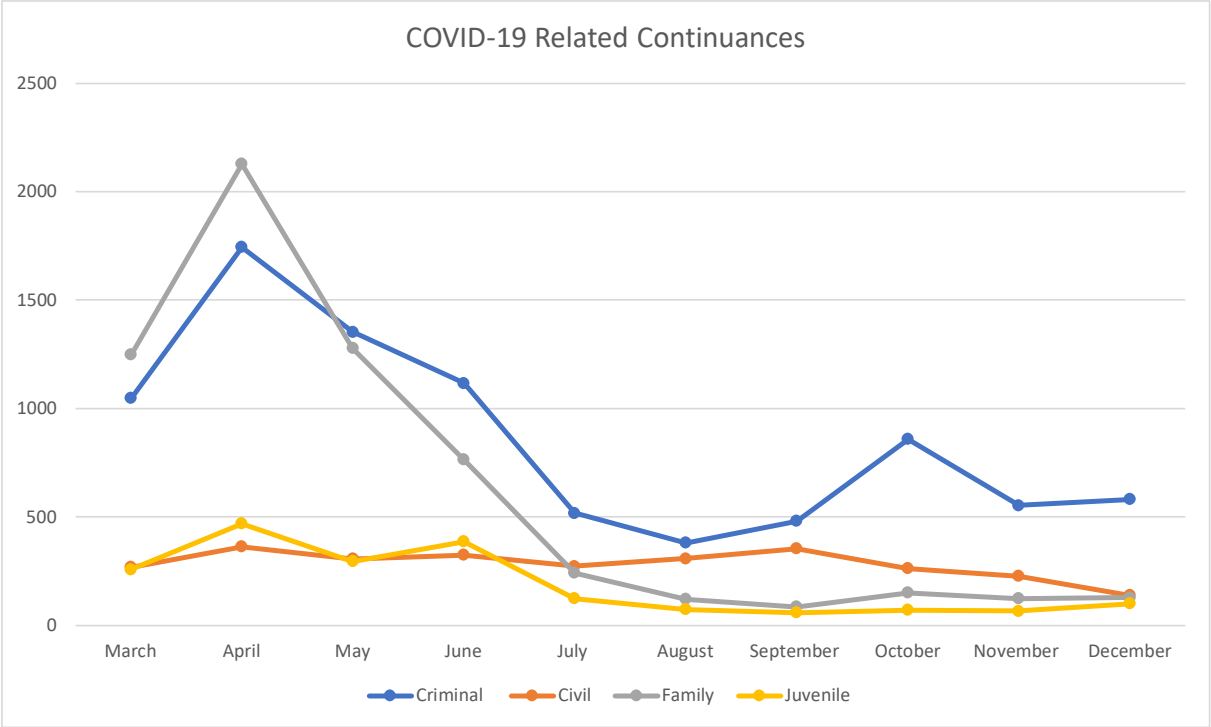


	March	April	May	June	July	August	September	October	November	December	Total
Criminal	1047	1744	1352	1116	518	382	480	859	553	581	8632
Civil	269	364	307	324	273	308	354	263	227	138	2827
Family	1247	2128	1278	764	242	120	85	150	124	128	6266
Juvenile	258	470	295	386	124	74	59	70	66	100	1902
											19627

Notes

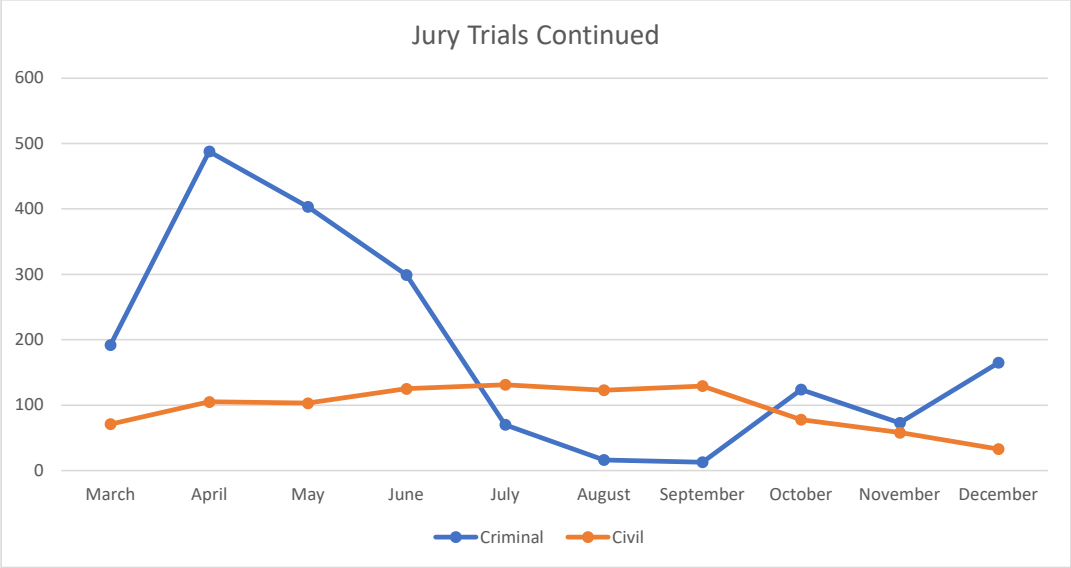
Juvenile includes CINA and TPR (vast majority are delinquency)

Date range is March 12th through December 30th



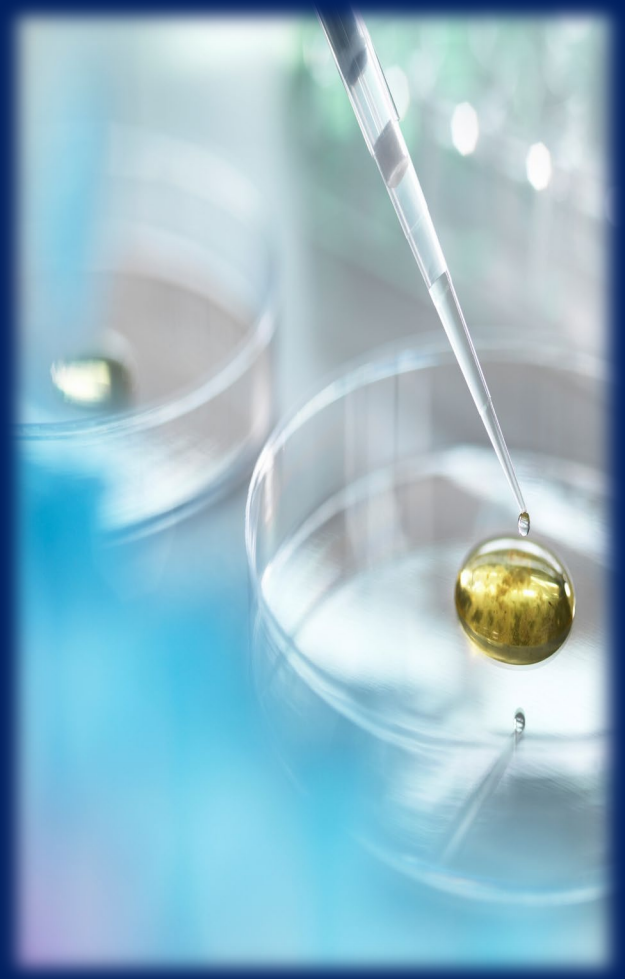
Jury Trials Continued

	March	April	May	June	July	August	September	October	November	December	Total
Criminal	192	488	403	299	70	16	13	124	73	165	1843
Civil	71	105	103	125	131	123	129	78	58	33	956
Total											2799



Note: The continued trials are included in the event continuances above which includes a variety of event types such as ADR, status conferences, arraignments, merits hearings, etc.

THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

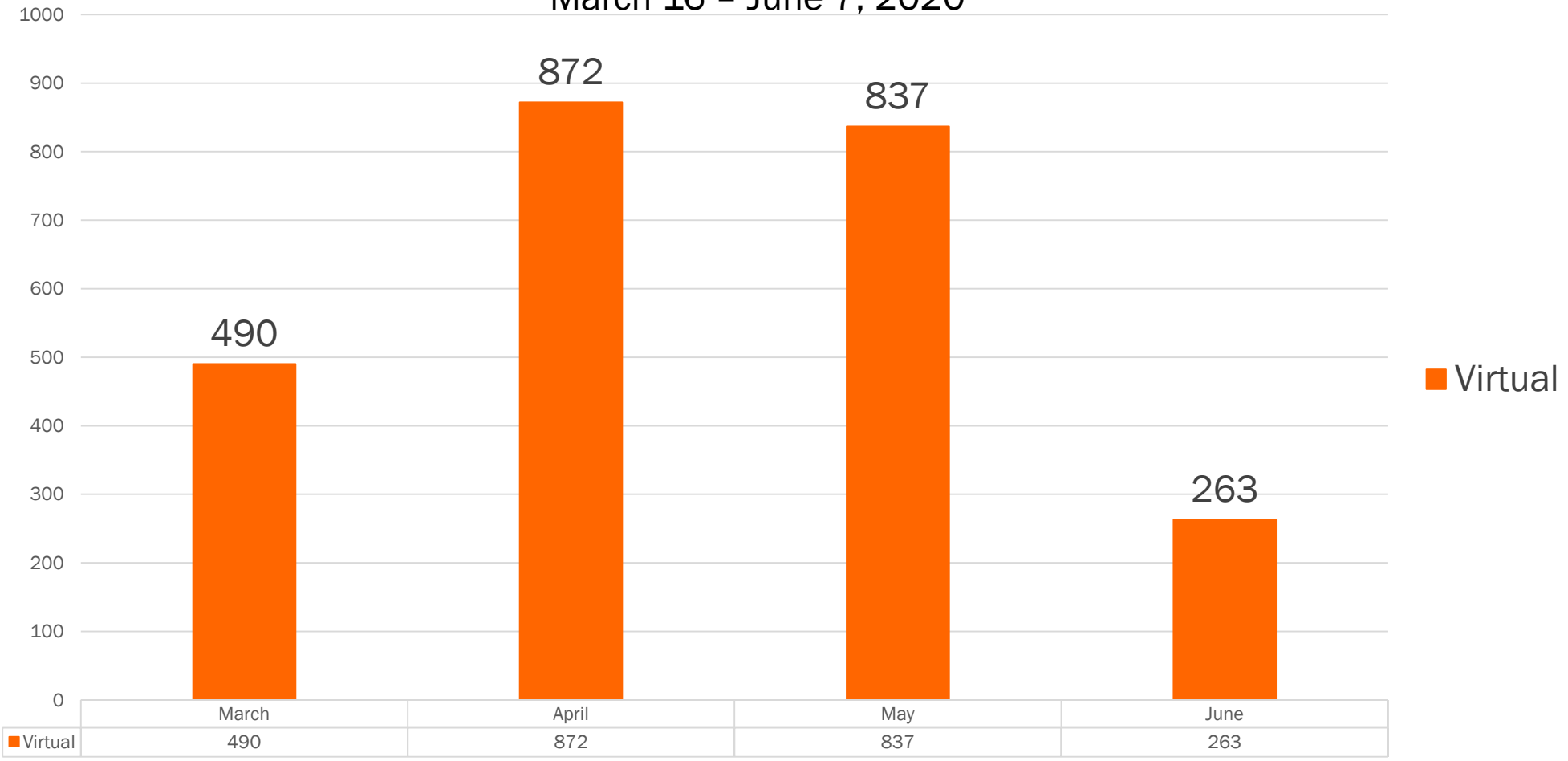


EVENT SCHEDULING PHASES DURING COVID-19

The Honorable Sheila R. Tillerson Adams
Chief and Administrative Judge
Circuit Court for Prince George's County and the
Seventh Judicial Circuit of Maryland

COVID19-PHASE 1

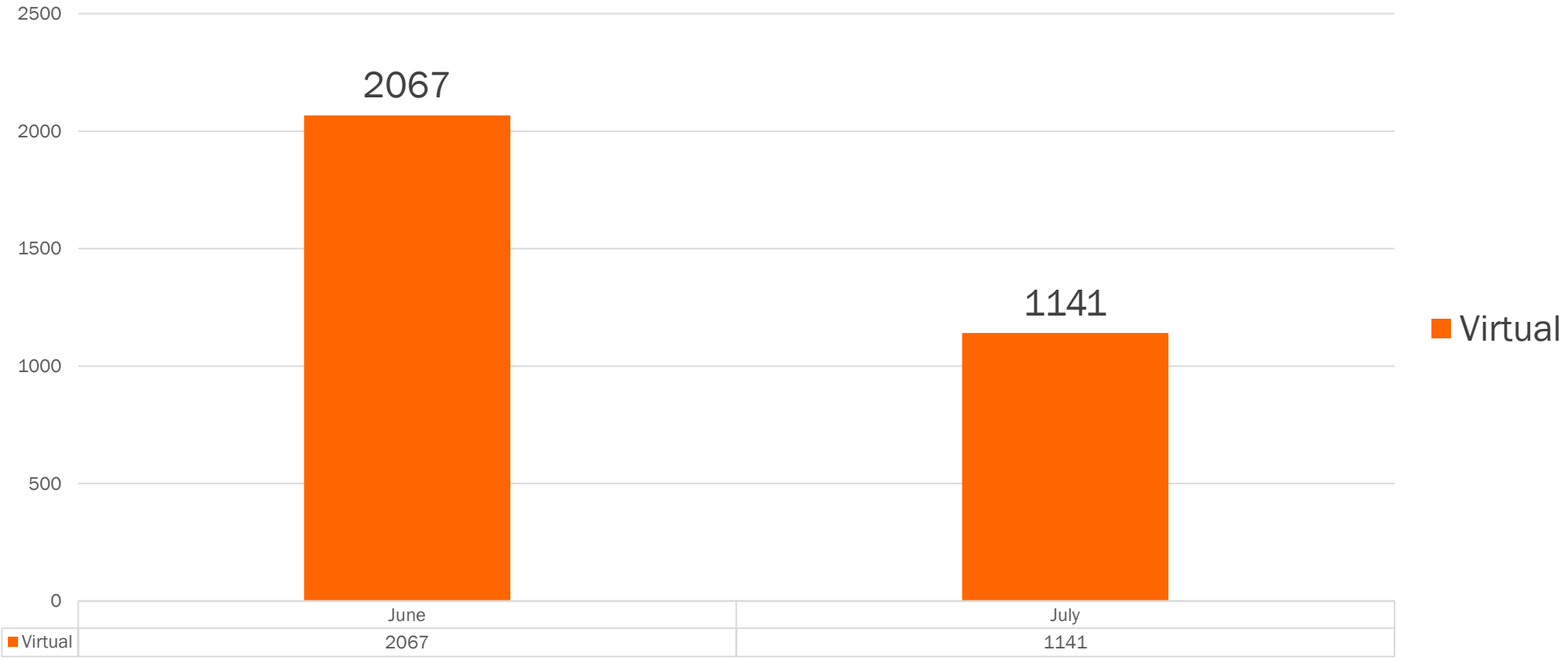
March 16 – June 7, 2020



	March	April	May	June
Virtual	490	872	837	263

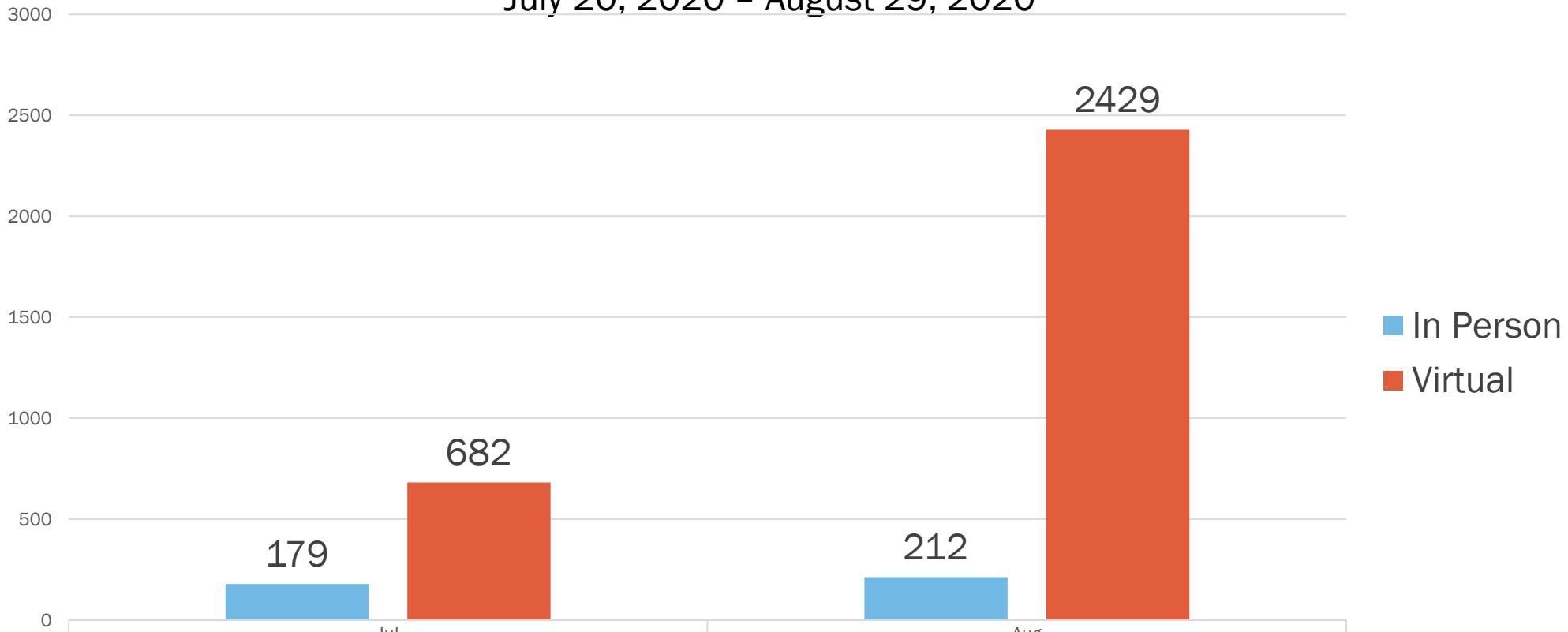
COVID19-PHASE 2

June 8, 2020 – July 19, 2020



COVID19-PHASE 3

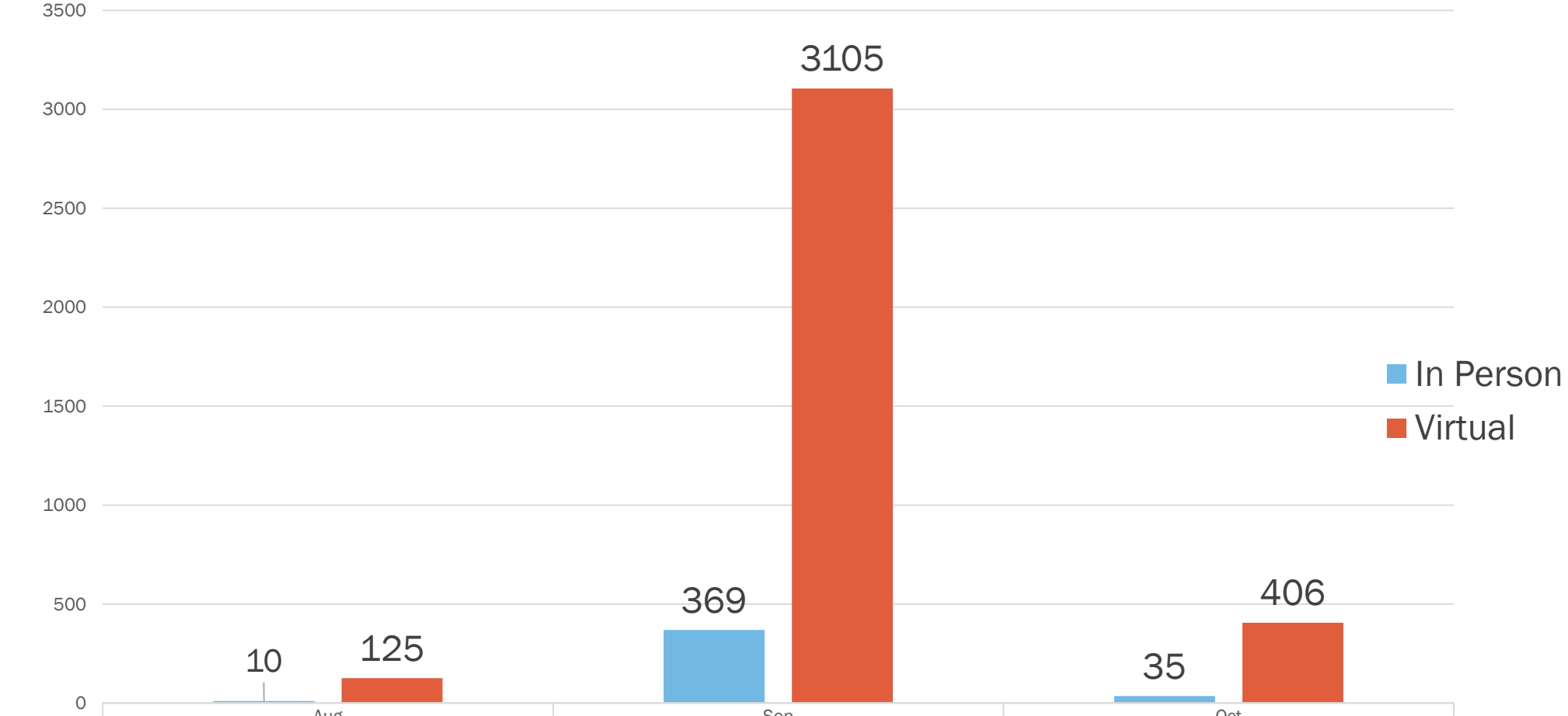
July 20, 2020 – August 29, 2020



	Jul	Aug
In Person	179	212
Virtual	682	2429

COVID19-PHASE 4

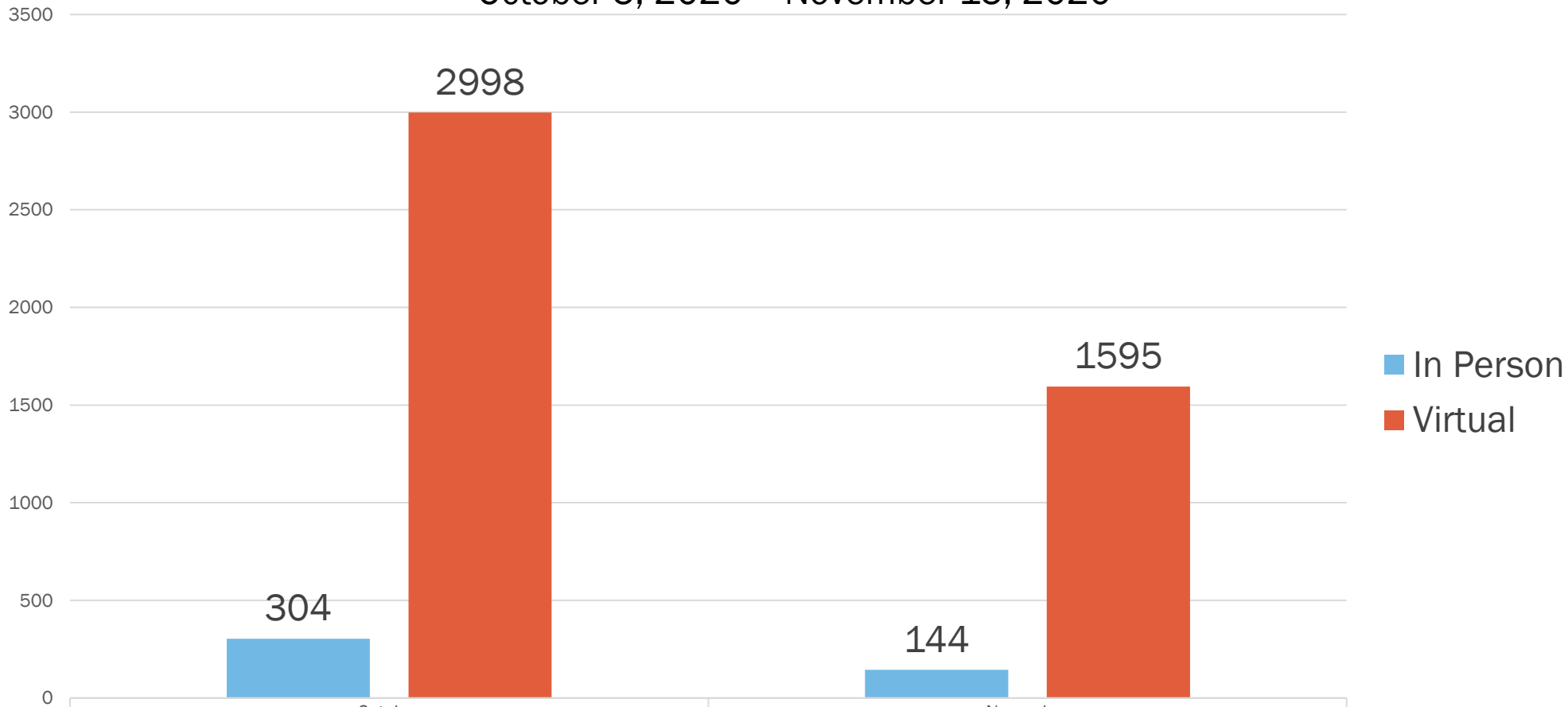
August 31, 2020 – October 4, 2020



	Aug	Sep	Oct
In Person	10	369	35
Virtual	125	3105	406

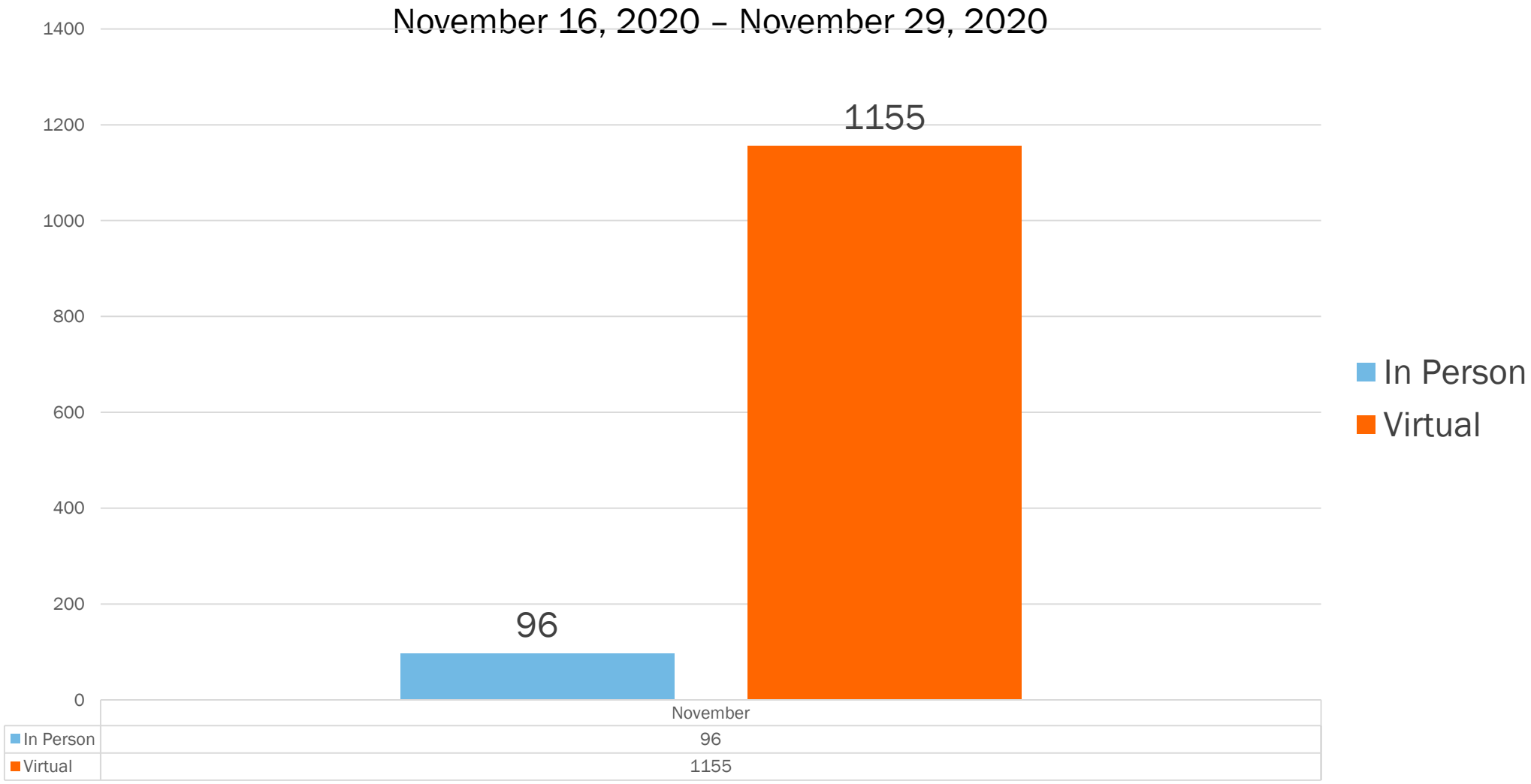
COVID19-PHASE 5

October 5, 2020 – November 15, 2020

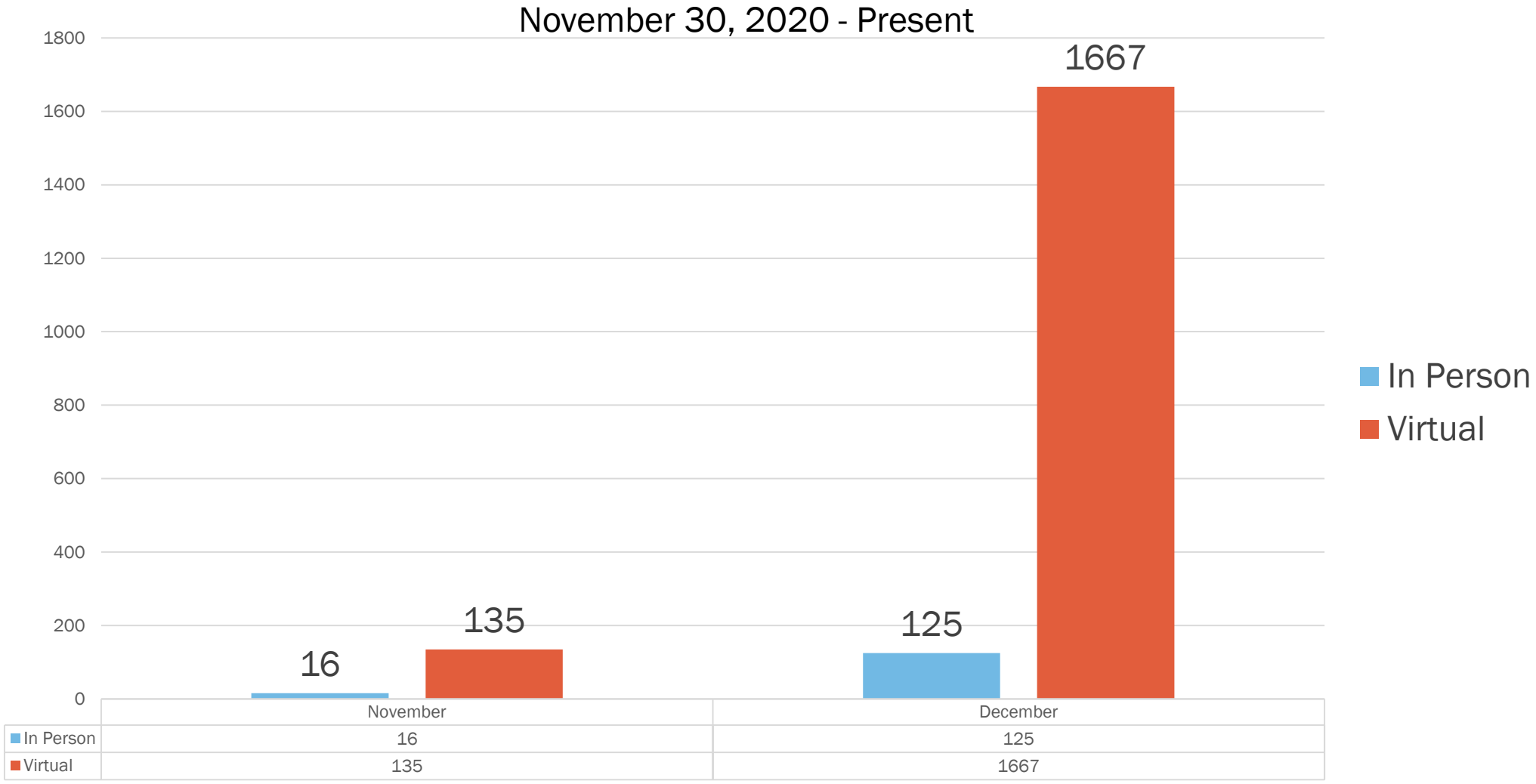


	October	November
In Person	304	144
Virtual	2998	1595

COVID19 – BACK TO PHASE 3



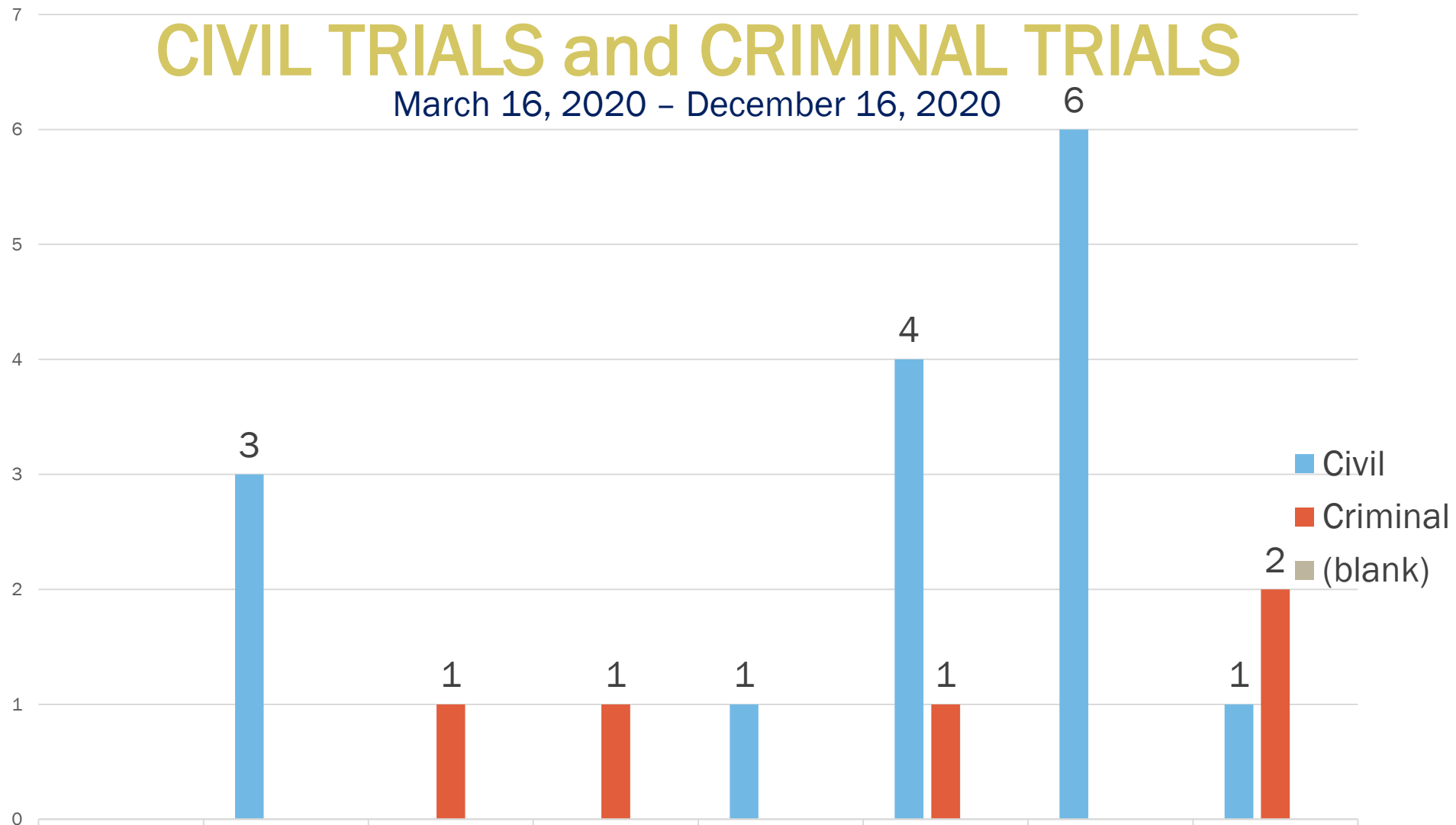
COVID19-HYBRID PHASE 2



	November	December
In Person	16	125
Virtual	135	1667

CIVIL TRIALS and CRIMINAL TRIALS

March 16, 2020 – December 16, 2020



	<3/12/2020	Mar	Jun	Aug	Sep	Oct	Nov	Dec
Civil		3			1	4	6	1
Criminal			1	1		1		2
(blank)								

FAMILY JUSTICE CENTER COVID-19 OPERATIONS PLAN

Prince George's County

Family Justice Center℠

An Initiative of the Circuit Court

Changing Lives. Restoring Hope.

GRAND OPENING
June 3, 2016

MISSION: Serve the needs of citizens impacted by domestic violence, sexual assault, human trafficking and elder abuse in a caring and compassionate environment by delivering comprehensive, client-centered and survivor-driven options.

VISION: we aim to transform our community by providing life-changing options to vulnerable populations impacted by family violence. Our integrated comprehensive and sustained continuum of services will empower people to find hope and restoration in their lives.

Public– Private Partnership

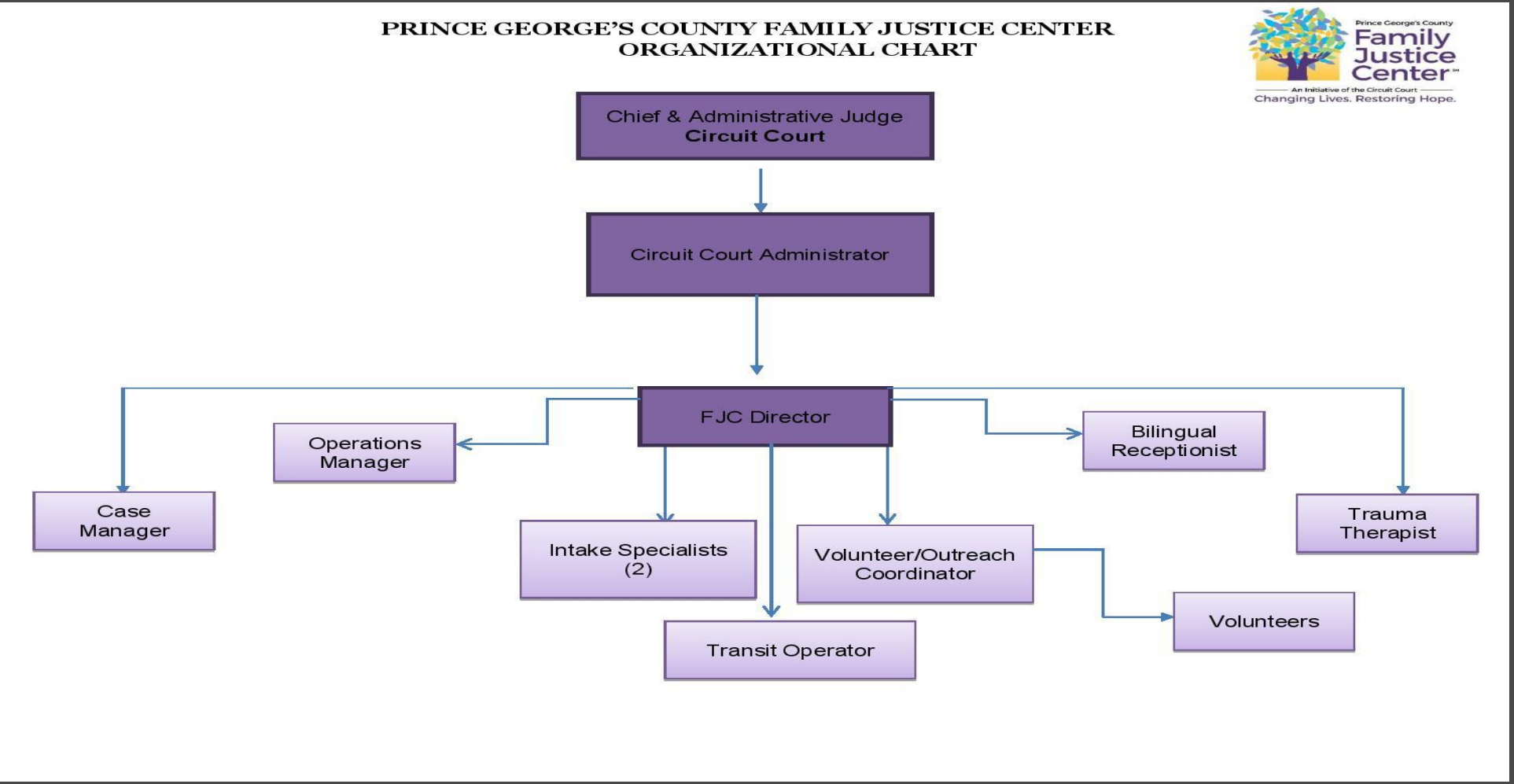
Government Agencies

- Office of the State's Attorney for Prince George's County
- Prince George's County Police Department
- Prince George's County Office of the Sheriff
- Prince George's County Department of Social Services.
- Prince George's County Department of Family Services
- Prince George's County Health Department

Nonprofit Organizations

- **Amara Legal Center**
- **BTST, Inc.**
- Catholic Charities, Inc.
- Community Advocates for Family & Youth (CAFY)
- Community Crisis Services, Inc.
- **Community Legal Services**
- Courtney's House
- House of Ruth, Maryland
- **Juanita C. Grant Foundation**
- Maryland Crime Victim Resource Center
- **Maryland Legal Aid**
- **Nehe Foundation**
- Sexual Assault Legal Institute (SALI)
- University of Maryland Capital Regional Health (DV/SAC)
- **University of Maryland SAFE Center**

Organizational Chart



2018
NEEDS ASSESSMENT

TRANSPORTATION

LEGAL ASSISTANCE

MENTAL HEALTH SERVICES

Affiliated Family Justice Center – 2018

ALLIANCE for HOPE INTERNATIONAL

ESCAPE

RESOURCES | TRAININGS | NEWS

AFFILIATED CENTERS

- About Family Justice Centers
- Become an Affiliated Center
- Find a Center

Resource Library CLICK HERE »

Keep Updated on FJCA LATEST NEWS »

Affiliated Centers

Alameda County Family Justice Center, Oakland, California

The Center for Family Justice, Bridgeport, Connecticut

Crystal Judson Family Justice Center, Tacoma, Washington

Essex County Family Justice Center, Newark, New Jersey

Nampa Family Justice Center, Nampa, Idaho

New Orleans Family Justice Alliance, New Orleans, Louisiana

One Safe Place, Fort Worth and Grapevine, Texas

Sojourner Family Peace Center, Milwaukee, Wisconsin

Family Safety Center, Tulsa, Oklahoma

Thurston County Family Justice Center, Olympia, Washington

Family Justice Center of Boston, Boston, Massachusetts

Buncombe County Family Justice Center, Asheville, North Carolina

Family Justice Center Sonoma County, Santa Rosa, California

Guilford County Family Justice Center, Greensboro and High Point, North Carolina

Contra Costa Family Justice Center, Richmond, Concord and Antioch, California

Family Justice Center of Acadiana, Lafayette, Louisiana

Palomar: Oklahoma City's Family Justice Center, Oklahoma City, Oklahoma

Family Justice Center of Alamance County, Burlington, North Carolina

A Safe Place Family Justice Center for Clackamas County, Oregon City, Oregon

Bexar County Family Justice Center, San Antonio, Texas

Spokane Family Justice Center, Spokane, Washington

New Star Family Justice Center, Hawthorne, California

Greene County Family Justice Center, Springfield, Missouri

Stanislaus Family Justice Center, Modesto, California

Family Justice Center of St. Joseph County, South Bend, Indiana

Sacramento Regional Family Justice Center, Sacramento, California

One Place Metro Alabama Family Justice Center, Birmingham, Alabama

Ventura County Family Justice Center, Ventura, California

Rose Andom Center, Denver, Colorado

Prince George's County Family Justice Center, Upper Marlboro, Maryland

Metro Nashville Family Safety Centers, Nashville, Tennessee

Santa Ana Family Justice Center, Santa Ana, California

Strafford County Family Justice Center, Rochester, New Hampshire

StrengthUnited Family Justice Center, Van Nuys, California

Family Peace Center, Rockford, Illinois

Changing Lives, Restoring Hope

NUMBER OF CLIENTS SERVED

5,255 YTD

NUMBER OF CLIENT REFERRALS

20,559 YTD

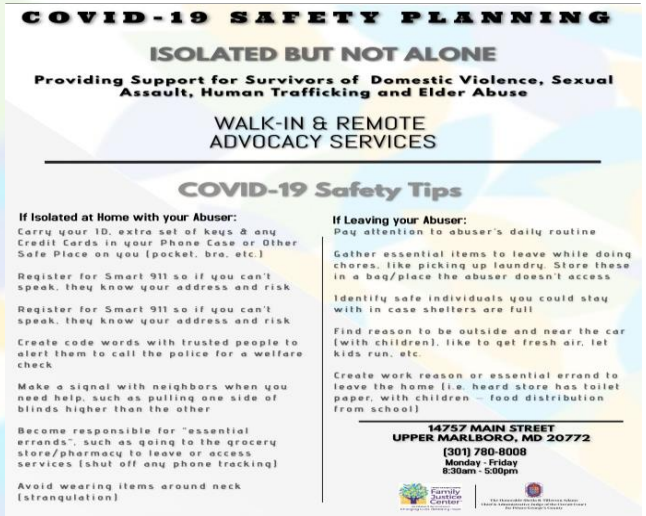
SEPTEMBER 2020

COVID-19 Marketing & Awareness Campaign

Isolated but Not Alone

Bus Advertisements

Smart Devices Advertisements



COVID-19 SAFETY PLANNING

ISOLATED BUT NOT ALONE

Providing Support for Survivors of Domestic Violence, Sexual Assault, Human Trafficking and Elder Abuse

WALK-IN & REMOTE ADVOCACY SERVICES

COVID-19 Safety Tips

If Isolated at Home with your Abuser:

Carry your ID, extra set of keys & any Credit Cards in your Phone Case or Other Safe Place on you (pocket, bra, etc.)

Register for Smart 911 so if you can't speak, they know your address and risk

Register for Smart 911 so if you can't speak, they know your address and risk

Create code words with trusted people to alert them to call the police for a welfare check

Make a signal with neighbors when you need help, such as pulling one side of blinds higher than the other

Become responsible for "essential errands", such as going to the grocery store/pharmacy to leave or access services (shut off any phone tracking)

Avoid wearing items around neck (strangulation)

If Leaving your Abuser:

Pay attention to abuser's daily routine

Gather essential items to leave while doing chores, like picking up laundry. Store these in a bag/place the abuser doesn't access

Identify safe individuals you could stay with in case shelters are full

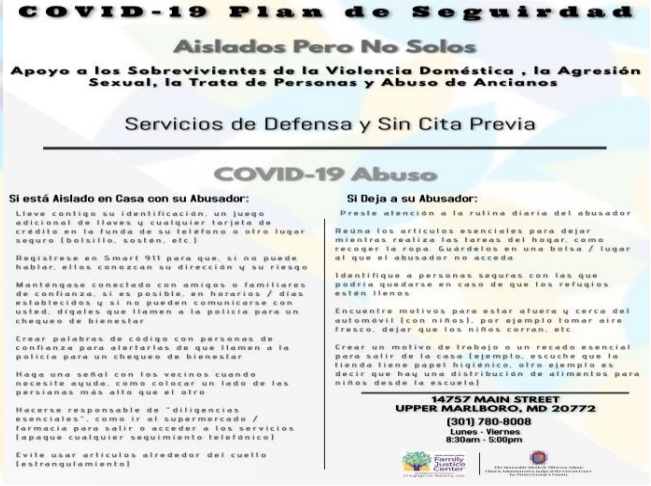
Find reason to be outside and near the car (with children), like to get fresh air, let kids run, etc.

Create work reason or essential errand to leave the home (i.e. heard store has toilet paper, with children – food distribution from school)

14757 MAIN STREET
UPPER MARLBORO, MD 20772
(301) 780-8008
Monday - Friday
8:30am - 5:00pm

Family Justice Center

COVID-19 Safety Plan (English & Spanish)



COVID-19 Plan de Seguirdad

Aislados Pero No Solos

Apoyo a los Sobrevivientes de la Violencia Doméstica , la Agresión Sexual, la Trata de Personas y Abuso de Ancianos

Servicios de Defensa y Sin Cita Previa

COVID-19 Abuso

Si está Aislado en Casa con su Abusador:

Lleve contigo su identificación, un juego adicional de llaves y cualquier tarjeta de crédito en la funda de su teléfono o otro lugar seguro (bolsillo, sostén, etc.)

Regístrese en Smart 911 para que, si no puede hablar, ellos conozcan su dirección y su riesgo

Manténgase conectado con amigos o familiares de confianza, si es posible, en horarios / días establecidos y si no pueden comunicarse con usted, dígales que llamen a la policía para un chequeo de bienestar

Crear palabras de código con personas de confianza para alertarlas de que llamen a la policía para un chequeo de bienestar

Haga una señal con los vecinos cuando necesite ayuda, como colocar un lado de las persianas más alto que el otro

Hacerse responsable de "diligencias esenciales", como ir al supermercado / farmacia para salir o acceder a los servicios (apague cualquier seguimiento telefónico)

Evite usar artículos alrededor del cuello (estrangulamiento)

Si Deja a su Abusador:

Preste atención a la rutina diaria del abusador

Reúna los artículos esenciales para dejar mientras realiza las tareas del hogar, como recoger la ropa. Guárdelos en una bolsa / lugar al que el abusador no acceda

Identifique a personas seguras con las que podría quedarse en caso de que los refugios estén llenos

Encuentre motivos para estar afuera y cerca del automóvil (con niños), por ejemplo tomar aire fresco, dejar que los niños corran, etc.

Crear un motivo de trabajo o un recado esencial para salir de la casa (ejemplo, escuche que la tienda tiene papel higiénico, otro ejemplo es decir que hay una distribución de alimentos para niños desde la escuela)

14757 MAIN STREET
UPPER MARLBORO, MD 20772
(301) 780-8008
Lunes - Viernes
8:30am - 5:00pm

Family Justice Center

COVID-19 Marketing & Awareness Campaign

Isolated but Not Alone

News Media Coverage

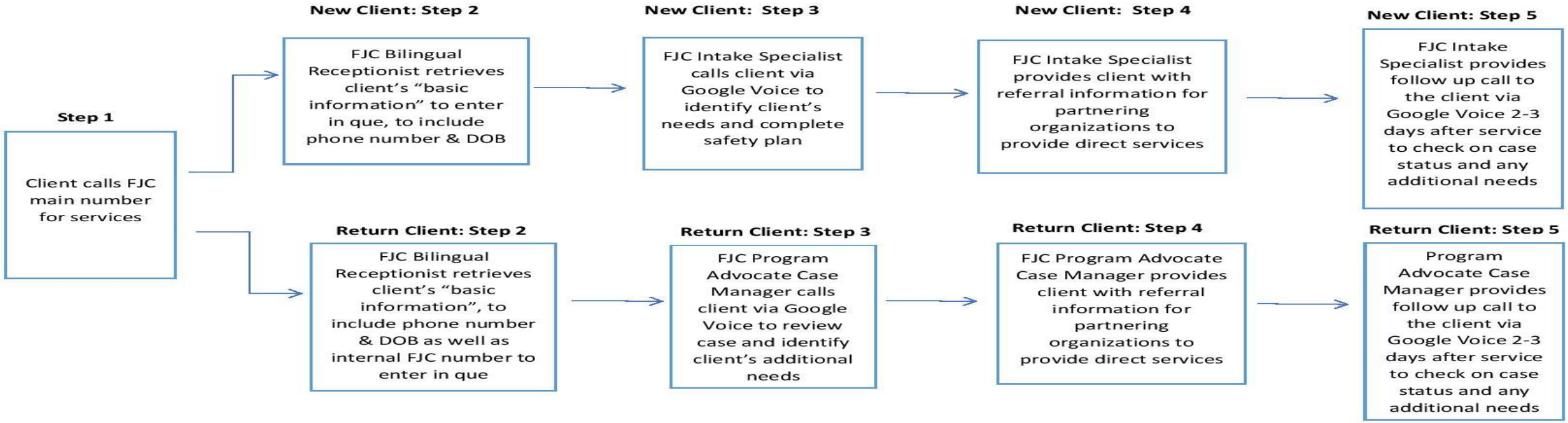
Radio Commercial

96.3-FM WHUR

COVID-19 Reopening Plan

Phase 1: Mar 2020-June 2020

VIRTUAL SERVICES FLOW CHART



All clients are referred to the Program Advocate Case Manager for OPTIONAL case management if the they have the following:

1. MULTIPLE PARTNER REFERRALS
2. EXTENSIVE NEEDS FOR OUTSIDE RESOURCES
3. RETURN FOR ADDITIONAL SERVICES FOR SAME CASE AND/OR NEW INCIDENT W/ OFFENDER
4. HIGH LETHALITY ASSESSMENT

COVID-19 Reopening Plan

Phase 3: June 2020 - Present

Hybrid Operations

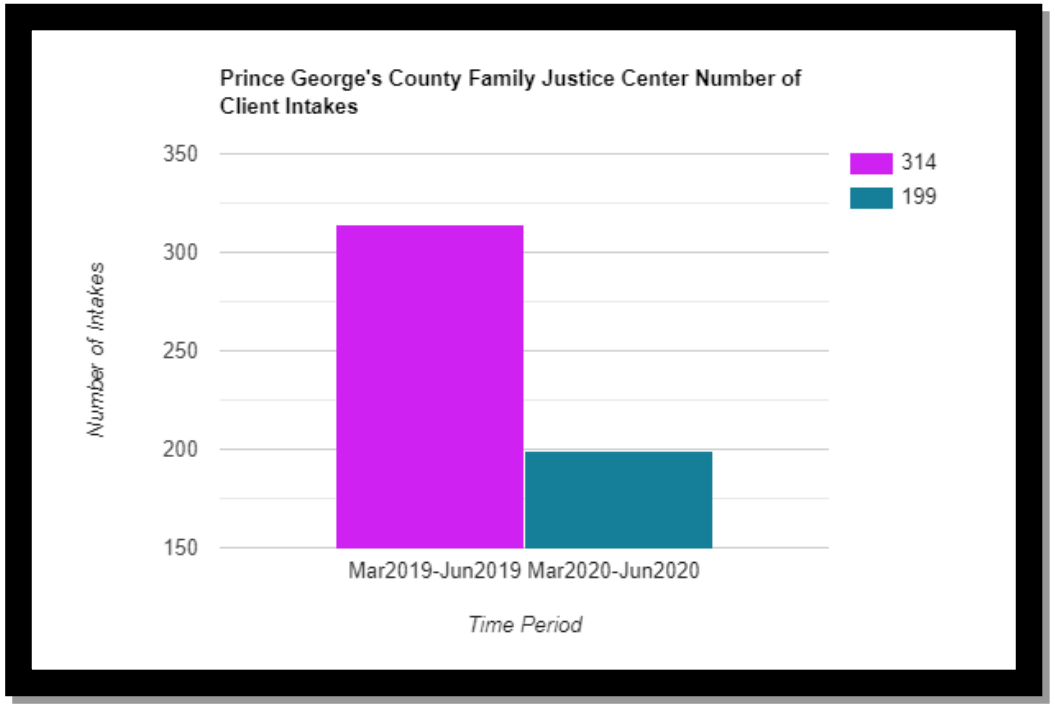
Walk-in Services w/ Staggered Scheduling

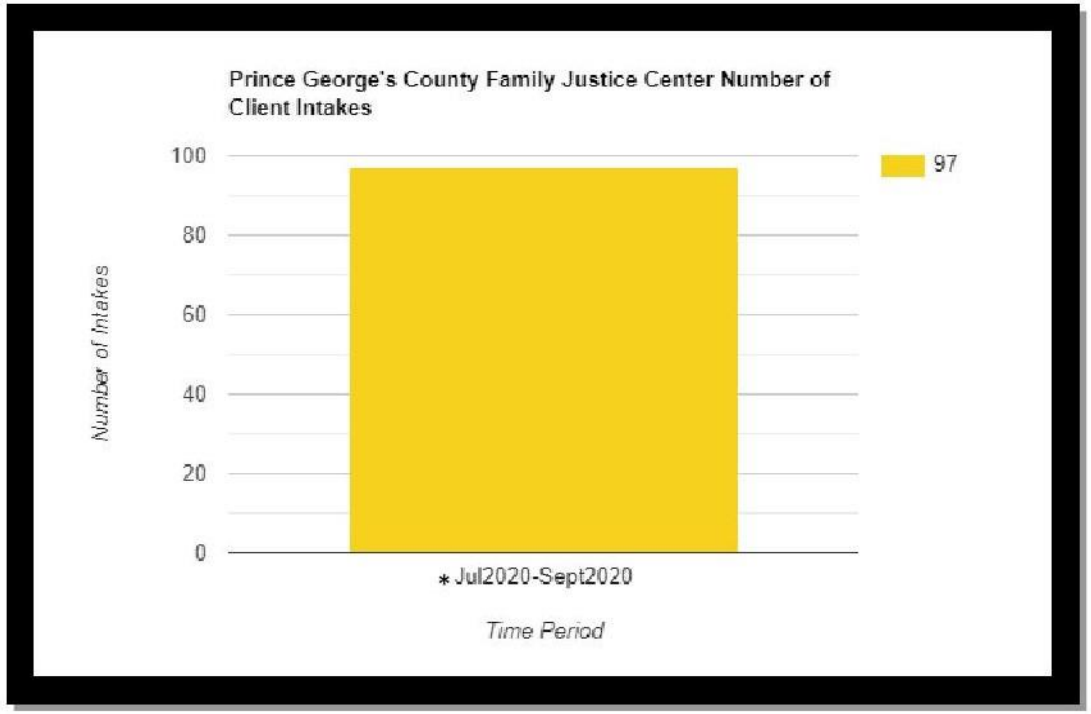
Website Chat line

Virtual Intakes

Scheduled Appointments

PRE & POST-COVID-19 DATA





*Numbers do not include data from partners or calls.

Thank You

LESSONS LEARNED

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

COVID-19 OPERATIONAL IMPACT & RESPONSE

LESSONS LEARNED

COVID-19 significantly impacted the way we serve the public. With the closure of facilities for an extended period of time, and the need to provide public services and access to justice, the Circuit Court leveraged technology to develop creative ways to conduct hearings, address gaps in service delivery, case management, court operations, and communication.

- Effective Communication
- Encourage Innovation
- Maintain Flexibility
- Virtual Hearings
- Technology Enhancements

EFFECTIVE COMMUNICATION

During the pandemic, the Circuit Court has worked tirelessly to keep the public, staff, justice partners, the BAR, and occupants in the Prince George's County Courthouse Complex up to date on the status of Court operations and the ongoing response to COVID-19. This was accomplished through a variety of communication mediums to include:

- Weekly Messages from the Chief and Administrative Judge to staff
- Virtual Town Hall meetings and video messages to the public, the BAR, and staff
- Updates on COVID-19 positive cases and potential exposures within the courthouse complex

E CIRCUIT COURT FOR PRINCE
COUNTY, MARYLAND

To: Circuit Court Employees

From: The Honorable Sheila R. Tillerson Adams
Chief and Administrative Judge

Date: December 18, 2020

Re: Weekly Employee Address

t week we will be off for the Christmas Holiday. Traditionally, I would tell you to get awa
y yourself and spend time with your friends and family. But this year, my fervent
fe, stay home, don't socialize outside of your immediate family circ
mindful of social distancing.

NOTICE:

THE CIRCUIT COURT FOR PRINCE GEORGE'S COUN
MARYLAND ENTERS A HYBRID PHASE FOUR OF ITS
GRADUAL REOPENING TO THE PUBLIC EFFECTIVE
MONDAY, AUGUST 31ST

Phased Approach Re-Opening Timeline of Court Operations

This timeline may be altered to accommodate changes in the containment of the Coronavirus (COVID-19)

PHASE FOUR - HYBRID PHASE (Combination of aspects of Phase 3 and Phase 4)
August 31st / 5 weeks
Phase four in Prince George's County is a hybrid phase, consisting of aspects of phases three and four operations. This means the Court may increase the types of in-person matters that can be heard including contested hearings and bench trials but most proceedings will still proceed virtually. All dockets will continue to be staggered. Virtual hearings and most case types will continue. Health evaluations upon entry will still occur. You must call ahead to schedule an appointment before arrival. **All matters will be virtual unless you are specifically notified that your hearing is in-person. Call and confirm before coming to the courthouse.**

PHASE FIVE
October 5th / TBD
Jury trials may resume. Virtual hearings and staggered dockets will continue.

PHASE SIX
Date / TBD
Full operations resume with COVID-19 being identified as contained and no longer impacting court operations.

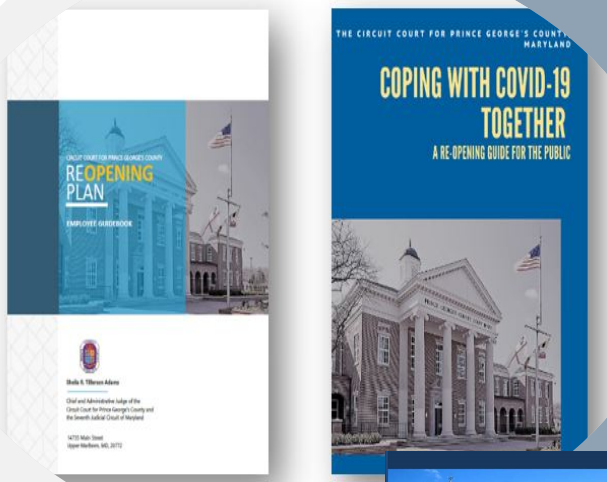
SOCIAL DISTANCING

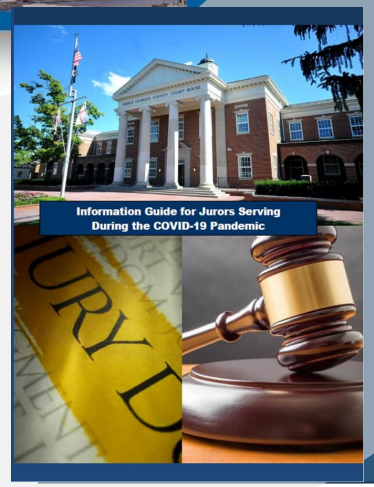
Continue to follow us on Instagram and our website for updates:
@princegeorgescourts.org

The Honorable
Sheila R. Tillerson Adams
Chief and Administrative Judge
of the Circuit Court for Prince George's
County and the Seventh Judicial Circuit of
Maryland

EFFECTIVE COMMUNICATION CONT.

- Written material in the form of guides including flyers, and announcements via our social media accounts such as:
  - Reopening Plan for Employees
  - Reopening Guide for the Public
  - Information Guide for Jurors
- Developed a Surveillance Team to review reported COVID-19 incidents and to provide ongoing guidance to staff and stakeholders on COVID response
- Developed a Surveillance Task Force consisting of courthouse complex stakeholders to report and update on incidents and best practices in COVID response
- Held monthly meetings with all courthouse stakeholders to collaborate and get buy-in on safety procedures





ENCOURAGE INNOVATION & MAINTAIN FLEXIBILITY

Prior to the pandemic, there were several initiatives we would had not considered that have transformed the way we do business.

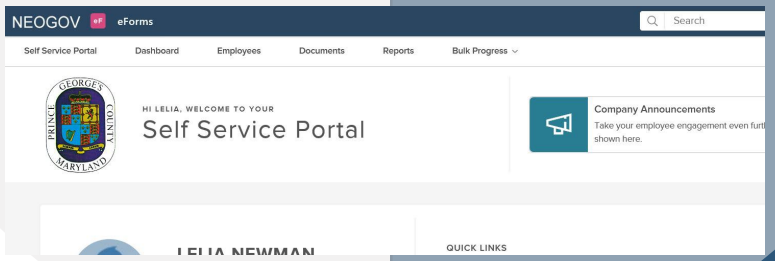
- We've seen the efficiency in conducting virtual hearings for the BAR, litigants, and court staff; especially those who experience challenges getting to court for their hearings
- We found innovative ways to continue access to justice by repurposing staff to work remotely on new teams. For example, Calendar Management staff who generally schedule court cases now facilitates virtual and remote hearings in partnership with IT
- We've continued to celebrate the success of our Problem Solving Court participants via virtual graduations

- For many years, the Circuit Court did not fully embrace telework in our court environment. During the pandemic, telework became an essential way of operating, and as we resume in-person court services, we see the value in continuing to offer telework, as a benefit to the Court to continue operations even in periods of crisis or inclement weather

TECHNOLOGY ENHANCEMENTS

During the pandemic, the IT Office and Human Resources has been instrumental in implementing the Court's virtual operations.

- Optimized video conferencing software such as Zoom and Microsoft Teams
- Installed Zoom Room Kiosks that notifies the Courts when an individual is denied access at an entry point
- Streamlined several HR processes by creating a self-service portal that provides digital access to forms such as health screening questionnaires and policy updates.
- Acquired equipment to enable staff to work remotely and continue court operations.



THANK YOU