



CountyCourt
VICTORIA

COVID-19 response

Recommencement of Melbourne jury trials –
guide for the profession and court users

DOCUMENT CONTROL

Details

Document type	Emergency protocol COVID-19
Division	Criminal Division
Reviewed by	COVID-19 Melbourne Jury Recommencement Working Group
Authorised by	Chief Judge Kidd
Notes	

Release history

Version	Date	Author	Summary of changes
1.0	6/11/20	Don Ritchie	Document created
2.0	11/11/20	Don Ritchie	Clarifies empanelment process for a legacy/non-upgraded courtroom. Amends expedited testing protocol sections to emphasise this is a voluntary process.
3.0	16/11/20	Don Ritchie	Instructs counsel to not use the 'Associate only' area in the centre of the bar table during empanelment. Explicitly describes the movement of instructing solicitors from the jury pool room to the trial courtroom after the taking of excuses, prior to striking the jury. Re-names 'rapid testing protocol' to 'expedited testing protocol' to differentiate from COVID-19 'rapid antigen' testing. Includes further information on the availability and use of face shields by in-person witnesses.
4.0	17/12/20	Don Ritchie	Provides for an increased jury panel. Removes the requirement that all persons speaking in court must wear a mask and provides for associated amendments. Removes references to the use of face shields (and the face shield protocol) on the basis that in-person witnesses may remove their mask when giving evidence. Removes obsolete references to the 'initial resumption period'. Clarifies that daily screening questions are asked by a court security officer. Clarifies when urgent cleaning is required for a suspected case.
5.0	6/1/2021	Don Ritchie	Includes an obligation for all trial participants to check DHHS lists of exposure sites on a daily basis. Reinstates provisions for mask-wearing by all trial participants where such a requirement by the Court is in effect, and provides for different mask settings.

Related documents

Document title	Version
Court Services Victoria's COVID Safe Plan	N/A
Appendix 1: Hand washing protocol	N/A
Appendix 2: Safe use of hand sanitiser protocol	N/A
Appendix 3: Safe mask use and disposal protocol	N/A
Appendix 4: Safe glove use and disposal protocol	N/A
Appendix 5: Safe face shield use and disposal protocol	N/A

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1. Background

Decision to recommence jury trials

- 1.1 The Supreme Court and the County Court made the precautionary decision to suspend all new jury trials from 16 March 2020.
- 1.2 Consistent with the roadmap to the lifting of restrictions announced by the Victorian Government, the Court resumed jury trials on 16 November 2020.
- 1.3 In consultation with health advisors and Juries Victoria, the procedure for the conduct of jury trials has been modified to eliminate, as far as is reasonably practicable, risks to the health and safety of jurors, judges, staff, legal practitioners and other court users.
- 1.4 This document sets out the modified procedures for the conduct of jury trials and provides a suite of guides to assist if a trial is impacted by the coronavirus (COVID-19).

2. Guiding principles

Occupational health and safety

- 2.1 The measures adopted throughout this process are intended to comply with the Court's duty under the *Occupational Health and Safety Act 2004* (Vic) to ensure, so far as is reasonably practicable, the health and safety of judicial officers, staff, jurors and court users by:
- eliminating risks to health and safety so far as is reasonably practicable
 - where it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.
- 2.2 The measures specific to the resumption of jury trials are in addition to the measures adopted and outlined in Court Services Victoria's [COVID Safe Plan](#).

Integrity of the criminal jury trial

- 2.3 The measures adopted throughout this process are also intended to ensure that:
- the fairness and integrity of a criminal jury trial is maintained
 - the parties can properly and fully present their cases
 - the presentation and assessment of evidence is not impaired.

Comfortable compliance

- 2.4 Given the nature of jurors as members of the community compelled to attend court to perform a public service, the intent of the Court is to ensure, wherever possible, that comfortable compliance - greater than *strict* compliance - is provided.
- 2.5 A key aim for the resumption of jury trials has been to ensure that any concerns for health and safety are clearly addressed to avoid these issues being an impediment or distraction to the conduct of a criminal trial and the administration of justice.
- 2.6 To ensure this, the profession and court users must comply with Court guidance on social distancing, the functional capacity (density quotient) of courtrooms and any other spaces, mask-wearing, hand-sanitisation, and other hygiene measures, where required.

Mutual obligations to health and safety

- 2.7 All participants in the jury trial will be apprised of, and where required appropriately reminded of, the mutual obligations of all participants to the health and safety of one another.
- 2.8 For example, jurors will be instructed that they have a responsibility to stay at home if they are unwell and not place the health and safety of judicial officers, court staff and other court users at risk.
- 2.9 All trial participants, including judges, court staff, jurors, counsel, practitioners, witnesses and any other persons permitted in the court room, are asked to check the [DHHS lists of exposure sites](#) on a daily basis to determine if they, or anyone they live with, or have contact with, may have been at risk of exposure.

Related documents and appendices

- 2.10 This guide should be read in conjunction with the following documents:
- *Hand washing protocol* (See [Appendix 1](#))

- *Safe use of hand sanitiser* (see [Appendix 2](#))
- *Safe mask use and disposal protocol* (see [Appendix 3](#))
- *Safe glove use and disposal protocol* (see [Appendix 4](#))
- *Safe face shield use and disposal protocol* (see [Appendix 5](#))
- [Court Services Victoria's COVID Safe Plan](#).

3. General Information

Juries Victoria measures

COVID-19 factsheet for jurors

- 3.1 A *COVID-19 fact sheet* will be sent to jurors with their *Jury summons*, advising them of the precautionary measures and guidelines for their attendance. This fact sheet is also available on the County Court, Supreme Court and Juries Victoria websites.
- 3.2 The fact sheet includes advice that jurors are *not* to attend the Court, and must call Juries Victoria, if they:
 - feel unwell, or have any signs or symptoms of COVID-19
 - have had any contact with a known case of COVID-19
 - currently work or live with anyone who is in quarantine, in isolation or is awaiting test results for COVID-19.

Virtual jury pool

- 3.3 Jurors will be summonsed to a 'virtual pool' and will be advised by Juries Victoria staff over the phone of the date and time on which they are required to physically attend court.
- 3.4 Prior to the summons date, Juries Victoria staff will contact jurors in the *pool* by email to provide further information and offer the opportunity to answer any questions.
- 3.5 Several days later, Juries Victoria staff will then contact jurors selected in the *panel* to discuss their jury service and answer any questions they may have, including around issues of excuse or deferral. They will also provide jurors with specific information on the measures taken to reduce COVID-19 risks while undertaking their jury service.

Applications for excuse or deferral

- 3.6 In addition to the more commonplace reasons for deferral (such as pre-booked leave, small business ownership, etc.) Juries Victoria will give greater consideration to excusing or deferring persons who may be particularly vulnerable to the consequences of COVID-19, or who, for example, would have difficulty complying with the requirement to wear a mask.

Jury panel of 30–45

- 3.7 For most matters, only smaller groups of summonsed jurors, comprising up to 30 people, will physically attend the Court to take part in the empanelment process for County Court trials.
- 3.8 For longer County Court matters, up to 40 people may be required to physically attend the Court to take part in the empanelment process.
- 3.9 Anticipating that the Supreme Court may empanel a matter to be heard in the County Court building, up to 45 people may be required to physically attend the Court to take part in the empanelment process.
- 3.10 Experience to date shows that fewer jurors seek to be excused during the empanelment process than normal, likely due to the shorter matters that were listed for the initial resumption phase, and the preliminary work considering requests for excuse or deferral by Juries Victoria.
- 3.11 It is expected that excuses will continue to be largely confined to those matters that are case-specific; for example, any association with the accused or trial participants, or any personal

reasons related to the type of offending.

Number of empanelments

- 3.12 A maximum of two County Court jury empanelments will occur on one day (morning and afternoon), in order to allow for the necessary cleaning between empanelments.
- 3.13 Members of a panel who are neither excused nor selected for a jury will be discharged for that day. Jurors will not be required to participate in more than one empanelment on a given day.

Remote empanelment from the jury pool room

- 3.14 The empanelment process will be conducted using videolinks between the trial courtroom and the jury pool room.
- 3.15 Only smaller groups of summonsed jurors comprising up to 30–45 people will physically attend the Court to take part in the empanelment process. At all times there will be compliance with the 1.5 metre distancing rule and the four-square metre per person rule.
- 3.16 While physically distanced, instructing solicitors may observe the jury panel in the jury pool room during the arraignment, the callover and the taking of excuses.
- 3.17 During the striking of the jury, rather than a parade, the juror will be required to walk to a particular point in clear view of a camera linked to the trial courtroom, and stand unmasked for a period of time, in order that the accused, counsel and instructing solicitors may consider any challenge or request to stand aside.

The trial courtroom

- 3.18 Physical distancing will be maintained throughout the trial process.
- 3.19 In line with Victorian public health advice, any persons in the trial courtroom will be seated 1.5 metres apart.
- 3.20 Instructing solicitors will need to maintain 1.5 metre distance (2 chairs distance) from the accused if permitted to be seated in the dock during the striking of the jury.
- 3.21 Jury boxes have been extended to ensure they provide appropriate physical distancing. In the body of the court, and at the bar table, signs or markings will indicate which seats may be used and which may not.
- 3.22 All persons present in the trial courtroom (including jurors after the choosing of a foreperson) will be expected to use the same seat throughout the trial.

The jury courtroom

- 3.23 The Court has implemented a paired courtroom model, with each trial courtroom paired with another nearby courtroom that will serve as the jury room.
- 3.24 The jury courtroom will provide physical distancing for jurors during adjournments and deliberation.
- 3.25 Soap and hand sanitiser are available and hand washing guidance (*Hand washing protocol* (See [Appendix 1](#)) has been placed above all sinks accessible to the jury courtroom.
- 3.26 Empanelled jurors will receive comprehensive information on the COVID-safe measures for the jury courtroom, including physical distancing, hand sanitisation, use of kitchens and bathrooms and the wearing of masks.

Masks

- 3.27 The Court’s requirement for trial participants to wear masks is described by the following three settings:
- mask-wearing by all trial participants is required (setting 1)
 - mask-wearing by non-speaking participants is required (setting 2)
 - mask-wearing is not required for trial participants (setting 3).
- 3.28 The appropriate setting will be determined by health advice, and the Court will publish advice, on an ongoing basis, as to the setting that is currently in effect.
- 3.29 The chambers of the presiding judge will also advise parties of the setting prior to the commencement of a trial, and during a trial should the setting change.

Mask-wearing by all trial participants (setting 1)

- 3.30 Where health advice requires mask-wearing by all participants, all trial participants (judges, court staff, jurors, counsel, practitioners, witnesses and any other persons permitted in the courtroom) will be required to wear masks – including when speaking – save for in the following limited circumstances:
- the accused will be required to remove their mask when pleading during the arraignment
 - a juror may be required to briefly move their mask to one side, while holding the straps, during the callover and answering ‘present’ or ‘excuse’
 - a juror may be required to remove their mask when addressing the Court from the jury pool room during the provision of any verbal excuse, or when addressing the Court regarding a written excuse
 - a juror will be required to remove their mask during the striking of the jury, when standing at the walk up point for the required time
 - an in-person witness will be required to remove their mask when being sworn in and for a short period thereafter – as determined by the presiding judge – for the purposes of identification
 - an in-person witness may be required to remove their mask for short periods – as determined by the presiding judge – to facilitate the assessment of the witness’ credibility, during which period a face shield will be worn (see [Appendix 5](#)).
- 3.31 Any witness appearing remotely is not required to wear a mask while giving evidence.
- 3.32 Court staff will not be required to remove their mask at any time, save for the brief period required for identification to the jury panel during empanelment (if this is the preference of the judge). Court staff will continue to wear a mask immediately thereafter.
- 3.33 Courtroom microphones will be set to provide a measure of amplification (not just recording) to reduce the need of any person speaking to project their voice.
- 3.34 Counsel and instructing solicitors will be requested to wear a disposable mask provided by the Court (using the *Safe mask use and disposal protocol* in [Appendix 3](#)) to allow for any removal and disposal during the empanelment process when trial participants are asked to identify themselves for the benefit of the jury panel.
- 3.35 While masks may be removed pursuant to the exemptions above while in court, court users must

continue to wear masks when moving throughout the court facility.

- 3.36 During orientation, jurors will be provided information (including an instructional video) on the correct process for changing masks as required throughout the empanelment process and the trial.
- 3.37 If a person removes a mask, they must dispose of it in the bin provided and use hand sanitiser before picking up and fitting a new mask.
- 3.38 The Court will continue to monitor the circumstances and will seek ongoing health advice to determine if this setting is appropriate.

Mask-wearing by non-speaking participants (setting 2)

- 3.39 Where health advice permits speaking participants to remove their masks, masks will be worn by all trial participants, save for in the following circumstances:
- judicial officers and those speaking or addressing the court, including counsel and witnesses, may remove masks
 - the accused will be required to remove their mask when pleading during the arraignment
 - a juror may be required to briefly move their mask to one side, while holding the straps, during the callover and answering 'present' or 'excuse'
 - a juror may be required to remove their mask when addressing the court from the jury pool room during the provision of any verbal excuse, or when addressing the court regarding a written excuse
 - a juror will be required to remove their mask during the striking of the jury, when standing at the walk up point for the required time
 - any witness appearing remotely, or in-person is not required to wear a mask while giving evidence (after giving evidence in-person, a witness must use hand sanitiser before picking up and fitting a new mask).
- 3.40 As an additional measure of comfort to the jury, counsel will be required to conduct any address to the jury from the end of the bar table furthest from the jury, using their own dedicated lectern. The instructing solicitor may also move position to sit near counsel as they address the jury.
- 3.41 Counsel and instructing solicitors should move towards the centre of the bar table (if required) to maintain physical distancing when the opposing counsel is addressing the jury.
- 3.42 Those addressing the court may choose to continue to wear a mask so long as they can be clearly heard and understood, at the discretion of the judge.
- 3.43 Any witness appearing remotely is not required to wear a mask while giving evidence.
- 3.44 Court staff will not be required to remove their mask at any time, save for the brief period required for identification to the jury panel during empanelment (if this is the preference of the judge). Court staff will continue to wear a mask immediately thereafter.
- 3.45 Courtroom microphones will be set to provide a measure of amplification (not just recording) to reduce the need of any person speaking to project their voice.
- 3.46 Counsel and instructing solicitors will be requested to wear a disposable mask provided by the Court (using the *Safe mask use and disposal protocol* in [Appendix 3](#)) to allow for any removal and disposal during the empanelment process when trial participants are asked to identify themselves for the benefit of the jury panel.

- 3.47 While masks may be removed pursuant to the exemptions above while in court, court users must continue to wear masks when moving throughout the court facility.
- 3.48 During orientation, jurors will be provided information (including an instructional video) on the correct process for changing masks as required throughout the empanelment process and the trial.
- 3.49 If a person removes a mask, they must dispose of it in the bin provided and use hand sanitiser before picking up and fitting a new mask.
- 3.50 The Court will continue to monitor the circumstances and will seek ongoing health advice to determine if this setting is appropriate.

Mask-wearing not required (setting 3)

- 3.51 Where health advice permits, all trial participants will not be required to wear a mask.
- 3.52 In those circumstances the Court will publish a revised guide.
- 3.53 The Court will also continue to monitor the circumstances and will seek ongoing health advice to determine if this setting is appropriate.

Court-provided disposable masks

- 3.54 Disposable masks will be available to all court users and those attending for jury duty and participating in a trial.
- 3.55 Jurors arriving at the Court wearing their own mask (for example, a non-disposable mask) will be provided with a disposable mask by Juries Victoria staff, and asked to wear it, in order to facilitate the removing (and safe disposal) of masks throughout the empanelment process. Jurors will be notified of this requirement by Juries Victoria in advance of their summons date.
- 3.56 Similarly, jurors arriving at the Court throughout a trial will be provided with a disposable mask to allow for disposal and changing of masks, throughout the trial.
- 3.57 Disposable masks will be available for jurors:
- at entrance points before security screening
 - in the jury pool room
 - in the jury courtroom.
- 3.58 Disposal bins and hand sanitiser will also be provided next to all masks distribution points to allow for safe mask use in accordance with the *Safe mask use and disposal protocol* (see [Appendix 3](#)).
- 3.59 In addition to the requirement that a new mask be worn whenever one is removed, on the advice that masks are to be refreshed every four hours, jurors and all court users will be provided with, and asked to wear, a fresh mask after any mid-sitting break in the sitting.
- 3.60 Supplies of additional masks and appropriate bins for safe mask disposal will be provided in the jury pool room, trial courtroom and the jury courtroom.

Face shields

- 3.61 Where required, the use and disposal of a face shield will be in accordance with the *Safe use of face shield protocol* (see [Appendix 5](#)).
- 3.62 A number of assembled and sanitised single-use face masks will be available in a box near each witness box, alongside a disposal bin. The witness will be asked to use hand sanitiser before

picking up and fitting a face shield. The witness can also place the face shield directly into the disposal bin upon completion of evidence to avoid any staff handling the shields.

3.63 A supply of masks will also be available for the witness to put on a fresh mask (after sanitising their hands) upon removal of the face shield.

Disposable gloves

3.64 Disposable gloves will be available to judges, court staff, legal representatives and jurors participating in a trial. The gloves will be available:

- on the judge's bench (for the judge)
- on the judicial staff bench (for judicial staff and jurors)
- on the bar table (for legal representatives)
- in the jury courtroom (for jurors).

3.65 Hand sanitiser will also be provided next to gloves to allow for safe glove use and disposal in accordance with the *Safe glove use and disposal protocol* (see [Appendix 4](#)).

Cleaning

3.66 The Court has established an additional cleaning regime for the jury pool room, jury courtroom, trial courtroom, jury kitchen(s) and jury bathroom(s) with a focus on high touch points in areas used by multiple people. For example, high touchpoints in the witness box will be cleaned between witnesses.

Juror daily health screening questions

3.67 Upon entry to the Court building each day, jurors will be asked by a court security officer the following questions:

- do you feel unwell, or have any signs or symptoms of COVID-19?
- have you had any contact with a known case of COVID-19?
- do you currently work or live with anyone who is in quarantine, in isolation, or is awaiting test results for COVID-19?

Expedited testing protocol

3.68 The Court and Court Services Victoria have developed an expedited testing protocol which will facilitate the testing of any trial participant for COVID-19, and the receipt of results within 24 hours.

3.69 It is anticipated that a trial would only require a maximum adjournment of one day in order to facilitate the testing and receipt of the results.

3.70 Jurors will be advised in advance of attendance at court that they will be asked to consent to a testing protocol if selected as a juror, although completing the consent forms (and ultimately any testing) is voluntary.

3.71 Parties will be provided in advance of the trial with consent forms to complete (if they wish) and send to the chambers of the presiding judge for safe retention, in the event that expedited testing of counsel, instructing solicitors or witnesses is required.

4. Pre-trial matters

- 4.1 It is suggested that, in addition to the usual matters, counsel should assist the Court by addressing the following matters, if not already raised with the judge's chambers:
- confirming witness arrangements particularly with regard to those witnesses that will appear remotely using videolinks
 - whether an interpreter is required for the accused or any witness
 - whether a view is required and what assessment has been made of the capacity to conduct a view with appropriate distancing/density
 - confirming with the Court the anticipated desire of family or supports to attend the trial and that specific arrangements for limited in-court or remote viewing will need to be made.
- 4.2 For matters listed in 2021, a further protocol will be issued by the Court outlining the Pre-Trial process.

5. Jury empanelment

Remote empanelment process

- 5.1 Jury empanelment will be conducted remotely via videolink between the jury pool room and the trial courtroom (as described in [The jury courtroom](#) on page 10).
- 5.2 To facilitate consideration of challenges or requests to stand aside, instructing solicitors will be able to view the panel by attending the jury pool room (escorted by a Juries Victoria officer) during the arraignment, callover, and the taking of excuses. The instructing solicitors will then return to the trial courtroom for the remainder of the empanelment.
- 5.3 The table below outlines modified procedures for remote jury empanelment.

Remote empanelment using upgraded courtrooms

- 5.4 For those courtroom pairs that involve a ‘legacy’ courtroom as the trial courtroom – that is, one which does not have upgraded digital technology – empanelment will be conducted in an upgraded courtroom (court 1.4) up to the point of the adjournment after the selection of 12 jurors.
- 5.5 At that point, the Court will adjourn, and the participants will then move to the assigned trial courtroom. The jury will be brought to the assigned jury courtroom prior to movement to the trial courtroom, minimising (if relevant) any required movement through the public area.
- 5.6 For those courtroom pairs that have an upgraded courtroom as the trial courtroom, remote empanelment will be fully conducted in the trial courtroom.

Event	Procedure
<p>Panel arrives at court</p>	<ul style="list-style-type: none"> ● As members of the panel arrive at Court, and register with Juries Victoria they will be directed to answer the following health screening questions: <ul style="list-style-type: none"> ● do you feel unwell, or have any signs or symptoms of COVID-19? ● have you had any contact with a known case of COVID-19? ● do you currently work or live with anyone who is in quarantine, in isolation, or is awaiting test results for COVID-19? ● If the panel members answers ‘no’ to each question, they will be directed by Juries Victoria staff to sit in their assigned seat in the jury pool room. ● If the panel member answers ‘yes’ to any of the questions, they will not enter the pool room, and will be directed to isolate and/or seek medical assistance as required. ● If a juror arrives wearing their own mask, they will be provided with a disposable mask that is required to be worn (and replaced) throughout the empanelment process.

<p>Jury panel orientation</p>	<ul style="list-style-type: none"> ● Tipstaff 1 will be assigned to the trial courtroom and tipstaves 2 and 3 will be assigned to the jury pool room. ● Juries Victoria staff conduct orientation in the jury pool room. ● Juries Victoria staff and jurors will wear masks during the orientation process. ● The jurors’ panel number will be placed on their seat. ● Individual chairs in the jury pool room are numbered in sequential order. ● If required, list of witnesses/parties placed on jurors’ seats. ● Each juror will be required to wear a mask and replace with a fresh mask each time a mask is removed. Jurors will be directed when this occurs, including the direction to dispose of the used mask and use the hand sanitiser before picking up and fitting a new mask. The disposal bin, hand sanitiser and new masks will be provided.
<p>Tipstaff directions</p>	<ul style="list-style-type: none"> ● After Juries Victoria orientation, tipstaff 2 and/or tipstaff 3 will give an overview of process to the panel (using suggested script), describing the: <ul style="list-style-type: none"> ● arraignment ● callover ● taking of excuses – and the location to move to for excuses (and provision of written excuses if required) ● striking of the jury and process of empanelment – and the location to move to for empanelment ● challenges ● the dedicated location in the jury lounge area that they will be moved to if selected. <div style="border: 1px solid black; background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>NOTE</p> <ul style="list-style-type: none"> ● After orientation, juror number cards taken to the trial courtroom by a Juries Victoria staff member, awaiting commencement of matter. ● Use of gloves and <i>Safe glove use and disposal protocol</i> followed (see Appendix 4). </div>
<p>Judge opens court</p>	<ul style="list-style-type: none"> ● Matter is called on in trial courtroom in the absence of the jury panel. ● Judge, associate, tipstaff 1, counsel, instructing solicitors, accused and custodial staff present in the trial courtroom. ● Counsel and instructing solicitors must not use the area marked ‘Associate Use Only’ in the centre of the bar table. ● Tipstaff 2 and tipstaff 3 remain in the jury pool room. ● Discussion of any outstanding issues and confirmation of witnesses. ● Associate or tipstaff 1 advises Juries Victoria staff in the jury pool room that

	<p>the judge is ready to empanel.</p>
<p>Authorisation and address to jury panel</p>	<ul style="list-style-type: none"> ● Judge, associate, tipstaff 1, counsel, instructing solicitors, accused and custodial staff remain in the trial courtroom. ● Tipstaff 1 establishes videolink between the jury pool room and the trial courtroom. ● Once all persons are in place, tipstaff 2 or tipstaff 3 advise tipstaff 1. ● Tipstaff 1 advise judge/associate court is ready. ● Matter is called on for a second time in the presence of the jury panel, who are seated in the jury pool room. ● Judge declares the jury pool room an extension of the Court, and associate an authorised officer for the purposes of calling the panel and selecting the jury. ● Juries Victoria officer hands juror number cards to the associate. ● Cards should be handled using gloves, in accordance with the <i>Safe glove use and disposal protocol</i> (Appendix 4). Alternatively, associate must use hand sanitiser before and after handling jury number cards. ● Counsel asks the judge for leave for instructing solicitors to attend the jury pool room to view the arraignment and callover.
<p>Instructing solicitors move from trial courtroom to jury pool room</p>	<ul style="list-style-type: none"> ● Juries Victoria officer escorts instructing solicitors to the jury pool room. ● Instructing solicitors travel in public area from trial courtroom to the jury pool room, complying with physical distancing and maximum lift occupancy requirements. ● Upon arrival in the jury pool room, instructing solicitors may then observe the panel from either side of the front of the room, physically distanced from panel members and County Court staff, standing on the assigned floor decals. ● Court staff advise trial courtroom that instructing solicitors are in place.
<p>Arraignment</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Judge delivers brief introductory remarks about the process and that a jury of 12 will be selected from the panel. ● To reduce the overall empanelment time, no initial callover is conducted prior to arraignment; one callover is conducted after arraignment. ● Judge directs the associate to arraign the accused. ● Accused stands in the dock to be arraigned. ● Jury panel observe the accused during the arraignment via videolink from the jury pool room. ● Associate arraigns the accused from the trial courtroom. ● Judge provides usual information (see s 32 of <i>Juries Act</i>) on:

	<ul style="list-style-type: none"> ● the nature of jury service ● the nature of the case ● the people and places likely to figure in the trial ● where the judge adopts such practice, the judge’s name and names of the associate, tipstaves 1, 2 and 3, counsel and instructing solicitors ● when counsel in the court are named, they will stand in the centre of the bar table and look at the camera indicated for a short period, while removing their mask ● the estimated length of trial. ● Judge advises jury panel that, when their number is called, potential jurors should state ‘Present’ or, if seeking to be excused, state ‘Excuse’ during the callover. ● Judge directs the associate to call through the jury panel.
<p>Jury panel callover</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Associate reminds the jury pool that the numbers that will be called out are their panel numbers, which have been highlighted. ● Associate instructs the jury pool that when their panel number is called, they should stand at their seat and answer with ‘Present’ or ‘Excuse’. ● At the discretion of the judge, jurors may be instructed to briefly remove their mask, or hold to one side during this process. ● Associate calls over the panel. ● Associate will separate cards of jury panel members who seek to be excused for judge. ● Associate queries if there are any jurors present whose panel number has not been called. ● Associate advises judge that all jurors are present.
<p>Excuses – verbal</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Judge hears the excuses of those who replied ‘Excuse’. ● Associate reads the number of the jurors seeking to be excused, to avoid the judge handling cards. ● Judge advises panel members to come to the walk up point when they are called. ● At the walk up point, the panel member removes their mask and disposes of it in the bin provided. ● The panel member may provide their excuse verbally or in writing, as indicated or preferred by the judge: <ul style="list-style-type: none"> ● if verbally, the judge will hear and determine the excuse, and the juror will be asked to use hand sanitiser before picking up and fitting a new mask

	<p>and returning to their assigned seat</p> <ul style="list-style-type: none"> ● if the juror seeks, or is asked, to provide the excuse in writing, two processes are provided for, at the discretion of the judge. ● If excused, the associate excludes the potential juror’s number from the ballot for empanelment. ● All potential jurors return to their assigned seat – whether excused or otherwise.
<p>Hearing of excuse under oath/affirmation</p>	<ul style="list-style-type: none"> ● While it is not required by law, depending upon the practice of the judge, the juror may be asked to give their excuse under oath or affirmation. ● In those circumstances, tipstaff 2 or 3 will administer the oath or affirmation to the juror in the jury pool room, without provision of religious texts. ● Jurors will be advised by the judge that the juror’s oath will have the same force and effect without their need to hold a religious text. ● If giving an oath, religious texts will <i>not</i> be provided. <ul style="list-style-type: none"> ● If a person wishing to swear an oath declines to do so without a religious text, they will be required by the judge to affirm.
<p>Excuses – process 1 (written excuses scanned)</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Where a written excuse is to be provided, the camera view on the jury pool room will be widened to a pre-set to allow for the edge of the table to be seen (so the writing process is in view of the trial courtroom). ● The juror is asked to use hand sanitiser before selecting a new pen and writing their excuse using the paper on the table at the walk-up point. ● When the excuse has been written, the juror folds the excuse so it cannot be read, writes their number on the outside, disposes of the pen in the ‘Used pens’ box provided and hands the excuse to a tipstaff. ● The juror is asked to remain standing at the walk-up point. ● Tipstaff uses gloves to receive folded, written excuse and unfolds it face-down on the scanner flatbed, so as to not see the excuse. ● The preset email for the judge is used to scan and send the excuse directly to the judge’s email. ● Once confirmation of receipt of the emailed excuse, the written excuse is then removed from the scanner, and in view of the juror is torn up and placed into a bin. ● The scanner should be sanitised after each use, using the approved cleaning wipes provided, placed next to the scanner. ● The judge will then determine the excuse and the juror will be asked to use hand sanitiser before picking up and fitting a new mask and returning to their assigned seat. ● If excused, the associate excludes the potential juror’s number from the ballot for empanelment.

<p>Excuses – process 2 (written excuses delivered to courtroom)</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Where a written excuse is to be provided, the camera view on the jury pool room will be widened to a pre-set to allow for the edge of the table to be seen (so the writing process is in view of the trial courtroom). ● The juror is asked to select a new pen and write their excuse using the paper on the table at the walk-up point. ● When the excuse has been written, the juror folds the excuse so it cannot be read, writes their number on the outside, disposes of the pen in the ‘Used pens’ box provided and hands the excuse to a tipstaff. ● If there is more than one juror seeking to be excused, the juror must then use hand sanitiser before picking up and fitting a new mask and returning to their assigned seat. ● This process is then repeated for all other jurors wishing to provide, or asked to provide, their excuse in writing. ● Written excuses are then conveyed as a batch to the trial courtroom by a tipstaff wearing disposable gloves and handed directly to the judge. ● The judge may wear gloves or use hand sanitiser (or both). ● The judge will read each of the written excuses and may determine each of those excuses and advise the jury members without need for the jurors to come up to the walk up point. ● However, if the judge needs to question any juror on their written excuse, the juror will be called individually to come up to the walk-up point and must remove their mask and dispose of it in the bin provided. In those circumstances, once each excuse is determined, the juror will again be asked to use hand sanitiser before picking up and fitting a new mask and returning to their assigned seat. ● If excused, the associate excludes the potential juror’s number from the ballot for empanelment.
<p>Excuses – in person</p>	<ul style="list-style-type: none"> ● If a judge wishes to speak to a juror about their excuse in the absence of the rest of the jury panel, the juror will be escorted to the trial courtroom by tipstaff 2 or 3.
<p>Instructing solicitors move from jury pool room to trial courtroom</p>	<ul style="list-style-type: none"> ● Instructing solicitors travel in public area from jury pool room to trial courtroom, complying with physical distancing and maximum lift occupancy requirements.
<p>Strike jury</p>	<ul style="list-style-type: none"> ● <i>Videolink is continued.</i> ● Judge directs associate to strike a jury. ● Associate provides usual advice to the accused on rights to challenge. ● Defence counsel asks permission for instructing solicitor to stand beside accused in the dock, distanced at least 1.5 metres apart. In most County Court docks this will be the seat on the far left when facing the dock, two

	<p>seats apart from the accused.</p> <ul style="list-style-type: none"> • Associate moves to the centre of the bar table, in view of the bar-wide camera. • Associate advises the jury panel that, as their number is called, they should stand and move to the walk-up location in front of the camera and remove their mask. <div style="border: 1px solid black; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>NOTE</p> <ul style="list-style-type: none"> • Court allows for 30 seconds for a challenge or request to stand aside once juror reaches the walk-up location and removes their mask. • A clock displayed in courtroom shows a countdown of time in which to challenge/request to stand aside. </div> <ul style="list-style-type: none"> • When juror’s number is called, the juror walks to the walk-up location in the jury pool room. • When a juror reaches the walk-up location and removes their mask, tipstaff 1 commences the countdown clock in the courtroom. • If a challenge/request to stand aside is made, the associate instructs the panel member to dispose of their mask, use hand sanitiser and then put on a new mask before returning to their assigned seat in the jury pool room. • If no challenge/request to stand aside is made, the associate advises the juror they have been selected and instructs the juror to dispose of their mask, use hand sanitiser and then put on a new mask before moving to the area indicated (the juror’s lounge area adjacent to the jury pool room), under supervision of tipstaff 3. • Tipstaff 1 then resets the countdown clock prior to the ballot of the next juror.
<p>Challenge for cause</p>	<ul style="list-style-type: none"> • An accused may challenge a potential juror for cause during empanelment. • If a challenge for cause is made, the judge will ask the potential juror to remain standing at the walk-up point, while videolink to jury pool room is temporarily switched off to determine the matter (unless otherwise directed by judge). • <i>Videolink to the jury pool room is switched off.</i> • Judge hears and determines challenge for cause in absence of videolink to jury pool room (unless otherwise directed by the judge). • <i>Videolink to the jury pool room re-established.</i> • Judge advises the juror if they have been selected, or if they have been successfully challenged, and instructs the juror to dispose of their mask, use hand sanitiser and then put on a new mask before moving back to their seat (if not selected) or to the area indicated (if selected), being the juror’s lounge area adjacent to the jury pool room, under supervision of tipstaff 3.

<p>12 jurors empanelled</p>	<ul style="list-style-type: none"> • <i>Videolink is continued.</i> • Once 12 jurors are selected, the judge asks remaining jury panel members to remain seated in their assigned seats in the jury pool room until discharged. <div style="border: 1px solid black; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>NOTE</p> <ul style="list-style-type: none"> • The judge may stand down the Court for a short period at this stage, to allow for the movement of the jurors and a bathroom break, and to allow for movement to the trial courtroom from the empanelment courtroom (where the trial courtroom is not an upgraded court). • Timing of the movement of jurors suggest that a minimum of 15 minutes will be required to move the jury of 12 from the jury pool room to the trial courtroom, abiding by the maximum of 2 persons per lift journey. </div> <ul style="list-style-type: none"> • Judge stands down the matter in the empanelment courtroom, and, where the trial courtroom is not an upgraded courtroom, advises the parties to reconvene in the trial courtroom. • Tipstaff 2 and 3 escort the jurors to the jury courtroom and provides advice about the order of seating for entry into the trial courtroom. • Tipstaff 1 in the trial courtroom to confirm court is ready to proceed then moves jurors into the jury box. • <i>Videolink to jury pool room and/or jury panel courtroom is switched off.</i>
<p>Swear in jury</p>	<ul style="list-style-type: none"> • <i>Videolink is continued.</i> • Empanelled jury members arrive and are assembled at the jury courtroom, prior to entering trial courtroom. • Tipstaff instructs empanelled jury members to take a seat in the extended jury box. Associate assists with directing jury members into the jury box, including using the rear entry to the box for four jurors. • Judge advises jurors that they may swear an oath or make a promise, or take an affirmation (with explanation as to the difference) and that, as a religious text will <i>not</i> be provided, this is not needed for an oath to have full force and effect. • If giving an oath, religious texts will <i>not</i> be used. <ul style="list-style-type: none"> • If a person wishing to swear an oath declines to do so without a religious text, they will be required by the judge to affirm. • Judge instructs the associate to swear in the jury. • Jurors sworn in.

Put the accused in charge	<ul style="list-style-type: none">• Videolink is continued.• Associate continues with the summary of the presentment/indictment.• Associate advises the prosecutor that the accused is placed into the charge of the jury.• Judge discharges the remainder of the jury panel using the videolink.• <i>Videolink is terminated.</i>
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NOTE

- Remaining jury panel members in the jury pool room exit the building using the Little Lonsdale Street exit.
- Any list of witnesses/parties remaining are disposed of by Juries Victoria staff.
- Jury pool room is cleaned for next empanelment.

6. The jury trial in court

Conduct of the trial

- 6.1 The following table outlines modified procedures to support the health and safety of judges, staff, jurors and court users from commencement of the trial to verdict.
- 6.2 The procedures are described on the basis that, after the empanelment process is completed, and the judge’s initial directions given, the judge should ordinarily adjourn the jury for that day.
- 6.3 On the next day of the trial, the jurors will choose their foreperson prior to entering the trial courtroom for that day, thereby allowing any necessary re-seating to take place in a safe manner (given the overnight cleaning that will have taken place).

Event	Procedure
<p>Initial directions to jury</p>	<ul style="list-style-type: none"> ● Judge provides directions to sworn jurors on the usual matters in addition to the measures for COVID-19 safety (using suggested judicial script). ● Judges who would ordinarily ask the jury to choose a foreperson during the first adjournment should instead ask the jury to choose before recommencing the following day. This will allow the jury box to be cleaned between the necessary re-seating to allow for the foreperson to be seated in the appropriate location. ● Judge directs tipstaff 1 to adjourn court.
<p>First adjournment after jury sworn in</p>	<ul style="list-style-type: none"> ● Tipstaff 1 escorts jury to the jury courtroom. ● Jurors familiarise themselves with the jury courtroom. <div data-bbox="469 1149 1291 1621" style="border: 1px solid black; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>NOTE</p> <ul style="list-style-type: none"> ● Signs outside the jury courtroom state the room capacity based on the 4 square metres per person rule. The room will have 12 jurors plus a staff member (when the jury is not deliberating). ● Stickers or labels identify which seats can be used – 1.5 metres apart. ● Signs inside jury courtroom with information on distancing and hygiene, sanitiser availability, cough/sneeze etiquette. </div> <ul style="list-style-type: none"> ● Tipstaff 1 provides the initial information briefing to jurors (using suggested tipstaff script): ● Tipstaff 1 escorts jury from jury courtroom to trial courtroom. ● Prior to closing the Court for the day, the judge reminds jury to keep their assigned seats throughout the entire trial (if a foreperson has been chosen) and requests jurors to observe physical distancing when arriving at and entering the Court each day.

<p>Re-seating after jury choose foreperson</p>	<ul style="list-style-type: none"> As described above, the judge should ask the jurors to choose a foreperson in such a way as to allow for the overnight cleaning of a jury box (for example, that the jury choose the foreperson the following day, prior to the commencement of the trial for that day). The tipstaff will then direct the foreperson to sit in the seat closest to the microphone, exchanging places with the person who had been sitting there. All other jurors will be seated where they had previously sat. Jurors will then be instructed to maintain the same seating arrangement for the rest of the trial. The tipstaff will create a seating map for the jurors for both trial courtroom and seating in the jury courtroom (template to be provided).
<p>When jurors arrive at court</p>	<ul style="list-style-type: none"> Prior to entering the Court each day, a court security officer at the Little Lonsdale Street jury entry door will direct jurors to answer the following health screening questions: <ul style="list-style-type: none"> do you feel unwell, or have any signs or symptoms of COVID-19? have you had any contact with a known case of COVID-19? do you currently work or live with anyone who is in quarantine, in isolation, or is awaiting test results for COVID-19? <div data-bbox="486 1055 1307 1290" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>NOTE</p> <ul style="list-style-type: none"> For efficiency in the entry of empanelled jurors, the questions will be displayed on a prominent poster-sized sign, and Juries Victoria staff will ask the attending juror if they answer ‘yes’ to any of the questions. </div> If any juror answers yes to a screening question, they will be isolated and directed by a Juries Victoria staff member to a room, pending a decision by the judge in accordance with the Guidelines if a trial is impacted by COVID-19 on page 32. Any area occupied by a juror answering ‘yes’ to any question will then be cleaned. If a juror answers no to screening questions, the juror travels to the jury courtroom using the assigned jury lift (maximum 2 persons per lift journey). After the jury is assembled in the jury courtroom, the tipstaff escorts the jury to the trial courtroom, reminding them again to take their allocated seat.
<p>Opening and Closing Addresses to the Jury</p>	<ul style="list-style-type: none"> As an additional measure of comfort to the jury, counsel will be required to conduct any address to the jury from the end of the bar table furthest from the jury, using their own dedicated lectern. The court will provide each counsel with a lectern. Counsel and instructing solicitors should move towards the centre of the bar table (if required) to maintain physical distancing when the opposing counsel is addressing the jury.

<p>Exhibits and other evidence</p>	<ul style="list-style-type: none"> ● Parties will be advised that exhibits and other evidence that the jury is required to touch are to be minimised. ● Where there are physical exhibits, staff, lawyers, witnesses and jurors are provided with hand sanitiser and gloves to handle in accordance with the <i>Safe glove use and disposal protocol</i> (see Appendix 4). ● Each juror is to be provided with individual copies of documentary evidence, rather than shared folders, to minimise contact between jurors. ● Parties will be advised to have sufficient copies for all participants as necessary, including all jurors. ● Where necessary, the associate or tipstaff will make individual copies for jurors, ensuring that gloves are worn in accordance with the <i>Safe glove use and disposal protocol</i> (see Appendix 4). ● Individual copies of transcript will be provided.
<p>Witnesses called to give evidence</p>	<ul style="list-style-type: none"> ● Generally, witnesses will give evidence remotely unless this is not appropriate. ● In particular, vulnerable witnesses (due to age or health condition) are to give evidence remotely. ● Witnesses in remote witness rooms are not required to wear a mask or a face shield. ● Under setting 1, where all trial participants must wear a mask, an in-person witness: <ul style="list-style-type: none"> ● will be required to remove their mask when being sworn in and for a short period thereafter – as determined by the presiding judge – for the purposes of identification. ● may be required to remove their mask for short periods – as determined by the presiding judge – for the purposes of an assessment of credibility of evidence, during which period a face shield will be worn (see Appendix 5); <ul style="list-style-type: none"> ○ a box of face shields will be available in each trial courtroom. The tipstaff may direct the witness to use hand sanitiser before picking up and fitting a face shield. The witness may dispose of a face shield directly into a bin, to avoid any handling by court staff ● Under setting 2, where those speaking are not required to wear a mask, an in-person witness is not required to wear a mask when giving evidence. ● If giving an oath, religious texts will <i>not</i> be used. ● If a person wishing to swear an oath declines to do so without a religious text, they will be required by the judge to affirm. ● Tipstaff to advise the Court’s Facilities team when an in-person witness concludes giving evidence. ● Adjournment will be required if consecutive witnesses are to appear in-person. ● Witness box cleaned by the Facilities team and disinfected between in-person witnesses - allowing 10 mins to be effective.

<p>Lunch break (for midday cases)</p>	<ul style="list-style-type: none"> ● Tipstaff/jury keeper escorts jurors back to jury courtroom. ● Jurors will be provided with individually wrapped lunches, so they do not increase their exposure by attending cafes and restaurants etc. ● Court staff will deliver lunches to the jury courtroom. ● Disposable cutlery/cups provided. ● Jurors are not confined at lunchtime – they may go for a walk, but they are reminded by the judge before the court is adjourned to limit their exposure. ● Tipstaff or associate to advise the Facilities team when the Court has recommenced after the luncheon break (for midday cases). ● High-touch surfaces in the jury courtroom are to be cleaned and disinfected by the Facilities team immediately after the luncheon break for matters which continue in the afternoon.
<p>Jury retires for the day</p>	<ul style="list-style-type: none"> ● Before adjourning for the day, jurors will be reminded by the judge to limit their risks of exposure outside of the Court. ● Tipstaff escorts jurors back to jury courtroom to collect their belongings, maintaining physical distancing. ● Associate or tipstaff keeps a record in the <i>Pink book</i> of who was in the trial courtroom and jury courtroom each day (jurors identified by number). ● Trial courtroom and jury courtroom are cleaned overnight.
<p>Offsite view</p>	<ul style="list-style-type: none"> ● Location assessed in advance for capacity to distance by judge’s staff in coordination with the Chief Judge’s chambers. ● Judge’s chambers also liaise with Juries Victoria for transport, catering or other requirements. ● If location incompatible with distancing explore alternatives – for example, using video/models. ● Tipstaff delivers standard view brief in addition to safety brief (using script to be provided tailored for the particular case and location). ● Travel to location and back on large bus or multiple buses (additional staff required where multiple vehicles). ● Jurors and staff distanced on bus and asked to return to same seat. ● Location of view cleared of other people by the associate and tipstaff. ● Jurors and person conducting view instructed by tipstaff on keeping distance while view conducted. ● Masks to be used throughout. Disposal bins, hand sanitiser and replacement masks will be made available on buses and onsite.
<p>Jury in deliberation</p>	<ul style="list-style-type: none"> ● Only the jury is present in the jury courtroom at this stage. ● Jury keeper will remain in the trial courtroom (even if not adjacent to the jury courtroom) while the jury is in deliberation. ● Regular cleaning and disinfection will occur during breaks and jury materials

	<p>should not be visible to cleaners. Jurors will be instructed to put away materials at the end of each day, and that they are not to speak to any cleaners they may encounter.</p> <ul style="list-style-type: none"> • Tipstaff to advise the Facilities team when the jury courtroom is ready to be cleaned and directs jurors to cover their notes.
<p>Jury questions</p>	<ul style="list-style-type: none"> • Jurors notify tipstaff seated outside the jury courtroom by ringing a portable bell/buzzer when they have a question. • The usual process for the receiving of written questions is followed, however the jury keeper should use gloves to receive any written questions from the jury. • The associate and judge should also use gloves if receiving any written questions from the jury. • The <i>Safe glove use and disposal protocol</i> (see Appendix 4) should be followed by all persons involved in the handling of written questions. • When required, jury keeper escorts jurors to the trial courtroom (reminding jurors to take their same seats) and judge provides answer to their questions or provides direction.
<p>Verdict</p>	<ul style="list-style-type: none"> • Jury notifies jury keeper by ringing the bell/buzzer provided and advising that they have reached a verdict. • Court is reconvened and the jury brought into the trial courtroom. • Once the verdict is given, the tipstaff contacts Juries Victoria to advise that the jury is about to be discharged. • Tipstaff then takes the jury to the jury courtroom. • Tipstaff gives standard discharge brief, including reminders about <ul style="list-style-type: none"> • personal items • exhibits • notes and writing material. • Jurors will be advised that any final information or advice to them from Juries Victoria (e.g. exemption period, how to find out about sentencing, juror support program and any issues with pay/employer) will be provided remotely, the next day by general email and follow up phone call. • Jurors use the juror’s exit from Little Lonsdale Street, maintaining social distancing.

Paired courts, movement of jurors and alerting the tipstaff/jury keeper

Paired courts

6.4 In order to distribute juries across the three (primary) jury lifts, six of the ten paired courtrooms will require juror movement through the public area.

6.5 The following table describes how jurors will be moved according to the paired courtroom arrangements.

Trial courtroom	Jury courtroom	Juror movement
G.1	G.2	Jury area
3.3	3.4	Public area
5.2	5.3	Jury area
5.4	5.1	Public area
6.2	6.3	Jury area
7.2	7.3	Jury area
7.4	7.1	Public area
8.2	8.1	Public area
8.3	8.4	Public area
9.1	9.3	Public area
9.2	9.4	Public area

Jury movement

Start time

- 6.6 Following commencement of a trial, jurors arriving each day will proceed through the dedicated jury entry on Little Lonsdale Street and, having answered ‘No’ to the screening questions, travel by lift (socially distanced) to their jury courtroom for the appropriate start time (see [Staggered sitting times](#) on page 31).
- 6.7 Where the court pairing allows for juror movement through the jury area, the tipstaff/jury keeper will then escort the jury from their jury courtroom to the trial courtroom using the usual juror access door in the trial courtroom.
- 6.8 Where the court pairing does not allow for juror movement through the jury area, the tipstaff/jury keeper will escort the jurors from the jury courtroom to the trial courtroom through the public area.
- 6.9 Consistent with usual practice, apart from cleaners, other persons (such as contractors) will be prohibited from using the jury lifts unless with strict prior arrangement and coordination with the Court.

Adjournments

- 6.10 Where legal argument or another reason means an adjournment for a period is required, the tipstaff will escort the jurors from the trial courtroom to the jury courtroom either:
- where the court pairing allows for juror movement through the jury area, using the usual juror access door exiting the trial courtroom
 - where the court pairing does not allow for juror movement through the jury area, through the public area
 - and vice versa at the conclusion of the adjournment.

Finish time

- 6.11 At the finish time for the day, the tipstaff will escort the jurors from the trial courtroom to the jury courtroom either:
- where the court pairing allows for juror movement through the jury area, using the usual juror access door exiting the trial courtroom; or
 - where the court pairing does not allow for juror movement through the jury area, through the public area.
- 6.12 The jurors will then use the lift assigned to the jury courtroom to exit the building through the juror exit on Little Lonsdale Street.

Internal doors in jury courtrooms

- 6.13 To facilitate movement of jurors between the jury courtroom and the tea point and toilets (in the associated existing jury room), without need to touch doorhandles, the internal doors that are not alarmed should remain open.
- 6.14 Where the court pairing allows for movement through the jury area, the door to the trial courtroom from the jury area will need to remain closed.

Alerting the tipstaff/jury keeper

- 6.15 To allow the jury to alert the tipstaff or jury keeper, a portable buzzer will be provided, with the button provided in the jury courtroom and the bell/alarm provided to the tipstaff/jury keeper.
- 6.16 Where a buzzer cannot be used, a dedicated phone (without capacity to dial externally) and the relevant phone number, will be provided in the jury courtroom.

Staggered sitting times

- 6.17 Staggered start and finish jury sitting times will be adopted as a measure to:
- spread the movement of jurors across multiple start and finishing times; and
 - minimise congregation of jurors in waiting areas.
- 6.18 It is proposed that these times would apply both during the trial, and, subject to some flexibility at the discretion of the judge (for example, where the jury indicates they wish to sit longer in deliberation, or they are close to verdict), during deliberation.

Period	Start time	Finish time
Morning cases	9.30am	1.30pm
Midday cases	11.00am	3.30pm
Afternoon cases	12.30pm	4.30pm

- 6.19 The midday sitting times are longer to account for a lunch break.
- 6.20 There will be significant opportunities for legal argument and discussion between counsel and the judge to occur outside of these jury sitting times.

7. Guidelines if a trial is impacted by COVID-19

7.1 This set of guides outlines the actions to be taken in the event a trial is impacted by one of the following:

- a trial participant being associated with a tested person (where the result is not yet known)
- a suspected case of COVID-19
- a confirmed case of COVID-19.

Association with tested person guide

7.2 The following table outlines the process to be actioned if a trial participant advises that they are associated with a person ('Tested Person') who is in quarantine, in isolation, or is being tested for COVID-19 where the result of that test is not yet known.

7.3 A person will be an 'Associated Person' if they meet one of the following criteria:

- had face-to-face contact with the Tested Person
- shared a closed space with the Tested Person (this would include working in close proximity with the Tested Person)
- live in a household with the Tested Person.

Scenario	Actions
Judge, staff member, juror, counsel, practitioner or witness reports they are associated with a Tested Person (where the result is not yet known)	<p>Notification</p> <ul style="list-style-type: none"> • Juror notifies Juries Victoria by phone (if at home) or notifies tipstaff or Juries Victoria staff (if at the Court) that they are an Associated Person. • Judge, staff member, counsel, practitioner or witness reports they are Associated Person. • The Associated Person should not attend the court facility. • If already at the Court, the judge, staff member, counsel, practitioner or witness should leave the court facility if they become aware that they are an Associated Person. • If already at the Court, the juror should be isolated in a room by Juries Victoria staff (or tipstaff) until they receive further instruction from the judge. • Judge should notify the Chief Judge and the Head of the Criminal Division. • Head of the Criminal Division will notify associate/s and tipstaff. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> • Judge to determine whether the trial should be adjourned <i>sine die</i> and ask the Associated Person to remain in isolation until test results of the Tested Person received or whether to discharge the jury. • Associate to follow usual processes and make appropriate notifications to Juries Victoria and the relevant Registry staff in accordance with the judge's decision. <p>Adjournment</p>

	<ul style="list-style-type: none"> • If the trial is adjourned and if the Associated Person’s test results return negative, the associate is to liaise with the parties and the relevant Registry staff to arrange for the trial to be relisted if directed to do so by the judge. • Associate to notify the parties and Juries Victoria staff of the resumption date once confirmed. • Juries Victoria staff to notify jurors of the resumption date. • If the trial is adjourned and if test results return positive, it is likely that the Associated Person will need to be tested, and the ‘Suspected case guide’ (see ‘Any person tested for COVID-19 during the trial’ on page 39).
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Suspected Case Guide

7.4 The following table outlines the process to be actioned if the Court receives notification that a person is experiencing symptoms associated with COVID-19.

Scenario	Actions
Juror reports being symptomatic	<p>Notification</p> <ul style="list-style-type: none"> • Jurors are instructed by the judge that they should not attend the court facility if they are experiencing symptoms. <p>Juror symptomatic at home</p> <ul style="list-style-type: none"> • Jurors are instructed that they should contact Juries Victoria as early as possible (on the number provided) to advise if they will not be attending and provide reasons. • If Juries Victoria receive notification that a juror will not be attending due to being symptomatic, Juries Victoria staff are to advise the Chief Judge and the judge. <p>Juror symptomatic at screening</p> <ul style="list-style-type: none"> • If any juror reports experiencing symptoms at the entry screening questions by a Juries Victoria staff member, that staff member is to isolate the juror and advise the Chief Judge and the judge. <p>Juror symptomatic while at court</p> <ul style="list-style-type: none"> • If juror reports experiencing symptoms during the trial, the tipstaff removes the juror from the jury courtroom (or other location) and escorts them to an empty meeting room on the same floor of the court facility (maintaining appropriate distancing), and advises the juror to remain in the room until they receive further instruction. • Tipstaff notifies judge and associate (where relevant) that a juror has reported being symptomatic. • Judge alerts the Chief Judge and Head of the Criminal Division that their trial has been disrupted due to a juror being symptomatic. • Associate notifies Juries Victoria staff that a juror has reported being symptomatic and advises of the juror’s location.

	<p>Testing</p> <ul style="list-style-type: none"> • Juries Victoria arrange for a referral for testing (using the Expedited testing protocol on page 42). • If the juror did not attend the Court and is at home, Juries Victoria staff will advise the juror that they will be receiving a call from Court Services Victoria to facilitate the testing process. • If the juror is at the court facility, Juries Victoria staff to attend to the juror’s location (maintaining appropriate distancing) and advise that a qualified person will be in touch via telephone to facilitate testing (see Expedited testing protocol on page 42). • Juries Victoria staff to advise the Facilities team of the meeting room in which the juror is/was located for the purpose of cleaning once the juror departs. • Testing of the juror will be conducted in accordance with the Expedited testing protocol (on page 42). <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> • Judge to determine whether the trial should be adjourned <i>sine die</i> until test results are received or whether to discharge the jury. • The Court will reconvene in the absence of the jury, and the judge will advise the parties of their intended course of action and invite submissions. • Decision regarding the future conduct of the trial will be announced in the presence of the jury and direction given. • Associate to follow usual processes and make appropriate notifications to Juries Victoria and Criminal/Civil Listings staff in accordance with the judge’s decision. • If the trial is to continue, the judge is to advise remaining jurors and parties of additional cleaning arrangements. <p>Adjournment</p> <ul style="list-style-type: none"> • If the trial is adjourned and if test results return negative, the associate is to arrange for the trial to be relisted when directed to do so by the judge. • Associate to notify the parties and Juries Victoria staff of the resumption date. • Juries Victoria will notify jurors of the resumption date. • If the trial is adjourned and if test results return positive, see Positive test guide on page 40. <p>Cleaning</p> <ul style="list-style-type: none"> • If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Counsel reports being symptomatic</p>	<p>Notification</p> <ul style="list-style-type: none"> • Counsel must not attend the court facility if they are experiencing symptoms

<p>during trial</p>	<p>and should report experiencing symptoms at any stage during the trial.</p> <ul style="list-style-type: none"> ● Counsel must contact the judges’ chambers as soon as possible (by email or on a number provided) to advise if they are symptomatic and will not be attending. ● Associate to advise the judge that counsel has reported being symptomatic and will not be attending. ● Judge notifies the Chief Judge and Head of the Criminal Division that their trial has been disrupted due to counsel being symptomatic. <p>Testing</p> <ul style="list-style-type: none"> ● Associate for the judge contacts Court Services Victoria in compliance with the Expedited testing protocol on page 42 to seek referral for urgent testing of Counsel ● Head of the Criminal Division to advise judge that notification has been received. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> ● Judge to adjourn <i>sine die</i> until test results received. ● Court to reconvene in the absence of the jury to discuss the future conduct of the trial with impacted counsel appearing remotely via telephone or videolink, where health status allows. ● After hearing from counsel, decision regarding the future conduct of the trial will be announced in the presence of the jury and appropriate directions provided. ● Associate to follow usual processes and make appropriate notifications to Juries Victoria and the relevant Registry staff in accordance with the judge’s decision. ● The judge to advise jurors and parties of additional cleaning arrangements. <p>Adjournment</p> <ul style="list-style-type: none"> ● If test results return negative, the associate is to arrange for the trial to be relisted. ● Associate to notify the parties and Juries Victoria staff of the resumption date and time. ● Juries Victoria will notify jurors of the resumption date. ● If test results return positive, see Positive test guide on page 40. <p>Cleaning</p> <ul style="list-style-type: none"> ● If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Instructing Solicitor reports being symptomatic</p>	<p>Notification</p> <ul style="list-style-type: none"> ● Solicitors must not attend the court facility if they are experiencing symptoms. ● If their instructing solicitor reports being symptomatic, counsel must advise the

<p>during a trial</p>	<p>associate and opposing counsel via telephone or email; or alternatively, advise the judge when court resumes in the absence of the jury.</p> <p>Testing</p> <ul style="list-style-type: none"> ● Judge to enquire with counsel whether the instructing solicitor intends to undergo testing for COVID-19. ● Judge to request that counsel advise the Court when the result from any testing is received. ● If test results return positive, see Positive test guide on page 40. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> ● Judge to determine whether the trial can continue, should be adjourned <i>sine die</i> until test results received or whether to discharge the jury. ● Judge to consider whether it is appropriate to advise the jury that an instructing solicitor has reported being symptomatic and is undergoing testing. <p>Adjournment</p> <ul style="list-style-type: none"> ● If test results return negative, the associate is to arrange for the trial to be relisted. ● Associate to notify the parties and Juries Victoria staff of the resumption date and time. ● Juries Victoria staff will notify jurors of the resumption date. <p>Cleaning</p> <ul style="list-style-type: none"> ● If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Witness reports being symptomatic during trial</p>	<p>Notification</p> <ul style="list-style-type: none"> ● Counsel are directed by the judge to advise witnesses who are scheduled to give evidence that they are not to attend the court facility if they are experiencing symptoms. ● Counsel are directed to notify the associate and opposing counsel via telephone or email as soon as they are aware that their witness will be unable to attend to give evidence, as scheduled; or alternatively, advise the judge when court resumes in the absence of the jury. ● If a witness has been sworn in, and their evidence carries over into a second day, before excusing the witness, the judge should remind the witness that they are not to attend the court facility if they begin to experience symptoms overnight. ● Witness directed to notify relevant counsel if they are unable to attend court to continue giving evidence due to becoming symptomatic overnight. ● Counsel are directed to notify the associate and opposing counsel via telephone or email as soon as they are aware that a witness will be unable to attend to give evidence, as scheduled; or alternatively, advise the judge when

	<p>court resumes in the absence of the jury.</p> <p>Testing</p> <ul style="list-style-type: none"> ● If the witness has attended the court facility and commenced giving evidence, judge to request the witness undergo testing for COVID-19. ● Judge (or delegate) will provide information to the witness regarding expedited testing and locations (see Expedited testing protocol on page 42). ● Judge directs the witness to advise relevant counsel when the test has been performed, and to provide the results once received. ● Counsel directed by the judge to advise the associate by telephone or email once notification received from the witness that the test has been performed, and to provide the results once received. ● If test results return positive, see Positive test guide on page 40. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> ● If the health status of the witness allows, judge to consider whether appropriate in the circumstances to have the witness give (or continue giving) evidence via videolink. ● Judge to consider whether it is appropriate to advise the jury that witness has reported being symptomatic and is undergoing testing. ● If the witness has already attended in person and commenced giving evidence, judge to consider whether trial should be adjourned <i>sine die</i> until test results are received or whether to discharge the jury. <p>Cleaning</p> <ul style="list-style-type: none"> ● If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Accused on bail reports being symptomatic</p>	<p>Notification</p> <ul style="list-style-type: none"> ● Accused persons on bail are instructed by the judge that they should not attend the court facility if they are experiencing symptoms. ● Accused instructed that they should contact their legal representatives as early as possible to advise if they will not be attending and provide reasons. ● Counsel instructed by the judge that if the accused reports being symptomatic, they should advise the associate and opposing counsel via telephone or email as soon as possible or advise the judge when court resumes in the absence of the jury. ● Where the health status of the accused allows, the accused is required to appear remotely via telephone. ● Judge to alert the Chief Judge and Head of the Criminal Division that their trial has been disrupted due to an accused person being symptomatic. <p>Testing</p>

	<ul style="list-style-type: none"> ● Judge to request the accused undergo testing for COVID-19. ● Judge (or delegate) will provide information to the accused regarding expedited testing and locations (see Expedited testing protocol on page 42). ● Judge directs the accused to advise their legal representatives when the test has been performed, and to provide the results once received. ● The accused’s legal representatives to be directed by the judge to advise the associate by telephone or email once notification is received from the accused that the test has been performed, and to provide the results once received. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> ● Judge to determine whether the trial should be adjourned to a fixed date until test results received or whether to discharge the jury. ● The court will reconvene in the absence of the jury and the judge will advise the parties of their intended course of action and invite submissions. ● Decision regarding the future conduct of the trial will be announced in the presence of the jury and direction given. ● Judge to consider whether it is appropriate to advise the jury that the accused has reported being symptomatic and is undergoing testing. ● Where relevant, the judge is to consider appropriate orders regarding extension of the accused’s bail. ● Associate to follow usual processes and make appropriate notifications to Juries Victoria and the relevant Registry staff in accordance with the judge’s decision. <p>Adjournment</p> <ul style="list-style-type: none"> ● If the trial is adjourned and if test results return negative, associate to arrange for the trial to be relisted. ● Associate to notify the parties and Juries Victoria staff of the resumption date. ● Juries Victoria staff will notify jurors of the resumption date. ● If test results return positive, see Positive test guide on page 40. <p>Cleaning</p> <ul style="list-style-type: none"> ● If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Accused in custody reported being symptomatic</p>	<p>Notification</p> <ul style="list-style-type: none"> ● Corrections Victoria to notify the chambers of the judge if an accused person in custody has reported being symptomatic at any stage during the trial and whether they have undergone testing for COVID-19. ● If required, and if the health status of the accused permits, the accused may appear remotely via videolink to discuss future conduct of the trial. ● Judge alerts the Chief Judge and Head of the Criminal Division that their trial

	<p>has been disrupted due to the accused being symptomatic.</p> <p>Testing</p> <ul style="list-style-type: none"> • The chambers of the judge to request that Corrections Victoria convey the test results of the accused to the Court once received. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> • To be conducted in accordance with the ‘Accused on bail reports being symptomatic’ guidelines on page 37 (with any necessary modification). <p>Cleaning</p> <ul style="list-style-type: none"> • If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Corrections Victoria staff report being symptomatic during a trial</p>	<p>Notification</p> <ul style="list-style-type: none"> • Judge’s chambers receive notification from Corrections Victoria that a custody officer that has spent time in a particular courtroom has reported being symptomatic and has been directed to undergo testing for COVID-19. • Judge’s chambers to notify the Chief Judge’s chambers. <p>Testing</p> <ul style="list-style-type: none"> • Judge’s chambers to request that the results from the testing be conveyed to the Court when received. • If notified that test results positive, see Positive test guide on page 40. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> • Judge to advise the parties in the absence of the jury that a Corrections Victoria custody officer has reported being symptomatic and is undergoing testing. • Judge to consider whether it is appropriate to advise the jury that the custody officer has reported being symptomatic and is undergoing testing. • Judge to determine whether the trial should proceed or be adjourned <i>sine die</i> until test results received. <p>Cleaning</p> <ul style="list-style-type: none"> • If the person being tested has occupied any part of the building after an overnight cleaning, the trial courtroom and all spaces occupied by the symptomatic person will be cleaned.
<p>Any person tested for COVID-19 during the trial</p>	<p>Notification</p> <ul style="list-style-type: none"> • If any of the trial participants identified above are tested for COVID-19, they will be directed to self-isolate until they receive the results, and are therefore unable to attend the court facility, all appropriate notifications, testing and directions as per the above guidelines are to be applied, with any necessary modifications.

<p>Any person directed by DHHS to self-isolate during the trial</p>	<p>Notification</p> <ul style="list-style-type: none"> • If any of the trial participants identified above are determined by Department of Health and Human Safety (DHHS) to be a close contact of a person diagnosed with COVID-19, they are directed to self-isolate for a period of 14 days, and are therefore unable to attend the court facility, all appropriate notifications, testing and directions as per the above guidelines are to be applied, with any necessary modifications.
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Positive test guide

7.5 The following table outlines the process to be actioned if the Court receives notification that a person has subsequently returned a positive test for COVID-19 during a trial.

Scenario	Actions
<p>Juror diagnosed with COVID-19 during the trial (while trial is adjourned waiting test results)</p>	<p>Notifications</p> <ul style="list-style-type: none"> • Juries Victoria staff to notify the presiding judge, Chief Judge and Head of the Criminal Division if a juror subsequently returns a positive diagnosis for COVID-19. • Juries Victoria staff (or delegate/s) to notify remaining jurors that a juror has returned a positive diagnosis and that further health information and testing advice from Department of Health and Human Safety (DHHS) will be forthcoming. • All necessary County Court <i>Hazard Incident Report</i> and WorkSafe notifications must be made. <p>Contact tracing and testing</p> <ul style="list-style-type: none"> • Juries Victoria staff to liaise with DHHS to conduct contact tracing and assist to identify all persons considered a close contact with the juror in the 48 hours prior to becoming symptomatic. • Chief Judge’s chambers to liaise with Juries Victoria and DHHS to provide relevant details of judges and court staff determined to be close contacts. • Judges and other court staff identified as close contacts must follow the advice of DHHS regarding testing for COVID-19 and the need to self-isolate. • Judges and other court staff must notify the Chief Judge, or their relevant manager or director of the test results once received. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> • Judge will discharge the jury and advise Juries Victoria of their decision. • Juries Victoria staff to advise remaining jurors whether they have been discharged or whether they will still be required to attend for the continuation of the trial when a resumption date is determined. • Associate or case manager to notify the parties of the judge’s decision regarding the future conduct of the trial. • Associate to follow usual processes and make appropriate notifications to the

	<p>relevant Registry staff in accordance with the judge’s decision.</p> <p>Cleaning</p> <ul style="list-style-type: none"> The jury courtroom, trial courtroom and all spaces occupied by the positive person will be deep cleaned.
<p>Witness tests positive for COVID-19 after giving evidence</p>	<p>Notification</p> <ul style="list-style-type: none"> Before giving evidence in person, the judge requests that, should a witness subsequently test positive to COVID-19 within 14 days of giving evidence, or if they are determined by DHHS to be a close contact of a person who has tested positive and directed to self-isolate, they must contact the chambers of the judge on the number provided to advise the Court. The judge’s chambers are to liaise with DHHS to determine whether the trial participants are considered to be close contacts and whether they will be required to self-isolate. Judge to alert the Chief Judge and Head of the Criminal Division if their trial is disrupted due to the health status of a witness. All necessary County Court <i>Hazard Incident Report</i> and WorkSafe notifications must be made. <p>Testing</p> <ul style="list-style-type: none"> Judges and other court staff identified as close contacts must follow the advice of DHHS regarding testing for COVID-19 and the need to self-isolate. Judges and other court staff must notify the Chief Judge, or their relevant manager or director of the test results once received. If test results return positive, see the relevant guidelines in this table. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> Judge to determine whether the trial should be adjourned while DHHS determine if the trial participants are considered to be close contacts of the witness. <p>Cleaning</p> <ul style="list-style-type: none"> The courtroom and all spaces occupied by the positive person will be deep cleaned.
<p>Any other Trial participant is subsequently diagnosed with COVID-19 during the trial</p>	<p>Notifications</p> <ul style="list-style-type: none"> When the relevant person is notified of a positive diagnosis for COVID-19, the relevant person is to notify the judge, Chief Judge and Head of the Criminal Division. Juries Victoria staff (or delegate/s) to notify jurors that a trial participant has returned a positive diagnosis and that further health information and testing advice from Department of Health and Human Safety (DHHS) will be forthcoming. All necessary County Court <i>Hazard Incident Report</i> and WorkSafe notifications must be made.

	<ul style="list-style-type: none"> ● All further notifications to be conducted in accordance with the ‘Juror diagnosed with COVID-19 during the trial (while trial is adjourned waiting test results)’ protocol on page 40. <p>Contact tracing and testing</p> <ul style="list-style-type: none"> ● To be conducted in accordance with the ‘Juror diagnosed with COVID-19 during the trial (while trial is adjourned waiting test results)’ protocol on page 40. <p>Directions to jurors and parties</p> <ul style="list-style-type: none"> ● To be conducted in accordance with the ‘Juror diagnosed with COVID-19 during the trial (while trial is adjourned waiting test results)’ protocol on page 40. <p>Cleaning</p> <ul style="list-style-type: none"> ● The courtroom and all spaces occupied by the positive person will be deep cleaned.
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Expedited testing protocol

- 7.6 Court Services Victoria has developed an expedited testing protocol for jurors and all other trial participants.
- 7.7 While consent to the expedited testing protocol will be requested, completion of the forms (and ultimately any testing) is voluntary. The intention is to provide a quick and convenient means of arranging a test where the tests result can be provided to the individual and the Court in the quickest possible time. This enables the Court to act quickly from a health perspective and a trial perspective in the interests of all trial participants, minimising the inconvenience to all involved and ensuring swift action in the hopefully unlikely event a positive case was detected.
- 7.8 Jurors will be informed the forms will only be used for the purpose of facilitating a test if they agree to it at the time and will be destroyed once they are no longer needed following the completion of the trial.
- 7.9 Juries Victoria will retain juror’s consent forms and will be aware of the need for strict confidentiality in relation to juror information. Associates will retain consent forms of any other trial participants and will similarly hold such information in strict confidence.
- 7.10 In addition, the results of testing will be treated in strict confidence under privacy and health records legislation.

APPENDIX 1: Hand washing protocol

How to wash your hands



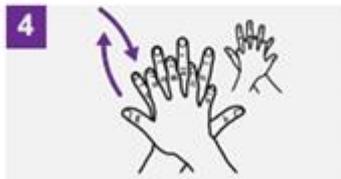
1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



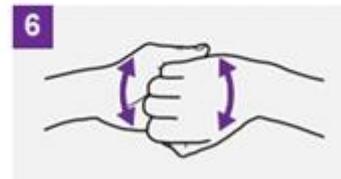
3 Rub hands palm to palm



4 Right palm over left dorsum with interlaced fingers, and vice versa



5 Palm to palm with fingers interlaced



6 Backs of fingers to opposing palms with fingers interlocked



7 Rotational rubbing of left thumb clasped in right palm, and vice versa



8 Rotational rubbing, backwards and forwards with clasped fingers or right hand in left palm, and vice versa



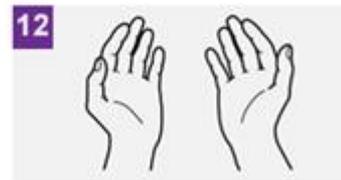
9 Rinse hands with water



10 Dry hands thoroughly with a single use towel



11 Use towel to turn off faucet



12 Your hands are now clean



APPENDIX 2: Safe use of hand sanitiser protocol

How to use hand sanitiser

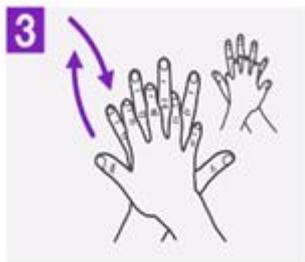
 Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



APPENDIX 3: Safe mask use and disposal protocol

How to put a face mask on



1 Clean your hands with soap and water or an alcohol-based hand rub.



2 Hold the mask by its tapes or loops, then tie the mask around your head or put the loops around your ears.



3 Make sure the mask covers your mouth and nose, and that there are no gaps between your face and the mask, and press the nose piece around your nose.



4 Do not touch the front of the mask while wearing it.

How to take off a face mask



1 Avoid touching the front of the mask. Only touch the ear loops or tapes.



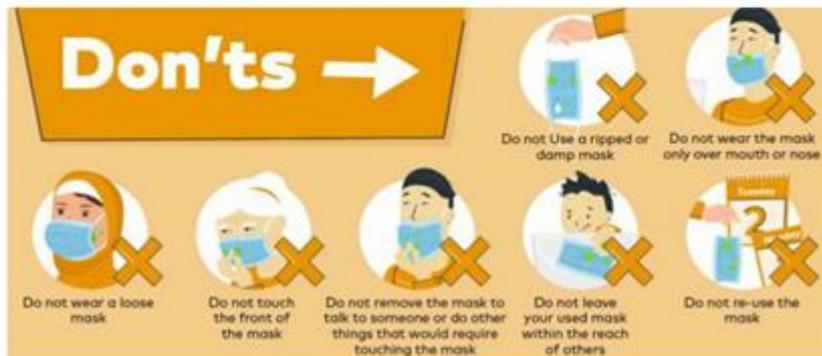
2 Take the mask off from behind your head by pulling the tapes or loops straight forward and moving the mask away from your face.



3 Throw the mask in the bin.



4 Clean your hands with soap and water or an alcohol-based hand rub.



See 'How to wear a mask', Australian Government Department of Health:
<https://www.youtube.com/watch?v=rsBL0yTZNTM>

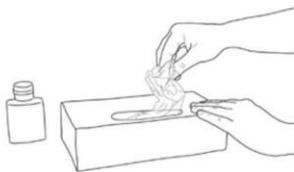
APPENDIX 4: Safe glove use and disposal protocol

USING GLOVES

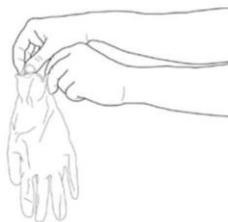
Hand sanitiser is required with glove use and should be performed:

- before putting on gloves
- after removing gloves.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

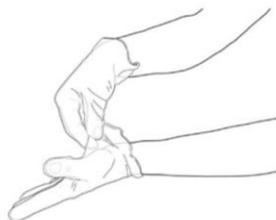


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

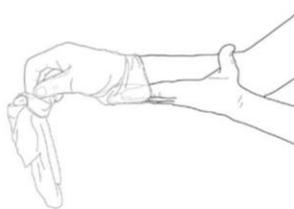


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

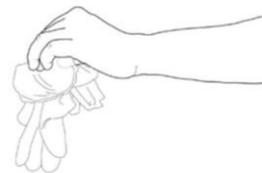
II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves. Single-use gloves should not be washed and reused

See Ansell's video '[How to properly remove single-use gloves](#)'.

APPENDIX 5: Safe use of face shield protocol¹

How to put a face shield on



1. Clean your hands with hand sanitiser.
2. Hold the straps of the face shield with both hands.
DO NOT touch the front of the face shield.
3. Expand the elastic with your thumbs and place the elastic behind your head so that the foam rests on your forehead.
4. Make sure the shield is about 3cm above your eyebrows and covers all of your face.

How to take a face shield off



1. Hold the straps of the face shield at your temples and pull forward and over your head.
DO NOT touch the front of the face shield.
2. Dispose of the face shield safely.
3. Use hand sanitiser after removing.

¹ Note, this protocol is only for use of face shields in the circumstances described in section [3.30](#) regarding in-person witnesses on page 11.