

## Courthouse Recovery Verification Checklist

### **Context:**

A site assessment has been completed at your courthouse. To support the next steps of the reopening process for in-person matters, local managers are required to complete this readiness verification checklist. This verification form mirrors the health and safety recommendations made in the site assessment for your particular court location, as well as the necessary precautionary measures as outlined in the guidebook.

Though everyone has a role to play in the health & safety of a workplace, the employer (represented by senior management) has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker.

To ensure courthouses are prepared to reopen for in-person matters:

- Local ministry managers must observe their court location and complete this form to verify that all guidebook and risk assessment recommendations and precautionary measures have been put in place. If there are any items that have not been implemented, concerns must be flagged in this form for the employer's awareness.

Before a court can reopen for in-person matters:

- The implementation concerns that are flagged will need to be addressed, satisfied and updated, before a court can reopen for in-person matters. For example, if a court does not have entrance screening personnel in place, that service would need to be procured before the court could open.

This verification form will be provided to the ministry's senior management team (the employer).

- The ministry's senior management team will be responsible for making the determination about when a court will open, informed by the information contained in this readiness verification form.

Local managers are not responsible for determining if a location should reopen and, as such, are not to provide recommendations in this regard. The intent of this checklist is for local management teams to verify that precautionary measures have been implemented and report back to inform the ministry's senior management team.

Once the ministry's senior management team has made their determination regarding reopening, the completed verification template will be made available to both internal and external stakeholders who wish to review it.

Following the reopening of your courthouse, this template can be used on an ongoing basis by your Joint Health and Safety Committee (JHSC) to support workplace inspections related to these precautionary measures. For example, JHSC inspections can include ensuring the ongoing maintenance of decals and seat markers, and sufficient supply of hand sanitizer and PPE.

## Instructions:

Please observe your court location and verify that all recommended health & safety precautionary measures are in place. Use this template form to document your verification, using drop down and/or text boxes as appropriate. Once completed, please date and submit your form to the Recover Secretariat by email at [MAGrecoverysecretariat@ontario.ca](mailto:MAGrecoverysecretariat@ontario.ca).

## Information About the Site

Date	Wednesday August 19, 2020
Location Name*	2021 Plains Road East, Burlington, ON
Manager of Court Operations*	Joseph Doria
Crown Attorney*	Deputy Crown Jim Coppolino
VWAP Manager*	Janette Mitchell

\*required field

## Guidebook Precautionary Measures Adherence

The Courthouse management team as listed above will verify the presence of the precautionary measures implemented. Where possible, indicate the date the work was complete and any applicable comments.

Area	Precautionary Measures Implemented	Status (please select)	Date Completed	Comments
Site Assessment	A site assessment has been conducted by PSHSA and the report has been shared with the JHSC and posted to the health and safety information board.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	14/08/2020	
Signage	Signage has been placed throughout the facility.	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Issues identified	17/08/2020	CLD and VVPD to be completed by August 21, 2020.
Plexiglas Barriers	Plexiglass barriers have been installed as described in the Manger's Workbook and the site assessment report.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	17/08/2020	
Enhanced Cleaning	Enhanced cleaning is occurring, including the presence of a "day porter" to support the cleaning of courtrooms.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	13/08/2020	
Floor Decals and Queuing Markers	Floor decals, queuing laneways and directional	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending	19/08/2020	

	markers (where necessary) have been installed throughout the courthouse.	<input type="checkbox"/> Issues identified		
Hand Sanitizer Dispensers	Hand Sanitizer dispensers have been installed throughout the courthouse.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	19/08/2020	
PPE	PPE and PPE training has been deployed to program areas and employees in alignment with the findings of the site assessment.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	06/07/2020	
Entrance Screening	Entrance screening tools and personnel are in place.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	13/08/2020	Confirmed to begin on August 24, 2020
Face Coverings	Face Coverings are available on site for employees and members of the public who did not bring their own.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	Mid-July 2020	
Facility and Room Capacity	Capacity is posted at the entrance to the courthouse and the rooms therein.	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	dd/mm/yyyy	
HVAC Monitoring	Infrastructure Ontario – HVAC 10-point plan initiated	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	09/08/2020	

## Site Assessment Recommendations

For this section, please indicate the risk level of each item as outlined in your site assessments from PSHSA, and whether the proposed control in the site assessment has been implemented

### Security Screening

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Queuing	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Screening Personal Items	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Secondary Screening with Wand	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

### Public Information Counter

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Queuing	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Distancing	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending	

		<input type="checkbox"/> Issues identified	
Hand Hygiene	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## Public Seating Area

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Distancing	High	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Issues identified	Outstanding: <ul style="list-style-type: none"> <li>- Signage in the VVPD waiting area (fig. 10) to be completed by August 21, 2020</li> <li>- Installation of convex mirror (Fig. 8). Scheduling of installation TBD, in the meantime signage has been posted to advise clients to stop and ensure way is clear before proceeding.</li> </ul>
Hand Hygiene	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## Washrooms

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Queuing	Low	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	Queuing instructions posted directing public to wait in the public seating area until washroom is free.
Distancing	High	<input type="checkbox"/> Complete	Outstanding:

		<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Issues identified	- Installation of convex mirror (Fig. 8). Scheduling of installation TBD, in the meantime signage has been posted to advise clients to stop and ensure way is clear before proceeding.
Hand Hygiene	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## OCJ Courtroom 12

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Public Seating Waiting Area Outside Courtroom and Courtroom Entrance	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Judicial Dais	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Witness Box	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Clerk/Reporter Desk	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Counsel Table	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

Public Gallery Seating in Courtroom	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Courtroom Travel Pathways	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## OCJ Courtroom 11

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Public Seating Waiting Area Outside Courtroom and Courtroom Entrance	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Judicial Dais	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Witness Box	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Clerk/Reporter Desk	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Counsel Table	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Public Gallery Seating in Courtroom	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	



Courtroom Travel Pathways	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
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## Interview Room

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Interview Counselling of Courthouse Attendees	High	<input type="checkbox"/> Complete <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Issues identified	<ul style="list-style-type: none"> <li>- Interview rooms identified in assessment closed due to recommendation. Alternate rooms/space have been identified (B13 and B14).</li> <li>- These alternate rooms only available while these courtrooms remain closed to hearings.</li> </ul>

## Holding Cells

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Interview Rooms	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Movement Between Holding Cells and Courtrooms	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Hand Hygiene	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## CCTV Room

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Room Capacity and Distancing	High	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Issues identified	<ul style="list-style-type: none"> <li>Confidence view on camera allows for social distancing without the need to re-hang entry door. Equipment cabinet door to be removed to allow full view of support person on camera.</li> </ul> Outstanding: <ul style="list-style-type: none"> <li>Taping within CCTV room to be completed by August 21, 2020.</li> </ul>
Hand Hygiene	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	
Environmental Cleaning	High	<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Issues identified	

## Judicial Chambers Hallway

Area (Activity/Consideration)	Risk Level per Assessment	Status (please select)	Comments
Distancing	High	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Issues identified	Outstanding: <ul style="list-style-type: none"> <li>Installation of convex mirror at end of hallway between 12 &amp; 13. Scheduling of installation TBD, in the meantime directional signage is to be posted to</li> </ul>

			<p>advise to stop and ensure way is clear before proceeding.</p> <ul style="list-style-type: none"><li>- Alternate solutions are being considered to increase visibility of people entering/exiting door between office area and judicial hallway (i.e. install a peephole). In the meantime signage is to be posted to caution people before entering/exiting the door.</li></ul>
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