



## **Review of Site Assessment and Verification List**

**Courthouse Location: 2021 Plains Road East, Burlington**

**To: Manager of Court Operations, Crown Attorney, Manager, Victim/Witness Assistance Program**

We would like to thank you all for the ongoing leadership and support you have provided throughout these challenging times. You and your staff ensured that our courts never closed and services continued to be provided at public services counters, online, and virtually.

Over the past few weeks, in preparation for the resumption of in-person appearances, your courthouse had:

- a site assessment conducted by the Public Services Health and Safety Association (PSHSA),
- contractors onsite installing precautionary measures, and
- other required actions completed in alignment with the Guidebook.

This week we asked you to complete a verification checklist to confirm the precautionary measures from both the site assessment and Recommended Precautionary Measures Guidebook were in place in your courthouse. Your completed verification form has been considered by the Ministry of the Attorney General Ministry Action Group (MAG MAG) and on behalf of MAG MAG we offer the following feedback:

**MAG MAG has determined that your location is confirmed to resume in-person appearances as of August 24, 2020.** MAG MAG has also requested that you confirm with the Recovery Secretariat that the following non-essential outstanding items have been addressed as soon as possible:

- Completion of the additional signage installations as noted in your verification checklist
- Confirmation on the use of alternative interview space if/when B13 and B14 are scheduled for use as courtrooms
- Taping in CCTV room as noted in your verification checklist

- Engagement of Facilities Management Branch on the potential installation of convex mirrors

Please send your updates to: [MAGRecoverySecretariat@ontario.ca](mailto:MAGRecoverySecretariat@ontario.ca).

To support the opening of your site, we would remind you that:

- Joint Health and Safety Committees have an important role in our workplace and we encourage their ongoing engagement
- As you finalize your local implementation, if there are areas where appropriate physical distancing cannot be maintained by staff, or other sufficient engineering or administrative controls are not in place, please require the additional use of PPE by staff in those circumstances and/or locations. If you have questions about PPE please contact BCEM at [MAGOperations@ontario.ca](mailto:MAGOperations@ontario.ca)

Thank you again for your collaboration and leadership, and the effort you have undertaken to support the resumption of in-person appearances on August 24, 2020. If you have any questions or require additional support, please reach out to:

[MAGRecoverySecretariat@ontario.ca](mailto:MAGRecoverySecretariat@ontario.ca).