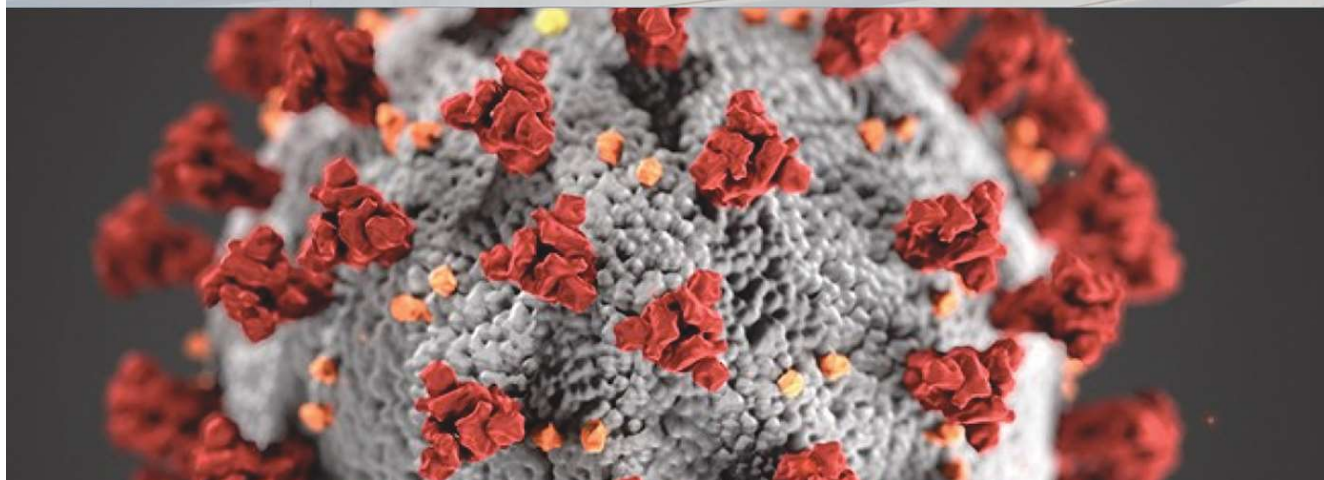




PROVINCIAL COURT
of Newfoundland and Labrador

**COVID-19 Return to Business
Operational Plan**



Manual Version Status

Issue	Rev	Date	Sections Revised	Description	Prep	Rvw'd	Appr
A	A	25-June-2020	New	Issued for Review	JT		
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PART 1: INTRODUCTION

OVERVIEW

In an effort to protect the health and safety of all court users, including judges, staff and stakeholders, the Provincial Court of Newfoundland and Labrador began limiting its operations on March 16, 2020 and eventually restricting public access to all Court centres effective March 30, 2020.

This Operational Plan aims to assist Provincial Court stakeholders when operations resume to ensure all public health guidelines are safely incorporated into work and public spaces, for the protection of all.

This Operational Plan provides general information applicable to all Provincial Court centres, along with site-specific information by Court centre. All information contained herein is not intended to contradict any information or direction provided by public health officials, federally or provincially.

MANUAL APPROVAL

This manual is authorized and approved for the use of the Provincial Court of Newfoundland and Labrador in order to provide direction to all stakeholders and clients


Signed

June 28, 2020
Date

PUBLIC HEALTH INFORMATION

All stakeholders are encouraged to regularly and frequently refer to information provided by public health officials at <https://www.gov.nl.ca/covid-19/>

Further, the following links provide information sheets relevant to all workplaces, including Provincial Court:

<https://www.gov.nl.ca/covid-19/files/Guidance-for-Workplaces.pdf>

<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

<https://www.gov.nl.ca/covid-19/files/Workplace-March-20th-Infograph.pdf>

<https://www.gov.nl.ca/covid-19/files/Covid19-Washroom-Door-Poster.pdf>

<https://www.gov.nl.ca/covid-19/files/Covid19-Prevention-Poster.pdf>

The following Fact Sheets can be found in Appendix B:

- ClothMasks4Labrador – Innu
- ClothMasks4Labrador – Inuktitut
- ClothMasks4Labrador - English
- COVID-19 Safely use non-medical mask face covering - English
- COVID-19 Safely use non-medical mask face covering - French

PERSONAL PROTECTIVE EQUIPMENT (PPE)/SANITIZATION

Public

Hand sanitizer is available in various locations throughout each Court centre. Members of the public will be encouraged to use hand sanitizer before and after every interaction and signage will be posted accordingly.

To help protect clients, the public, stakeholders, judges and staff, all individuals attending Court must wear a face covering over the mouth and nose, at all times. This requirement does not apply to children under the age of two or individuals who are unable to wear a face covering due to a medical condition. If an individual attends Court without a mask, a disposable mask will be provided along with instruction on how to properly and safely use the mask. The public and stakeholders are permitted to use reusable and/or homemade masks.

Masks must be worn in the courtroom at all times except where approval to remove it has been granted by a judge.

Stakeholders

In addition to the requirement of wearing a mask, stakeholders are expected to sanitize spaces they touch, before and after use, inside the courtroom and counsel/interview rooms. Hand sanitizer, disinfectant spray and paper towels will be available.



PART 2: SAFE WORK PRACTICES

PURPOSE

Safe Work Practices (SWPs) are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. Slight adjustments may need to be made to a SWP for it to fit a particular work environment. The following SWPs are applicable to all Provincial Court Centres:

PROVINCIAL COURT SAFE WORK PRACTICES (Appendix A)

- SWP-COVID-002 - Personal Hygiene, Physical Distancing and Shared Workspaces
- SWP-COVID-003 - Safe Handling of Exhibits Practices



PART 3: ROLE OF SHERIFF'S OFFICERS

GENERAL INFORMATION

Sheriff's Officers, located in each of the ten Provincial Court Centres, play an integral part in ensuring the daily implementation of the within Operational Plan throughout the Province. Specifically, in addition to all duties and responsibilities carried out prior to the COVID-19 Pandemic, and regardless if there is a formal Point of Entry (POE), Sheriff's Officers are responsible for the following:

- Setup a table at entry point of every Court centre to administer COVID-19 Screening Questionnaire, provide mask, hand sanitizer and information to all Court attendees;
- Ensuring those presenting at the Court centre are required to attend Court at that time;
- Where applicable, maintain secure entrance/exit and allow entry upon approval/request by Court staff;
- Directing persons attending Court on where they must wait for service, point out directional signage/decals, indicate when Registry staff are ready to serve next client assisting with the flow of foot traffic within each courthouse;
- Monitor number of people in courtrooms to allow for physical distancing;
- Maintain count of total number of persons in building and spaces at all times;
- Clean high touch areas outside of Registries (main lobby, entrance/exit doors, seating area and outside counter space);
- Monitor interactions – when they are completed – to ensure clients exit Courthouse immediately; and,
- Working with Court staff and identifying and resolving gaps in process to ensure a safe environment for all those present.



PART 4: OPERATIONAL PLANS BY COURT CENTRE

ST. JOHN'S

COUNTER SERVICE/MAIN LOBBY

Two Registries are located at St. John's Provincial Court where front-line counter services are provided to the public, namely, Criminal Division and Small Claims/Traffic Division.

To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- Elevators located outside POE1 will be shut off making the main doors at the top of the escalator the only entry point to the Criminal Division Registry and POE1 area;
- Entrance for public and Counsel will be through the main doors and exit through elevators or stairs;
- Signage will be posted in and around the Court area to provide further detail, including for mobility assistance;
- Lawyers Lounge unavailable;
- Decals on floors indicating safe distances in waiting areas, line ups, etc.;
- One person permitted to be served at the counter at a time; and
- Hand sanitizer available for the public at the wicket and in public areas;

CLIENTS APPEARING FOR COURT

- All clients appearing for Court must check-in with the Sheriff's Officers at a POE who will confirm attendance is necessary prior to allowing entry into the court.
- Sheriff's will provide a mask to those who do not have one and will ask questions regarding out of Province travel, symptoms, etc., prior to granting entry.
- Signage to be displayed on how to properly don and doff a mask.

COURTROOMS

Video conference units will be deployed wherever necessary to maintain physical distancing including arrests and bail hearings.

Physical distancing in the courtrooms can be achieved by implementing the following measures:

- Courtrooms 1, 3, 4, 5, 6, 7 and 8 will be the only ones used with a dedicated video conferencing unit in each courtroom;
- Counsel are encouraged to appear remotely and on behalf of their clients wherever possible and practical;

- In-person first appearances and overnight arrests/bail hearings will only be in Courtroom 7;
- Commencing July 2, 2020, morning Plea Day sessions (Courtroom #5) will be located at the Beothuck Building; afternoon sessions in Atlantic Place;
- Hand sanitizing units will be available at each courtroom entrance;
- There will be a limit of two counsel at the bar in each courtroom and all parties stay in their 'designated area'. For example, Judge on the bench, witness on the stand, Court Officer at the desk;
- Note that the maximum number of people allowed in each courtroom will be displayed on signage on courtroom doors;
- Rows of benches and counsel tables will marked with designated seating spaces at safe distances; and
- If a client is required to appear for Court the number of support people attending will be limited unless they are a vulnerable witness, surety, attending for youth court or other similar instance.

INTERVIEW/COUNSEL ROOMS/LAWYER'S LOUNGE

- Signage stating maximum number of people in each counsel/interview room;
- Designated seating spaces at safe distances in counsel/interview rooms;
- Signage posted regarding physical distancing; and,
- Temporarily repurpose Lawyer's Lounge as additional space for Sheriff's Officers.

MUSKRAT FALLS INQUIRY SPACE

It has been determined that St. John's Provincial Court, located in Atlantic Place, is unable to safely accommodate requirements of physical distancing for those individuals attending Court for morning Plea Day sessions (Courtroom #5). See Appendix C for more information including Plea dates and session information.

HARBOUR GRACE

COUNTER SERVICE/MAIN LOBBY

The Main Lobby is large and can safely accommodate 17 persons. To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are in place:

- All but 12 lobby chairs for people waiting to be called into Court are removed and those remaining are placed six feet apart;
- One person permitted at counter area at a time with four people in the lineup;
- Main door to remain locked;
- Signage posted providing more details;
- Clients to remain outside, either in their vehicle or in a lineup in a designated (marked) area once lobby and counter service are at capacity;
- Persons will be notified when Registry is ready to serve them; and,
- Elderly or disabled persons to provide a contact number to be called rather than standing in line.

CLIENTS APPEARING FOR COURT

Clients appearing for Court must call the Registry and advise they are present in the parking lot and they will be advised when to come to the main door for safe entry once the waiting area in the lobby is at full capacity.

COUNSEL OFFICES

- Signage stating maximum number of people in counsel/interview room; and,
- Signage posted regarding physical distancing.

COURTROOM 1 LAYOUT

Physical distancing can be achieved with the following requirements:

- Limit of three counsel at the bar and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;

- Accused - The accused dock is directly behind counsel with six feet of separation, so the accused can sit in the 'designated area'.
- Witness – Counsel will have to step aside to allow the witness to enter and leave the witness area and allow for six feet of separation;
- Public Gallery – can accommodate five people; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

COURTROOM 2 LAYOUT

Physical distancing can be achieved with the following requirements:

- limit of three counsel at the bar and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;
- Accused - The accused dock is directly behind counsel with only four or five feet of separation, so the accused cannot sit in the 'designated area'. Accordingly, the accused must sit in a chair or on the bench that is placed directly behind the accused dock;
- Witness – Counsel will have to step aside to allow the witness to enter and leave the witness area and allow for six feet of separation;
- Public Gallery – can accommodate two people; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

OTHER CONSIDERATIONS

- On a case-by-case basis, First Appearance days to be relocated to a larger venue, for example, a local school. Staff to set-up similar to a circuit.

GRAND BANK

COUNTER SERVICE/MAIN LOBBY

To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- Due to the size of the lobby area, a five-person maximum will be permitted in the building for counter service. However, when court proceedings are scheduled, the swing courtroom can allow for additional seating;
- Only one individual permitted at the wicket at any one time. Those waiting for service will be required to wait outside the Registry in clearly marked areas. Direction given to persons on when to enter the Registry; and
- Signage erected explaining how to advance to the Registry and/or to Courtroom.

CLIENTS APPEARING FOR COURT

- Individual(s) will be required to proceed to a POE when entering the courthouse;
- The general public will be required to check with the POE or call ahead of time if they wish to sit in on a Court proceeding(s);
- Once determined the individual has a Court appearance, they will be assigned a seat that will be spaced six feet apart and their case will be called individually using the paging system;
- The individual will proceed to the courtroom and sit in the appointed seat depending on the reason for their appearance;
- When needed to be physically present for Court, witnesses for trials or hearings will be assigned physical distancing seating in the swing courtroom;
- When required, witnesses will proceed to the prisoner dock through the door connecting the two courtrooms and give their testimony;
- Prior arrangements will be made to accompany a vulnerable witness that could be done through a video appearance from another part of the building; and,
- A person required to sign paperwork will return to their assigned seating and called into the wicket once all the paperwork is processed.

COUNSEL OFFICES

Two Counsel Offices available and due to office dimensions, masks must be worn. Alternatively, the prisoner dock which is accessible through the swing courtroom can be used as a meeting space for counsel and their client(s). Counsel will access this space from the main courtroom and the client from the door in the adjoining courtroom.

COURTROOM LAYOUT

Physical distancing can be achieved with the following requirements:

- Two lawyers will be permitted to sit at the Barrister's table at the same time;
- Other lawyers will be permitted to sit in the courtroom in designated marked spaces;
- Accused - will proceed to the courtroom and sit in the designated seat used for first appearances;
- Witness – will sit in designated seating in the swing courtroom. When required, the witness will proceed to the prisoner dock through the door connecting the two courtrooms and give their testimony;
- Prior arrangements will be made to accommodate a vulnerable witness by means of a video appearance from another part of the building;
- Public Gallery – the general public are required to check with the POE or call ahead if they wish to sit in on a court proceeding(s). Every effort will be made to accommodate the individual by means of physical distancing in the presiding courtroom or use of virtual technology including video conferencing from the swing courtroom or Supreme courtroom; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

WASHROOMS

- There are public washrooms both in the Provincial and Supreme Court's lobbies, one is pin coded for use by the lawyers. Signage to be posted to ensure physical distancing.

OTHER CONSIDERATIONS

- The Supreme Courtroom could be utilized if available to further accommodate matters through technology courtroom to courtroom within the building;
- The movement of people throughout the public area of the building will be managed by the Sheriff's Officers;
- In-custody matters to be heard by telephone or video whenever possible;
- Sureties required to testify during Bail Hearings will appear by telephone and sign documents electronically whenever possible;
- To limit public thoroughfare during Plea Day, a drop box will be available at the POE to drop off applications for letter of conducts, general court applications etc.; and,
- Stakeholders asked to limit visits on Plea Day to reduce number of people in the building.

CLARENVILLE

COUNTER SERVICE/MAIN LOBBY

To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- One person permitted in the lobby and counter area at a time;
- Signage posted to provide extra information;
- Clients to remain outside, either in their vehicle or in a lineup in a designated (marked) area and the Registry door will be locked;
- Persons will be notified when Registry is ready to serve them; and
- Elderly or disabled persons to provide a contact number to be called rather than standing in line.

CLIENTS APPEARING FOR COURT

Clients appearing for Court must call the Registry and advise they are present in the parking lot and they will be advised when to come to the main door for safe entry.

COUNSEL OFFICES

- Signage posted stating maximum number of people in each counsel/interview room.

COURTROOM LAYOUT

Physical distancing can be achieved with the following requirements:

- limit of two counsel at the bar and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;
- Accused - The accused dock is directly behind counsel with only five feet of separation, so the accused cannot sit in the 'designated area'. Accordingly, the accused must sit in a chair that is placed directly behind the accused dock;
- Witness – Counsel will have to step aside to allow the witness to enter and leave the witness area and allow for six feet of separation;
- Public Gallery – can accommodate six people to be seated in the gallery using the second and fourth rows; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

OTHER CONSIDERATIONS

- Staff to relocate to Supreme Court location in Clarendville and utilize video capabilities should the need arise;
- On a case-by-case basis, First Appearance days to be relocated to a larger venue, for example, a local school. Staff to set-up similar to a circuit.

GANDER

COUNTER SERVICE/MAIN LOBBY

To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- One person permitted at counter area at a time;
- Keep the main door unlocked; Sheriff's Officers monitoring building at all times when open;
- Post signage for physical distancing and direction;
- One person permitted in the counter area at a time;
- Clients to remain in the lobby or outside; and
- Elderly or disabled persons to provide a contact number to be called rather than standing in line.

CLIENTS APPEARING FOR COURT

- All clients appearing for Court must check-in with the Sheriff's Officers at a POE who will confirm attendance is necessary prior to allowing entry into the courtrooms and will provide direction on how to proceed; and
- Parties will be paged into the courtroom once Judge is ready to proceed on their matter.

COUNSEL/VICTIM SERVICES OFFICES

- Signage stating maximum number of people in each counsel/interview room; and,
- Designated seating spaces at safe distances in counsel/interview rooms.

COURTROOM LAYOUT

Physical distancing can be achieved with the following requirements:

- Limit of two counsel at the bar and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;

- Accused - accused dock is directly behind counsel with only five feet of separation, so the accused cannot sit in the 'designated area'. Accordingly, the accused must sit in a chair that is placed directly behind the accused dock;
- Witness – Counsel will have to step aside to allow the witness to enter and leave the witness area and allow for six feet of separation;
- Public Gallery – currently consists of six rows in Courtroom 1 and four rows in Courtroom 2 with some rows closed to maintain physical distancing; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

OTHER CONSIDERATIONS

- On a case-by-case basis, Supreme Court space may be used as a waiting area on First Appearance days, along with video conferencing if necessary.

GRAND FALLS-WINDSOR

COUNTER SERVICE/MAIN LOBBY

The main doors to the Courthouse open to the Provincial Court Registry on the left and the Supreme Court Registry on the right. The public washrooms are also located in this smaller lobby. This small lobby joins into a very large lobby which allows entry to the courtrooms and other spaces such as the counsel meeting rooms, Barrister's lounge, Sheriff's Office, holding cells and entry to Judges' Chambers. To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- One person permitted in the lobby and counter area at a time;
- The main door is to remain locked;
- Individuals are to remain outside, either in their vehicle or in a lineup with designated (marked) areas;
- Elderly or disabled person to provide a contact number to be called rather than standing in line;
- Contact information for the Provincial Court to be posted;
- Persons will be notified when Registry is ready to serve them;
- Using tape and signage to illustrate where individuals are to remain and how they enter and exit the building; and

- The main door to the building to be used as the entrance and the side door of the building to be used as the exit.

CLIENTS APPEARING FOR COURT

Clients appearing for Court must call the Registry and advise they are present in the parking lot and they will be advised when to come to the main door for safe entry. Individuals should be encouraged to appear by phone/video whenever possible/practical to encourage physical distancing.

BARRISTER'S LOUNGE

- Limit this room to a maximum of two persons at a time.

COUNSEL OFFICES

- Signage stating maximum number of people in each counsel/interview room; and,
- Designated seating spaces at safe distances in counsel/interview rooms;

COURTROOM LAYOUT

Physical distancing can be achieved with the following requirements:

- Limit two counsel at the bar and all parties are to remain in their designated area;
- Crown and counsel will have to step aside when a witness is going to the stand; and,
- Public Gallery – markings six feet apart to designate where individuals can sit with every second pew empty.

OTHER CONSIDERATIONS

- Plea Days are to be split between Courtroom 1 and Courtroom 2, with a maximum of 20 individuals in Courtroom 1 and 10 to 15 individuals in Courtroom 2.
- If Courtroom 2 is unavailable due to family matters, the Supreme Courtroom may be utilized or an alternate area may have to be used. Video capabilities would be used to connect rooms together.

CORNER BROOK

COUNTER SERVICE/MAIN LOBBY

- Two wickets open with maximum of three persons in each line. Designated markings on floor. All others to wait outside to be called;
- Benches in lobby to be closed for seating; and,

- One direction in and out of building, specifically, enter via POE and exit via staff entrance, with Sheriff's Officer present.

COURTROOM 2 - MAIN LOBBY

- Limit one counsel at each table; Court Officer at recording desk; witness and accused along with the Judge in the main court area. Adequate physical distancing allows seating for eight additional persons in the public gallery that include the media. Row one of seating behind counsel area closed for seating.

COURTROOMS 4 AND 5 – SECOND FLOOR

- Limit of one counsel at each table, Court Officer at the recording desk; witness and accused along with Judge in the main court area. Adequate physical distancing allows seating for two additional persons in the public gallery that include the media. Row one of seating behind counsel area closed for seating.

PUBLIC WASHROOMS

- Post appropriate signage;
- Men's - one person permitted inside washroom at one time; and,
- Ladies – two persons permitted inside washroom at one time.

COUNSEL OFFICES

- Post signage - maximum of two persons permitted in room at one time;
- All chairs removed; and,
- Designated standing spaces marked on floor.

ELEVATORS

- Main Lobby – maximum of two persons. Signage posted;
- Judges and Staff – maximum of one person. Signage posted.

VICTIM SERVICES ROOM

- Post signage - maximum of two persons.

STEPHENVILLE

COUNTER SERVICE/MAIN LOBBY

To ensure that physical distancing guidelines are maintained and to reduce possible transmission, the following measures are required:

- One person permitted in the lobby and counter area at a time;
- Keep the main door locked;
- Post signage explaining how to contact the Registry;
- Clients to remain outside, either in their vehicle or in a lineup in a designated (marked) area;
- Elderly or disabled persons to provide a contact number to be called rather than standing in line (Stephenville Courthouse is not wheel chair accessible); and
- Two entrances/exits from the hallway – designate one as an entrance and one as an exit to accommodate distancing in the narrow hallway with one-directional travel.

CLIENTS APPEARING FOR COURT

Clients appearing for Court must call the Registry and advise they are present in the parking lot and they will be advised when to come to the main door for safe entry.

COUNSEL OFFICES

There are two Counsel offices which can accommodate no more than two persons in each room at one time.

COURTROOM 1 LAYOUT

Physical distancing can be achieved with the following requirements for Courtroom 1:

- Limit three counsel at the counsel table (counsel table measures 12') and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;
- Accused – the accused dock is directly behind counsel with only four feet of separation, so the accused cannot sit in the 'designated area'. Accordingly, the accused must sit in a chair that is placed directly behind the accused dock;
- Maintain 6' of distance in Courtroom wherever possible and wear PPE to ensure physical distancing requirements maintained;
- Public Gallery – can accommodate eight people to be seated in the gallery using the first and third rows; and,
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly.

COURTROOM 2 LAYOUT

Physical distancing cannot be achieved with both Courtroom 1 and Courtroom 2 operating simultaneously. Accordingly, an outside space will be utilized for Courtroom 2 when both

Courtrooms are in operation. If Courtroom 2 is in use (while Courtroom 1 is relocated), physical distancing can be achieved with the following requirements for Courtroom 2:

- Limit of two counsel at the counsel table (if they stay at far ends of the table – the counsel table measures 6') and all parties are in their 'designated area', for example, the Judge on the bench, witness on the stand, Court Officer at the desk;
- Accused - accused dock is directly behind counsel with only three feet of separation, so the accused cannot sit in the 'designated area'. Accordingly, the accused must sit in a chair that is placed directly behind the accused dock;
- Public Gallery – can accommodate two people to be seated in the gallery using the second row on the left and right;
- One directional traffic is not possible therefore, anyone travelling to or from the courtroom must do so cautiously. Signage to be posted accordingly; and,
- Court appearance times may be adjusted so as avoid congestion, for example, three to five individuals scheduled for 9:30 am, 10:00 am, and so on.

OTHER CONSIDERATIONS

- Recommend no more than five participants at a time for Court Proceedings;
- Recommend dealing with in-custodies via teleconference/video until Bail Hearings or lengthy matters for them are set;
- Use of Stephenville Middle School for Plea Day;
- Request people required for Court to limit supports and/or family members attending with them, unless they are vulnerable witnesses, sureties, for youth court, or other instances when it is deemed necessary to have someone for support;
- Recommend that on First Appearance Days, wicket service be closed until 1:00 pm unless it's an emergency to accommodate larger groups of clients; and,
- Family Violence Intervention Court requires more stakeholders be present and as such reduces the number of clients to be called at one time.

HAPPY VALLEY-GOOSE BAY

DEFENSE INTERVIEW ROOM

- Disinfectant spray, paper towel and hand sanitizer to be left on counsel table in this room
- Also used as a storage room for paper – cases of paper will removed to allow for maximum spacing between chairs.

- Signage stating maximum number of people in counsel/interview room; and,
- Signage posted regarding physical distancing.

COURTROOM 1 and 2

- Courtroom 1 and 2 will have maximum capacity seating signs posted;
- When not in use, both court rooms can be used by counsel for meeting with clients;
- In courtroom 1 prohibit the use of every second bench in the gallery to allow adequate physical distancing. Designated seats marked with an 'sit here sign';
- Court room 1 - Reserve first bench right hand side for counsel waiting to appear;
- Mark counsel table in both court rooms with "six feet physical distancing" signage;
- At the Queen of Peace Middle School for the first appearance mornings, directional arrows will be taped to the walls to assist with traffic flow; and,
- Sheriff's Officers to provide monitor traffic flow as people enter and leave.

PUBLIC

- Limit number of people in the building at the same time;
- Mask and instructional sheet to be provided to all persons entering the Courthouse, including stakeholders if they present without own mask;
- One person at the wicket at a time;
- If person is not coming for court proceeding, refer to online process or other entity, i.e., pay traffic ticket online; Motor Registration Division; code of conduct online; and, so on;
- Call Registry before entering or speak with the Sheriff's Officer at the entrance door and wait in vehicle or line up outside, weather permitting. If number provided, Registry will call when it is safe to enter;
- Enter and leave through front entrance. Traffic flow to be monitored by Sheriff's Officers to ensure physical distancing maintained;
- No lingering in the waiting area (Sheriff's Officer(s) to stand in entrance area to keep traffic flowing to wicket or courtroom;
- Space chairs in lobby six feet apart; and,
- Post maximum capacity signage in lobby.

ENTRANCE

- Door to remain locked to the public with Sheriff's Officer at door to screen those entering;
- Second Sheriff's Officer close to wicket to offer assistance of traffic flow once served; and
- Docket printed and taped to front door and Registry number clearly visible.

WABUSH

COUNTER SERVICE/MAIN LOBBY

- One person permitted in the counter area at a time;
- Two benches for public seating in lobby (one has been removed);
- Signage will be posted to provide extra direction; and,
- During Plea Day, Sheriff's Officers to direct persons to move down to the lobby where they will still be able to hear their names called on the intercom.

COURTROOM LAYOUT

- Limit two counsel at the counsel desk;
- Public gallery has select chairs blocked off in the row to encourage physical distance;
- If an Interpreter is present, they are requested to sit in the jury box; and,
- The accused dock is very close to the counsel table but Plexiglas is already in place that encloses the front and back of the accused dock.



PART 5: APPENDICES

APPENDIX A

SAFE WORK PRACTICES

General Health and Safety Requirements

COVID-19 Contamination Prevention in the Workplace – Personal Hygiene, Physical Distancing and Shared Workspaces

Hazards Identified	Covid-19 exposure at Provincial Court of NL buildings and workspaces
PPE Required	PPE based on risk assessment
Training	None specific to this task
Potentially Exposed Employees	All Provincial Court employees

Safe Work Practice

Procedures noted below are a baseline and are meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace.

Self-assessment

To help control the spread of COVID-19, employees should not report to work if they:

- Have arrived from travel outside of the country (after March 13) or province (after March 19).
- Currently have symptoms of COVID-19.
- Have been exposed to a person who has tested positive for COVID-19.

Signs and Symptoms of Illness

The most common symptoms of COVID-19 include:

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness)
- Cough
- Headache
- Sore throat
- Painful swallowing
- Runny nose
- Diarrhea
- Loss of sense of smell or taste
- Unexplained loss of appetite

OR

- Small red or purple spots on your hands and/or feet

The severity of symptoms can range from mild to severe. Current information suggests that most cases are not severe nor do they require hospitalization.

If you have two or more symptoms:

- Employees must use the self-assessment tool for COVID-19 found at <https://www.811healthline.ca/covid-19-self-assessment/>
- Self-isolate as per the following fact sheet - <https://www.gov.nl.ca/covid-19/individuals-and-households/self-isolation-and-self-monitoring/>
- Report to your supervisor.

All employees reporting to work shall adhere to the following:

Personal Hygiene Practices

Proper hygiene can help reduce the risk of infection or spreading infection to others.

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with 60% alcohol in the absence of soap and water.
- Be mindful of touching contaminated surfaces.
- Cough or sneeze into a tissue or the bend of your arm, not your hand. Afterwards, dispose of any used tissues in a lined wastebasket and wash your hands.
- Commonly shared equipment and high-touch surfaces should be disinfected as per the COVID-19 Cleaning Practices Safe Work Practice.
- Avoid touching your eyes, nose or mouth with unwashed hands or when wearing nitrile gloves as PPE.

Physical Distancing

Physical distancing means limiting your physical contact with other people to help stop, slow, or contain the spread of Covid-19. The Chief Medical Officer of Health recommends that individuals refrain from gathering in groups and maintain a minimum distance of at least 2 meters/6 feet.

Within the workplace, consider the following:

- Practice physical distancing – it is recommended that people stay at least 2 meters (6 feet) apart and avoid touching, shaking hands, or walking or talking in close proximity to co-workers etc.
- Use phones, Skype or email to contact co-workers instead of going into small office spaces.
- Common areas such as lunch rooms should not accommodate employees to group together, even for eating meals/snacks/drinks. Physical distancing must be maintained at all times.
- Limit group gatherings:
 - Avoid non-essential meetings and do not hold meetings in areas where physical distancing rules cannot be followed
 - Consider moving meetings to large spaces or outside to allow for distancing.
 - Consider conference calls and virtual meetings instead of in-person.
- General Distancing Guidelines visit <https://www.gov.nl.ca/covid-19/physical-distancing/>
- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a5>

Entrance Protocol

- The exterior door shall have a signage indicating the maximum capacity of each lobby as outlined in each of the respective Court's operational plan
- The interior door shall have a sign stating the following: "If you are exhibiting signs of illness (coughing, sneezing, etc.), or required to self-isolate or have been in contact with someone who tested positive, you are to leave the building immediately."
- Signage shall be posted inside the lobby directing the public how to proceed as outlined in each of the Court's operational plan.
- Failure to follow the above protocol may lead to removal from the building.

Court Staff/Shared Workspaces

- Avoid sharing office supplies and equipment with co-workers or the public. If it is unavoidable, ensure the items are cleaned regularly with sanitizing spray or wipes.
- There may be adjustments and modifications required to work spaces and within buildings to ensure that safe physical distancing can be maintained
- Staff shall be provided with disinfectant to periodically clean the drop box/counter throughout the day.
- Assume all individuals/items are potentially contaminated and follow strict hygiene protocols after touching potentially contaminated surfaces (i.e. handwashing afterwards and avoid touching face).

Personal Protective Equipment (PPE)

If safe physical distancing cannot be maintained due to job task or nature of work, the need for PPE will be determined via further risk assessments when physical distancing is not possible, and through consultation with Corporate Safety

- If you are able to maintain spatial distance of a least 2 meters or have separation by physical barrier, no PPE is required.
- The use of PPE (gloves, facial protection) will be determined via risk assessments.
 - Gloves – If you are wearing gloves while interacting with individuals, objects, or surfaces it is important to remove your gloves prior to interacting with any shared workspaces or high touch object.
 - Gloves worn may be contaminated and thus may contaminate the shared workstation. Prior to interacting with the workstation or high touch object remove and dispose of your gloves in a lined wastebasket. Afterwards, wash your hands with soap and water, for at least 20 seconds. Use Alcohol-Based Hand Rub/Sanitizer when soap and water are unavailable.
 - Best practice would also include removing gloves prior to interacting with frequently touched objects in the workplace such as door knobs, rails, or desks.
- Where deemed necessary, PPE will be distributed based on risk of exposure.
- Follow proper usage instruction for all issued PPE.

Regulations, Standards and References:

<https://www.gov.nl.ca/covid-19/>


<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html#a5>

<https://www.gov.nl.ca/covid-19/physical-distancing/>

Health and Safety Review by:  Date: June 26 / 2020

Approved by:  Date: June 26, 2020

General Health and Safety Requirements

COVID-19 Contamination Prevention in the Workplace – Safe Handling of Exhibits

Hazards Identified	Potential cross contamination and exposure to Covid-19 virus from touching of exhibits
PPE Required	PPE based on risk assessment
Training	None specific to this task
Potentially Exposed Employees	Judges, Provincial Court employees and other stakeholders

Safe Work Practice

Procedures noted below are a baseline and are meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Exhibits

Once deemed admissible and while maintaining a two-metre distance, Counsel will place exhibit on a clean table in the courtroom and return to their seat. The Court Officer will subsequently retrieve the exhibit, mark and tag it, and place it on the judge's bench for reference or await for further instruction. The Court Officer will wash hands using Alcohol-Based Hand Rub/Sanitizer before returning to their workstation.

Table Cleaning

Between sittings, clean the table as per the cleaning SWP.

Physical Distancing

When using a shared space, practice proper physical distancing. Separate yourself at least 2 meters/6 feet from other individuals where you can.

Hand Hygiene

After handling an exhibit, remember to practice good hand hygiene.

- Wash your hands with warm soap and water for at least 20 seconds;
- Clean your hands with 60 percent Alcohol-Based Hand Rub/Sanitizer if soap and water is unavailable;
- Do not touch your face after touching exhibit.


Regulations, Standards and References:


<https://www.gov.nl.ca/covid-19/>

<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

Health and Safety Review by:  Date: June 26 / 2020

Approved by:  Date: June 26, 2020

APPENDIX B

FACT SHEETS

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Akueuna

Tepatshemuen mak eshapatshitakentshi

Nessapishum 2020

Tante panashuitshaushin tshetshika ashuminuants aueshuen COVID 19?

- 1 Tshetshika metshama peshuapamatunants
Neu meshet tshessi nipushtut auen.
- 2 Tsheshtapaushtishen uapekanake tsheapatshat
mak napin, neushashish tshetutamek.
- 3 Tsheka tashanamen shtashtamiu, mak nenua
tshasishakua, tshashkuat, kie shtun.
- 4 Te tshentanamen tsheshpatun tsheapatshitat
uimanuashene.
- 5 Tsheka ntuten nete mashetanants. Peikuau
tshaukutshitan muk tshetshi ueuin peik
mashtakea uinatashtukushueni put.
- 6 Tsheka ueuin aueshene.
- 7 Tsheakuenushun tshetshakumutan
kakueunushunants uueuine nass uintutene
nete mashetanants kie tsheka
peshuapematuau auentshi.
- 8 Tsheka apatshitat nenua ntuatshuapish Akueuna. Meshuka nenua
takuna kie uimeatanakenua uipatshitataue ntuanishkuesets kie
ntuashtakueshuets auenua meshtaushentshe.



Taetapatshitakents en
kakueunushunana?

• Tshetshi kakekepua ashuminakent auen aueshuen
kie tshetshika takuash nete mitshuapish.

• Mak tshetshika tashanamen
shtashtamiu kie tshashkuat mak shtun
kie tshasishakua.

**Multshlnueua nenua
shuka Akueuna
tshetshi natakuen
aueshuen.**

Auen nenu muk tsheka patshitat akueunu?

- Uasset eka nishu puneshets
- Auen ekatshi minunet shuka
- Auen katshasua kie eka tshinininitutashut

Tsheka auinuen shtakueuen.

Esha shtapaunushunants:

*Tsheshtapautan shtakueuen eshk eka
apatshitat, ke tshiapatshitane, kie napiutshe.*

Tshakamateuapun
tsheapatshitat kie
uapekanake.

Kauapekantshepents
put shtishina
tsheapatshitat
shtapautane.

Nass tshekul minu
pashteu.

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Kallunâttajait Niuk Kagekkuset

*Kaujlsautet maligatsailu atuglamut
salummasaigiamullu*

Mai 2020

Kanulli IkajugajakKingâ slammatitsitalliglamut Kanimmasalummik taljamik COVID-19?

- 1 KaninginiKallutit 2-nik metre-nnik inunnik illumiukatingitannik.
- 2 Aggatit ubvaKattalugit akulaittumik atullutit ubvautimmik imammilu, 20-nik tittanigalak.
- 3 AttutailiKattalutit kenannik, piluattumik ijekkinik, Kingannik, Kaninnilu.
- 4 KuittuKattalutit hâtsikeKattalutillu ikusinnut niungatillugu.
- 5 AitailiKattalutit inulinnut pigunnausitut. AnigasuaKattalutit atautsiallutit vogimi niuvinniagiakaliguviit, taimâgalak. Niuviatit angiggaujautiKattalugit taimâk pigunnapata.
- 6 Anianiannak Ippiniaguvit KanimakKonimmik.
- 7 Atukattalutit Kallunâttajamik niukKagekkusimmik aigiaKaguvit inuKaluatlatumut ajunnaKotumillonet Kanittigetalliglamut Kaninginiimmik 2 metres-itut.
- 8 Atukattanâk ânniasitutet/ânniasupvet niukKagekkusinginnik. Tamakkua amigammata piulimajaugiaKammatalu inositsiagittotitsinimmi suliaKattinut ikajugunnagasuamut ilitsinik Kanimmagajagutsi.



*SugunnaKat
niukKagekkuset?*

• Ikajugunnatut nukKatitsigiamik Kumakulunnik slammatitsinimmik asinnut inunnut allâlu sunatuinnanut.

• Ikaigutagunnatut attutailigiamik Kingannik, Kaninnik, Ijekkinilu.

*Kallunâttajait niukKagekkuset
nukKatitsigunangittut
Kumakulunginnik
pitâttailligiamik.*

kinakkut atujutsaungllat niukKagekkuslnik?

- Suguset Jârikinnisalt maggonik (2-nik) Jârinik
- kinatuinnak anittigigunnanglumajuk
- kinatuinnak Kaujimanglumajuk imminillonet petsigunnangituk niukKagekkusimminik

Atukatigegatsaungitut niukKagekkuset.

IggututtauKuslgigatsangit

IggutuKattaglallik silvullipâmi atullikKânagu, tamât
atuttaugeppat, allallaKippalu

*IggutuKattalugu
onattumi ubvautimmilla
atujauKattatunik
annugânik
iggutuikuKammat.*

*Iggutuigutimmi
aggatigullonet
iggututtausot.
Iggututtaugunnamijuk
iggutuinnimi
sunagalatuinnonik.*

*Panittisialugu,
annugânik
panitsegutimmi
iniukKaivimmillonet.*

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CLOTH MASKS

INFORMATION AND INSTRUCTIONS FOR USE AND CLEANING

MAY 2020

How can I help prevent the spread of COVID-19?

- 1 **Keep a distance of at least 2 metres** from people outside of your bubble.
- 2 **Wash your hands frequently** with soap and water, for at least 20 seconds.
- 3 **Avoid touching your face**, particularly your eyes, nose, and mouth.
- 4 **Sneeze and cough into your elbow.**
- 5 **Avoid going to public spaces** as much as you can. Try to go out at most once a week for groceries, etc. Use delivery services if available.
- 6 **Do not go out if you are feeling sick.**
- 7 **Wear a cloth mask** if you must go out to public spaces where there are crowds or line-ups, or anywhere it is difficult to stay at least 2 metres away from other people.
- 8 **Do not use medical/hospital masks.** These are in short supply and should be saved for healthcare workers so they can help you if you become sick.



What does a cloth mask do?

- Helps stop your germs from being spread to other people and onto other surfaces.
- Helps remind you not to touch your nose, mouth and eyes.

Cloth masks do not prevent germs from getting to you.

Who should **not** wear masks?

- Children under 2
- Anyone with difficulty breathing
- Anyone that is unconscious or who can't remove their own mask

Do not share masks with others.

Washing directions:

Wash your mask *before* you use it for the first time, *after* each use, and if it becomes damp.

Use hot water and regular laundry detergent.

Use a washing machine, or wash by hand.
You can wash it with other items.

Dry completely.
Either in dryer or air dry.

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



UTILISATION SÛRE D'UN MASQUE NON MÉDICAL OU D'UN COUVRE-VISAGE

À FAIRE



PORTEZ un masque non médical ou un couvre-visage pour protéger les autres.



ASSUREZ-VOUS que le masque est constitué d'au moins deux couches de tissu tissé serré.



INSPECTEZ le masque pour voir s'il y a des déchirures ou des trous.



ASSUREZ-VOUS que le masque ou le couvre-visage est propre et sec.



LAVEZ-VOUS les mains ou utilisez un désinfectant pour les mains à base d'alcool avant de toucher votre masque ou votre couvre-visage, et après l'avoir fait.



TOUCHEZ uniquement les attaches qui passent derrière les oreilles ou la tête pour enfiler et retirer le masque.



ASSUREZ-VOUS que votre nez et votre bouche sont entièrement couverts.



REMPLECEZ et lavez votre masque s'il devient humide ou souillé.



LAVEZ votre masque à l'eau chaude savonneuse et laissez-le sécher complètement avant de le porter de nouveau.



ENTREPOSEZ vos masques réutilisables dans un sac en papier propre jusqu'à ce que vous les portiez de nouveau.



JETEZ les masques non lavables dans une poubelle doublée d'un sac de plastique après utilisation.

À ÉVITER



NE RÉUTILISEZ PAS les masques qui sont humides, sales ou endommagés.



NE PORTEZ PAS un masque trop ample.



NE TOUCHEZ PAS le masque lorsque vous le portez.



N'ENLEVEZ PAS votre masque pour parler à quelqu'un.



NE LAISSEZ PAS le masque pendre à votre cou ou à vos oreilles.



NE PRÊTEZ PAS votre masque.



NE LAISSEZ PAS un masque usagé à la portée des autres.

FAITES VOTRE PART

Portez un masque non médical ou un couvre-visage pour protéger les autres lorsque vous ne pouvez pas maintenir une distance de 2 mètres.

LES MASQUES NON MÉDICAUX NE SONT PAS RECOMMANDÉS POUR:

- les personnes atteintes d'une maladie ou d'un handicap qui complique le port ou le retrait d'un masque;
- les personnes qui ont des problèmes respiratoires;
- les enfants de moins de deux ans.

NE JUGEZ PAS CEUX QUI NE PORTENT PAS DE MASQUE.

La gentillesse est de mise, car certaines personnes ne peuvent pas porter de masque ou de couvre-visage.

N'oubliez pas que le seul fait de porter un masque non médical ou un couvre-visage n'empêchera pas la propagation de la COVID-19. Vous devez également vous laver souvent les mains, maintenir une distance physique avec les autres et rester à la maison si vous êtes malade.



APPENDIX C

MUSKRAT FALLS INQUIRY SPACE



OVERVIEW

In an effort to protect the health and safety of all court users, including judges, staff and stakeholders, the Provincial Court of Newfoundland and Labrador began limiting its operations on March 16, 2020 and eventually restricted public access to all Court centres effective March 30, 2020. Since this time, Provincial Court staff have been working on rotation in each of the ten Court centres providing services via e-mail, telephone, teleconference and video conference.

Effective June 15, 2020, most Provincial Court staff will return full-time to their respective Court centres in anticipation of opening to the public effective June 29, 2020. Each Court centre is reviewing its docket to ensure physical distancing can be accommodated at all times. It has been determined that St. John's Provincial Court, located in Atlantic Place, is unable to safely accommodate requirements of physical distancing for those individuals attending Court for Plea Day. See table below of St. John's Provincial Court Plea Day projections for July. An average of 30 to 35 participants daily are anticipated for August Plea Days. The former Muskrat Falls Inquiry space located at the Beothuck Building has been identified as an ideal location to hold morning Plea Day sessions (Courtroom #5) for St. John's Provincial Court, commencing July 2, 2020.

Date	# Participants – AM Session	# Participants – PM Session
July 2	60	
July 3		
July 6	32	
July 7	27	4
July 8	32	
July 9	35	
July 10	30	
July 14	44	
July 15	31	
July 16	32	
July 17	31	
July 20	32	
July 21		
July 22	30	
July 23	30	
July 24		
July 27	30	
July 28		
July 29	32	
July 30	31	
July 31	31	



STAFFING/ HOURS OF OPERATION

It is proposed the Beothuck Building will house two Court Officers and one Provincial Court Judge for the period of July 2 to September 4, 2020, inclusive. Hours of operation will be from 8:00 am to 2:00 pm, Monday to Friday, with the possibility of 4:00 pm daily.

COURTROOM SETUP

A proposed courtroom layout was discussed which will accommodate requirements for both Provincial and Supreme Court, whereby no major adjustment is required to switch from one level of court to the other and vice versa, if necessary.

SECURITY

Sheriff's Officers will provide security and Point of Entry (POE) screening for the third floor, including monitoring elevator and stairwell use. A portable walk-through machine as well as hand-held scanners will be used to assist with POE screening. Sheriff's Officers will also monitor numbers of people in this space to ensure physical distancing guidelines are maintained. In-custody matters will be conducted *via* video and/or teleconference.

INFORMATION TECHNOLOGY

A video conferencing unit will be relocated from Provincial Court to the third floor, Beothuck Building. This unit will be relocated back to Atlantic Place on or before September 4, 2020.