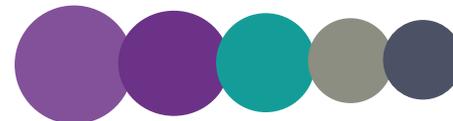




Jury Trials

Your Safety is our Priority

Scottish Courts
and Tribunals Service



In whatever capacity you are coming to court to take part in a jury trial, your safety is our priority. This table sets out our commitment to you, and what we ask of you, to keep everyone involved safe. The measures we have and are taking are based on the latest guidance available from Public Health Scotland.

You can expect us to:	You will be asked to:
<p>1. Lay out the court room so:</p> <ul style="list-style-type: none"> • there is enough space for physical distancing • everyone has a clear line of sight to the other people in the hearing <p>We might need to use more than one courtroom so people can spread out. We will link them up using CCTV.</p> <p>We will ensure physical distancing in all other rooms you may need to use during the course of the trial.</p>	<p>Enter and leave the courtroom as directed by staff. This will help us make sure there is always a safe space between you and other people.</p> <p>Minimise the number of times you move around our public gallery or media seats. If you do need to move around make sure you keep a safe distance.</p>
<p>2. Make sure there is enough space for you to keep a safe distance in:</p> <ul style="list-style-type: none"> • waiting areas • deliberation rooms • consultation/private rooms • conference rooms • video link rooms • rooms for advocates <p>Chairs will be taped up or have a sign on them to stop you from sitting too close to someone else.</p>	<p>Make sure you keep a safe distance from other people in the building. Please do not remove tape from any chairs to sit down.</p>
<p>3. SCTS have introduced contact tracing arrangements from all our buildings. We are using a GDPR-secure system Safe2Go.</p>	<p>You scan a QR code, enter your details once and check in. Please check out when you leave. If you return to that building you only</p>

		<p>need to scan the code each time you enter and leave. A manual record will be available to complete if you do not have a smartphone.</p> <p>If we receive a request from the NHS for details of attendees at any of our buildings in relation to a COVID-19 infection, we can then request a report to be sent directly from the system to the NHS.</p> <p>At no point will the SCTS have access to those details. For information see the SCTS Test and Protect Guide. Please also download a QR code reader to make it easy to check in.</p>
4.	Display clear floor markings and directional signage around the building to tell you where you should wait, sit, allow others to pass.	Follow the instructions on the signage – it is there to keep you safe.

	You can expect us to:	You will be asked to:
5.	Give clear directions around the building to limit the number of times you'll need to pass people. This might include a one-way system in corridors or asking you to enter lifts and toilets one at a time. A small number of staff will be there to guide you.	Follow directions to minimise the amount of people you will pass by. We know this might mean it takes longer to move around the building, so please be patient.
6.	Make sure there is a place for you to store any refreshments and personal belongings. We will not be supplying cups or glasses to drink from.	Bring your own refreshments as cafes and canteens will not be open in our court buildings. Please provide your own drinking vessel, but do not bring metal cutlery. Please note that separate arrangements will be in place for jurors only.
7.	Ensure that there is appropriate and regulated access to regularly cleaned toilet facilities.	Follow any instructions about the numbers allowed in toilet facilities at any one time.
8.	Make sure items such as keypads for doors and any materials to be handled are all wiped clean between uses.	Avoid touching anything you do not need to.
9.	Give you hand sanitiser to use where you may not be able to easily leave to wash your hands with soap and water e.g. in the courtroom.	Wash your hands with soap and water when you can. This is the most effective way of cleaning your hands. You will also be allowed to bring your own hand sanitiser in to the court. You will be able to wear a face covering whilst in the building but will be asked to remove it during the court hearing.
10.	Clean the building regularly, following public health guidance.	Let us know if you see something you think needs cleaning.
11.	Make sure witness support is available in person or by phone.	Carefully consider who you bring with you. We understand that you may want to bring someone with you to support you on the day and you will be able to do so. We ask that you think about this in advance and bring as few people as possible.

If you are a juror:

	You can expect us to:	You will be asked to:
1.	<p>Consider any application for excusal or exemption promptly. In addition to the standard excusal categories, we will excuse you from attendance if you:</p> <ul style="list-style-type: none"> • have COVID 19 symptoms • are shielding or self-isolating <p>and we may excuse you, depending on individual circumstances, if you:</p> <ul style="list-style-type: none"> • have underlying health conditions or other vulnerabilities • have caring responsibilities and/or are co-habiting with others who are shielding, or who have caring responsibilities for other vulnerable individuals • have difficulties accessing childcare • are a key worker 	<p>If you are applying for excusal or exemption, please email the court using the email address on your citation.</p>
2.	<p>Provide you with a suitable face covering.</p>	<p>Bring your own face covering if you would prefer to wear your own. You can wear your face covering whilst travelling around the building but you must remove it when in court.</p>
3.	<p>SCTS have introduced contact tracing arrangements from all our buildings. We are using a GDPR-secure system Safe2Go.</p>	<p>You scan a QR code, enter your details once and check in. Please check out when you leave. If you return to that building you only need to scan the code each time you enter and leave. A manual record will be available to complete if you do not have a smartphone.</p> <p>If we receive a request from the NHS for details of attendees at any of our buildings in relation to a COVID-19 infection, we can then request a report to be sent directly from the system to the NHS.</p> <p>At no point will the SCTS have access to those details. For information see the</p>

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4.	Provide you with a sandwich lunch each day and a plentiful supply of water.	Let us know of any dietary requirements in advance.
5.	Provide access to regularly cleaned, dedicated toilet facilities.	Follow any instructions about the numbers allowed in toilet facilities at any one time.