

**STATE OF MICHIGAN
COUNTY OF SHIAWASSEE**

35th Circuit Court, Local Administrative Order 2020-04J
66th District Court, Local Administrative Order 2020-06J
Shiawassee County Probate Court, Local Administrative Order 2020-04J

This Order rescinds:

35th Circuit Court, Local Administrative Order 2020-03J
66th District Court, Local Administrative Order 2020-05J
Shiawassee County Probate Court, Local Administrative Order 2020-03J

In accordance with Administrative Order No. 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judge of the 35th Circuit Court, 66th District Court, and Shiawassee County Probate Court has consulted with the local health department and determined that gating criteria for movement into Phase Two is satisfied as of June 8, 2020. Specifically:

1. The court began Phase One of the Return to Full Capacity process on May 29, 2020.
 2. There have been no COVID-19 confirmed or suspected cases in the court facility within a 28-day period; and,
 3. There is a downward trajectory of documented cases within a 28-day period; and,
 4. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,
 5. The chief judge has consulted with health authorities confirming that regional health care facilities are able to treat all patients without crisis care; and,
 6. The chief judge has consulted with health authorities and obtained data (attached) confirming that there is no evidence of COVID-19 rebound within the local community and no need to implement additional physical distancing measures based upon a resurgence of infections in the local area.
- A. In order to protect the health and safety of employees and the public, the 35th Circuit Court, the 66th District Court, and Shiawassee County Probate Court have enacted the following protections:
1. Employees will self-screen daily for COVID-19 symptoms per CDC guidance. Employees who feel sick or have any COVID-19 symptoms will not report to work. Employees who feel sick or display symptoms at work will be sent home. Employees who exhibit COVID-19 symptoms per CDC guidance will be directed

to obtain testing for COVID-19 before being allowed to return to work. If the employee declines to participate in COVID-19 testing, the employee will self-isolate for a minimum of 14 days and must not return to the workplace until at least 72 hours after any fever has passed.

2. Court employees have been surveyed and those employees who have self-identified as a vulnerable employee and unable to return to work have been offered appropriate accommodations, including the ability to work remotely if their job lends itself to remote work.
3. Employees will be encouraged to work remotely where feasible to facilitate physical distancing among on-site staff.
4. Employees in court facilities will maintain physical distancing of six feet at all times and wear masks when six-foot physical distance cannot be maintained. The court has taken the following steps to ensure proper physical distancing and employee safety:
 - a. Limited the number of individuals permitted to enter common areas to reduce crowd size and the risk of people gathering.
 - b. Moved employee work spaces where six-foot physical distancing could not be achieved and where facilities permitted; and placed physical barriers between workspaces that are not at least six feet apart where facilities would not permit the movement of work spaces.
 - c. Marked the floors and/or walls in common spaces to indicate six-foot intervals.
 - d. Required employees to wear masks while in public spaces.
 - e. Required employees handling mail to wear masks and gloves.
 - f. Implemented staggered shifts of employees to reduce crowd size and the risk of people gathering at start and close times.
 - g. Placed physical barriers between employees and the general public at desks and/or counters where employees will interact with the public.
5. Employees will practice good hygiene through hand washing, frequent disinfecting of used items and surfaces, sneezing or coughing into a tissue or elbow, and avoiding touching their faces.
6. Employees will not travel for non-essential business.
7. The court has consulted with the local health department and developed policies regarding employee travel outside of Michigan. Any quarantine and/or isolation

requirements will be implemented consistent with the most current guidance from the Centers for Disease Control and/or local public health officials.

8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
9. Court facilities have posted signage emphasizing proper handwashing.
10. Shared equipment will be cleaned and sanitized before each use. Examples of shared equipment include copiers, fax machines, and telephones used by more than one employee during a single shift or in consecutive shifts. This equipment should be wiped down with disinfectant or a disinfectant wipe between uses.
11. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
12. The court has developed a contact tracing policy and will implement contact tracing procedures after receiving notification that the court facility has had confirmed exposure to COVID-19. These procedures will help the court identify and notify individuals who may have been exposed to COVID-19 and will identify exposure locations that need to be cleaned and disinfected pursuant to CDC guidelines.

B. The 35th Circuit Court, the 66th District Court, and the Shiawassee County Probate Court are maintaining the following measures related to public entry into court facilities:

1. The public will be screened by security personnel prior to entering the court buildings. A touchless thermometer will be used to determine if the entrant has a fever greater than 100.4 degrees. Screening questions will include, but are not limited to, the following:
 - a. Do you have a cough or worsening cough (excluding chronic cough due to known medical reason)?
 - b. Do you have shortness of breath?

OR

 - c. Do you have at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

- d. Have you had any close contact in the last 14 days with someone diagnosed with COVID-19?
- e. Have you traveled internationally or outside of Michigan in the last 14 days?

Any individual responding “yes” to the screening questions will not be allowed to enter the courthouse. Screening personnel will notify the court of any individual who does not pass the screening procedure. If the person came to the court to file documents, the court will accept those documents for filing. If the person was scheduled to appear as a party or witness in a court proceeding, the court will work to reschedule the hearing/trial as a remote proceeding or to a future date when the person may pass courthouse screening. The court will provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

- 2. No more than 15 people, other than court personnel, will be permitted within any court facility at any time. The courts will schedule hearings or trials to conform to this limitation.

C. In order to facilitate increased activity in the courthouse, the courts are using the following measures related to court proceedings:

- 1. Proceedings will be conducted remotely via Zoom to the maximum extent possible, consistent with Administrative Order No. 2020-6.
- 2. In-person court proceedings will be allowed on a limited basis.
- 3. Non-parties may be permitted within the courtrooms so long as physical distancing can be achieved and no more than 15 people are within the courtroom at any time. For non-parties unable to enter the courtroom, hearings may be viewed by accessing the Courts’ YouTube channels.
- 4. Limited off-site visits with probationers and clients will resume in the discretion of each court.
- 5. The courts have restricted entry into common areas by placing limitations on the number of people who are permitted in each area at any time. No more than 10 people will be permitted within any public space within any court facility such as lobbies, waiting areas, hallways, courtrooms, or other rooms. Stricter limits will be imposed on those spaces that cannot accommodate 6-foot physical distancing.
- 6. Members of the public are required to wear face masks or coverings to the extent they can medically tolerate it. Notice will be provided to participants in advance of their hearing that they should bring their own mask or face coverings, however masks will be provided by the courts prior to entry if the participant does not bring one.

7. Members of the public in court facilities will maintain physical distancing of six feet at all times while within the facility.
8. Pursuant to MCR 8.110(C), members of the public or staff who refuse to wear required face coverings or adhere to physical distancing requirements may be asked to leave the court facility.
9. Any member of the public who is asked to leave the court facility must be offered an opportunity to conduct court business virtually, attend court proceedings virtually, file documents in an alternative manner, or confer with court administration to determine alternate arrangements for accessing the court.
10. The 35th Circuit Court, the 66th District Court, and the Shiawassee County Probate Court are regularly meeting with local public health officials to monitor local public health conditions related to COVID-19 and is/are continuously evaluating data to assess their readiness to proceed to the next phase of court capacity, which is anticipated to be on or before June 22, 2020.

For purposes of the local administrative order, the term "facility" will mean the following:

- The third floor, Clerk's office, and Friend of the Court office located in the Courthouse at 201 North Shiawassee Street constitutes the 35th Circuit Court facility.
- The first floor, excluding the lobby and security, of the Courthouse located at 110 East Mack Street constitutes the 66th District Court facility.
- The second floor of the Courthouse located at 110 East Mack Street constitutes the Shiawassee County Probate Court facility.

Date: _____

6-11-2020



Hon. Ward L. Clarkson
Chief Judge