

**STATE OF MICHIGAN
COUNTY OF SHIAWASSEE**

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

In accordance with Administrative Order 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 the gating criteria is satisfied as of May 26, 2020. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in any court facility within a 14-day period; and,
 2. There is a downward trajectory of positive test results for COVID-19 within the Shiawassee County community as a percentage of total tests within the preceding 14-day period; and,
 3. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and SCAO has determined that existing orders would not prevent the court from implementing Phase One requirements; and,
 4. The chief judge has consulted with health authorities confirming that regional health care facilities are able to treat all patients without crisis care.
- A. In order to protect the health and safety of employees and the public, the 35th Circuit Court, the 66th District Court, and the 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 who 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. To the extent possible, court employees who are working remotely will be allowed the opportunity to work remotely.
4. Employees within court facilities will maintain physical distancing of six feet at all times. The court has taken the following steps to ensure proper physical distancing and employee safety:
 - a. Closed those common areas that business operations permitted to be closed; and strictly limited the number of individuals permitted to enter jury rooms or other common areas for which business operations would not permit closure.
 - b. Moved employee work spaces where six-foot physical distancing could not be achieved and where facilities permitted; and placed physical barriers between work spaces that are not more than six-feet apart where facilities would not permit movement of work spaces.
 - c. Implemented staggered shifts for those employees whose positions would not permit remote work to reduce the amount of overlap in employee hours, to reduce crowd size, and to avoid gatherings at start and closing times.
 - d. Marked the walls in common spaces to indicate six-foot intervals.
 - e. Implemented a requirement that employees wear masks while in public spaces in the facility to the extent that they can medically tolerate it.
 - f. Implemented a requirement that employees who handle mail will wear masks and gloves.
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. The courts have implemented a travel policy which suspends all business travel that is not essential, including all international business travel, and which requires employees to notify supervisors of their personal travel plans so that potential self-quarantine measures as outlined by CDC or local health department guidance may be discussed and determined in advance of such travel.

7. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facility.
 8. Court facilities have posted signage emphasizing proper hand washing.
 9. Shared equipment will be cleaned and sanitized before and after each use. Examples of shared equipment include copiers, fax machines, telephones, or furniture used by more than one employee during a single shift or in consecutive shifts. This equipment will be wiped down with a disposable disinfecting wipe between uses.
 10. To the greatest extent permitted by business operations, interior doors will remain open during the business day to avoid contamination of door knobs and handles. To the extent that doors may not remain open, the door handles and knobs will be frequently wiped down with a disposable disinfecting wipe over the course of the business day.
 11. Common areas will be cleaned regularly by facilities maintenance staff, with a focus on disinfecting areas of frequent touch, such as door handles, sink handles, and restrooms. Private offices will be cleaned regularly by the individual office holder; supplies such as hand sanitizer and disposable disinfecting wipes will be provided to employees.
 12. The courts are following CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
 13. The courts have developed a contact-tracing policy and is prepared to 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 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 enacting the following measures related to public entry into court facilities:
1. The public will be screened by court security prior to entering the court buildings. Members of the public entering a court building will be asked to answer questions or administered a temperature check to screen for COVID-19, including, but not limited to the following:
 - a. Do you have a fever greater than 100.4 degrees? (If a touchless thermometer becomes available, the thermometer will be used in lieu of this question.)

b. Do you have a cough or worsening cough (excluding chronic cough due to a known medical reason)?

c. Do you have shortness of breath?

OR

d. 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

e. Have you had any close contact in the last 14 days with someone with a COVID-19 diagnosis?

f. 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 until they can pass the screening questions. Screening personnel will notify the court of any individual that does not make it past screening, and the court will work to reschedule a party’s hearing or trial to either a remote proceeding or to a future date when the person may pass courthouse screening. The court will accept documents for filing from the person. The court will provide appropriate personal protective equipment (PPE) and COVID-19 screening training to the personnel who are responsible for in-person screening.

2. No more than 10 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.

3. No more than 10 people will be permitted within any public space within any court facility, such as lobbies, waiting areas, hallways, or other rooms. Stricter limits will be imposed on those spaces that cannot accommodate 6-foot physical distancing.

C. In order to facilitate the essential business of the courts, the courts are enacting the following measures related to court proceedings:

1. Proceedings will be conducted remotely via Zoom to the maximum extent possible consistent with Administrative Order 2020-6.
2. In-person court proceedings will be limited to no more than 10 people.
3. Members of the public are required to wear masks or face coverings to the extent that 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.
4. Members of the public in court facilities will maintain physical distancing of six feet at all times while within the facility.
5. Pursuant to MCR 8.110(c), members of the public or staff that refuse to wear required face coverings or to adhere to physical distancing requirements may be asked to leave the building
6. Any member of the public who is asked to leave the building will be offered an opportunity to conduct court business virtually, attending court proceedings virtually, file documents in an alternative manner, or confer with court administration to determine alternate arrangements for accessing the court.

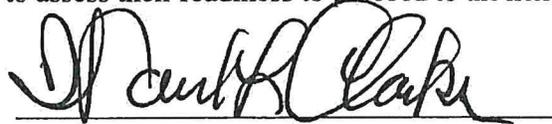
For purposes of the local administrative order, the term "facility" will mean the following:

- 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.

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 are continuously evaluating data to assess their readiness to proceed to the next phase of court capacity.

Date: _____

5-27-2020



Hon. Ward L. Clarkson
Chief Judge