

**STATE OF MICHIGAN
COUNTY OF SHIAWASSEE**

35th Circuit Court, Local Administrative Order 2020-06J
66th District Court, Local Administrative Order 2020-07J
Shiawassee County Probate Court, Local Administrative Order 2020-05J

This Order rescinds:

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

Plan to Return to Full Capacity – Phase Three

In accordance with Administrative Order 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judges 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 is satisfied as of July 7, 2020 Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 14-day period; and,
 2. There is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests); and,
 3. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and,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; and,
 5. The chief judge has consulted with health authorities and 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 the Shiawassee County Probate Court have enacted the following protections:
1. Normal staffing will resume at worksites.
 2. Vulnerable employees on temporary leave or working remotely may return to work and practice six-foot physical distancing, wearing masks when the distance cannot be maintained. Minimizing exposure to social settings where physical distancing is not possible is encouraged.

3. The courts have implemented a travel policy requiring court employees to notify the court of their personal travel plans. The courts will, in consultation with health authorities, determine if the travel destination is experiencing a high degree of transmission, and if so, implement a 14-day quarantine upon the employee's return.
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. Employees will continue wearing masks in common areas where the general public may be located. The courts have taken the following steps to ensure proper physical distancing and employee safety:
 - a. Placed physical barriers between workspaces that are not at least six feet apart.
 - b. Marked the floors and/or walls in common spaces to indicate six-foot intervals.
 - c. Required employees to wear masks while in public spaces.
 - d. Required employees handling mail to wear masks and gloves.
 - e. Implemented staggered shifts of employees to reduce crowd size and the risk of people gathering at start and close times.
 - f. Placed physical barriers between employees and the general public at desks and counters where employees 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 have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
7. Court facilities have posted signage emphasizing proper handwashing.
8. Newly exposed areas (e.g. areas recently opened to the public or returning staff) and shared equipment will be cleaned and sanitized before 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.
9. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
10. The court has 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, 66th District Court, and Shiawassee County Probate Court is 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. 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 with a COVID-19 diagnosis?
 - e. Have you traveled internationally 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. The court will accept documents for filing from the person. If the person was scheduled to appear as a party a court proceeding, the court will work to reschedule the hearing/trial to either a remote proceeding or to a future date when the person may pass courthouse screening. The court must provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

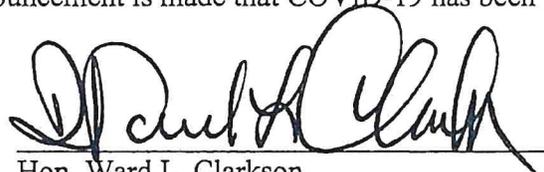
- C. In order to facilitate increased activity in the courthouse, the court(s) is/are enacting the following measures related to court proceedings:
1. Proceedings will be conducted virtually to the maximum extent possible, consistent with Administrative Order No. 2020-6.
 2. In-person court proceedings will be allowed on a limited basis. Non-parties will be permitted within the courtrooms so long as six-foot physical distancing can be

achieved within the space. Specific limitations will be placed on rooms in order to guarantee compliance with the physical distance requirements. For non-parties unable to enter the courtroom, hearings may be viewed by accessing the Courts' YouTube channels.

3. Off-site visits with probationers and clients will fully resume.
4. Large venues and common areas in the courthouse (e.g. waiting areas, sit-down dining, etc.) will be open for use using limited six-foot physical distancing. Limits to numbers of individuals permitted within these areas will be determined to comport with six-foot physical distancing and limits will be posted.
5. 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 covering, however masks will be provided by the courts prior to entry if the participant does not bring one.
6. Members of the public will maintain six-foot physical distancing at all times while within the court facility.
7. Pursuant to MCR 8.110(C), members of the public or staff that refuse or adhere to physical distancing requirements or other mitigation procedures may be asked to leave the court facility.
8. Any member of the public who is asked to leave the court facility will 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.

The 35th Circuit Court, 66th District Court, and 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 Phase Four, which is anticipated when a public health announcement is made that COVID-19 has been suppressed within the United States.

Date: 7.9.2020



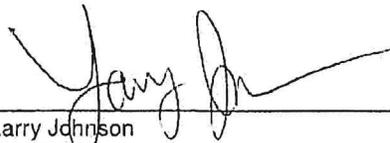
Hon. Ward L. Clarkson
Chief Judge

	LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION	
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I confirm for Shiawassee County as follows:

1. There is a downward trajectory of positive COVID-19 tests as a percentage of total COVID-19 tests within a 14-day period.
2. Regional health care facilities are able to treat all patients without crisis care.
3. 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.

7/7/20
Date


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