

LOCAL ADMINISTRATIVE ORDER – PLAN TO RETURN OPERATIONS TO FULL CAPACITY, PHASE 2

43rd Circuit Court, LAO #2020-4 J
Cass County Probate Court, LAO #2020-3 J
4th District Court, LAO #2020-3 J

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 Cass County Courts has consulted with the local health department, the Court leadership team, and other County leadership, and determined that the gating criteria for movement into Phase Two is satisfied as of June 12, 2020. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the Law & Courts Building within a 14-day period.
 2. There is a downward trajectory of documented cases within a 14-day period; 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 State and local orders restricting movement and/or requiring shelter in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the Court from implementing Phase Two requirements; and,
 4. The Chief Judge has consulted with health authorities and obtained data 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 confirming that there is no evidence of COVID-19 rebound within the local community and no need to implement additional social 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 Cass County Courts have enacted the following protections:
1. Court employees will self-screen for COVID-19 symptoms. Court employees who feel sick or have any COVID-19 symptoms will not report to work. Court employees who feel sick or display symptoms at work will be sent home.¹
 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

¹ Guidance on COVID-19 symptoms is evolving rapidly. The most up-to-date information about symptoms of COVID-19 are available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

accommodations, including the ability to work remotely if their job lends itself to remote work.

3. Court employees will be encouraged to work remotely where feasible to facilitate social distancing among on-site staff.
4. Employees in the Law & Courts Building will maintain social distancing of six feet at all times and wear masks when six-foot physical distance cannot be maintained. The Cass County Courts have taken the following steps to ensure proper social distancing and employee safety:
 - a. Closed meeting and break rooms (individuals may only be in meeting and break rooms on an individual basis or where social distancing of at least six feet can be maintained at all times and individuals will be encouraged to utilize the training room and jury rooms for breaks since those rooms are larger rooms and allow for social distancing of at least six feet at all times).
 - b. Placed physical barriers between workspaces that are not six feet apart.
 - c. Marked the floor 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.
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; all travel for essential business shall be approved by the Chief Judge.
7. The court has consulted with the local health department and will continue to consult with the local health department regarding policies that should be implemented regarding employee travel. The court will implement any quarantine and/or isolation requirements consistent with the most current guidance from the Centers for Disease Control and/or local public health officials and timely communicate such requirements to Court staff. Court staff will be provided with notice of the website: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> which gives current up-to-date guidance from the CDC on travel within the United States.
8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the Law & Courts Building.
9. The Law & Courts Building has 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 Courts are following the CDC guidance on cleaning and disinfecting if the Law & Courts Building is exposed to COVID-19.
 12. The Courts have developed a contact tracing policy and will implement contact tracing procedures after receiving notification that the Law & Courts Building has had confirmed exposure to COVID-19. These procedures will help the Courts 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 Cass County Courts are enacting the following measures related to public entry into the Law & Courts Building:
1. The public will be asked to self-screen using posted screening questions prior to entering the Law & Courts Building. Screening questions will include, but are not limited to, the following:
 - a. Do you have a fever greater than 100.4 degrees? (Unless a touchless/contactless thermometer is available to check the temperatures of everyone entering the building)
 - b. Do you have a cough or worsening cough (excluding chronic cough due to 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 in the last 14 days?

Any individual responding “yes” to the screening questions will not be allowed to enter the Law & Courts Building. Screening personnel will notify the court of any individual who does not pass the screening procedure. If the person came to the Law & Courts Building to file documents with a Court, 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 screening to enter the

Law & Courts Building. 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 Law & Courts Building, the Courts are using 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 as determined appropriate by the presiding Judge and approved by the Chief Judge with all hearing attendees following the requirements of this LAO including screening as indicated in B. above and wearing facemasks as indicated in 5. below.
 3. Off-site visits with probationers and clients will not resume.
 4. Large venues and common areas in the courthouse (e.g. waiting areas, sit-down dining, etc.) will not be open for use.
 5. Members of the public are required to wear facemasks to the extent they can medically tolerate it—ADA accommodation requests will be directed to the Cass County Courts' ADA Coordinator. Facemasks will be provided by the Courts prior to entry.
 6. Pursuant to MCR 8.110(C), members of the public or staff who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the Law & Courts Building.
 7. Any member of the public who is asked to leave the Law & Courts Building 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 Cass County Courts.
 8. The Cass County Courts 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.

Dated: June 17, 2020



Honorable Susan L. Dobrich, P32783
Chief Judge, Cass County Courts