STATE OF MICHIGAN

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32ND JUDICIAL CIRCUIT COURT
GOGEBIC AND ONTONAGON COUNTIES

MICHAEL K. POPE, CIRCUIT JUDGE
SUSAN M. MITCHEM, Court Administrator
TAMMY L. STELLA, Court Recorder

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32nd Circuit Court (Gogebic and Ontonagon Counties) Administrative Order 2020-02J
98th District Court (Gogebic and Ontonagon Counties) Administrative Order 2020-02J
Gogebic County Probate Court Administrative Order 2020-02J
Ontonagon County Probate Court Administrative Order 2020-02J

PLAN TO RETURN TO FULL CAPACITY—PHASE TWO

A. 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 Gogebic and Ontonagon Counties Trial Courts has consulted with the other judges and the local health department and determined that gating criteria is satisfied as of May 22, 2020. Specifically:

1. The Courts can satisfy the gating and phase criteria through Phase Two.

2. There have been no COVID-19 confirmed or suspected cases in the court facility within a 14-day period; and

3. 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,

4. State and local orders restricting movement and/or requiring shelter in-place have been rescinded or the SCAO has determined that orders existing orders would not prevent the court from implementing Phase Two requirements; and,

5. 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.

6. The chief judge has consulted with health authorities AND obtained data 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.

B. In order to protect the health and safety of employees and the public, the Courts have enacted the following protections:

1. 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.

2. Employees will be considered and encouraged to work remotely where feasible to make physical social distancing amongst staff easier.

3. Employees in court facilities will maintain social distancing of six feet at all times and wear masks when 6-foot physical social distance cannot be maintained. The court has taken the following steps to ensure proper social distancing and employee safety:
   a. Placed physical barriers between workspaces that are not six feet apart.
   b. Marked the floor in common spaces to indicate six-foot intervals.
   c. Required employees to wear masks when interacting with the public.
   d. Placed plexiglass barriers between employees and the public as appropriate.
   e. Required daily screening and temperatures from all employees or a posting of symptoms on the entry door.

4. 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.

5. Employees will self-screen for COVID-19 symptoms. 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.[a]

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 are consistent with the most current guidance from the Centers for Disease Control and/or local public health officials. Employees engaging in personal travel will be limited to travel within 125-mile radius from the court facility and shall not engage in airline travel. Travel outside of these criteria will require the employee to self-isolate.

8. Employee training regarding COVID-19 is in place. The training includes good hygiene practices, review of personnel policies, and safety controls at the court facilities. Any necessary training can be completed by Emergency Management coordinators as requested by the Courts.

9. Court facilities have posted signage emphasizing proper handwashing.

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[a] 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

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 a disposable Clorox, Lysol, or other disinfectant wipe between uses.

11. The court will follow 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 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.

C. The Courts are maintaining the following measures related to public entry into court facilities:

1. The public will either be asked to self-screen prior to entering the court building, or will be asked to answer the screening questions below prior to entering the court building, including, but not limited to the following:
    a. Do you have a fever greater than 100.4 degrees? [If a touchless/ contactless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.]
    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 or outside of Michigan in the last 14 days?[b]

    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/trial to either a remote proceeding or to a future date when the person may pass courthouse

[b] This section is applicable unless the travel was due to commuting from a home location outside of Michigan. If the person answer "yes" to this question because they are an employee commuting from their home, they should not be excluded.

screening. The court must provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

D. In order to facilitate increased activity in the courthouse, the court(s) is/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. In-person attendees will be limited to parties only and shall be required to wear masks when feasible during proceedings. Courtrooms will be arranged to allow for social distancing between parties and barriers will be utilized to the extent possible between parties if six-foot distancing cannot be accomplished.

3. Off-site visits with probationers and clients will resume, on a limited basis.

4. Large venues and common areas in the courthouse (e.g. waiting areas, sit-down dining, etc.) will be open for use. Members of the public are required to wear face masks to the extent they can medically tolerate it. Masks will be provided by the court (as supplied by the Sheriff's Department), prior to entry. Six-foot distancing will be required and the number of persons in common areas will be limited as space allows.

5. Pursuant to MCR 8.110(c), members of the public or staff that refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the court facility.

6. 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.

7. The 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, which is anticipated on June 5, 2020.

Date: May 29, 2020

Michael K. Pope, Chief Judge