

**STATE OF MICHIGAN**  
23<sup>RD</sup> JUDICIAL CIRCUIT COURT  
81<sup>ST</sup> DISTRICT COURT  
COUNTIES OF ALCONA, ARENAC, IOSCO, AND OSCODA

C23, Administrative Order 2020- 14J  
D81, Administrative Order 2020- 15J  
Arenac Probate, Administrative Order 2020-06J

**Plan to Return to Full Capacity - Phase Three**

In accordance with Administrative Order 2020-14, effective May 27, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judge of the Arenac County Trial Court(s) (Circuit, District, Family and Probate Courts) has consulted with the local health department and determined that gating criteria is satisfied as of June 18, 2020. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 14-day period,
  2. There is a downward trajectory of documented cases within a 42-day period,
  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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and,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 obtained data with health authorities confirming that regional health care facilities are able to treat all patients without crisis care; and,
  5. The chief judge has obtained data 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 all Courts in Arenac County 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 social distancing is not possible is encouraged.
  3. Personal travel should take into account the necessary travel precautions and employees are fully aware of the potential for quarantine requirements upon return.
  4. Employees in court facilities will maintain social distancing of six feet at all times

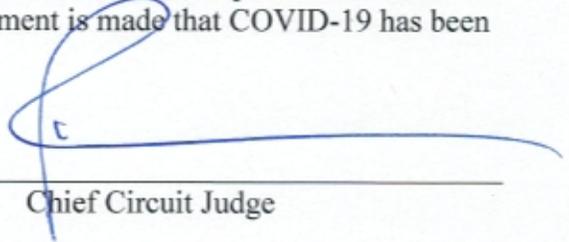
and wear masks when six-foot physical distance cannot be maintained. The courts have taken the following steps to ensure proper social distancing and employee safety:

- a. Placed physical barriers between workspaces that are not at least six feet apart.
  - b. Marked the floor in common spaces to indicate six-foot intervals.
  - c. Hand sanitizer dispensers will exist in hallways throughout the building
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. In order to facilitate increased activity in the courthouse, the courts 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. (e.g. limit the number of attendees, separate viewing area for non-parties, six-foot social distancing still required, etc.)
  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.

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

The Arenac County Trial Court(s) (Circuit, District, Family and Probate Courts) are regularly consulting 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 Phase Four, which is anticipated when a public health announcement is made that COVID-19 has been suppressed within the United States.

Date: 6-23-20



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Chief Circuit Judge