

12th Circuit Court (C12) Administrative Order 2020-02J

97th District Court (D97) Administrative Order 2020-02J

Baraga County Probate Court (P07) Administrative Order 2020-02J

Houghton County Probate Court (P31) Administrative Order 2020-02J

Keweenaw County Probate Court (P42) Administrative Order 2020-02J

Plan to Return to Full Capacity – Phase Two

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 12th Circuit Court, 97th District Court, Baraga County Probate Court, Houghton County Probate Court, and Keweenaw County Probate Court have consulted with the local health department and determined that gating criteria for movement into Phase Two is satisfied as of June 22, 2020. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 28-day period or confirmed or suspected cases have occurred in the court facility, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken; and,
 2. There is a downward trajectory of documented cases within a 28-day period: and,
 3. State and local orders restricting movement and requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,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 (attached) 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 obtained data (attached) 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 12th Circuit Court, 97th District Court, Baraga County Probate Court, Houghton County Probate Court, and Keweenaw County Probate Court have enacted the following protections:
1. 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.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 accommodations, including the ability to work remotely if their job lends itself to remote work.
3. Employees will be encouraged to work remotely where feasible to facilitate social distancing among on-site staff.
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 court has 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. 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.
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.
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 will be implemented consistent with the most current guidance from the Centers for Disease Control and/or local public health officials.
8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
9. Court facilities have 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

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>

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 court is following 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 will 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 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 12th Circuit Court, 97th District Court, Baraga County Probate Court, Houghton County Probate Court, and Keweenaw County Probate Court are maintaining the following measures related to public entry into court facilities:

1. The public will be screened by court personnel or security personnel prior to entering the court building. Screening questions will include, but are 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 diagnosed with COVID-19?
 - 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 courthouse. Screening personnel will notify the court of any individual who does not pass the screening procedure. If the person came to the court to file documents, 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 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 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 not be allowed.
 3. Off-site visits with probationers and clients will resume.
 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 facemasks to the extent they can medically tolerate it. They will not be provided by the court prior to entry.
 5. 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 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 alternate arrangements for accessing the court.
 7. The 12th Circuit Court, 97th District Court, Baraga County Probate Court, Houghton County Probate Court, and Keweenaw 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, which is anticipated to be July 6, 2020.

Date: 6-22/2020

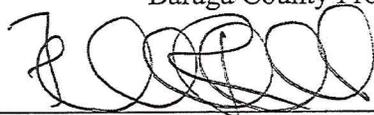


12th Circuit Court Judge

Date: 6/22/2020

Baraga County Probate Judge

Date: 6/22/2020



Houghton County Probate Judge

Date: 06/22/2020



97th District Court Judge

Date: _____

Keweenaw County Probate Judge

Date: 6/22/2020



Multi-Court Chief Judge

[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>

Date: _____

12th Circuit Court Judge

Date: _____

Baraga County Probate Judge

Date: _____

Houghton County Probate Judge

Date: _____

97th District Court Judge

Date: 6-22-2020


Keweenaw County Probate Judge

Date: _____

Multi-Court Chief Judge

	LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION	
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I confirm for Baraga, Houghton, and Keweenaw Counties as follows:
Specify county or counties

1. a. There is a downward trajectory of documented COVID-19 cases within at least a 14 28 42 day period.

OR

b. There is a downward trajectory of positive COVID-19 tests as a percent of total COVID-19 tests within at least a 14 28 42 day period (flat or increasing volume of tests).

2. Regional health care facilities are able to treat all patients without crisis care.

06/22/2020

Date



Signature of health department representative

Cathryn A. Beer

Print name

Health Officer

Title

540 Depot Street

Health department address

Hancock, MI 49930

City, state, zip

906-482-7382

Telephone no.

	LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION	
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I confirm for Baraga, Houghton, and Keweenaw Counties as follows:
Specify county or counties

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b. There is a downward trajectory of positive COVID-19 tests as a percent of total COVID-19 tests within a 14-day period (flat or increasing volume of tests).

2. Regional health care facilities are able to treat all patients without crisis care.

06/05/2020

Date



Signature of health department representative

Cathryn A. Beer

Print name

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Western Upper Peninsula Health Department

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300 Baraga Avenue | L'Anse, MI 49946 | 906.524.6142

210 N. Moore Street | Bessemer, MI 49811 | 906.667.0200

408 Copper Street | Ontonagon, MI 49953 | 906.854.4485

June 5, 2020

Honorable Timothy S. Brennan
Chief Judge
16 N. 3rd Street
L'Anse, MI 49946

Re: Confirmation of Gating Criteria Satisfaction – Plan to Return to Full Capacity – Phase One

Dear Judge Brennan:

The Western Upper Peninsula Health Department is supportive of the courts' serving Baraga, Houghton, and Keweenaw Counties plan to return to full capacity phase one following a partial shutdown due to the COVID-19 pandemic.

As our communities are small and rural, the basis for this support takes into consideration the COVID-19 trends across our entire five-county jurisdiction. This method also recognizes that people may travel extensively within the jurisdiction for work. There has been no wide-community spread of COVID-19 as of the date of this letter. We note the following trends for the two weeks between May 18, and June 5, 2020:

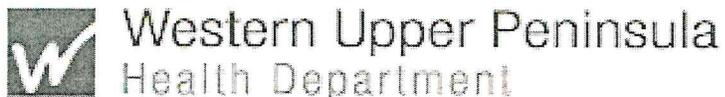
- There have been five new cases in the jurisdiction, most in closely related households with recent travel histories. Two other cases were identified as non-Michigan residents who have since left the area.
- The number of tests have increased from 1.74% to 2.76% of the total population.
- The percentage of overall COVID-19 tests that are positive has remained under 1% during this period.
- There have been no COVID-19 related deaths in this period.

Perhaps most importantly, we are satisfied that the reopening plans created by the courts include precautions necessary to protect the health of the public and court personnel. When adhered to, these safety procedures will help ensure that our numbers remain low going forward.

Our recommendation is being made with a note of caution: it is very reasonable to anticipate increased cases of COVID-19 over the next few weeks as the region begins to open and the stay at home orders are lifted. Partial shutdowns may be required in the future, and courts should plan accordingly.

Sincerely,

Cathryn A. Beer, MPA, CFPH, CPA, CGMA
Health Officer



Western Upper Peninsula
Health Department

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June 22, 2020

Honorable Timothy S. Brennan
Chief Judge
16 N. 3rd Street
L'Anse, MI 49946

Re: Confirmation of Gating Criteria Satisfaction – Plan to Return to Full Capacity – Phase Two

Dear Judge Brennan:

The Western Upper Peninsula Health Department is supportive of the courts' serving Baraga, Houghton, and Keweenaw Counties plan to return to full capacity phase two following a partial shutdown due to the COVID-19 pandemic.

As our communities are small and rural, the basis for this support takes into consideration the COVID-19 trends across our entire five-county jurisdiction. This method also recognizes that people may travel extensively within the jurisdiction for work. There has been no wide-community spread of COVID-19 as of the date of this letter. We note the following trends for the two weeks between June 6, and June 19, 2020:

- There have been three new cases in the jurisdiction.
- The number of tests have continued to increase over time.
- The percentage of overall COVID-19 tests that are positive has remained under 1% during this period.
- There have been no COVID-19 related deaths in this period.
- The MI Safe Start Map criteria lists the region as "low-risk".

Perhaps most importantly, we are satisfied that the reopening plans created by the courts include precautions necessary to protect the health of the public and court personnel. When adhered to, these safety procedures will help ensure that our numbers remain low going forward.

Our recommendation is being made with a note of caution: it is very reasonable to anticipate increased cases of COVID-19 over the next few weeks as the region begins to open and the stay at home orders are lifted. Partial shutdowns may be required in the future, and courts should plan accordingly.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cathryn Beer'.

Cathryn A. Beer, MPA, CFPH, CPA, CGMA
Health Officer