

Bay County Courts
Plan to Return to Full Capacity – Phase One

Administrative Order - Circuit 2020 - 05 J
- District 2020 - 04 J
- Probate 2020 - 02 J

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 Bay County Courts, 18th Circuit, 74th District and 9th Probate, in coordination with the Director of the local health department will determine that gating criteria is satisfied prior to implementation of this order. 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 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase One requirements; and,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.
- A. In order to protect the health and safety of employees and the public, Bay County courts 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. To the extent possible, court employees who are working remotely will be allowed the opportunity to work remotely.
 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 [select only those that apply]:

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>

- 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.
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, unless approved by the Chief Judge or Court Administrator. If necessary, employees may be subject to fourteen day isolation period upon return.
7. Employees have been trained regarding COVID-19 based on CDC and OSHA guidelines. The training included:
 - a. Wash hands often with soap and cool water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - b. Avoid touching eyes, nose, or mouth with unwashed hands.
 - c. Avoid close contact with people who are sick.
 - d. Cover mouth and nose with a mask or other cloth face covering with around others.
 - e. Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow.
 - f. Employees should monitor for COVID-19 symptoms as follows:

Temperature > 100.4°F	Fatigue or weakness
Sweats and/or chills	Congestion / runny nose
Cough	Sudden loss of sense or smell
Shortness of Breath	Nausea
Sore Throat	Vomiting
Headache	Diarrhea
Muscle aches	Conjunctivitis (pink eye)
 - g. Employees who experience new onset symptoms consistent with COVID-19 are not fit for duty and should not come to work. If symptoms develop while working, employees should immediately depart the workplace, self-isolate, and notify their supervisor.
 - h. Employees who are tested for COVID-19 should provide their supervisor with the essential details including specimen collection date and test result (i.e., pending, positive, or negative).
8. Employees have been distributed masks and hand sanitizer.

9. Cleaning materials and alcohol-based hand sanitizers have been distributed throughout the Court facility.
 10. Court facilities have posted signage emphasizing proper handwashing.
 11. 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.
 12. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
 13. 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 Bay County court is enacting the following measures related to public entry into court facilities:
1. The public will be asked to self-screen using posted screening questions prior to entering the court building and/or will be screened by court personnel or security 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°F degrees? A touchless/contactless thermometer is available if confirmation is warranted.
 - 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?

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 the essential business of the court, the court is 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 limited to no more than 10 people.
 3. Members of the public are required to wear face masks to the extent they can medically tolerate it. They are expected to provide their own, however, if unavailable will be provided by the court prior to entry.
 4. 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.
 5. 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.

The court is regularly in contact or meeting with the Director of the local public health department to monitor conditions related to COVID-19 and are continuously evaluating data to assess their readiness to proceed to Phase Two of court capacity, which will not happen until all requirements have been met.

Date: 6-5-20


Hon. Dawn A. Klida P49753
Chief Judge