

# THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE  
415 THIRD STREET  
MANISTEE, MICHIGAN 49660  
231-723-6664  
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER  
448 COURT PLACE  
BEULAH, MICHIGAN 49617  
231-882-9671  
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231-882-5941 (FAX)

STATE OF MICHIGAN  
19TH JUDICIAL CIRCUIT  
MANISTEE AND BENZIE COUNTIES

**HON. DAVID A. THOMPSON**  
CHIEF JUDGE

## **Plan to Return to Full Capacity – Phase Three**

Administrative Order 2020– 05J 19<sup>th</sup> Circuit Court- Manistee and Benzie Counties  
04J 85<sup>th</sup> District Court- Manistee and Benzie Counties  
03J P5 1- Manistee County Probate Court  
03J P10- Benzie County Probate Court

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 19<sup>th</sup> Circuit Court- Manistee and Benzie Counties, 85<sup>th</sup> District Court- Manistee and Benzie Counties, Manistee County Probate Court and Benzie County Probate Court has consulted with the local health department and determined that gating criteria is satisfied as of June 12, 2020. 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 positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests); 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,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 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 19<sup>th</sup> Circuit Court- Manistee and Benzie Counties, 85<sup>th</sup> District Court- Manistee and Benzie Counties, Manistee County Probate Court and Benzie County Probate Court 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. Required employees to wear masks while in public spaces.
  - d. Required employees handling mail to wear masks and gloves.
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. The 19<sup>th</sup> Circuit Court- Manistee and Benzie Counties, 85<sup>th</sup> District Court- Manistee and Benzie Counties, Manistee County Probate Court and Benzie County Probate Court are enacting the following measures related to public entry into court facilities:

1. The public with court business in Benzie County will be asked to self-screen using posted screening questions prior to entering the court building. The public with court business in Manistee County will be screened by 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 degrees?
- 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 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.

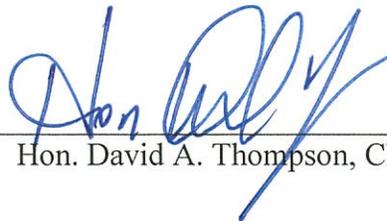
C. In order to facilitate increased activity in the courthouse, the courts are enacting the following measures related to court proceedings:

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. The courts will limit the number of attendees, require masks of all attendees unless not medically possible and all attendees will maintain 6' social distancing.
3. Off-site visits with probationers and clients will fully resume
4. Common areas in the courthouse (e.g. waiting areas) will be open for use using limited six-foot social distancing. Masks must be worn in public areas unless not medically possible.
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.
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.

The chief judge of the 19<sup>th</sup> Circuit Court- Manistee and Benzie Counties, 85<sup>th</sup> District Court- Manistee and Benzie, Manistee County Probate Court and Benzie County Probate Court is 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: \_\_\_\_\_

6/19/20



\_\_\_\_\_  
Hon. David A. Thompson, Chief Judge

	<b>LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION</b>	
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I confirm for Manistee County Courts as follows:  
Specify county or counties

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

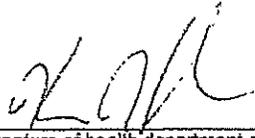
OR

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.

6/12/2020

Date



Signature of health department representative

Kevin Hughes

Print name

Health Officer

Title

521 Cobb Street

Health department address

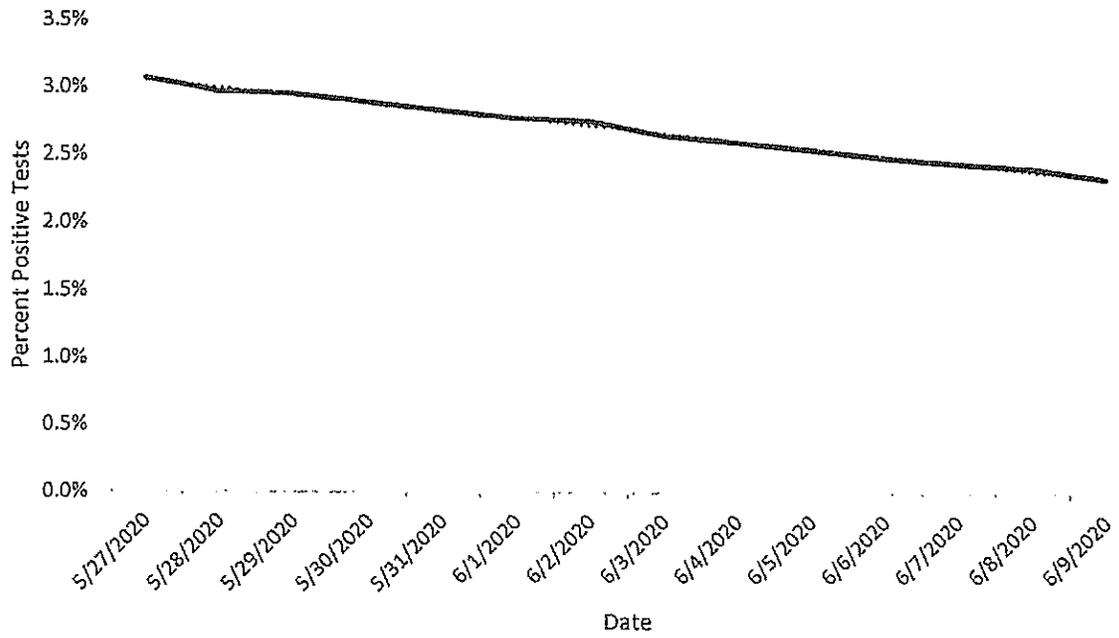
Cadillac, MI 49601

City, state, zip

(231)876-3839

Telephone no.

# Manistee County Trend



	<b>LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION</b>	
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I confirm for Benzie County as follows:  
Specify county or counties

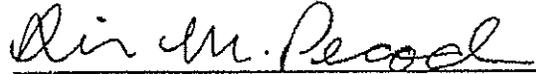
1.  a. There is a downward trajectory of documented COVID-19 cases within at least a  14  28  42 day period.

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.

June 16, 2020  
 Date

  
 \_\_\_\_\_  
 Signature of health department representative  
 Lisa Peacock  
 \_\_\_\_\_  
 Print name  
 Health Officer  
 \_\_\_\_\_  
 Title  
 6051 Frankfort Hwy, Ste. 100  
 \_\_\_\_\_  
 Health department address  
 Benzonia, MI 49616  
 \_\_\_\_\_  
 City, state, zip  
 231-547-7627  
 \_\_\_\_\_  
 Telephone no.