

STATE OF MICHIGAN

Sara S. Lisznyai  
District Judge

DISTRICT



COURT

Kristina Shaneour  
Court Administrator  
Recorder

DISTRICT 2B

49 North Howell Street  
Hillsdale, Michigan 49242  
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**Local Administrative Order - Plan to Return to Full Capacity – Phase Three**

Administrative Order: C01 2020-06J; rescinds C01 2020-5J  
DO2B 2020-07J; rescinds DO2B 2020-6J  
P30 2020-06J; rescinds P30 2020-5J

In accordance with Administrative Order 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judge(s) of the Hillsdale County trial courts has consulted with the local health department and determined that gating criteria for movement to Phase Three is satisfied as of July 22, 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 documented cases within a 14-day period and 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and,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 Hillsdale County trial courts 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 wear masks at all times, unless six foot social distancing is guaranteed. The court(s) has taken the following steps to ensure proper social distancing and employee safety:
    - a. Limited the number of employees and required appropriate spacing in meeting and break rooms.
    - b. Employees will wear masks while in public spaces.
    - c. Employees handling mail will wear masks and gloves.
    - d. Employees will stagger shifts to reduce crowd size and people gathering at start and close times.
    - e. Employees have been educated on what six feet distancing means.
  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 Hillsdale County trial courts are maintaining the following measures related to public entry into court facilities:

1. The public 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 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 to any destinations that are recommended by the CDC guidelines or local health department that travelers avoid 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 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 as determined by each judge and open to the public as space allows based on six feet physical distancing. If allowed, all in attendance will be required to wear a facemask and adhere to all social

distancing requirements until such time as the local health department determines that it is no longer necessary to do so. In the event that any public is excluded from any hearing, that hearing will be livestreamed on the court's YouTube channel.

3. The court's decision to require the public to wear masks should follow the recommendations in the Return to Full Capacity Guide from the State Court Administrative Office.
4. Large venues and common areas in the courthouse will be open for use at the main Courthouse building but not open for use at the Courthouse Annex building. Members of the public are required to wear facemasks to the extent they can medically tolerate it. They will be provided by the court prior to entry. In the event that face masks are no longer required, the areas will be open using limited six-foot physical distancing with the number of people allowed limited to make sure social distancing is possible.
5. Pursuant to MCR 8.110(c), members of the public or staff that refuse to wear face coverings (if required) 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 Hillsdale County trial 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 Phase Four, which is anticipated when a public health announcement is made that COVID-19 has been suppressed within the United States.

Date: 7-23-2020

  
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Hon. Sara S. Lisznyai  
Chief Judge  
Hillsdale County trial courts