

Jackson County 4th Circuit Court
Jackson County 12th District Court

Administrative Order 2020-04J (12th District Court)
Administrative Order 2020-04J (4th Circuit Court)
Administrative Order 2020-04J (Jackson Probate Court)

Plan to Return to Full Capacity – Phase Three

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 12th District Court and the 4th Circuit Court/Probate Courts have consulted with the local health department and determined that gating criteria for movement into Phase 3 is satisfied as of June 22, 2010. Specifically:

1. 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 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and,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 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 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. Quarantine requirements will be consistent with the Courts policies.
 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. Marked the floor in common spaces to indicate six-foot intervals.
 - b. Required employees to wear masks while in public spaces.
 - c. 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 courts will follow the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
 10. The courts have 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 Courts are maintaining the following measures related to public entry into court facilities:
1. Court or security personnel will screen the public 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? Staff will utilize a touchless/contactless thermometer for a temperature to confirm.
 - 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. When social distancing cannot be met, participants are required to wear facemasks to the extent they can medically tolerate it.
3. The court’s decision to require the public to wear masks should take into account any recommendations from the health department and Center for Disease Control
4. On-site and off-site visits with probationers and clients will fully resume, subject to social distancing and any facial covering requirements.
5. Large venues and common areas in the courthouse will be open for use, subject to six-foot social distancing requirements.
6. 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.
7. To control the number of people entering the courthouse, admittance is limited to listed parties to a particular case, i.e. plaintiff, defendant, witnesses, attorneys. Additionally, members of the public will be required to check-in to virtual waiting

rooms and remain outside the courthouse until called in. During inclement weather, those who are dropped off or arrive via public transportation will be allowed in the lobby of the courthouse and must maintain social distancing.

8. The Courts' security personnel will monitor the number of people in the lobby. If the number of people in the lobby interferes with adequate social distancing practices, security will not allow additional individuals into the courthouse until such time adequate social distancing practices can resume.
9. The Courts will continue to live stream court proceedings so that hearings are made available to the public, especially in circumstances where a courtroom has reached the maximum number of people allowed by executive order, local health department order, or administrative order of the Michigan Supreme Court.
10. Upon completion of personal business in the courthouse, members of the public will be required to exit the building immediately.
11. Any member of the public who is not permitted to enter the court facility or is asked to leave due to screening or social distancing requirements will 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 Courts.

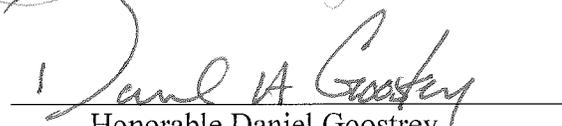
The Courts are regularly meeting with local public health officials to monitor local public health conditions related to COVID-19 and is continuously evaluating data to assess their readiness to proceed to Phase Four, which is anticipated when a public health announcement is made that COVID-19 has been suppressed within the United States.

Date: 6/25/20



Honorable Susan Jordan
Chief Circuit Judge

Date: 6-25-20



Honorable Daniel Goostrey
Chief District Judge