



# Michigan Supreme Court

COVID-19 Preparedness Plan for the  
Michigan Judiciary

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Judicial Human Resources  
August 2020

# COVID-19 Preparedness Plan for the Michigan Judiciary

The Michigan Supreme Court, State Court Administrative Office, and Court of Appeals are committed to providing a safe and healthy workplace for all employees and constituents. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces [and communities](#), and that requires full cooperation among our employees, management, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. You have our full support in enforcing the provisions of this policy.

Judicial employees are our most important assets and keeping them safe while continuing the important work of the judiciary is our number one priority. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by providing written documentation, e-mail communications, and conducting all-employee meetings online (which are also accessible by phone and are archived for later viewing). Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) guidelines, and federal OSHA standards related to COVID-19. The plan addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Cleaning, disinfecting, decontamination, and ventilation;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

## Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees and leadership have been informed of the requirement to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- [Employee Daily Self-Check Guide and Return to Work, Health & Safety Procedures](#)
- [Employee Checklist for Reporting COVID Symptoms or Close Contact](#) (for employees who have returned to the workplace)
- [Employee Checklist for Reporting Test Positive for COVID](#) (for employees who have returned to the workplace)
- [COVID Contact Tracing Policy](#)
- [COVID Contact Traceability Questionnaire](#)

We have implemented a policy for informing employees if they have been exposed to a person with COVID-19 symptoms or who have tested positive at their workplace and requiring them to quarantine for the amount of time designated by the [Centers for Disease Control \(CDC\)](#). In addition, we have implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when a healthcare provider requires that they isolate or quarantine themselves or a member of their household. Please refer to our [Employment Manual](#) for sick and annual leave use policies. For **COVID-related leave**, please see our separate leave policy implemented under the [Families First Coronavirus Response Act \(FFCRA\)](#). Accommodations for vulnerable employees (employees with underlying medical conditions or who have household members with underlying health conditions) have been implemented.

Please note that a policy has also been implemented to protect the privacy of employees' health status and health information.

## External Work and Voluntary Travel

- Due to health and safety and budget concerns, all out-of-state work travel is prohibited. Any questions related to this must be taken to the Chief Justice (MSC) or Chief Judge (COA).
- Due to health, safety, and budget concerns, in-state travel should only occur in the case of absolute necessity. Requests for in-state travel must be preapproved by the State Court Administrator (MSC) or Chief Judge (COA).
- If you typically commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk area with increased COVID-19 cases, contact your supervisor and HR in order to plan for appropriate return to work measures. A high risk area includes any area with a [CDC Level 3 Travel Advisory](#), or an area identified as having an "active or imminent outbreak."<sup>1</sup> You may be required to self-quarantine or work from home upon your return for 14 days. You may be asked not to come into physical contact with any colleagues during this time.

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<sup>1</sup> Current risk level information as defined by Covid Act Now is available here: <https://covidactnow.org/?s=830154>

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any meal times, and after using the restroom. All vendors and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are located at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## Respiratory Etiquette: Cover Your Cough or Sneeze

Employees, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face (in particular their mouth, nose, and eyes), with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissue and trash receptacles available to all employees, vendors, and visitors.

## Face Coverings and Social Distancing

Employees must wear face covering when social distancing cannot be guaranteed. Employees should rely on technology for all internal and external meetings to the greatest extent possible. If a face-to-face meeting is necessary to complete an essential function, all parties must socially distance and wear face coverings during the meeting. Employees who have private work spaces, or enclosed offices are not required to wear face coverings when at their work stations. However, face coverings must be worn when traveling to and from the employee work station.

Social distancing of six feet will be implemented and maintained between employees, contractors, and vendors/visitors in the workplace, as well as:

- Limiting elevator capacity to 1 person;
- Spacing seating in employee lounges to ensure 6 ft. separation;
- Require 6 ft. separation during any in-person meetings; and,
- Identify maximum capacity of in-person meeting spaces to accommodate 6 ft. social distancing.

## **Cleaning, Disinfection, and Ventilation**

Enhanced housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Please contact HR if additional cleaning becomes necessary.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets, and manufacturer specifications and are being used with required personal protective equipment for the product.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. The air exchange system that is in place in judiciary facilities meets OSE standards and circulates the air in zones throughout the building bringing in fresh air from the outdoors and filtering it hourly. No air will ever travel from one zone to another and each floor has a north and a south zone, which run independently.

As additional employees are brought in, the Crier's Office will notify DTMB so necessary changes can be made with respect to lighting, heat, and/or AC.

## **Communications and Training**

This COVID-19 Preparedness Plan was communicated to all employees through their direct supervisor. Additionally, the Preparedness Plan has been posted on the website. Prior to returning to work, all employees are provided with a letter that includes training on safety protocols and expectations. Additional communication and training will be ongoing and provided to all employees who did not receive the initial training. Instructions will be communicated to vendors and visitors about: how drop-off, pick-up, and how deliveries will be conducted to ensure social distancing; required hygiene practices; and recommendations that vendors and visitors use face masks when dropping off, picking up, or accepting deliveries. Vendors and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. This COVID-19 Preparedness Plan was approved by the Michigan Judiciary leadership and has been posted in our buildings and online. It will be updated as necessary.

Certified by:

Jodi Latuszek  
Senior Director of Administration  
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# Appendix A – Guidance for Developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19)

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

State of Michigan: COVID-19 response

<https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions

[www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

State of Michigan Employer Guidance MiSafeStart:

[https://www.michigan.gov/coronavirus/0,9753,7-406-100467\\_100477\\_100487\\_100494---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-100467_100477_100487_100494---,00.html)

State of Michigan COVID-19 Health Screening:

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

State of Michigan Contain COVID-19 Q&A plus Resources:

[https://www.michigan.gov/coronavirus/0,9753,7-406-99891\\_99914---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99914---,00.html)

State of Michigan COVID-19 Press Releases

<https://www.michigan.gov/coronavirus/0,9753,7-406-98158---,00.html>

State of Michigan Contact Tracing

[https://www.michigan.gov/coronavirus/0,9753,7-406-99891\\_99913---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99913---,00.html)

Federal OSHA

[www.osha.gov](http://www.osha.gov)

## Handwashing

Handwashing video translated into multiple languages (created by the Minnesota Department of Health)

[www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory Etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## **Social Distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC : [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Environmental Protection Agency (EPA)**

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)