



Daily Self-Check

Employees are expected to self-check for symptoms EACH DAY prior to work. If you are experiencing any of the following symptoms, you must stay home and contact your supervisor:

If you are experiencing either/both of the following, you must stay home and notify your supervisor:

- Cough ✓
- Shortness of breath or difficulty breathing ✓

Or, if you are experiencing at least two of these symptoms, you must stay home and notify your supervisor:

- Fever ✓
- Headache ✓
- Chills ✓
- Sore throat ✓
- Repeated shaking with chills ✓
- New loss of taste or smell ✓
- Muscle pain ✓

Any Manager, Director, or Supervisor who is Notified of any of the Above shall immediately notify Human Resources (HR) by phone 517-373-1147 or e-mail hr@courts.mi.gov. If any manager, director, or supervisor notices an employee experiencing these symptoms, they shall send the employee home and contact HR.

What are Employee Leave Options Related to COVID-19?

- Emergency Paid Sick Leave (EPSL) for certain COVID-19 related absences;
- FMLA Leave for Qualifying childcare needs (LQC) caused by the COVID-19 Public Health Emergency

Am I Eligible?

In general, employees of private sector employers with few than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons. Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for the childcare reason (5) below:

What are the Qualifying Reasons for Leave Related to Covid-19?

1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially similar condition specified by the U.S. Dept. of Health and Human Services.



Returning to the Building

Employees are expected to adhere to the following protocol in order to return safely to our physical workspace. If you have questions or concerns, please contact your supervisor and/or HR:

Rules for Navigating the Work Building

- Employees entering the building shall wear masks and maintain a six-foot social distance from all other employees while en route to their workspace.
- Employees may not ‘tail gate’ other employees entering the building and instead, must swipe their ID card to open the door.
- No more than two employees shall share an elevator at any time.

External Work Travel

1. Due to health and safety and budget concerns, all out-of-state travel is prohibited. Any questions related to this must be taken to the Chief Justice (MSC) or Chief Judge (COA).
2. Due to health and 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).
3. If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
4. If you are planning to travel voluntarily to a high-risk area with increased COVID-19 cases (as defined by the CDC), we’ll ask you to work from home for 14 calendar days upon your return. You will also be asked not to come into physical contact with any colleagues during this time.

Personal Etiquette Within the Building

1. Employees shall maintain a six-foot social distance from all other workers while in the building.
2. Employees need not use PPE (Personal Protective Equipment, i.e. masks, gloves, etc.) while in their personal workspace.
3. Employees must wear a mask while outside their personal workspace. See [Proper Face-Mask Usage](#).
4. Employees accepting deliveries from outside parties must wear a mask and gloves.
5. Employees handling inside/outside mail, packages, etc. must wear gloves while handling.
6. Employees must maintain a six-foot social distance from other workers while moving about the building.
7. Employees will place office trash outside their office at the end of the day. Cleaning staff will not enter offices
8. No face-to-face meetings will be held in the building. Hold all meetings (internal and external) via telephone, Polycom, or ZOOM.
9. Employees should use hand sanitizer and/or wash hands frequently while moving about in the building.

Building Entry by Non-Employees (Other Than Required Contractors)

1. The Hall of Justice and COA offices at Cadillac Place are closed to non-employees.
2. Members of the public who have case filings with the MSC/COA should go to the front entrance security desk. The Clerk’s office will be notified and filers will be allowed up one at a time.
3. All meetings with non-employees should be conducted via telephone, Polycom, or ZOOM.
4. Employees may not bring, escort, or allow visitors into the building.

Any questions or concerns around COVID-19 should be directed to Human Resources at 517-373-1147