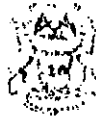


JON A. VAN ALLSBURG
CHIEF CIRCUIT JUDGE
FAMILY DIVISION / BUSINESS COURT

STATE OF MICHIGAN

JON HULSING
CIRCUIT JUDGE - TRIAL DIVISION



KENT D. ENGLE
CIRCUIT JUDGE - FAMILY DIVISION

KAREN J. MIEDEMA
CIRCUIT JUDGE - TRIAL DIVISION

**TWENTIETH JUDICIAL CIRCUIT COURT
OTTAWA COUNTY**

MARK A. FEYEN
CHIEF PROBATE JUDGE - FAMILY DIVISION

KEVIN J. BOWLING, JD
CIRCUIT COURT ADMINISTRATOR

Local Administrative Order

20th Circuit Court 2020-XXJ
Ottawa County Probate Court 2020-XXJ
58th District Court 2020-XXJ

PLAN TO RETURN TO FULL CAPACITY

PHASE ONE

Rev. June 2020

In accordance with Administrative Order 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the Chief Judges of the 20th Circuit Court, the Ottawa County Probate Court, and the 58th District Court have consulted with the Ottawa County Department of Public Health and determined that gating criteria regarding COVID-19 symptoms, community cases, and health system capacity have been satisfied as of June 3, 2020. Specifically:

1. Symptoms - There have been no COVID-19 confirmed or suspected cases in the Ottawa County Court facilities (i.e., Grand Haven courthouse, West Olive courthouse, Juvenile Justice Institute, Juvenile Detention Center, Holland Courthouse, Hudsonville courthouse) within a 14-day period (May 21 – June 3).
 2. Community Case - There is a downward trajectory of documented cases within a 14-day period; or there is a downward trajectory of positive tests as a percent of total tests within a 14-day period; and the required Certification of the Ottawa County Public Health Officer has been submitted to SCAO.
 3. Health System Capacity - There are no restrictive movement or shelter in-place orders that would impact the court facilities (per SCAO email communication 5/26/20); and local and regional health care facilities can treat all patients without crisis care.
- A. To protect the health and safety of employees and the public, the 20th Circuit Court, the Ottawa County Probate Court, and the 58th District Court have collaborated with the Ottawa County offices of Administration, Emergency Management, Public Health, Sheriff, Human Resources, Facilities, and Fiscal Services to develop and implement the County of Ottawa COVID-19 Preparedness and Response Plan, hereafter referred to as the County Plan (attached). In addition to the County Plan, the Circuit, Probate, and District Courts have enacted the following protections:

1. Employees will self-screen for COVID-19 symptoms (County Plan Appendix B). Employees who feel sick or have any COVID-19 symptoms will not report to work. Employees who feel sick or display symptoms at work will be sent home (County Plan section 3.1).¹
2. Court employees have been surveyed and those employees who have self-identified as a vulnerable employee and unable to return to work have been offered appropriate accommodations, including the ability to work remotely if their job lends itself to remote work.
3. To the extent possible, court employees who are currently working remotely on a full-time or part-time basis will continue to work remotely (County Plan section 2.2 and Appendix E).
4. Employees in court facilities will maintain social distancing of six feet. The Courts have taken the following steps to ensure proper social distancing and employee safety (County Plan section 3):
 - Staying home when ill (3.1).
 - Employee screening before entering the workplace (3.2).
 - Employee interaction with other departments (3.3).
 - Employee self-monitoring (3.4)
 - Enhanced social distancing (3.5)
 - Wearing cloth face masks at work (3.6)
 - Remote work (3.7)
 - Travel (3.8)
 - Enhanced hygiene (3.9)
 - Enhanced cleaning and disinfecting (3.10)
 - Visitors (3.11)
 - County U.S. mail process (3.12)
 - Recycling (3.13)
 - Repair request for maintenance (3.14)
 - Volunteers (3.15)
 - Personal protective equipment (3.16)
 - Trash removal (3.17)
 - Fitness centers (3.18)
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 includes good hygiene practices, updated policies, and safety controls at the court facilities.

¹ Guidance on COVID-19 symptoms is evolving rapidly. The most up-to-date information about symptoms of COVID-19 are available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

7. Court facilities have posted signage emphasizing proper handwashing (County Plan Appendix F).
8. Shared equipment will be cleaned and sanitized before use (County Plan section 3.10). Examples of shared equipment include copiers, fax machines, and telephones used by more than one employee during a single shift or in consecutive shifts.
9. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19 (County Plan Appendix F).
10. The court is following the Ottawa County DPH contact tracing policy and DPH is prepared to implement contact tracing procedures after receiving notification that any court facility has had confirmed exposure to COVID-19. These procedures will help the DPH and the court to 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 20th Circuit Court, Ottawa County Probate Court, and 58th District Court are implementing the following measures related to public entry into court facilities:

1. The public will be self-screened upon entering the building (County Plan section 2.1). They will review the questions contained in the Visitor Health Screening Template (County Plan Appendix D).
2. Any individual responding "yes" to the screening questions are expected to leave the courthouse until they can pass the screening questions. The court will provide Milfile, US Mail, email, or fax options for filing of documents and work to reschedule a party's hearing/trial to either a remote proceeding or to a future date when the person may pass courthouse screening.

C. To facilitate the essential business of the courts, the 20th Circuit Court, Ottawa County Probate Court, and 58th District Court 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 limited to no more than 10 people.
3. Members of the public are required to wear face masks to the extent they can medically tolerate it. Masks will not be provided by the court prior to entry.
4. Pursuant to MCR 8.110(c), members of the public and court employees who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the court facility.

5. Any member of the public who is asked to leave the court facility 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 court.

The 20th Circuit Court, Ottawa County Probate Court, and 58th District Court 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 the next phase of court capacity (<https://www.mtottawa.org/Health/OC/HD/coronavirus.htm>).

Effective Date: June 5, 2020

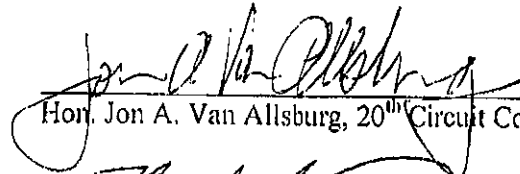
Date:

6-5-2020


6-5-2020

6/5/2020

Chief Judge Signatures:


Hon. Jon A. Van Allsburg, 20th Circuit Court


Hon. Mark A. Feyen, Ottawa County Probate Court


Hon. Bradley S. Knoll, 58th District Court