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

JON HULSING
CIRCUIT JUDGE – TRIAL DIVISION

KENT D. ENGLE
CIRCUIT JUDGE – FAMILY DIVISION

KAREN J. MIEDEMA
CIRCUIT JUDGE – TRIAL DIVISION

MARK A. FEYEN
CHIEF PROBATE JUDGE – FAMILY DIVISION

STATE OF MICHIGAN

TWENTIETH JUDICIAL CIRCUIT COURT
OTTAWA COUNTY

KEVIN J. BOWLING, JD
CIRCUIT COURT ADMINISTRATOR

Local Administrative Order

20th Circuit Court 2020-05J
Ottawa County Probate Court 2020-05J
58th District Court 2020-04J

PLAN TO RETURN TO FULL CAPACITY
PHASE THREE

Rev. July 31, 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, for movement into Phase Three has been satisfied as of July 31, 2020.

Specifically:

1. The Courts began Phase Two of the Return to Full Capacity process on June 17, 2020; and

2. 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 (July 17-July 31); and,

3. 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 Confirmation of Gating Criteria Satisfaction of the Ottawa County Public Health Officer has been submitted to SCAO; and

4. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and,

5. The Chief Judges have consulted with the Ottawa County Department of Public Health (DPH), obtained data (attached), and confirmed that regional health care facilities are able to treat all patients without crisis care; and,

6. The Chief Judges have consulted with the DPH, obtained data (attached), and

confirmed 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. To protect the health and safety of employees and the public, the 20th Circuit Court, Ottawa County Probate Court and the 58th District Court have enacted the following protections:

1. Normal staffing will resume at worksites, with remote work options being provided by supervisors as appropriate;

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. Employees engaged in personal travel will take into account the necessary travel precautions and are fully aware of the potential for quarantine requirements upon return;

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,
    d. Implemented staggered shifts of employees to reduce crowd size and the risk of people gathering at start and close times;

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 are following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19;

10. The Courts are following the 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 Courts 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 have enacted the following measures related to public entry into court facilities:

1. The public will be asked to self-screen using posted screening questions 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?
   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 are expected to leave the courthouse until they can pass the screening questions. The Courts and/or County Clerk/Register of Deeds Office will provide MiFile, US mail, email, or fax options for filing of documents and will work to reschedule the hearing/trial to either a remote proceeding or to a future date when the person may pass courthouse screening.

C. To facilitate increased activity in the courthouse, 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 allowed on a limited basis with masking and social distancing (judges/judicial officers will determine an appropriate number of individuals allowed based on size of courtroom and ability to socially distance);

3. Court ordered drug testing and off-site visits with probationers and clients will resume. Employees are encouraged to continue masking and social distancing as appropriate;

4. Large venues and common areas in the courthouse (e.g. waiting areas, conference rooms, etc.) will be open for use using six-foot physical distancing;

5. Pursuant to MCR 8.110(c), members of the public or employees who refuse to 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;

7. 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 Phase Four, which is anticipated when a public health announcement is made that COVID-19 has been suppressed within the United States.

Effective: July 31, 2020

Date: 7-31-2020

Hon. Jon H. Hulsing, 20th Circuit Court, Chief Judge Pro Tem

Date: 7-31-2020

P33369

Hon. Mark A. Feyen, Ottawa County Probate Court

Date: 7/31/20

Hon. Bradley S. Knoll, 58th District Court