

STATE OF MICHIGAN OAKLAND COUNTY PROBATE COURT	PLAN TO RETURN TO FULL CAPACITY – PHASE ONE (RETURN)	ADMINISTRATIVE ORDER 2021-02
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In accordance with Administrative Order 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judge of the Oakland County Probate Court courts has consulted with the local health department and determined that gating criteria is satisfied as of April 5, 2021. Specifically:

There is an upward trajectory of documented cases for a 14-day period or an upward trajectory of positive tests as a percent of total tests for a 14-day period, and the COVID-19 test positivity rate is 15 percent or higher.

- A. In order to protect the health and safety of employees and the public, the probate court has enacted the following protections:
1. Employees will self-screen for COVID-19 symptoms. 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.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 can work remotely will be allowed the opportunity to work remotely.
 4. Face coverings for employees will be required in a manner consistent with the SCAO Return to Full Capacity Guide. The court has taken the following steps to ensure proper social distancing and employee safety:
 - a. Placed physical barriers between workspaces that are not at least six feet apart.
 - b. Marked the floor in common spaces to indicate six-foot intervals.
 - c. Required employees to wear masks while in public spaces.
 - d. 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

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>.

elbow, and avoiding touching their faces.

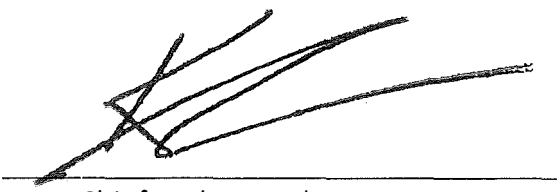
6. Employees will not travel for nonessential court business.
 7. Quarantine and/or isolation requirements will be implemented consistent with the most current guidance from the Centers for Disease Control and/or local public health officials.
 8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
 9. Court facilities have posted signage emphasizing proper handwashing.
 10. Shared equipment will be cleaned and sanitized before each 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.
 11. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
 12. The Oakland County Health Department, in consultation with the Probate Court, has 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 Probate Court is maintaining the following measures related to public entry into court facilities:
1. The public will be screened by a medical services firm prior to entering the courthouse or its satellite facilities. Everyone who enters will be subjected to a temperature check. Screening questions will include, but are not limited to the following:
 - a. Do you have a cough or worsening cough?
 - b. Do you have shortness of breath?
 - c. Do you have any of the following symptoms: fever, chills, repeated shaking, muscle pain, headache, sore throat, diarrhea or loss of taste/smell?
 - d. Have you had any close contact in the past 14 days with someone diagnosed with COVID-19?
 - e. 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 or its satellite facilities until they can pass the screening questions. Screening personnel will notify the court of any individual that does not make it past screening. If the person came to court to file documents, the court will accept those documents for filing. If the person was scheduled to appear as a party or witness in 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 the business of the court, the court is continuing 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 proceedings are limited to those where there is a statutory or constitutional right that has not been waived.
 3. In-person court proceedings will be limited to no more than ten people or any number that ensures six-foot social distancing at all times. Face coverings will be required in court in a manner consistent with the SCAO Return to Full Capacity Guide. They will be provided by the by the medical services form who screens the public prior to entry into court facilities.
 4. Offsite in-person visits with probationers and clients will be discontinued or limited to the greatest extent possible.
 5. Pursuant to MCR 8.110(C), members of the public or staff who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the court facility.
 6. 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 Probate Court regularly confers with local public health officials to monitor local public health conditions related to COVID-19.

Date: 04/08/2021



Chief Probate Judge