

<b>STATE OF MICHIGAN OAKLAND COUNTY PROBATE COURT</b>	<b>PLAN TO RETURN TO FULL CAPACITY – PHASE THREE (FORWARD) UPDATED</b>	<b>ADMINISTRATIVE ORDER 2021-05</b>
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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 has consulted with the Oakland County Health Department and determined that gating criteria is satisfied as of May 24, 2021. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 14-day period; and
  2. There is a 7-day average of 5% or less for positive tests as a percent of total tests; and a downward trajectory of positive tests as a percent of total tests within a 14-day period; and
  3. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Three requirements; and
  4. The chief judge has consulted with the Oakland County Health Department confirming that regional health care facilities are able to treat all patients without crisis care; and
  5. The chief judge has consulted with the Oakland County Health Department confirming that 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 on the local area.
- A. In order to protect the health and safety of employees and the public, the Oakland County Probate Court has enacted the following protections:
1. Normal staffing will resume at worksites though some employees may be permitted to work remotely as determined by the court.
  2. Vulnerable employees on temporary leave or working remotely may return to work and practice six-foot physical distancing and wearing masks in a manner consistent with the SCAO Return to Full Capacity Guide. Minimizing exposure to social settings where social distancing is not possible is encouraged.

3. Personal travel should take into account the necessary travel precautions and employees are fully aware of the potential for quarantine requirements upon return.
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 courtrooms or hearing rooms during formal or informal proceedings.
  - d. In consultation with the Oakland County Health Department and Corporation Counsel, the court has developed a face covering policy for employees that is consistent with MIOSHA Emergency Rules.
  - e. The court has submitted its employee face covering policy to the regional office.
  - f. 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 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 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 court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
10. The Oakland County Health Department, in conjunction 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 Oakland County 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 through June 30, 2021. Screening questions will include, but are not limited to, the following:

- a. Do you have a cough or worsening cough, excluding chronic cough due to a known medical reason?
- b. Do you have shortness of breath? OR
- 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 14 days with someone diagnosed with COVID-19 and you are not fully vaccinated?
- e. Have you traveled internationally in the last 14 days?

Any person responding “yes” to the screening questions they will not be allowed to enter the courthouse or its satellite facilities until they can pass the screening questions and the temperature check. Screening personnel will notify the court of any individual who does not make it past screening. If the person came to the court to file documents, the court will accept those documents for filing. If the person was scheduled to appear as a party to 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 personnel protective equipment (PPE) to any personnel responsible for in-person screening.

2. Public health screening will be discontinued effective July 1, 2021 in accordance with new COVID safety measures recommended by the Oakland County Health Department.

C. To facilitate increased activity in the courthouse, the court has enacted 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. Attendees will be required to wear a face covering and observe social distancing in a manner consistent with the SCAO Return to Full Capacity Guide. The court will limit the number of people

in the courtroom consistent with the maximum capacity of each courtroom as determined by the Health Department and posted on the courtroom doors.

3. The public is required to wear masks pursuant to the provisions outlined in the Return to Full Capacity Guide.
4. Large venues and common areas in the courthouse will be open for use using limited six-foot physical distancing. The maximum number of occupants in these venues and common areas will be observed to ensure that physical distancing may be achieved.
5. Pursuant to MCR 8.110(C), members of the public or staff that 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 a 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 Oakland County Probate Court regularly meets with the Oakland County Health Department to monitor local public health conditions related to COVID-19 and is continuously evaluating data to assess our 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.

This Local Administrative Order rescinds LAO 2021-04.

  
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Kathleen A. Ryan  
Chief Judge of Probate

June 3, 2021  
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Date