

<b>STATE OF MICHIGAN OAKLAND COUNTY PROBATE COURT</b>	<b>PLAN TO RETURN TO FULL CAPACITY – PHASE ONE</b>	<b>ADMINISTRATIVE ORDER 2020-03</b>
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**I. SCOPE**

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2020-14, effective May 6, 2020. 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 for entrance in Phase One of Returning to Full Capacity is satisfied as of June 4, 2020. Specifically:

- A. There have been no COVID-19 confirmed or suspected cases in the Oakland County Courthouse and its satellite facilities within the 14-day period immediately preceding the date of this Order; and
- B. There is a downward trajectory of documented cases within the 14-day period immediately preceding the date of this Order; and
- C. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase One requirements; and
- D. The chief judge has consulted with Oakland County Health Department authorities and confirmed that regional health care facilities are able to treat all patients without crisis care.

Attached is confirmation by the Oakland County Health Department that the gating criteria shown above has been achieved for entry into Phase One.

**II. PUBLIC AND EMPLOYEE PROTECTIONS**

In order to protect the health and safety of employees and the public, the Oakland County Probate Court has enacted the following protections:

- A. 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.<sup>1</sup>

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<sup>1</sup> 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>

- B. 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.
- C. To the extent possible, court employees who are working remotely will be allowed the opportunity to work remotely.
- D. Employees in court facilities will maintain social distancing of six feet at all times and wear masks when six-foot distance cannot be maintained. The Oakland County Health and Facilities Departments, in consultation with the Oakland County Probate Court, have taken the following steps to ensure proper social distancing and employee safety:
  - 1. Placed physical barriers between workspaces that are not at least six feet apart.
  - 2. Marked the floor in common spaces to indicate six-foot intervals.
  - 3. Required employees to wear masks while in public spaces.
  - 4. Required employees handling mail to wear masks and gloves.
- E. 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.
- F. Employees will not travel for non-essential business.
- G. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at court facilities.
- H. Court facilities have posted signage emphasizing proper handwashing.
- I. 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.
- J. The Oakland County Facilities Department is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
- K. The Oakland County Health Department, in consultation with the Oakland County 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 Health Department 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.

### **III. PUBLIC SCREENING**

The Oakland County Executive's Office, in consultation with the Oakland County Health Department and in accord with CDC guidelines, has enacted certain health screening measures related to public entry into the Oakland County Courthouse and satellite facilities of the Oakland County Probate Court. The public is screened by a contracted medical services firm prior to entry into the Courthouse and its satellite facilities. Screening protocols include the following:

- A. A temperature check with an infrared thermometer. Anyone with a fever of greater than 100.4 degrees is asked to go outside and return in 15 minutes for a retest. Anyone failing a retest is not permitted to enter court facilities.
- B. A series of screening questions are asked of each member of the public. The questions are as follows:
  - do you have a cough or worsening cough or shortness of breath?
  - do you have any of the following symptoms: fever, chills, repeated shaking, muscle pain, headache, sore throat, diarrhea or loss of taste/smell?
  - Have you been in contact with anyone diagnosed with COVID-19 in the last 14 days?
  - Have you traveled internationally within the last 14 days?
- C. Members of the public are expected to wear a mask, to the extent that they can medically tolerate it, upon entry into court facilities. Masks are provided to any person who does not have a mask.

Any person responding "yes" to one or more of the screening questions, fails the temperature check, and/or refuses to wear a mask (except those who cannot medically tolerate it) are not permitted entry into the courthouse and its satellite facilities until they can comply with the screening protocols referenced above. Screening personnel will notify the county of any person that does not make it past screening. The court will accept documents for filing from any person who is not permitted entry. If the person was scheduled to appear as a party in a court proceeding, the court will work to reschedule the proceeding to a future date when the person may comply with the screening protocols or schedule the matter as a remote proceeding. The medical services firm ensures that its screening personnel has and will continue to wear the appropriate personal protective equipment.

### **IV. COURT PROCEEDINGS**

In order to facilitate the essential business of the Oakland County Probate Court, the court has enacted the following measures related to court proceedings:

- A. Proceedings will be conducted virtually to the maximum extent possible, consistent with Administrative Order No. 2020-6.
- B. In-person court proceedings will be limited to no more than 10 people.
- C. Members of the public are required to wear face masks to the extent they can medically tolerate it. Masks are provided to persons, by the medical services firm who screens the public, prior to entry into court facilities. Masks are also available upon request in each courtroom.
- D. Pursuant to MCR 8.110(C), members of the public who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave court facilities.
- E. 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 confers with Oakland County Health Department officials to monitor local public health conditions related to COVID-19 and regularly evaluates applicable data to assess its readiness to proceed to Phase Two of Returning to Full Capacity.



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Kathleen A. Ryan  
Chief Judge of Probate

6-10-2020

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Date