



STATE OF MICHIGAN
EATON COUNTY TRIAL COURTS

56th JUDICIAL CIRCUIT COURT
EATON COUNTY PROBATE COURT
56A DISTRICT COURT

1045 Independence Blvd.
Charlotte, MI 48813
517-543-7500
www.eatoncounty.org

Hon. Janice K Cunningham
Chief Judge, Circuit Court Judge

Hon. John D. Maurer
Circuit Court Judge

Hon. Thomas K. Byerley
Probate Court Judge

Hon. Julie H. Reincke
District Court Judge

Hon. Julie A. O'Neill
District Court Judge

Amy M. Etzel
Trial Court Administrator

Kathleen M. Brooks
Deputy Trial Court Administrator

Administrative Order

C56: 2020-10J

D56A: 2020-11J

P23: 2020-10J

Plan to Return to Full Capacity – Phase Two

In accordance with Administrative Order No. 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the Eaton County Trial Courts began Phase 1 of their planning to return to full capacity on May 29, 2020. The chief judge of the Eaton County Trial Courts, including the 56th Circuit, 56A District and Probate Court has consulted with the local health department and determined that gating criteria for movement into Phase Two is satisfied as of June 12, 2020. 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 downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests); 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,
 4. The chief judge has confirmed with health authorities (attached) that regional health care facilities are able to treat all patients without crisis care; and,
 5. The chief judge has confirmed with health authorities 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. In order to protect the health and safety of employees and the public, the Eaton County Trial Courts have 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

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>

2. Court employees who have identified as vulnerable 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. Employees will be encouraged to work remotely where feasible to facilitate social distancing among on-site staff.
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 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. 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 will not travel for non-essential business.
7. Employees are responsible for adhering to the most current guidelines issued by the local public health officials or Centers for Disease Control for out of state travel and any quarantine and/or isolation requirements following their return.
8. Employees have been provided information regarding COVID-19. Information provided has included guidance on 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 court has developed a contact tracing policy and will 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 and notify 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 Eaton County Trial Courts are maintaining 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:
2. In the past 24 hours, have you experienced:
 - Fever (felt feverish or above 100.4° F)
 - New or worsening cough
 - Shortness of breath (excluding chronic cough due to a chronic conditions)
 - Sore throat
 - Vomiting or Diarrhea
 - Chills
 - Muscle pain
 - New loss of taste or smell
- a. Have you had any close contact with an individual diagnosed with COVID-19 in the last 14 days?
3. Any individual responding “yes” to the screening questions will not be allowed to enter the courthouse. Any individual unable to pass the self-screening will be provided with a telephone number to communicate with the court to ensure they have been afforded an opportunity to file documents or have their proceeding rescheduled remotely or to a future date when they can pass the screening and appear in person. The court must provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

C. In order to facilitate increased activity in the courthouse, the courts are using the following measures related to court proceedings and resumption of activities:

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 essential functions only between the hours of 8:00am and 5:00pm and include only parties to the case and any individuals who have a constitutional or statutory right to be present. Persons appearing for in-person proceedings must adhere to social distancing requirements. All attendees must be able to pass the self-screening questions and wear a face covering. To ensure all court proceedings remain accessible to the public, livestreaming on YouTube will continue.
3. Off-site visits with probationers and clients will not be allowed.

4. Large venues and common areas in the courthouse will be open for use subject to social distancing and the posted number of persons able to gather in those areas. Members of the public are required to wear face coverings to the extent they can medically tolerate it. They will be provided by the court prior to entry.
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 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 Eaton County Trial Courts are in consultation 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 3 of court capacity, which is anticipated to be June 29, 2020.

Date:

June 15, 2020



Janice K. Cunningham, Chief Circuit Judge

LOCAL HEALTH DEPARTMENT
CONFIRMATION OF
GATING CRITERIA SATISFACTION

I confirm for Eaton as follows:
Specify county or counties

1. a. There is a downward trajectory of documented COVID-19 cases within at least a 14 28 42 day period.

OR

b. There is a downward trajectory of positive COVID-19 tests as a percent of total COVID-19 tests within at least a 14 28 42 day period (flat or increasing volume of tests).

2. Regional health care facilities are able to treat all patients without crisis care.

4/12/20
Date

Cooley
Signature of health department representative
Colette Spring
Print name
Health Officer
Title
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