

	<b>PLAN TO RETURN TO FULL CAPACITY PHASE THREE</b>	<b>LOCAL ADMINISTRATIVE ORDER</b> <b>C36 2020-12J</b> <b>D07 2020-09J</b> <b>P80 2020-10J</b>
		<b>RESCINDS:</b> <b>C36 2020-09J</b> <b>D07 2020-07J</b> <b>P80 2020-07J</b>

Court Address  
**212 E. Paw Paw Street, Paw Paw, MI 49079**

Court Telephone No.  
**(269) 657-8200**

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 Van Buren County Courts including the 36<sup>th</sup> Circuit Court, 7<sup>th</sup> District Court and Van Buren County Probate Court, have consulted with the local health department and determined that gating criteria is satisfied as of August 26, 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; 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 State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,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 consulted with health authorities and obtained data noted in Region 5 of the [Michigan Statewide Available Bed Tracking for COVID-19](#).
5. The chief judge has consulted with health authorities which includes receiving daily data updates for COVID-19. This information confirms 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 in the local area.

**IT IS ORDERED:**

- A. In order to protect the health and safety of employees and the public, Van Buren County 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. Normal staffing will resume at worksites, employees may work remotely as approved by their supervisors.
  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. Personal travel should take into account the necessary travel precautions and employees 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 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.
  - e. 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 court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
  10. The 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. Van Buren County Courts are enacting the following measures related to public entry into court facilities:

1. The public will be screened by court security prior to entering the court building. The screening will include, but is not limited to the following:
  - a. A touchless/contactless thermometer will be used at the entrance of the courthouse to scan visitors for temperatures above 100.4 degrees.
  - b. Visitors will be given a health survey with the following questions:
    - Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
    - Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
    - Have you traveled internationally or in an area determined by CDC (Center for Disease Control) as a COVID-19 hot spot?

Any individual responding “yes” to the screening questions or has a temperature above 100.4 degrees will be referred by the screening personnel to the ADA Coordinator for Van Buren County Courts. If the ADA Coordinator determines the person cannot safely enter the facility, he/she will be denied access. The court will accept documents for filing from the person. If the person was scheduled to appear as a party in a court proceeding, the court may, as needed, reschedule the hearing/trial to either a remote proceeding or to a future date when the person may pass courthouse screening.

2. The court will provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

3. Visitors will be limited to the amount of personal items brought into court facilities. Unnecessary items should not be brought into the facility to reduce the number of articles that may need hands on screening.
  4. The use of face coverings will be as noted in SCAO's COVID-19 Guidelines for all phrases. Please see the attached for specifics.
- C. In order to facilitate increased activity in the courthouse, Van Buren County Courts 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. Room capacity is based upon 6-foot social distancing compliance.
  3. Off-site visits with probationers and clients will resume, the use of PPE (masks and gloves) are required and they must follow CDC guidelines.
  4. Large venues and common areas in the courthouse (e.g. waiting areas) will be open for use. Members of the public are required to wear facemasks 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.

The Van Buren County Courts are regularly meeting with local public health officials to monitor local public health conditions related to COVID-19 and is/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.

ATTACHMENTS

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Effective Date: 09/14/2020

Date: 09/14/2020

Chief Judge Signature: 

LOCAL HEALTH DEPARTMENT  
CONFIRMATION OF  
GATING CRITERIA SATISFACTION

I confirm for Van Buren 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. yes

Date 9-17-2020

S. M. De MD MPH  
Signature of health department representative

LARRY WILK  
Print name

Medical director VBCDHQ  
Title

Health department address

City, state, zip

Telephone no.

**From:** [Region5 Info](#)  
**To:** [Kathleen Brickley](#); [Frank Hardester](#); [Susan Zuiderveen](#); [Brandy Antonowitsch](#); [Veronica Stillson](#)  
**Cc:** [Region5 Info](#); [Cari Elmore](#)  
**Subject:** Van Buren Return to Full Capacity - Phase Three - Approved  
**Date:** Thursday, September 17, 2020 4:16:14 PM

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Van Buren Return to Full Capacity – Phase Three - Approved  
C36 2020-12J; rescinds 2020-09J  
D07 2020-09J; rescinds 2020-07J  
P80 2020-10J; rescinds 2020-07J

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed.

Jill Booth  
Region V Administrator  
P.O. Box 30048  
Lansing, MI 48909  
517-373-8679

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