

STATE OF MICHIGAN



ISABELLA COUNTY TRIAL COURT

300 NORTH MAIN STREET

Mt. Pleasant, Michigan 48858

TEL. (989) 772-0911 FAX (989) 772-7337

HON. ERIC R. JAMES

CHIEF JUDGE

KERRI R. CURTISS

COURT ADMINISTRATOR

HON. STUART BLACK

TRIAL JUDGE

HON. MARK H. DUTHIE

TRIAL JUDGE

HON. SARA SPENCER-NOGGLE

TRIAL JUDGE

June 8, 2020

Isabella County Trial Court Staff,

We are ready to move into the first phase of gradually resuming regular court operations. We will be following a four-phase approach set forth by SCAO. Readiness to enter each phase is dependent on satisfaction of criteria provided by SCAO. Each phase will move us closer to normal and unrestricted court operations.

On June 15, 2020, we will begin the first phase of reopening with the return to work of court staff. In beginning this first phase, we will be doing everything we can to help keep staff safe and healthy. One important step to achieve this will be the implementation of staggered staff arrival and departure times. See the attached document for more information on this. Court employees who feel they are vulnerable and unable to return to work at this time should contact their supervisor immediately.

As we begin to reopen the court, social distancing remains very important. It is essential for staff to maintain social distancing of six feet at all times. We will be taking the following steps to ensure proper social distancing and employee safety:

- a. Meetings and break rooms will be closed.
- b. Physical barriers will be placed between workspaces that are not six feet apart.
- c. The floor will be marked to indicate six foot intervals in common spaces.
- d. Employees will wear masks while in public spaces.
- e. Employees handling mail will wear masks and gloves.
- f. Employees will stagger shifts to reduce crowd size and people gathering at start and close times.

Staff will need to self-screen for COVID-19 symptoms before coming to work each day. Such symptoms include cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and new loss of taste or smell. Team members who feel sick or have any COVID-19 symptoms should not report to work and should immediately call their supervisor. Employees who begin to feel sick while at work or develop symptoms throughout the day will be sent home. Any form of business travel must be approved by the Court Administrator.

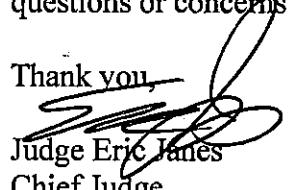
It is also essential for staff to continue practicing good hygiene through hand washing, frequent disinfecting of commonly used items and surfaces, sneezing or coughing into a tissue or elbow, and avoiding touching their faces. Shared equipment must be cleaned and sanitized before use. There will be sanitizing wipes at each copier, fax machine, and other shared equipment. The courthouse has been sanitized by a professional company. In addition, our custodians will be providing enhanced cleaning of the building. New signage has been posted emphasizing some of these new procedures. Team members should pay attention to and follow all instructions for all signage in the building.

The public will be screened upon entering the building. The screening will include questions regarding symptoms, contact with individuals testing positive for COVID-19, and recent travel. Members of the public will be required to wear face masks to the extent they can medically tolerate it. However, we will be open to the public only on a very limited basis in the early stages of our reopening. The court has already begun holding many hearings remotely via Zoom. This will be continuing to the greatest extent possible in order to limit the number of people coming into the building.

I realize that this letter does not give specific dates or times for moving forward through the four-phase reopening process, or answer other questions that you may have. The truth is that we simply do not have a specific time table or answers. There are so many unknown factors that come into play. Please know that we will do our best to keep you informed as we move forward through the gradual reopening process, including when the general public will be allowed in the building.

I want to thank you again for your patience and good attitudes during this challenging time. I know we are all looking forward to beginning a gradual return to normal. If we all carefully follow the above outlined procedures, we will be able to do this in a way that is safe and protects staff, court users, and the community. Please contact me or the Court Administrator with any questions or concerns.

Thank you,

  
Judge Eric James  
Chief Judge

## Temporary Staggered Arrival/Departure Work Schedule

	LAST NAME STARTS W/	WORK HOURS
<b>WEEK OF JUNE 15-19</b> <b>WEEK OF JULY 6-10</b>	A-F	7:30 – 4:00
	G-R	7:45 – 4:15
	S-Z	8:00 – 4:30
<b>WEEK OF JUNE 22 – 26</b> <b>WEEK OF JULY 13-17</b>	A-F	7:45 – 4:15
	G-R	8:00 – 4:30
	S-Z	7:30 - 4:00
<b>WEEK OF JUNE 29 – JULY 3</b> <b>WEEK OF JULY 20 -24</b>	A-F	8:00 – 4:30
	G-R	7:30 – 4:00
	S-Z	7:45 – 4:15

This schedule is not applicable to Court Officers or Judicial Secretary/Court Recorders. Deviations to the schedule may be made by the direct supervisor or Court Administrator. Court Officers will maintain their normal schedule unless advised otherwise. Court Recorders will be on an 8:00 – 4:30 p.m. work schedule.