



## **THE THIRD JUDICIAL CIRCUIT OF MICHIGAN**

### **Safety Protocols and Recommendations to Protect Employees During State of Emergency Operations**

**The Third Circuit Court developed the following safety protocol recommendations in accordance with the Center for Disease Control's (CDC) recommendations and the Occupational Safety and Health Administration's (OSHA) guidance on how employers can work to provide a safe and healthy workplace in light of COVID-19. The protocols outlined below are intended to help employees prevent and reduce workplace exposures to COVID-19 through appropriate control measures.**

**The Court recognizes that the circumstances regarding the pandemic and the State of Emergency continue to evolve and may require modifications to these recommendations to ensure the health and safety of Court employees, judges, justice partners, court users, and the public.**

## Courtwide Safety Protocols and Recommendations

<b>According to the Center for Disease Control (CDC), the Following Precautions Should be Followed:</b>	<b>Court Operations Effected</b>	<b>Safety Protocols and Recommendations</b>	<b>Department/Division Responsible</b>
<p><b>Clean Your Hands Often:</b></p> <p>The CDC recommends that you wash your hands often with soap and water for at least 30 seconds. If soap and water are not available, you should clean your hands with a hand sanitizer that contains at least 60%</p>	<p><b>General/Courtwide</b></p>	<ol style="list-style-type: none"> <li>1. Ensure restrooms are cleaned, sanitized, and fully stocked with soap and paper towel for hand washing.</li> <li>2. Provide public areas and work spaces with hand sanitizer.</li> <li>3. Post CDC hand washing posters at all sink locations.</li> <li>4. Provide mailroom staff with non-latex gloves to safely handle mail.</li> <li>5. Permit the wearing of non-</li> </ol>	<ol style="list-style-type: none"> <li>1. Division Heads to ensure this is done.</li> <li>2. Facilities.</li> <li>3. Division Heads/Department Directors to ensure this is done.</li> <li>4. Facilities.</li> <li>5. Gloves provided by Facilities.</li> </ol>

<p>alcohol.</p>		<p>latex gloves to protect from common touch points and shared equipment.</p> <p>6. Post CDC information regarding safe and proper removal and disposal of gloves.</p>	<p>6. Facilities.</p>
<p><b>Cover Your Mouth and Nose with Cloth Face Mask:</b></p> <p>The CDC and U.S. Surgeon General recommend that you wear a cloth face mask when in the public to cover your mouth and nose. The cloth face mask protects asymptomatic individuals from unknowingly spreading the disease to others. Cloth</p>	<p><b>General/Courtwide</b></p>	<ol style="list-style-type: none"> <li>1. Permit the wearing of cloth face cover/mask when interacting with other staff.</li> <li>2. Share video of U.S. Surgeon General’s instructions on how to make a cloth mask.</li> <li>3. Post information posters regarding Use of Cloth Face Coverings to Help Slow the Spread of COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>1. Supervisors/Managers to monitor for adherence to dress code.</li> <li>2. ITSB to provide link on CourtWeb.</li> <li>3. Division Heads/Department Directors to ensure this is done.</li> </ol>

<p>masks that contain images, phrases, slogans, logos, advertisements, cartoons, or words that could be construed to be offensive or inappropriate for courthouse attire are strictly prohibited.</p>			
<p><b>Cover coughs and sneezes:</b></p> <p>The CDC recommends that you cover your cough and sneezes with a tissue, immediately throw the tissue in the trash, and wash your hands in the manner described above. If tissue is not readily available, the CDC recommends that you</p>	<p><b>General/Courtwide</b></p>	<ol style="list-style-type: none"> <li>1. Provide public and work areas with facial tissues.</li> <li>2. Post information posters regarding preventing spread and other safety precautions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilities.</li> <li>2. Division Heads/Department Directors to ensure this is done.</li> </ol>

sneeze into your elbow. If soap and water are not available, the CDC recommends 60% + hand sanitizer.			
<p><b>Clean and disinfect:</b></p> <p>The CDC recommends that you clean and disinfect frequently touched surfaces daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</p>	<b>General/Courtwide</b>	<ol style="list-style-type: none"> <li>1. Provide Departments/work areas with disposable wipes.</li> <li>2. Ensure workspaces and public areas are routinely cleaned and disinfected (including surfaces, touch points, and equipment).</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilities.</li> <li>2. Division Heads/Department Directors to ensure this is done.</li> </ol>
<p><b>Encourage Employees to Stay Home if They are Sick</b></p> <p>The CDC recommends staying home if you do not feel well or</p>	<b>General/Courtwide</b>	<ol style="list-style-type: none"> <li>1. Post CDC posters to stay home if you are sick.</li> <li>2. Continue to screen employees reporting to work as mandated by Wayne County Local Health Department Order #20-02.</li> </ol>	<ol style="list-style-type: none"> <li>1. Division Heads/Department Directors to ensure this is done.</li> <li>2. Human Resources.</li> </ol>

<p>have symptoms of the coronavirus, including fever, cough, and shortness of breath.</p>		<ol style="list-style-type: none"> <li>3. Encourage staff to self-report to HR positive test results to ensure that staff that came into contact with that individual can be properly notified and quarantined.</li> <li>4. Continue to suspend attendance points during the State of Emergency and until the pandemic ends.</li> <li>5. Provide staff with information on the Families First Coronavirus Response Act (email sent from 3CCHR on 4/2/20).</li> <li>6. Provide all staff with information on Employee Assistance Program and BCBS/BCN Online Visits (email sent from 3CCHR on 4/7/20).</li> <li>7. Post CDC poster informing of signs and symptoms of COVID-19.</li> <li>8. Encourage staff to immediately self-report</li> </ol>	<ol style="list-style-type: none"> <li>3. Human Resources.</li> <li>4. Court Administration/Human Resources.</li> <li>5. Human Resources.</li> <li>6. Human Resources.</li> <li>7. Division Heads/Department Directors to ensure this is done.</li> <li>8. Supervisors/Managers.</li> </ol>
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		<p>when experiencing symptoms of illness.</p> <p>9. Immediately isolate employees who have self-reported as having signs and/or symptoms of COVID-19. After making the appropriate notifications to HR/Management, clear walking spaces/public areas and ensure the employee leaves the building without having contact with others, and inform the employee to follow up with a medical professional and follow CDC guidelines.</p> <p>10. Ensure isolated area is thoroughly cleaned and disinfected.</p>	<p>9. Supervisors/Managers.</p> <p>10. Division Heads/Department Directors to ensure this is done.</p>
<p><b>Avoid Close Contact:</b></p> <p>The CDC recommends at least 6 feet of space between people to prevent the</p>	<p><b>General/Courtwide</b></p> <p>1. Use of restrooms.</p>	<p>1. Post signage recommending use by one occupant at a time.</p>	<p>1. Division Heads/Department Directors to ensure this is done.</p>

<p>spread of the virus. The coronavirus is spread through respiratory droplets produced when an infected person talks, sneezes, or coughs.</p>	<ol style="list-style-type: none"> <li>2. Elevators</li> <li>3. Staff lunch/break rooms</li> <li>4. Office communications</li> </ol>	<ol style="list-style-type: none"> <li>2. Post signage recommending use by one occupant at a time.</li> <li>3. Limit the use of break rooms and lunch rooms to the use of microwaves and refrigerators. Post signage regarding same.</li> <li>4. Recommend staff in offices keep their door shut and to not visit into or meeting in their offices/cubes. Establish centralized trays/wall pockets for paperwork drop off/exchange. Staff will communicate with one another by phone or email. Staff will leave trash bins outside office at the end of the day for cleaning crew to pick up.</li> </ol>	<ol style="list-style-type: none"> <li>2. Division Heads/Department Directors to ensure this is done.</li> <li>3. Honor system regarding room usage. Division Heads/Department Directors to ensure signage is posted.</li> <li>4. Supervisors will monitor for compliance.</li> </ol>
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