

LINCOLN COUNTY SUPERIOR COURT

This Order is adopted and made effective September 2020

WHEREAS, Governor Inslee has proclaimed a state of emergency due to the coronavirus disease (COVID-19) outbreak in Washington and President Trump declared a national emergency due to the COVID-19 outbreak across the United States; and

WHEREAS, during this state of emergency, the Centers for Disease Control and Prevention and the Washington State Department of Health have recommended stringent social distancing measures and other public health requirements; and

WHEREAS, the Department of Labor and Industries has required each employer, including the courts, to comply with a COVID-19 worksite-specific safety practices and develop a COVID-19 accident prevention plan.

NOW, THEREFORE, the following Superior Court Policy will be in effect until further notice and IT IS HEREBY ORDERED:

Lincoln County Superior Court Policy

I. GENERAL POLICIES

- A. Anyone showing signs of illness or feeling ill shall not enter the Lincoln County Superior Court Courtroom or Superior Court chambers or offices. Anyone deemed by the Court or staff to exhibit illness symptoms may be ordered to leave the building.
- B. Signage requiring facial coverings and strict adherence to social distancing guidelines have been posted outside of the Superior Court courtroom and all Court Administration public areas.
- C. Floor stickers indicating six feet social distancing have been placed in all areas necessary.
- D. The courtroom will have limited seating. Presently a maximum of 39 people including court staff may be in the courtroom at one time. The permitted seating will be marked. The cohabitants of a single residence may sit together. Both inside and outside of the courtroom, social distancing of at least 6 feet will be maintained except as necessary to conduct any hearing or during jury breaks and deliberations.
- E. Hand Sanitizer stations have been placed both inside and outside of the Superior Court courtroom along with all Court Administration public areas.

II. EMPLOYEE POLICIES

- A. Unless working alone, all Superior Court employees will utilize social distancing measures and wear face coverings when six feet of social distancing cannot be maintained.
- B. Each Superior Court Judicial Officer and employee have been issued at least two cloth facial coverings to wear while at work when six feet social distancing cannot be maintained.
- C. The judge and court employees have the option of being issued KN95 masks to use while working at the courthouse.
- D. Employees will self-monitor for COVID-19 symptoms. Employees are instructed to not come to the office and call their supervisor if:
 - 1. The employee, or someone in their household has a fever;
 - 2. The employee, or someone in their household has been in close contact with a confirmed positive case;
 - 3. The employee, or something in their household has a cough, shortness of breath, fatigue or a new loss of taste or smell.
- E. All employees should stay in their office area as much as possible and limit contact.
- F. Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, sanitize or wash hands before and after contact.
- G. When an employee works in another area besides their normal workstations, the employee is responsible for sanitizing the area before leaving.

III. COVID EXPOSURE POLICIES

- A. Employee reports a positive COVID-19 diagnosis:
 - 1. Employees must stay home.
 - 2. Direct employee to self-isolate at home.
 - 3. Symptomatic persons need to use sick leave, PTO or other emergency sick leave benefit through HR.
 - 4. Asymptomatic persons are permitted to telecommute provided symptoms do not develop.
 - 5. Return to work minimum criteria:
 - a. Symptomatic persons:
 - At least 10 days have passed since symptoms first appeared; AND
 - At least 1 days (24 hours) have passed since resolution of fever without the use of fever-reducing medication and improvement of

respiratory symptoms, which may exceed the 10 days since symptoms first appeared.

- b. Asymptomatic persons:
 - At least 10 days have passed since the positive test results, AND
 - Person remains asymptomatic

B. Employee reports a direct/known positive exposure:

1. Send employee home. (discuss telecommuting opportunity and emergency sick leave benefit)
2. Direct employee to "self-quarantine" for 14 days.
3. Recommend that the employee get tested for COVID-19 (4-7 days after exposure date),
 - a. Positive test result – follow guidance above under report of positive test.
 - b. Negative test result – continue with 14-day quarantine.
 - Return to work upon completion of 14-day quarantine, AND
 - Employee remains asymptomatic

C. Employee reports an indirect exposure:

1. Send employee home. (discuss telecommuting opportunity and emergency sick leave benefit)
2. Recommend that the employee get tested for COVID-19 (4-7 days after exposure date)
3. Direct employee to "self-quarantine" until they receive COVID-19 test results.
 - a. Positive Test Result - follow guidance above under report of positive test.
 - b. Negative Test Result – return to work and continue to self-monitor.

D. The workstation of any employee with probable or confirmed COVID-19 diagnosis will be thoroughly cleaned and sanitized.

IV. WORK ENVIRONMENT POLICIES

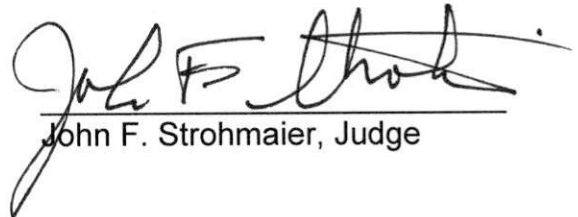
- A. Plexiglass shields have been placed in the courtroom where maintaining 6 feet social distance is not feasible due to contact with attorneys and the public.
- B. In person court meetings may have a Zoom option. All attendees will wear a face covering when they are unable to maintain 6 feet of social distancing.
- C. Facilities maintenance will continue routine cleaning of the work environment. Employees are asked to assist to increase the frequency of cleaning and disinfecting high touch surfaces.
- D. Cleaning supplies have been procured and distributed to all Superior Court employees.

V. JUROR POLICIES

- A. Juror summons have been mailed with a COVID-19 sheet to inform jurors of the precautions in place at the Courthouse.
- B. Juror excusal, postponement and disqualification allowed in accordance with GR 28 have been expanded.
- C. Jurors are instructed not to report for jury service when they call in to the jury line if they are sick with respiratory symptoms, a fever or a cough, a loss of taste or smell or if someone in their household is currently under observation for or being treated for COVID-19.
- D. Prior to being scanned in for jury service, jurors are asked to confirm that they do not:
 - 1. Have difficulty breathing, a fever or cough, or loss of taste or smell; and
 - 2. Live with someone currently under observation for or being treated for COVID-19; and
 - 3. Have had direct contact with a person who has been diagnosed with COVID-19 within the last 14 days.
- E. All jurors are required to wear a facial covering while in the Courthouse. If a juror does not have their own proper facial covering, a paper disposable mask will be provided for them.
- F. Empaneled jurors will be provided KN95 masks sealed in plastic.
- G. Trials will be conducted in a manner that ensures strict compliance with social distancing.

SEP 21 2020

Dated: _____


John F. Strohmaier, Judge