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FILED

MAY 07 2020

Superior Court
Linda Myhre Enlow
Thurston County Clerk

SUPERIOR COURT OF WASHINGTON
FOR THE COUNTY OF THURSTON

IN THE MATTER OF THE RESPONSE BY
THURSTON COUNTY SUPERIOR COURT
TO THE PUBLIC HEALTH EMERGENCY
IN WASHINGTON STATE

NO. 20-2-00001-34

**EMERGENCY ADMINISTRATIVE
ORDER No. 4**

In response to the current public health emergency in Thurston County and Washington State, this Court issued "Emergency Administrative Order #1" on March 13, 2020, "Emergency Administrative Order No. 2" on March 17, 2020, and "Emergency Administrative Order No. 3" on March 20, 2020. Since that time, the following has occurred requiring the Court to take additional action. The Court makes the following findings:

1. On April 29, 2020, Chief Justice Debra Stephens signed Washington Supreme Court Order No. 25700-B-618 addressing necessary changes to Washington State Court procedures in response to the public health emergency. (attached).
2. On May 1, 2020, Washington State Governor Jay Inslee announced that the Washington State's Stay at Home order will remain in effect through May 31, 2020. Order 20-25.3 (issued May 4, 2020).

1 3. The Court facilities continue to be limited in capacity and physical size and have
2 constraints on technical capacities. Appropriate social distancing and other COVID-19
3 mitigation efforts as directed by county health authorities are impossible within
4 courthouse facilities without modifications of procedures and court calendars. *See* Dr.
5 Yu Memorandum, Thurston Co. Public Health and Soc. Services Dept, April 28, 2020,
6 (attached).
7

8 NOW, THEREFORE, IT IS HEREBY ORDERED THAT EFFECTIVE MAY 15, 2020,
9 Emergency Administrative Orders No. 1, No. 2 and No. 3 are modified through July 10, 2020,
10 as follows:

- 11
- 12 1. The Court will continue to operate essential functions only as outlined below in response
13 to this public health emergency, pursuant to the Court's authority to administer justice
14 and to ensure the safety of court personnel, litigants, attorneys, and the public. The Court
15 will establish calendars and manage hearings and trials in phases to ensure social
16 distancing and compliance with other public health requirements in line with the
17 Governor's Stay at Home timeline.
 - 18 2. Superior Court will operate reduced hours at Main Campus, Monday-Friday 8:30 a.m.-
19 12:00 p.m. through May 29, 2020. Beginning June 1, 2020, Superior Court expects the
20 courthouse to be open at Main Campus, Monday-Friday 8:00 a.m. to 5:00 p.m.
21 Beginning May 18, 2020, Family and Juvenile Court (FJC) expects the courthouse to be
22 open Monday- Friday, 8:00 a.m. to 5:00 p.m.
 - 23 3. No jury trials will be conducted until at least July 6, 2020. When jury trials recommence,
24 the Court will be forced to prioritize trials consistent with limitations imposed by public
25 health requirements.
26

- 1 4. The Court will establish calendars in phases at all courthouse facilities (at Main Campus
2 and Family and Juvenile Court) to ensure social distancing and compliance with other
3 public health requirements. The Court Administrator will post calendar schedules,
4 consistent with this order on the Thurston County Superior Court's website
5 (<https://www.thurstoncountywa.gov/sc>) on or before Friday, May 15, 2020, at 5:00 p.m.
6 Any changes or updates to these calendar schedules shall be posted promptly on the
7 website.
8
- 9 5. Superior Court Administration Front Counters (at Main Campus and Family and Juvenile
10 Court) are authorized to be closed until June 1, 2020. Members of the public are
11 encouraged to reach the Court through email, phone or mail.
12
- 13 6. All out-of-custody adult criminal hearings are continued until after June 1, 2020, except
14 as may be necessary in the administration of justice. The Court will issue new dates to
15 be served consistent with Supreme Court Order No. 25700-B-618.
16
- 17 7. All hearings for juvenile respondents not held in detention are continued until after June
18 1, 2020, with new dates served by the Court. The Court will continue to conduct hearings
19 and trials for juvenile respondents held in detention. The Court will ensure that all such
20 hearings are conducted by telephone or in-person with social distancing and other public
21 health measures strictly observed.
22
- 23 8. All out-of-custody adult criminal defendants and juvenile respondents not held in
24 detention shall comply with all release conditions, including 3.2 orders, protection orders,
25 and Pretrial Services Supervision requirements, if being supervised.
26

- 1 9. For adult criminal cases and juvenile offender cases, the Court expects to begin a
2 modified schedule on June 1, 2020. The calendars shall be structured to ensure social
3 distancing and remote appearance where possible. Calendar schedules will be posted on
4 the Court's website and promptly updated when necessary.
5
- 6 10. Main Campus is expected to resume hearing the Friday civil motion and dispositive
7 motions calendars on May 22, 2020. The Court will impose caps on the calendars to
8 reduce physical appearances and ensure social distancing. The judicial officer will make
9 a determination as to the type of appearance, if any, for hearings. Matters may be decided
10 on the pleadings only. Updated procedures for Friday Civil Calendars shall be posted on
11 the Court's website. Civil Ex Parte matters shall not be brought to Friday Civil Calendars
12 (see ¶14 for Civil Ex Parte Process). Civil Appeals, including Administrative Law
13 Review hearings, typically scheduled for Friday afternoon are expected to resume the
14 week of June 1, 2020. The requirement of Judge's Copies will remain suspended through
15 at least July 10, 2020.
16
- 17 11. Unlawful detainer matters are expected to be heard on the Unlawful Detainer calendar
18 beginning the week of June 1, 2020. Modified procedures minimizing in-person
19 appearances shall be posted on the Court's website. Emergency Unlawful Detainer
20 matters shall be set by Show Cause Order issued using the Civil Ex Parte Process (see
21 ¶14). Limitations on hearing of Unlawful Detainer matters and evictions, as addressed
22 in specific Proclamations by the Governor, will be in effect until such limitations are
23 removed by the Governor.
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1 12. For family and juvenile matters heard at FJC, the Court expects to begin a modified
2 schedule of calendars on May 18, 2020. The calendars shall be structured to ensure social
3 distancing and remote appearance where possible. Further modifications increasing the
4 matters to be heard are expected to occur beginning June 1, 2020. Calendar schedules
5 will be posted on the Court's website and promptly updated when necessary.
6

7 13. The Court will continue to conduct all ITA hearings remotely through video or telephonic
8 hearings to the extent possible.
9

10 14. Civil Ex Parte at Main Campus is available for emergency matters only and shall be
11 conducted by telephone until additional access can be provided. Until such time, there
12 will continue to be no in-person Main Campus Ex Parte process. Parties or Attorneys
13 must file any documents relevant to the emergency motion, including a proposed order,
14 prior to making a telephonic request. Please see Court website for details, including
15 available time for telephonic consideration by judicial officer. When conditions improve
16 sufficiently to provide an in-person Ex Parte process, notification will be posted on the
17 Court's website. Additionally, the Mail-in Ex Parte process, which allows parties to
18 present agreed orders or orders that do not require notice to any other party for a judge's
19 signature, can be used for non-emergency matters after May 18, 2020.
20

21 15. Ex Parte at FJC is available for emergency matters only and shall be conducted by
22 telephone until additional access can be provided. Until such time, there will continue to
23 be no in-person FJC Ex Parte process. Parties or Attorneys must file any documents
24 relevant to an emergency motion, including a proposed order, prior to making a telephonic
25 request. Please see Court website for details, including available time for telephonic Ex
26

1 Parte FJC calendar. When conditions improve sufficiently to provide additional access to
2 the Ex Parte process, notification will be posted on the Court's website.

3 16. Regarding Protection Orders and Restraining Orders, the time for a full hearing on newly-
4 filed or expiring civil protection orders and family law restraining orders is extended for
5 up to 28 days beyond June 1, 2020 (or the date this Court returns to normal
6 operations). The matters included in this Order include protection orders and restraining
7 orders in the following categories: domestic violence protection orders, sexual assault
8 protection orders, anti-harassment protection orders, stalking protection orders, vulnerable
9 adult protection orders, extreme risk protection orders, and family law restraining
10 orders. The Court may extend ex parte orders and renewal orders referenced in this section
11 beyond the initial period until a hearing may be held, and further, the judicial officer retains
12 discretion to extend full hearings on temporary orders beyond the timeframe provided
13 herein based on agreement of the parties or additional specific findings of good cause.
14 Judicial officers will continue to review ex parte petitions to determine whether a
15 temporary order is warranted and, if so, shall set a full hearing on the petition as noted in
16 this paragraph. Respondents may request an emergency written review of these extended
17 orders and the protected party may object. The Court may determine these emergency
18 requests without hearing if both parties respond in writing, or may set a hearing to consider
19 the request with participation by both parties. All orders entered related to this section
20 shall be served consistent with Supreme Court Orders Nos. 25700-B-618 (4/29/20) and
21 25700-B-615 (4/13/20).
22

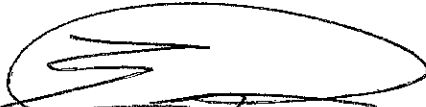
23 17. To the extent necessary to provide the Court the authority to effectuate all actions
24 referenced above, court rules are hereby suspended.
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TO THE EXTENT NOT MODIFIED BY THIS ORDER, EMERGENCY ADMINISTRATIVE ORDER #1 (DATED MARCH 13, 2020), EMERGENCY ADMINISTRATIVE ORDER No. 2 (DATED MARCH 17, 2020), AND EMERGENCY ADMINISTRATIVE ORDER No. 3 (DATED MARCH 30, 2020) REMAIN IN EFFECT.

THIS ORDER, INCLUDING ITS EFFECTIVE PERIOD (MAY 15, 2020 – JULY 10, 2020), IS SUBJECT TO CHANGE AS CONDITIONS WARRANT.

DATED this 7th day of May, 2020.



Presiding Judge Erik D. Price

appearances jeopardize the health and safety of litigants, attorneys, judges, court staff, and members of the public; and

WHEREAS, pursuant to this Court's orders on March 4 and 18, 2020, and April 13, 2020, many Washington courts have taken important steps to protect public health while ensuring continued access to justice and essential court services, including by strictly observing social distancing measures, holding proceedings remotely, suspending many in-building operations, and promulgating emergency rules as necessary; and

WHEREAS, the coordinated response from Washington courts to prevent the further spread of COVID-19 must be continued beyond the timeframes in this Court's prior orders while allowing courts to operate effectively and maintain effective and equitable access to justice; and

WHEREAS, this Court's consultation with trial courts, justice partners and coordinate branches of government confirms the need for further direction from this Court by issuing an order that revises and supersedes its prior orders; and

WHEREAS, the presiding judges across Washington need direction and authority to effectively administer their courts in response to this state of emergency, including authority to adopt, modify, and suspend court rules and orders as warranted to address the emergency conditions.

NOW, THEREFORE, pursuant to the Supreme Court's authority to administer justice and to ensure the safety of court personnel, litigants, and the public,

IT IS HEREBY ORDERED:

With Respect to Civil Matters:

1. All civil jury trials remain suspended until at least July 6, 2020. Trials already in session where a jury has been sworn and social distancing and other public health measures are strictly observed may proceed or, at the discretion of the trial court or agreement of the parties, be continued to a later date. Nonjury trials may be conducted by remote means or in person with strict observance of social distancing and other public health measures.
2. Non-emergency civil matters may be continued until after June 1, 2020. However, courts should begin to hear non-emergency civil matters, so long as such matters can appropriately be conducted by telephone, video or other remote means, or in person with strict observance of social distancing and other public health measures.
3. Courts shall continue to prioritize and hear all emergency civil matters that can be heard by telephone, video, or other remote means, or in person with strict observance of social distancing and other public health measures.
4. Courts shall continue to hear emergency civil protection order and restraining order matters. Courts must provide an accessible process for filing petitions for civil protection orders and motions for temporary restraining orders, which may include filing petitions in person or remotely. Courts are encouraged to provide alternative means for filing, including electronic filing options whenever possible,

especially when the courthouse is closed to the public or public clerk's office hours are restricted due to the public health emergency.

- a. Consistent with the Governor's Proclamation 20-45 (Apr. 10, 2020), requirements for *personal* service of the petition for a protection order or temporary protection order are suspended, except as to orders directing the surrender of weapons or removal of the respondent from a shared residence. Personal service remains preferred, and courts should require personal service by law enforcement when removal of children or change of custody of children is ordered, or in other circumstances where public or individual safety demands it. Where personal service is not required, service may be by law enforcement, including electronic service with acknowledgment of receipt, by process servers, by agreed service memorialized in writing, by publication or by mail. If parties have previously agreed to e-mail service or opted into e-service in the case or other currently open related case, service of temporary protection orders or reissuance/continuance orders by e-mail or e-service shall be sufficient. Before proceeding with a full hearing, the judicial officer must require proof of service five days prior to the hearing.
- b. Judicial officers have discretion to set hearing dates and extend temporary protection orders based on the circumstances to reasonably allow for sufficient notice, remote appearance, and presentation of evidence, while avoiding unreasonable delay. Whenever possible, statutory timeframes suspended under Proclamation 20-45 (Apr. 10, 2020) should be followed. Circumstances relevant to the setting of hearing dates include agreement of the parties, reasonable estimates for completing service, lack of prejudice, and specific findings of good cause, which may include restrictions in place due to the public

health emergency. Reissuance orders may be similarly extended. Courts may provide a means for weapons surrender hearings that does not require in-person appearance only when consistent with public safety.

- c. Guidance for courts implementing emergency measures under this section may be found here.
5. With respect to all civil matters, courts should encourage parties to stipulate in writing to reasonable modifications of existing case schedules and methods of service and to conduct discovery by remote means whenever possible.

With Respect to Criminal and Juvenile Offender Matters:

6. All criminal jury trials remain suspended until at least July 6, 2020. Trials already in session where a jury has been sworn and social distancing and other public health measures are strictly observed may proceed or be continued if the defendant agrees to a continuance. Nonjury trials may be conducted by remote means or in person with strict observance of social distancing and other public health measures.
7. **Out of custody** criminal and juvenile offender matters may be continued until after June 1, 2020, except (1) those motions, actions on agreed orders, status conferences or other proceedings that can appropriately be conducted by telephone, video or other means that does not require in-person attendance; and (2) matters that require in-person attendance but should in the interests of justice be heard immediately, provided that any such hearings must strictly comply with current public health mandates. Arraignment on **out of custody** criminal and

juvenile offender cases filed between March 18, 2020 and July 3, 2020 may be deferred until a date 45 days after the filing of charges. Good cause exists under CrR 4.1 and CrRLJ 4.1 and JuCR 7.6 to extend the arraignment dates. The new arraignment date shall be considered the “initial commencement date” for purposes of establishing the time for trial under CrR 3.3(c)(1), CrRLJ 3.3(c)(1) and JuCR 7.8(c)(1). Nothing in this section requires suspension of any proceeding, including therapeutic court proceedings, that can appropriately be conducted by telephone, video or other means that does not require in-person attendance.

8. Courts may enter ex parte no contact orders pursuant to RCW 10.99.040, RCW 10.99.045, RCW 7.92.160, RCW 7.90.150, RCW 9A.46.085, and/or RCW 9A.46.040, when an information, citation, or complaint is filed with the court, either by summons or warrant, and the court finds that probable cause is present for a sex offense, domestic violence offense, stalking offense, or harassment offense. Ex parte orders may be served upon the defendant by mail or by electronic means of service. This provision does not relieve the prosecution of proving a knowing violation of such an ex parte order in any prosecution for violating the order. Good cause exists for courts to extend ex parte orders beyond the initial period until a hearing can be held.
9. **In custody** criminal and juvenile offender matters may be continued until after June 1, 2020, with the following exceptions:
 - a. Scheduling and hearing of first appearances, arraignments, plea hearings, criminal motions, and sentencing or disposition hearings.

- b. Courts retain discretion in the scheduling of these matters, except that the following matters shall take priority:
 - i. Pretrial release and bail modification motions.
 - ii. Plea hearings and sentencing or disposition hearings that result in the anticipated release of the defendant or respondent from pretrial detention within 30 days of the hearing.
 - iii. Parties are not required to file motions to shorten time in scheduling any of these matters.
10. Juvenile court jurisdiction in all pending offender proceedings and in all cases in which an information is filed with the juvenile court prior to June 1, 2020, in which the offender will reach the age of 18 within 120 days of May 4, 2020, shall be extended to the offender's next scheduled juvenile court hearing after June 1, 2020.
11. A continuance of these criminal and juvenile offender hearings and trials is required in the administration of justice. Based upon the court's finding that the serious danger posed by COVID-19 is good cause to continue criminal and juvenile offender trials, and constitutes an unavoidable circumstance under CrR 3.3(e)(8), CrRLJ 3.3(e)(8), and JuCR 7.8(e)(7), the time between the date of this Order and September 1, 2020 shall be EXCLUDED when calculating time for trial. CrR 3.3(e)(3), CrRLJ 3.3(e)(3), JuCR 7.8(e)(3).
12. The Court finds that obtaining signatures from defendants or respondents for orders continuing existing matters places significant burdens on attorneys,

particularly public defenders and all attorneys who must enter correctional facilities to obtain signatures in person. Therefore, this Order serves to authorize continuing those matters without need for further written orders. Additionally:

- a. Defense counsel is not required to obtain signatures from defendants or respondents on orders to continue criminal or juvenile offender matters through June 1, 2020.
- b. Courts shall provide notice of new hearing dates to defense counsel and unrepresented defendants.
- c. Defense counsel shall provide notice to defendants and respondents of new court dates.

13. Bench warrants may continue to issue for violations of conditions of release. However, courts should not issue bench warrants for failure to appear in-person for criminal or juvenile offender court hearings and pretrial supervision meetings unless necessary for the immediate preservation of public or individual safety. Additionally, courts should not issue or enforce bench warrants for juvenile status offenses or violations.

14. Motions for Pre-Trial Release:

- a. Courts shall hear motions for pretrial release in criminal and juvenile offender matters on an expedited basis without requiring a motion to shorten time. Nothing in this section is intended to affect any statutory or constitutional provision regarding the rights of victims or witnesses.

- b. The Court finds that for those identified as part of a vulnerable or at-risk population by the Centers for Disease Control, COVID-19 is presumed to be a material change in circumstances, and the parties do not need to supply additional briefing on COVID-19 to the court. For all other cases, the COVID-19 crisis may constitute a “material change in circumstances” and “new information” allowing amendment of a previous bail order or providing different conditions of release under CrR 3.2(k)(1) or CrRLJ 3.2(k)(1), but a finding of changed circumstances in any given case is left to the sound discretion of the trial court. Under such circumstances in the juvenile division of superior court, the court may conduct a new detention hearing pursuant to JuCR 7.4.
 - c. Parties may present agreed orders for release of in-custody defendants and respondents, which should be considered expeditiously.
 - d. If a hearing is required for a vulnerable or at-risk person as identified above, the court shall schedule such hearing within five days. The court is strongly encouraged to expedite hearings on other cases with due consideration of the rights of witnesses and victims to participate.
15. Courts must allow telephonic or video appearances for all scheduled criminal and juvenile offender hearings whenever possible. For all hearings that involve a critical stage of the proceedings, courts shall provide a means for defendants and respondents to have the opportunity for private and continual discussion with their attorney.

General Provisions for Court Operations:

16. Access to justice must be protected during emergency court operations. Where individuals are required to access the court through remote means, courts must provide no-cost options for doing so or provide a means for seeking a waiver of costs. This provision does not require suspending existing systems for remote filings or hearings that are based on a user-fee model.
17. Courts must provide clear notice to the public of restricted court hours and operations, as well as information on how individuals seeking emergency relief may access the courts. Courts are encouraged to provide such notice in the most commonly used languages in Washington, and to make every effort to timely provide translation or interpretation into other languages upon request. The Washington State Supreme Court Interpreter Commission may assist courts in this process.
18. The availability of interpreter services should not be restricted by emergency operations. Interpreting should be done by remote means whenever possible, consistent with protocols developed by the Washington State Supreme Court Interpreter Commission.
19. Washington courts are committed to protecting rights to public court proceedings. Any limitations placed on public access to court proceedings due to the public health emergency must be consistent with the legal analysis required under *State v. Bone Club*, 128 Wn.2d 254 (1995) and *The Seattle Times v. Ishikawa*, 97 Wn.2d 30 (1982). Courts should continue to record remote hearings and to make the

recording or a transcript part of the record, and should develop protocols for allowing public observation of video or telephonic hearings. Guidance for courts in protecting public court proceedings during emergency operations can be found [here](#).

20. Notwithstanding any provision of GR 30 to the contrary, an electronic signature shall be deemed a reliable means for authentication of documents and shall have the same force and effect as an original signature to a paper copy of the document so signed. For purposes of this Order, “electronic signature” means a digital signature as described in Supreme Court Order No. [25700-B-596](#) (July 16, 2019) and RCW 9A.72.085(5) (repealed); an electronic image of the handwritten signature of an individual; or other electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record, including but not limited to “/s/ [name of signatory]”.
- a. To the extent not already authorized, whenever a judicial officer or clerk is required to sign an order, judgment, notification, or other document an electronic signature shall be sufficient. The presiding judge, in consultation with the county clerk where applicable, should direct by administrative order the provisions for use of alternative signature methods for judicial officers in that jurisdiction. Guidance in developing such orders may be found [here](#).
 - b. Courts are authorized and are hereby encouraged when practicable to waive by emergency rule or order provisions of GR 30(d) that require: (1) the issuance

of a user ID and password to electronically file documents with the court or clerk; (2) that a party who has filed electronically or has provided the clerk with their email address must give consent to accept electronic transmissions from the court.

21. This Court recognizes that there are procedural issues in juvenile, dependency, involuntary commitment, child support, and other matters that may not be encompassed in this Order. Nothing in this Order limits other interested parties in submitting similar orders tailored to the unique circumstances of those matters and any other matters not addressed by this Order. Nothing in this Order prevents courts from following specific emergency plans for such matters, including for Involuntary Treatment Act and dependency matters. Where any provisions of this Order may be interpreted to conflict with any provision of another Supreme Court order addressing specific case matters, such as dependency and termination matters, the provisions of the more specific order shall control.
22. Nothing in this Order limits the authority of courts to adopt measures to protect health and safety that are more restrictive than this Order, as circumstances warrant, including by extending as necessary the time frames in this Order. However, courts are encouraged to move toward conducting as much court business as can be done consistent with public health and safety. Any summons issued for jury trials must provide a process for excusing or delaying jury service by individuals who are at higher risk from COVID-19 exposure based on their age or existing health conditions, or those of a household member. Courts should

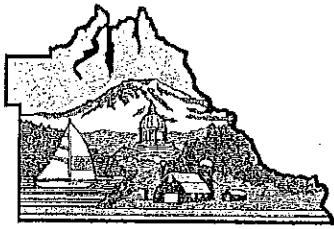
follow the most protective public health guidance applicable in their jurisdiction, based on current guidelines from the Centers for Disease Control, the Washington Department of Health or their local health department.

23. The Supreme Court may extend the time frames in this Order as required by continuing public health emergency, and if necessary, will do so by further order. This Order and other applicable emergency orders may be deemed part of the record in affected cases for purposes of appeal without the need to file the orders in each case, and all time frames previously extended may be deemed further extended by this order. This revised and extended Order supersedes the Supreme Court's March 18, 2020 order (as corrected March 19, 2020), its March 20, 2020 amended order, and its April 13, 2020 Extended and Revised Order.

DATED at Olympia, Washington this 29th day of April, 2020.

For the Court


CHIEF JUSTICE



THURSTON COUNTY
WASHINGTON
SINCE 1852

COUNTY COMMISSIONERS

John Hutchings
District One

Gary Edwards
District Two

Tye Menser
District Three

PUBLIC HEALTH AND
SOCIAL SERVICES DEPARTMENT

MEMORANDUM

Schelli Slaughter,
Director

Diana Yu, MD, MSPH
Health Officer

To: Thurston County Appointing Authorities
From: Thurston County Health Officer, Dr. Diana Yu, MD, MSPH
Date: April 28, 2020
Subject: Public Health Requirements for Re-Opening of County Facilities—COVID-19

This document provides guidance from the Thurston County Public Health Officer to Thurston County appointing authorities as they plan for the safe re-opening of County facilities. It is not intended to provide guidance for the general public and is subject to change based on orders by the Governor of Washington, State and Local public health officials.

When the “Stay Home, Stay Healthy” order is modified, appointing authorities should plan to implement the following *requirements* to protect public health and prevent spread of COVID-19:

1. **Maintain social distancing of at least 6 feet circumference at all times in county facilities**
 - a. Ensure that employee work stations and spaces accommodate social distancing or find alternate ways to reduce the number of employees at the worksite to achieve social distancing.
 - b. Ensure that visitors maintain social distancing and avoid congregating by marking, restricting or controlling access to County facilities and spaces such as lobbies, waiting areas, narrow hallways, service counters, meeting rooms, and other spaces where social distancing is difficult to assure or relocating worksite/services to alternate facility or space where social distancing can be assured or identify alternate ways to provide services/perform work to prevent the need to visit or physically report to work at a county facility (i.e. teleworking, online/phone/electronic/mail services)
2. **Universal cloth face coverings for all employees and visitors to county facilities:**
 - a. In public areas, common areas, lobbies, hallways, break rooms, meeting rooms, service counters, court rooms, jails, and other areas where social distancing may be difficult to assure.
 - b. Employees at work stations or outdoor work sites where there is at least 6 feet of social distancing are not required to wear cloth face coverings while performing duties at all times. Employees with respiratory issues should exercise caution when using cloth face covering for significant periods of time. Cloth face coverings should be clean and properly cared for.
3. **Provide for increased sanitation of surfaces, hand, and droplet hygiene for all employees and visitors to county facilities:**
 - a. Ensure that handwashing stations are accessible and regularly stocked with soap/water

- b. Ensure that hand sanitizer and surface sanitizing products are available and accessible in all public service areas and in employee work areas more than 25 feet away from a handwashing station, in field/remote settings, and county vehicles.
- c. Ensure that facial tissue (Kleenex) and trash receptacles are available in all public service areas and employee work areas
- d. Frequently disinfect high traffic and high touch areas and objects such as restrooms, kitchens, meeting rooms, desks, counters, desk tops, buttons, door knobs, etc. Develop procedures to ensure cleaning is done at regular intervals.

4. Employees and Visitors that are ill with any COVID-19 like symptoms are prohibited from entering a county facility*

- a. In the event that an Employee tests positive for COVID-19 or has a COVID-19 positive household member or are awaiting a test result for COVID-19 or have been advised by a healthcare provider or ordered by a public health official to remain at home, the employee should be permitted and encouraged to remain at home until released from quarantine/isolation by a public health official. Note that public health officials will not inform the employer of an exposure and that employee health information is protected and confidential.
- b. Prominently display signage at all public entrances, service counters, and in employee areas reminding people to:
 - i. DO NOT enter facility if exhibiting any COVID-19 like symptoms:
 - 1. Fever over 100.4
 - 2. Cough
 - 3. Difficulty breathing
 - 4. Sore throat
 - 5. Loss of sense of taste/smell
 - 6. Muscle pain/body aches/fatigue
 - 7. Chills, shaking
 - ii. Maintain 6 feet social distance from others at all times
 - iii. Wear cloth face coverings, cover coughs/sneezes
 - iv. Wash hands/use hand sanitizer
 - v. Avoid unnecessary physical contact
 - vi. Make visit as brief as possible
 - vii. Consider alternate ways to access services such as website, phone

*Note that not all people with COVID-19 exhibit symptoms but can still transmit the virus to others and not all people who test positive with COVID-19 display a fever. Health screenings may screen out some but not all people with COVID-19. The Health Officer does not require universal temperature screenings and cautions those that use such screenings for employees or visitors to continue to adhere to social distancing, cloth masking, hand hygiene, etc.

When the “Stay Home, Stay Healthy” order is modified, appointing authorities should plan to implement the following *recommendations* to protect public health and prevent spread of COVID-19:

- 2. Employees and visitors in high risk categories (age over 65, underlying chronic health conditions*, pregnant, immune compromised) should be encouraged to continue to work from or stay at home except to access essential services.
- 3. Employees should continue to Telework whenever possible.
- 4. Appointing Authorities should continue to operate on COOP plans in the event of employee absenteeism, significant exposure in facilities, or rollbacks of the “Stay Home,

Stay Healthy Order” based on outbreaks/increased community transmission that impacts the ability for the facility or department/office to remain open.

5. Public services should be offered electronically, online, mail, or by phone to prevent people from needing to physically visit a county facility.
6. Limit the number of employees and visitors at county facilities by taking such actions as controlling access to facilities with personnel or technology, reducing public service hours/days, scheduling appointments, staggering work shifts/schedules, coordinating and alternating office hours/days, providing outdoor drop boxes or drive up options for document drop off/retrieval, providing remote telecommunication options for public comments/testimony, sending communications to the public encouraging alternate ways to access services via social media, websites, etc.
7. Utilize barriers to reduce droplet exposure at public service counters
8. Discourage the use of shared office supplies, objects, food, tools, uniforms, etc. where multiple people may touch the same item without sanitation between uses.