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Order
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KATHY MARTIN
COUNTY CLERK

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ADMINISTRATIVE ORDER FILE #25019
WALLA WALLA COUNTY SUPERIOR COURT
WASHINGTON

June 16, 2020

This Order is adopted and made effective June 16, 2020

By *Mads*

25019

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.

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

Walla Walla Superior Court Policy

1. Policy for all Walla Walla Superior Court Employees

- A. **General considerations:** It is important for everyone in the office to utilize physical distancing measures and wear face coverings if appropriate. We need to take measures to ensure that our office can continue to serve the public.
- B. **Face Coverings:** A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms. Face coverings are required when working within 6 feet of another person.
- C. **COVID-19 DEPARTMENT LEAD:** Judge John Lohrmann
- D. **Employee Symptoms:**
 - 1. Employees will monitor their symptoms daily prior to coming to work.
 - a. Fever
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Loss of taste or smell
 - 2. Employees with a temperature of 100.4 degrees or higher, and/or fever, cough or shortness of breath while at work shall:
 - a. Put on a face covering
 - b. Notify their supervisor immediately.
 - c. Go to their healthcare provider to be evaluated and tested.

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- d. Remain at home until their test results come back.
- e. If test is positive, the employee must remain isolated at home for 10 days and until they are symptom free for 3 days without medication.

E. Sick Employees:

1. Employees must stay home if you are sick.
2. If you need to stay home to take care of a sick family member, please do so.
3. Leave requests will be reviewed to determine which classification of leave will be used.

F. COVID-19 – Sick employees or family members:

1. If an employee has tested positive for COVID-19:
 - a. Keep it confidential.
 - b. The Department of Community Health, Judge Lohrmann or his designee will inform close contacts of the sick employee that they may have been exposed to COVID-19.
 - c. The symptomatic employee must remain isolated at home for 10 days and until they are symptom free for 3 days without medication.
 - d. The asymptomatic employee must remain isolated at home for 10 days and not show any symptoms. If symptoms develop, (c) applies.
2. Employees who have a family member at home with COVID-19 or have come into contact with a person with suspected case of COVID-19 must notify their supervisor.
 - a. Employees will:
 - i. Not come to work for 14 days.
 - ii. Stay home and self-isolate for 14 days.
 - iii. Keep track of their health for 14 days after contact with the sick person. If any of the symptoms arise – fever, cough, trouble breathing, contact Judge Lohrmann. They should also contact their medical provider for a COVID-19 test.
 - iv. If you are able to do so, work remotely. If not, we will determine leave. Do not come to work.

G. Create physical distancing in the workplace:

1. Employees and visitors must maintain physical distancing by remaining at least 6 feet away from each other.
2. Employees and visitors unable to maintain 6 feet distance must wear face coverings.

3. If documents need to be signed or delivered, do not hand the documents to the person who needs to sign. Put the document in the person's box, with a notice sent by email.
4. Documents that need to be signed or initialed by all employees should be placed in a central location, such as the court reporter's desk, with a notice sent by email.
5. When at work, all employees should stay in their office area as much as possible and limit contact.
6. Employees should not use other workers' phones, desk, offices or other work tools and equipment unless it is absolutely necessary. If an employee must use other worker's equipment, the employee must disinfect or sanitize the equipment before and after use.
7. Limit in-person meetings. Use phone conference, Zoom or Cisco WebEx when available.
8. If you must have an in-person meeting, meet in a large room, maintain a distance of at least 6 feet from one another and have a face covering available.
9. Anyone entering the courtroom will be required to wear a mask. This includes the judge, court staff, attorneys, clients, jail and detention staff, law enforcement, family members and observers.
10. Persons will not be allowed in the courtroom who have any sign of illness, including fever, cough, sneezing, runny nose or other symptoms of the COVID-19 virus, influenza, colds or other viral or bacterial infections.
11. Both courtrooms will have limited seating. The permitted seating will be marked with tape, except 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. In order to assure an open courtroom and access to the proceedings, anyone interested in hearing the proceedings may listen in by dialing 509-524-2501, then meeting number 2791# for Department 1 and meeting number 2796# for Department 2. Please let the court reporter/clerk know you will be joining by phone so she can connect you.
12. All court hearings will be in accordance with the Washington Supreme Court's Amended Revised and Extended Order Regarding Court Operations No. 25700-B-626 or as may be hereafter amended and adopted by Walla Walla County Superior Court.

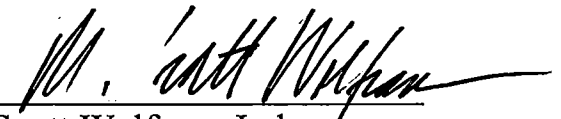
H. Practice good health habits:


1. Employees should frequently and regularly wash their hands with soap and water for at least 20 seconds as needed including:
 - a. When coming to or leaving work.
 - b. When coming from and going to different worksites/offices such as the clerk's office.
 - c. After sneezing and/or coughing.
 - d. After touching shared office equipment, such as printers, copiers, file cabinets.
2. Employees should not touch their eyes, nose and mouth with unwashed hands.
3. If soap and water are not available, clean hands with hand sanitizer that has at least 60% alcohol in it.

I. Cleaning and disinfecting the work environment:

1. 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.
2. Gloves, disinfectants and paper towels are located in the courtrooms for disinfecting surfaces.
3. Employees should wipe down workstations, computers, copy machines, door handles and any area of work before and after use.

Dated: 6-16-2020


M. Scott Wolfram, Judge


John W. Lohrmann, Judge