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NIKKI BOTNEN

1 SUPERIOR COURT OF WASHINGTON
COUNTY OF CLALLAM

2
3 IN THE MATTER OF THE RESPONSE BY
4 CLALLAM COUNTY SUPERIOR COURT
5 TO THE PUBLIC HEALTH EMERGENCY IN
WASHINGTON STATE

NO. 20-2-00001-05

COVID-19 PROTECTION PLAN

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

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

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

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

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18 I. GENERAL POLICIES

19 A. Anyone showing signs of illness or feeling ill shall not enter the Clallam County
20 Superior Court Courtrooms or offices. Anyone deemed by the Court or staff to exhibit
21 illness symptoms may be ordered to leave the courtrooms.
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- 1 B. Information explaining facial coverings and physical distancing guidelines has been
2 posted at the entrance to the Clallam County Courthouse. Required personal protective
3 equipment is available at the courthouse entrance for those who do not have their own
4 equipment.
- 5 C. Signage indicating what the COVID-19 related symptoms are, and instructing
6 individuals not to enter the courtrooms if they are experiencing those symptoms, is
7 posted outside each courtroom.
- 8 D. Floor stickers indicating six feet physical distancing have been placed in all areas
9 necessary.
- 10 E. Courtrooms have limited seating. The permitted seating is marked with tape, except the
11 cohabitants of a single residence may sit together. Both inside and outside of the
12 courtroom, physical distancing of at least 6 feet will be maintained except as necessary
13 to conduct any hearing.
- 14 F. The courtrooms have been reconfigured to maintain physical distancing, and barriers
15 have been installed for additional protection.
- 16 G. Hand Sanitizer stations have been placed outside of all Superior Court courtrooms.

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18 **II. EMPLOYEE POLICIES**

- 19 A. Unless working alone, all Superior Court employees will utilize physical distancing
20 measures and wear face coverings when six feet of physical distancing cannot be
21 maintained.
- 22 B. Each Superior Court Judicial Officer and employee has access to court provided
23 personal protective equipment.
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1 C. Employees will self-monitor for COVID-19 symptoms, and each day will provide
2 written certification regarding their health in a manner consistent with requirements
3 established by the Clallam County Commissioners for all Clallam County Employees.

4 D. All employees are provided updates regarding “best practices” intended to maintain
5 their own physical health and that of others.

6 III. COVID EXPOSURE POLICIES

7 A. Employees who report a positive COVID-19 diagnosis must comply with all directions
8 of their physician and county public health officials. Employees will work with HR to
9 answer all questions regarding sick-leave.

10 B. Employees who experience a COVID-19 exposure will consult with and follow the
11 recommendations of their medical care provider and public health officials.

12 IV. WORK ENVIRONMENT POLICIES

13 A. Plexiglas shields have been placed at all workstations where maintaining 6 feet physical
14 distance is not feasible due to contact with attorneys and the public.

15 B. In person meetings will have a Zoom option and will be held in a room large enough for
16 attendees to maintain 6 feet physical distancing. All attendees will wear a face
17 covering.

18 C. Facilities maintenance will continue routine cleaning of the work environment.
19 Employees are asked to assist to increase the frequency of cleaning and disinfecting
20 high touch surfaces.

21 D. Cleaning supplies have been procured and distributed to all Superior Court employees.
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V. JUROR POLICIES

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- 2 A. Juror summons have been mailed with additional information regarding COVID-19
- 3 related concerns and instructions.
- 4 B. Juror excusal, postponement and disqualification allowed in accordance with GR 28
- 5 have been expanded.
- 6 C. Jurors who develop symptoms of illness are instructed to not appear in court, and are to
- 7 call the court for additional instructions.
- 8 D. Prior to beginning juror service, jurors are asked to confirm that they do not have any of
- 9 the COVID-19 symptoms set forth by public health officials.
- 10 E. Chairs in the courtrooms and jury waiting areas have been set up for physical
- 11 distancing.
- 12 F. All jurors are required to wear a facial covering while in the Courthouse. If a juror does
- 13 not have their own facial covering a paper disposable mask will be provided for them.
- 14 G. Trials will be conducted in a manner that ensures strict compliance with physical
- 15 distancing.
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17 DATED this 15 day of Sept, 2020.

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20 BRENT BASDEN
21 JUDGE

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BRENT BASDEN
JUDGE
Clallam County Superior Court
223 E. 4th Street, Suite 8
Port Angeles, WA 98362-3015