

**Klickitat/Skamania County Superior Court
DOH Safety Plan**

This Order is adopted and made effective August 27, 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.

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

Klickitat/Skamania Superior Court Policy

1. Policy for all Klickitat/Skamania 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:** Face coverings are required when working regularly within 6 feet of another person. “Working regularly” means when work will last for 5 minutes or more and does not include transient passing the location of another employee.
 - C. COVID-19 DEPARTMENT LEAD:** Judge Randall C. Krog
 - D. Employee Symptoms:**
 1. Employees will monitor for the following symptoms daily prior to coming to work:
 - a. Cough;
 - b. Shortness of breath or difficulty breathing;
 - c. Fever;
 - d. Repeated shakes with chills;
 - e. Muscle pain;
 - f. Sore throat;
 - g. New loss of taste or smell.
 2. Employee shall complete the Employee self-pre-screening form upon arriving at work verifying that they do not have any of the COVID-19

symptoms and have not been in close contact with any person that has tested positive for COVID-19 within the past 14 days.

3. If employee exhibits either cough or shortness of breath or difficulty breathing or 2 or more of the following symptoms of COVID-19, i.e., fever (or temperature of 100.4 degrees or higher), repeated shakes with chills, muscle pain, sore throat, or new loss of taste or smell, either prior to work or while at work shall:
 - a. If prior to reporting to work, remain at location and not report to work or if at work, shall immediately put on a face covering.
 - b. Notify their supervisor immediately (the superior court judge shall notify the respective court administrator).
 - c. Make arrangements and undergo testing for COVID-19. Employees may call the Skamania County Public Health Department at 427-3850 to schedule an appointment for Drive Through Testing.
 - d. Remain isolated until test results are received.
 - e. If test is negative, the employee shall notify their supervisor and may return to work as directed by supervisor.
 - f. If test is positive, the employee must remain isolated for 10 days and until they are symptom free for 3 days without medication.
4. If employee exhibits only one symptom of the following symptoms of COVID-19, i.e., fever (or temperature of 100.4 degrees or higher), repeated shakes with chills, muscle pain, sore throat, or new loss of taste or smell, either prior to work or while at work shall:
 - a. If prior to reporting to work, remain at location and not report to work or if at work, shall immediately put on a face covering.
 - b. Notify their supervisor immediately (the superior court judge shall notify the respective court administrator).
 - c. Remain at home until symptom free or until provides a test negative for COVID-19 then return to work as directed by supervisor.

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 Krog 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 for 10 days and until they are symptom free for 3 days without medication.
 - d. The asymptomatic employee must remain isolated 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 Krog. They should also consider contacting 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 to extent possible.
2. Employees and visitors unable to maintain 6 feet distance must wear face coverings.
3. When at work, all employees should stay in their office area as much as possible and limit contact.
4. 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.
5. Limit in-person meetings. Use phone conference or Zoom when available.
6. 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.
7. Anyone entering the courtroom will be required to wear a mask or appropriate face covering. This includes the judge, court staff, attorneys, clients, jail and detention staff, law enforcement, family members and observers.

8. 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.
9. Courtroom will have limited seating. The permitted seating areas will be marked with tape. The bailiff/court security will also direct areas where seating will be allowed. Persons must maintain social distancing of at least 6 feet from other persons, except the cohabitants of a single residence may sit together. Inside 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 observe or listen to the proceedings via available remote technology. In Klickitat County, interested persons may contact the court administrator at (509)773-5755 and receive contact information for listening or watching the proceedings available via Google Meetings. In Skamania County, the proceedings will be live-streamed via YouTube. The YouTube livestreaming may be accessed by visiting the Skamania County Courts website and clicking the link for access to the livestream.
10. 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 Klickitat/Skamania County Superior Court and in accordance with any emergency orders issued by Klickitat 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: 8-27-2020

RK
Randall C. Krog, Judge