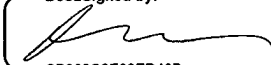


ELEVENTH JUDICIAL DISTRICT
ADMINISTRATIVE ORDER NO. 171

Order Adopting Phase II Reopening Plan: Pittsburg Judicial Center

NOW, on this 7th day of October, 2020, the attached document entitled, Phase II Reopening Plan: Pittsburg Judicial Center approved on September 28, 2020, is hereby adopted by administrative order.

IT IS SO ORDERED.

DocuSigned by:

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Oliver Kent Lynch
Chief Judge
Eleventh Judicial District

Crawford County District Court

Phase II Reopening Plan: Pittsburg Judicial Center

Pursuant to Kansas Supreme Court Administrative Order 2020-PR-099, Crawford County District Court, Pittsburg Judicial Center, will move into Phase II of its reopening plan on October 15, 2020. This plan has been reviewed and approved by the Crawford County Health Department.

Phase II of the Reopening Plan reopens the Pittsburg Judicial Center to the public for limited in-person hearings. Phase I activities will also continue. No jury trials will be conducted during Phase II.

In-person hearings may occur as of October 15, 2020, under the following guidelines:

1. **MASKS.** Masks shall be worn at all times while in areas of the Pittsburg Judicial Center under the control of Crawford County District Court, and all common areas, pursuant to Kansas Supreme Court Administrative Order 2020-PR-94. All persons are requested to provide their own masks but the Court will provide masks to all upon request. The exemptions found in Governor Laura Kelly's Executive Order No. 20-52 will apply. The Court may also waive the mask requirement in accordance with Kansas Supreme Court Administrative Order 2020-PR-94. Clear face shields may be used at the judge's discretion when appropriate in accordance with Supreme Court orders.
2. **SCREENING.** Upon entry to the Pittsburg Judicial Center, a deputy at the security desk will review the following screening questions with each person:

In the last 14 days, have you been in close contact with someone who has or might have COVID-19?

AND

Do you have or have you had two or more symptoms of COVID-19 (from the Centers for Disease Control and Prevention)?

Clinical Features
At least two of the following symptoms:
• fever*
• chills
• rigors
• myalgia
• malaise
• headache
• sore throat
• lower respiratory illness (cough, shortness of breath, or difficulty breathing)
• new olfactory and taste disorders
• congestion or runny nose
• nausea or vomiting
• diarrhea without an alternate more likely diagnosis.

OR

In the last 14 days have you traveled anywhere on the quarantine list from the Kansas Department of Health and Environment? The list may be found at <https://www.coronavirus.kdheks.gov/DocumentCenter/View/135/Travel-Related-Quarantine-Table-PDF---4-30-20?bidId=>.

ADDITIONALLY:

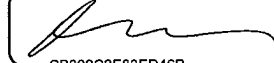
Each person entering the Pittsburg Judicial Center through public access will be screened for temperature using a no-contact temperature reading device, and will be denied access by the deputy if experiencing an elevated temperature at or over 100.4°F.

3. **PERSONAL PROTECTIVE EQUIPMENT AND SUPPLIES.** An appropriate number of masks, gloves, cleaning supplies and hand sanitizer stations will be maintained by the Court Administrator in coordination with janitorial staff. These specifics have been reviewed with the Crawford County Health Department.
4. **TRIAGE COURT DOCKET.** The chief judge, other judges, and other court personnel have triaged the court docket, weighing health risks versus the need for a hearing and determining whether in-person hearings are necessary.
5. **MODIFIED ORDERS FOR HEARING.** All orders to appear for a hearing have been modified to include, or be accompanied by, information on restrictions from Kansas Supreme Court Administrative Order 2020-PR-99, paragraph 13, and state that those who have conditions placing them at high risk if exposed to COVID-19 should not appear but should contact the court through a phone number or email address provided.
6. **CONTINUED USE OF REMOTE HEARINGS.** Pursuant to Kansas Supreme Court Administrative Order 2020-PR-99, judges will continue to conduct hearings remotely whenever possible.
7. **ENSURE PHYSICAL DISTANCING IN ALL AREAS.** Steps have been taken to ensure members of the public exercise appropriate physical distancing in any court office, courtroom, or other portion of any facility being used for a court proceeding. These steps include requiring appointments, spacing hearings, and include marking six-foot distances in any area where people are likely to congregate or utilizing engineering adjustments approved by a local health officer. Any public area that cannot be adapted for appropriate physical distancing remains closed.
8. **LIMITING NUMBER OF PEOPLE IN COURTROOM.** Hearings will only be conducted with no more than the number of people who can be accommodated with six-foot of physical distance between people or engineering adjustments approved by a local health officer in the courtroom or any other facility used by the court for a proceeding. The Court may choose to deny physical access to all except hearing participants and instead live-stream proceedings to provide public access. Plexiglass and glass have also been utilized for further protection.

9. **CLEANING PROTOCOLS.** In addition to normal building cleaning protocols, all surfaces touched by a court participant or visitor to a judicial center office or courtroom will be cleaned between hearings and appointments.
10. **PLAN FOR MANAGING MEDIA.** The Court Administrator shall respond to all media requests and work with each judge to allow appropriate court proceeding access for media.
11. **PLAN FOR PUBLIC ACCESS.** Each Courtroom will be marked for public spectator seating ensuring six-foot social distancing between spectators. Once those marked spaces have been filled, further public access shall be denied for that proceeding. Alternatively, public access may be provided by live streaming in accordance with Kansas Supreme Court Administrative Order 2020-PR-99.
12. **SIGNAGE.** The requirements in paragraph two above will be posted at all entrances to the courthouse, any court office, or any other facility being used by the court for a proceeding. The Court Administrator will ensure that COVID-19 Safety Directives are posted in employee work areas and distributed to all employees. Any member of the public who is not granted access to a courtroom, court office, or any other facility being used by the court for a proceeding under paragraph two above will be provided a phone number or email address where the individual may seek assistance rescheduling or otherwise completing his or her court business. The contact phone number for the Court Clerk will remain posted on the outside of the building at all times for assistance.

WHEREFORE, Phase II of the Crawford County Reopening Plan is hereby instituted effective October 15, 2020.

DocuSigned by:



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Chief Judge Oliver Kent Lynch, Eleventh Judicial District of Kansas

September 29, 2020

Date