

**THE OTTAWA COUNTY MUNICIPAL COURT  
OTTAWA COUNTY, OHIO**

IN THE MATTER OF:  
COVID-19

ADMINISTRATIVE ORDER  
2021-AO-0021

Effective immediately, the Court finds:

WHEREAS: The COVID-19 Pandemic continues to affect this Nation.

AND WHEREAS: In order to protect and safeguard the public, as well as court staff and personnel, it is necessary to take extreme measures and precautions.

AND WHEREAS: In order to protect and safeguard one of the most essential and crucial rights that an individual has in the American legal system, and to promote public confidence in the judicial proceedings, it is necessary to conduct proceedings in the Ottawa County Municipal Court, with the establishment of modified protocol and procedures, taking into account all of the above.

The following Administrative Order is adopted and shall remain in effect until further Order, establishing the following procedure. It is therefore ORDERED:

Due to the Delta variant and “high” level of community transmission in Ottawa County of COVID-19 as determined by the CDC, as previously ordered by the Ottawa County Court of Common Pleas, General and Probate Divisions, the Ottawa County Municipal Court will also be requiring masks for employees and members of the public in all public areas of the Court, including the courtrooms, Clerk and Probation offices, and hallways. Masks are required to be worn when meeting with members of the public or visitors to the courthouse. Employees do not need to wear masks when they’re in their offices alone or in the presence of other employees. This will stay in effect until otherwise Ordered by the Court.

The mask requirement goes into place starting Friday, October 1, 2021.

In addition, if an employee has tested positive for or is displaying COVID-19 symptoms:

- Employees who have a positive COVID-19 test need to report the result to their supervisor. Positive employees are not permitted to report to the office until 10 days have passed from onset of symptoms, or from the date of a positive result if they are asymptomatic. In addition, employees may not return to the office if they continue to have COVID-19 symptoms.
- Employees with COVID-19 symptoms should contact a medical provider for a test. Employees awaiting a result of a test are not permitted to work in the office. Employees may return to the office upon receiving a negative result.

If a vaccinated employee is exposed to COVID-19:

- Vaccinated employees who are exposed (in close contact) to a positive person may return to the office, wearing a mask at all times for 14 days. Close contact is defined as being within 6 feet of an infected person, without a mask, for at least 15 minutes (total/cumulative time/day). Last date of contact with a positive person is 2 days before the illness onset, or 2 days prior to the positive test if the person does not have symptoms. Employees who are not in close contact, but had some contact with a positive person, need to monitor symptoms at least twice per day.
- Employees who are exposed to a person that was exposed to a positive person are considered indirect contacts, and should monitor symptoms.

If an unvaccinated employee is exposed to COVID-19:

- Unvaccinated employees who are exposed (in close contact) to a positive person are not permitted to report to the office for 10 days from the date of the last contact with a positive person. Close contact is defined as being within 6 feet of an infected person, without a mask, for at least 15 minutes (total/cumulative time/day). Last date of contact with a positive person is 2 days before the illness onset, or 2 days prior to the positive test if the person does not have symptoms. Employees who are not in close contact, but had some contact with a positive person, need to monitor symptoms at least twice per day. Unvaccinated employees that are deemed to have

close contact with a positive person must use vacation or comp time for time out of the office in the absence of symptoms.

- Employees who are exposed to a person that was exposed to a positive person are considered indirect contacts, and should monitor symptoms.

In addition, observe the following actions previously in place:

- Employees experiencing any symptoms or illness must stay home, and follow established call-off procedures.
- Any employee who expresses COVID-19 related health concerns or shows concerning symptoms or conditions must be sent home immediately.
- The public can continue to use telephone, email, fax, or drop-offs when available. All visitors are required to wear a face covering.
- Clean your workspace as frequently as possible. A “general office cleaning schedule” will also be implemented as soon as possible.
- Employees should wash and sanitize your hands upon arrival to work and frequently throughout the workday.



Louis P Wargo III, Judge

Journalized and Filed

SEP 21 '21 PM2:18

ST. PAUL COUNTY

MUNICIPAL COURT