

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF YAVAPAI

FILED  
1:40 O'Clock P.M.  
AUG 03 2020 ✓  
DONNA McQUALITY, Clerk  
By: J. DEROIS

IN THE MATTER OF: )  
 )  
 ) ADMINISTRATIVE ORDER  
PROTOCOLS FOR COVID – 19 )  
QUARANTINING OF SUPERIOR COURT )  
EMPLOYEES )  
 )  
 ) No. 2020-13  
 )  
\_\_\_\_\_ )

Due to the concern for the spread of COVID -19 in the general population the Governor of the State of Arizona has declared a statewide emergency pursuant to A.R.S. § 26-303 and in accordance with A.R.S. §26-301(15). The Arizona Supreme Court has determined the Courts of Arizona are an essential function of government and shall remain open. The Superior Court of Yavapai County, in compliance with this order, is dedicated to resuming as many functions as can be safely accomplished.

The health and welfare of court employees is critical to keeping the Yavapai County Superior Court open to the public. The purpose of this Order is to create protocols for determining when Judges or court employees should remain home from work based upon exposure or potential exposure to COVID – 19. The safety and health of our citizens, justice partners, court staff and judges shall be the primary consideration in the interpretation of this Administrative Order.

THEREFORE, IT IS ORDERED, effective immediately, the Yavapai County Superior Court shall use the following protocols for determining if a judge or court employee shall quarantine based on a known or suspected exposure to the COVID – 19.

(x) Chief of Court (e)  
(x) Chief Deputy (e)  
(x) Clerk Admin (e)  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_  
( ) \_\_\_\_\_ ( ) Other \_\_\_\_\_

### Reporting the Exposure

A judge or court employee that believes he/she has been exposed to the COVID -19 virus shall report the exposure. Judges shall report the exposure to the Presiding Judge of their discipline. If a judge has mixed disciplines, the report need only be made to one Presiding Judge. All other employees shall report the exposure to their supervisor. This report need not be in writing but must include a description of the facts and circumstances surrounding the exposure.

When a judge or supervisor receives a report of a potential exposure he/she shall inform the Presiding Judge of the report, including the facts and circumstances surrounding the exposure. The Presiding Judge shall meet and confer with Court Administration, to determine whether the person that was exposed or any other judge or court personnel should quarantine and for how long. The Presiding Judge shall also inform the Yavapai County Clerk of Court of the potential exposure. The Presiding Judge may seek insight and assistance from the other Presiding Judges or supervisors as deemed appropriate in reaching a decision on quarantine. The Presiding Judge may also ask Court Administration to conduct further investigation into the potential exposure.

### Determining the Necessity for Quarantine

The Presiding Judge shall utilize the guidelines from Center for Disease Control and Prevention (“CDC”) and the Arizona Department of Health Services (“ADHS”) in determining whether to require a judge and/or court employee to quarantine. The Presiding Judge shall utilize the same guidelines to determine the length of the quarantine. The Presiding Judge shall also attempt to seek input from the Director of the Yavapai County Community Health Services in reaching a determination or requiring a judge or employee to quarantine.

In order to ensure continued access to justice and prevent unnecessary delay, absent extraordinary circumstances, a judge shall not vacate his/her calendar without consultation with the Presiding Judge of Yavapai County or his designee.

Review of Quarantine Decision

In his discretion, or upon request, the Presiding Judge may reconsider a previous quarantine decision. Reasons for a reconsideration include, but are not limited to, learning new facts about the nature of the exposure and/or a change in the CDC or ADHS guidelines. The Court shall attempt to consult with the Director of the Yavapai County Community Health Services in determining whether or not to reconsider a decision on quarantine.

DATED at Prescott, Arizona, the 31 day of August, 2020.

A handwritten signature in black ink, appearing to be 'JN' with a long horizontal stroke extending to the right.

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Honorable John Napper  
Yavapai County Presiding Judge