

**SAINT REGIS MOHAWK TRIBAL COURT  
IN AND FOR THE SAINT REGIS MOHAWK TRIBE**

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**ADMINISTRATIVE ORDER 2022 - 01  
PLAN TO RETURN TO FULL CAPACITY - PHASE ONE**

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On March 16, 2020, the Saint Regis Mohawk Tribal Council (“Tribal Council”) declared a State of Emergency in response to the worldwide outbreak of COVID-19. The Tribal Council has issued subsequent Resolutions implementing other protective measures. In or about June – July 2021, the Tribal Council has lifted the majority of the protective measures.

Upon considering the actions by the Tribal Council, the Tribal Court has developed a three-phase plan to return to full capacity and the procedures for court users to access the Saint Regis Mohawk Tribal Court. Pursuant to the administrative authority vested to the Chief Judge of the Saint Regis Mohawk Tribal Court, the Judicial Branch has issued administrative orders to address how court users access the Court during this time.

**NOW THEREFORE, IT IS HEREBY ORDERED** that the Administrative Order 2020-03 Court Operations During the COVID-19 Emergency and its subsequent amendments involving the court operations during the COVID-19 Emergency are **WITHDRAWN** and that the Tribal Court shall proceed with the following procedures and measures as part of “Phase One”:

In order to protect the health and safety of court employees and the Akwesasne community, the Saint Regis Mohawk Tribal Court has enacted the following protections:

1. Court employees will self-screen for COVID-19 symptoms. Employees who feel sick or have any COVID-19 symptoms will not report to work. Employees who feel sick or display symptoms at work will be sent home.
2. Court employees have been surveyed and those employees who have self-identified as a vulnerable employee or those that feel uncomfortable or unable to return to work have been offered appropriate accommodations, including the ability to work remotely if their position lends itself to remote work.
3. Court employees in court facilities will maintain social distancing of six feet at all times and wear masks when interacting with court users at the Tribal Court.
4. Court employees will practice good hygiene through hand washing, frequent disinfecting of used items and surfaces, sneezing or coughing into a tissue or elbow, and avoiding touching their faces.

5. Shared equipment will be cleaned and sanitized before each use. Examples of shared equipment include computers and telephones used by more than one employee during a day. This equipment will be wiped down with disinfectant or a disinfectant wipe between uses.
6. The Saint Regis Mohawk Tribal Court is following the applicable Saint Regis Mohawk Tribe written policies for guidance on cleaning and disinfecting if the Court building is exposed to COVID-19.
7. The Saint Regis Mohawk Tribal Court will have each court user sign in while at the Court in order to help assist in identifying individuals who may have been exposed to COVID-19 and will identify exposure locations that need to be cleaned and disinfected pursuant to the Saint Regis Mohawk Tribe written policies.

**IT IS FURTHER ORDERED** that the following measures related to public entry into the Saint Regis Mohawk Tribal Court are enacted:

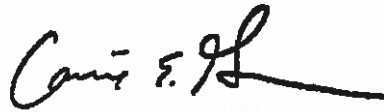
1. All court users that wish to access the Saint Regis Mohawk Tribal Court in person to file or pick up documents or make a payment or meet with Healing to Wellness Court staff may do so; however, each Court user must call the Court to make an appointment and must wear a face mask while entering the building and when a six-foot physical distance cannot be maintained.
2. The Principal Law Clerk is responsible for overseeing and maintaining the appointment schedule.
3. Court users accessing the Court in person will be subject to screening by court employees. Screening questions will include a temperature check and the following questions:
  - a. Do you have a cough or worsening cough (excluding chronic cough due to a known medical condition)?
  - b. Do you have a shortness of breath or are experiencing any of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
  - c. Have you had any close contact in the last 14 days with someone with a COVID-19 diagnosis?

Any individual responding "yes" to the screening questions or has a fever greater than 100.4 degrees will not be allowed to enter the Court until they can pass the screening questions. Screening employees shall accept documents for filing from the person.

**IT IS FURTHER ORDERED** that all proceedings shall be conducted virtually to the maximum extent possible; however, the Chief Judge may allow for exceptions; and

**IT IS FURTHER ORDERED** that Court users may continue to make filings for all cases by email or dropping them off at the Saint Regis Mohawk Tribal Court if they wish to do so.

Signed this 18th day of March, 2022.

A handwritten signature in black ink, appearing to read "Carrie E. Garrow", written over a horizontal line.

Carrie E. Garrow, Chief Judge  
Saint Regis Mohawk Tribal Court