**WEBSITE NOTICE**

**Seattle Office of Hearing Examiner guidance for hearing participants in response to COVID-19**

The Office of Hearing Examiner is taking precautions to maintain a safe and healthy hearing environment for visitors and staff in response to COVID-19. The evolving situation regarding COVID-19 dictates we initiate measures to help keep the public safe, including potentially rescheduling a hearing. As of today, all hearings are proceeding as scheduled, however, please check the Hearing Examiner [Schedule](http://www.seattle.gov/hearing-examiner/hearing-schedule), [website](http://www.seattle.gov/hearing-examiner), and/or call the Office to confirm the status of your hearing prior to appearing.

Out of an abundance of caution, we advise people not essential to the case to not attend the hearing. All witnesses should be scheduled to minimize the time they have to sit in the hearing room, so they do not have to sit for long periods of time. For those who are calling witnesses, please see if your witness can appear by SKYPE. Contact Galen Edlund-Cho, Legal Assistant, at [Galen.Edlund-Cho@seattle.gov](mailto:Galen.Edlund-Cho@seattle.gov) or by telephone at (206) 615-1718 to arrange a SKYPE meeting.

Please note the best practices in the hearing room as recommended by King County Public Health include:

* Please, please, please: stay home when you’re sick.
* Cover your coughs and sneezes with a sleeve or a tissue.
* Wash your hands often with soap and water. Soap and water is most effective, but if they aren’t available use hand sanitizer with 60% alcohol.
* Clean frequently touched surfaces and objects (like doorknobs and light switches). Regular household cleaners are effective.
* Avoid touching your eyes, nose, and mouth unless you’ve just washed your hands.
* Get plenty of rest, drink plenty of fluids, eat healthy foods, and manage your stress to keep your immunity strong
* Avoid contact with people who are sick.

For more information about COVID-19 in King County visit: [www.kingcounty.gov/coronavirus](http://www.kingcounty.gov/coronavirus)

Filing Fees and Citation Payments

Please do not seek to make payments in person at the Office of Hearing Examiner. Credit and debit card payments are accepted by telephone at (206) 684-0521. Checks are also accepted, payable to the Office of Hearing Examiner and mailed to PO Box 94729, Seattle, WA 98124-4729.