COVID-19 CONTINUATION OF OPERATIONS
ACTION PLAN

Adapted from LABG Disaster Plan
March 2020
I. PREVENTION

Information. Legal Aid of the Bluegrass (LABG) will distribute information to staff on prevention of infection with COVID-19. This includes information from the Center for Disease Control (CDC) such as:

- Wash your hands. Keeping hands clean is one of the most important steps to avoid the spread of communicable diseases. The CDC recommends washing hands with soap and water for at least 20 seconds after using the restroom; before, during, and after food preparation; before eating food; after blowing your nose, coughing, or sneezing; after caring for someone who is sick; after changing a child’s diaper; after handling pets or other animals or their food and waste; and, after touching garbage.
- Employees should use alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your face, nose, and eyes.
- Practice sneezing and coughing etiquette. To prevent the spread of germs, the CDC recommends avoid coughing or sneezing into your hands, cover your mouth and nose with a tissue or upper sleeve when you cough or sneeze, and put used tissue in a wastebasket.

LABG will display signs that promote hand washing and ways to prevent the spread of COVID-19. See Appendix A-C for information on preventative measures we all may take to contribute to the wellness of ourselves and the community we serve.

Supplies. LABG will provide disinfectant wipes, tissue, and hand sanitizer to employees and likewise, place these in common areas in the office to the best of our ability.

Clean workstations. LABG encourages employees and cleaning staff to routinely clean all frequently touched surfaces in the workplace, such as keyboards, desks, countertops, and doorknobs. The EPA says the coronaviruses are among the easiest to kill with proper disinfectant.

LABG will direct our janitorial services to perform a deep cleaning at each office in addition to regular office cleaning.

Staying home when ill. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4 degrees or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). See Appendix D for CDC Fact Sheet.

Staying informed through reputable sources. LABG is monitoring reports from the CDC and local officials. LABG will make adjustments and be flexible in light of these reports and recommendations from these entities. Regularly updated information may be found at:

Kentucky Cabinet for Health and Family Services  https://chfs.ky.gov/agencies/dph/Pages/covid19.aspx


Caring for others. Employees who are well but have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance on how to conduct a risk assessment of their
potential exposure. If an employee is confirmed to have COVID-19, LABG will work with the employee to take steps to protect fellow employees in the workplace in conformance with CDC protocols and applicable laws.

II. PLAN FOR OFFICE HOUR CHANGES/TEMPORARY CLOSURES

LABG will act to protect visitors and staff while minimizing impact on our clients. LABG will consider how best to decrease the spread of acute respiratory illness and lower the impact of a COVID-19 in our workspace.

LABG’s objectives are the following:

1. Reduce transmission among staff and guests,
2. Protect people who are higher risk for adverse health implications,
3. Maintain business operations, and
4. Minimize adverse effects on other agencies and the community.

A staff member who is concerned about performing tasks during the regular course of business should contact JBC, KHG or AS. An attorney who is unable to appear in court as the result of illness, or concern about potential transmission or contraction of the virus by attending court should speak with their unit manager, KHG or JBC and develop a plan to address the court appearances or other scheduled commitments. This may include requesting to appear telephonically, requesting a continuance, or requesting that another individual cover the matter. The attorney and the unit manager or KHG will work together to develop a plan that is appropriate.

If the office is closed or hours are changed for a brief or extended period of time, LABG will give specific directions to staff on conducting business. The nature of a public health issue necessitates flexibility and LABG will work with staff to continue business operations with modifications based upon prudent decisions. This may include, but is not limited to the following business operations:

1. Responding to voicemail messages that are left for intake;
2. Responding to online intake applications;
3. Fielding incoming calls to staffers’ individual extensions;
4. Updating materials for the website;
5. Maintaining current intake system;
6. Accepting live calls forwarded to remote phone numbers, ensuring the public has access to LABG services; and
7. General LABG services, client specific services, and associated LABG matters.

III. COURT APPEARANCES

Per order 2020-09, Kentucky court cases are generally continued with certain extraordinary exceptions. Please refer to attached order and contact your local courts for specific clarification. Any attorney who is unable to appear in court as the result of illness, or concern about potential transmission or contraction of the virus by attending court should speak with their unit manager or KHG and develop a plan to address the court appearances or other scheduled commitments. This may include requesting to appear telephonically, requesting a continuance, or requesting that another
individual cover the matter. The attorney and the unit manager and/or KHG will work together to develop a plan that is appropriate.

IV. COMMUNICATIONS

LABG will notify the public through a notice on our website, a message on our automated phone system, social media, and onsite signage regarding changes in office hours, office closures, and other pertinent information. Office managers will ensure the offices are locked when the office is not open to the public and will stay in communication with any 3rd parties who use our facilities. The Executive Director will stay in communication with state and local health departments.

In the event a pre-scheduled clinic, community outreach activity, or other community event must be cancelled, intake staff will notify attendees by phone and email, to the extent possible. LABG will also post a notice on our website and on social media.

The communications manager will send all staff text messages through GroupMe to relay important information to employees in the event of closure or a change in office hours. Employees are responsible for ensuring they can receive messages through GroupMe. You should have been added to the LABG text group on Friday, March 13, 2020. If you did not receive any texts on Friday please contact Jillian Beach asap at 859-957-0188 (desk), 513-307-0915 (cell), or jbeach@lablaw.org to troubleshoot.

V. TECHNOLOGY

All staff who have laptops are able to access LABG network when they are out of the office, provided they have access to Wi-Fi. See Appendix G for instructions on how to connect remotely.

Staff who do not use laptops in their day-to-day operations should check out an office laptop in the event that remote work is necessary. Many people are able to use home technology in their work. KHG and AS are working to ascertain the need to use LABG equipment and will notify individuals as the need arises.

LABG supports employees in scheduling meetings via phone rather than in-person as appropriate. Please email HELP DESK for help in navigating the tools to do this. LABG has a teleconference line that may be used for group meetings via telephone. The information to access this service is on the intranet.

All relevant files are located on our network and accessible on our network through VPN.

Gotomeeting is available for videoconferencing. We have 2 licenses available for use. Members of the leadership/management team will be in charge of scheduling meetings through the Gotomeeting software. A separate e-mail will come from the Operations Manager with instructions and login credentials. Gotomeeting can be used both through a web based application and a downloaded program.

Office phones may be forwarded to outside phones, such as staff personal cell phones for the instructions below:

Hard Phones:
On your hard phone, you should see a button that states forward all (should be the third button). Hit the forward all button, dial 8 and then the number you would like to transfer to. If you run into issues, please contact the Netgain helpdesk, they are prepared to deal with these issues.

**Jabber:**

You should see a computer icon in the bottom right corner of jabber. Please click on the computer icon, click forward all, new number and enter the digits (dial 8 before the number).

Employees should put auto-responses on their email account and their office voice mailbox in the event they take leave and are unable to perform their job duties.

During remote work, employees continue to have a responsibility to keep time in Kemps just as they would if they were working in the office. Supervisors will monitor employees’ workloads and productivity. If an employee cannot determine what work should and can be completed remotely, the employee should notify his or her supervisor immediately.

**VI. WORKPLACE PRECAUTIONS**

LABG reserves the right to ask employees to work from home when there is reason to believe that the person is ill or is at risk of exposing others in the workplace to illness. Additionally, LABG reserves the right to ask the person to work from home for 14 days to ensure that safety of LABG employees and guests. LABG will work compassionately and confidentially with employees during this time and act in accordance with the law.

**VII. STIGMA AND RESILIENCE**

Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma toward people, places, or things. See [https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html](https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html) For example, stigma and discrimination can occur when people associate a disease, such as COVID-19, with a population or nationality, even though not everyone in that population or from that region is specifically at risk for the disease. Stigma can also occur after a person has been released from COVID-19 quarantine even though they are not considered a risk for spreading the virus to others. It is important to remember that people who do not live in or have not recently been in an area of ongoing spread of the virus that causes COVID-19, or have not been in contact with a person who is a confirmed or suspected case of COVID-19 are not at greater risk of spreading COVID-19 than other Americans. Stigma hurts everyone by creating fear or anger towards other people.

Stigmatized groups may be subjected to:

- Social avoidance or rejection
- Denials of healthcare, education, housing or employment
- Physical violence.

Stigma affects the emotional or mental health of stigmatized groups and the communities they live in. Stopping stigma is important to making communities and community members resilient. See CDC resources on mental health and coping during COVID-19. [https://www.cdc.gov/coronavirus/2019-ncov/](https://www.cdc.gov/coronavirus/2019-ncov/)

### VIII. Updates and Questions

Questions may be directed to JBC, KHG or AS. LABG will continue to provide updates and notice of any changes in this policy to employees via email.
Appendix A: CDC Fact Sheet “Facts About COVID-19”
Appendix B: CDC Fact Sheet “Stop the Spread of Germs”
Appendix C: CDC Fact Sheet “Clean Hands Campaign”
Appendix D: CDC Face Sheet “Stay Home if You’re Sick”
Appendix E: LABG’s Sick & Vacation Leave Policies
Appendix F: LABG’s Sick Bank Policy
Appendix G: How to Connect to the network remotely
Appendix H: Contact information for LABG Leadership
Appendix I: Supreme Court Order dated March 12, 2020
Appendix A

Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT 1**
Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

**FACT 2**
Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

**FACT 3**
Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC’s coronavirus disease 2019 web page.

**FACT 4**
You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you:

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

**FACT 5**
There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)
Appendix B

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)
Appendix C

Stop Germs! Wash Your Hands.

When?
- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign was made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHF/CDC does not endorse commercial products, services, or companies.
Appendix D

If you’re sick, stay home, rest, and remember to:

- Cover your coughs and sneezes with a tissue or your sleeve.
- Wash your hands often with soap and water.
- Clean frequently touched surfaces and objects (for example, TV remotes and computers).

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info
Appendix E

6.4 HEALTH LEAVE

A. CREDIT AND USE

Full-time regular employees shall be credited with 15 days (105 hours) of sick leave beginning with the first day of January each year, and for employees hired after January 1, a proportionate amount of time during the remainder of full months worked during the remainder of the calendar year. Regular, but not temporary part-time, employees accrue health leave in the ratio that their normal work week is to full-time work.

1. Health leave is to be used when a person is physically or mentally ill to the point that his or her work product will not be acceptable as determined by the employee, consulting doctor or clinic, or in the case of illness of a dependent where no other arrangements for care can be made. Employees may take up to ten days per year of their available sick leave, under the existing sick leave accrual policy, to care for sick parents. Any injury or illness charge to Worker’s Compensation shall not be charged to Health Leave. The employee must notify his or her supervisor as provided above.

2. Any employee eligible for long-term disability payments shall apply and receive those benefits. Any accrued leave may be used to pay the employee the difference between what they receive in disability benefits, and what their rate of pay was at the time they became eligible for disability benefits. Leave time so used shall be charged at a daily rate proportionate to the regular salary not fully paid by the disability payment (i.e., 40% of an 8-hour work day if the disability payment equals 60% of the employee's salary). Employees on long-term disability leave will be deemed to continue in the position occupied before the illness with accompanying benefits as if they were actually performing the job from which leave was taken. In no event may an employee receive long-term disability benefits and other compensated leave so that the total benefits exceed their salary at the time they became eligible for disability benefits. If available, sick leave benefits may be used to supplement long-term disability benefits for up to one year from the time the employee became eligible for disability benefits, subject to the provisions in Sections 6.4 and 7.3.

3. If an employee’s Health leave is depleted, any additional time needed may be deducted from any available source of paid time, on agreement with the Executive Director.

C. LONG TERM SICK LEAVE

Any employee who must be away from his/her job for a long term continued illness shall have the right to return to his/her job following up to six months of absence in any 12-month period, one time in an employee’s tenure. If the employee is not able to return to work at the end of this period, and following 30 days written notice, the Program within its discretion may permanently fill the employee’s position. The notice shall advise the employee that his/her job is in jeopardy, but that he/she may discuss within the 30 days whether additional leave and/or a reasonable accommodation would enable the employee to return to work in a reasonable amount of time.

The director in his sole discretion may extend employment past the six month period if there is a reasonable probability that the employee will return to work within a reasonable time with or without a reasonable accommodation for the employee's disability. The six months begins to run on the first day
of absence in any twelve month period for the injury or illness for which the employee is seeking leave under this provision.

6.5 VACATION

A. CREDIT AND ELIGIBILITY
Eligible employees will be credited on January 1st with annual leave at the rates listed below. Not more than fifteen (15) days of vacation including floating holidays may be carried over to the next calendar year. Employees will be informed of the number of vacation days they have with each pay check.

A. Full-time staff members who have been employed with LABG;

- 0–4 years of service will be credited with 15 days (105 hours).
- 5–19 years of service will be credited with 20 days (140 hours).
- 20 or more years of service will be credited with 24 days (168 hours).
- Regular, but not temporary part-time employees accrue at the ratio their customary work week is to full-time work.

B. Employees on temporary status may not use available vacation days until temporary status has ended. Employees occupying time-limited temporary full-time positions and temporary part-time positions receive no vacation days. Regular part-time employees have their vacation days prorated in proportion to what percentage of the regular work week they regularly work.

C. Service with this agency under other sources of funding may count toward calculation of length of service. This is to be decided by the Executive Director, preferably at the time of employment.

B. USE OF VACATION TIME
A Request for Leave Form must be filled out for the use of any vacation time in excess of one work day and follow the following guidelines:

1. One vacation day corresponds to one regular employee work day.

2. When a holiday falls on what is normally a work day during the employee's vacation, the holiday shall not be counted as a vacation day.

3. Subject to vacation in excess of one day shall be approved in advance with the employee's supervisor.

4. In the event an employee is terminated prior to the use of his or her accrued vacation time, the employee shall receive his or her accrued vacation pay up to two weeks (10 working days) as long as the employee has met the criteria for resignation.
5. In the event that an employee becomes ill or is injured while on vacation, the employee may report the fact to the Executive Director, and request the use of Vacation time instead of accrued Health Leave and postpone the use of Vacation time until later.

6. No more than fifteen (15) vacation days can be used at one time without prior approval of the Executive Director.

7. Supervisors have discretion as to how far in advance an employee may or should make a vacation request.

8. In order to maintain optimal client service and office efficiency, employees are strongly encouraged to cooperate with one another in arranging their vacations.

9. A request for leave is not guaranteed to be granted although all efforts will be made to accommodate your request. Therefore, as much notice of vacation as you can provide is appreciated.

10. Any unused vacation days in excess of 15 are forfeited at the end of the year. Do not assume that your supervisor will approve your vacation request for December simply because you must use it or lose it. In order to maintain optimal client service and office efficiency, we need to have a reasonable number of employees working on site every day we are open.
Appendix F

Medical Sick Leave Bank

INSTRUCTIONS:

For Donations:
1. Complete the form called “Sick Bank Donation or Request Form.”
2. If the reason for completion is a donation, complete the “donation” part of the form, sign and send the form to the hr@lablaw.org box prior to informing people of a pending resignation or submitting a resignation form.
3. You may donate any amount of sick leave at any time during your tenure.

For Requests:
1. Complete the form called “Sick Bank Donation or Request Form.”
2. If the reason for completion is a request, complete the “request” part of the form, sign and send the form to the Executive Director and cc the hr@lablaw.org mailbox.
3. Complete the request for the amount of time that you think you will need as soon as you can do so.
4. Detail the reason for the request and supply supporting medical documentation, if available.
5. If all criteria have been met, the Executive Director will reply to all with his approval, or he may ask for more information to be sure the request meets the policy intent.
6. Once approved, the leave can only be used for its original purpose and may not be used as regular sick leave. For example, you request and receive approval for sick leave for your medical condition but now need to take a child to the doctor for a well-care visit. The leave is not available for this purpose.

See excerpt of policy below:
Medical Sick Leave Bank (Excerpted from Personnel Policies, page 30)

Any employee may irrevocably donate any amount of days of earned health leave a year to a health leave bank. The employee’s health leave accumulation shall be reduced by the number of days donated. Time may be withdrawn and utilized by an employee as follows:

1. The employee must have exhausted all forms of available sick leave.

2. The request must be based upon a serious medical condition of the employee or a member of his/her household.

3. Request for paid time from the medical bank shall be made in writing to the Executive Director as contemporaneously as the employee’s circumstances permit. As long as the request is made in accordance with personnel manual guidelines, it shall be granted. In no event shall an employee be granted leave under this provision in excess of thirty (30) days per calendar year. Requests for use of the health leave bank shall be granted in the order they are made, and depend upon available time being in the medical leave bank.

Any leave donated must be done prior to notice of resignation or termination of employment
SICK LEAVE BANK - DONATION AND REQUEST FORM

DONATION

I, ________________________________, am donating _________ days or hours (please circle) to Legal Aid of the Bluegrass’ Sick Leave Bank pursuant to the Personnel Policies.

EMPLOYEE _______________________________________

DATE _______________________________

REQUEST TIME FROM SICK LEAVE BANK

I, ________________________________, do hereby certify that I do not have enough leave time accumulated to cover time off due to an illness. I hereby request _________ days or hours (please circle) from the Sick Leave Bank.

EMPLOYEE _______________________________________

DATE _______________________________

EXECUTIVE DIRECTOR ________________________________

DATE _______________________________

APPROVED___ NOT APPROVED ___
Appendix G

LEGAL AID OF THE BLUEGRASS
SSL VPN – Clientless VPN Instructions

1. Using your favorite web browser (Google Chrome works the best); browse to https://vpn.lablaw.org.
2. Once at the website, you’ll be presented with the User Portal login screen.
   a. Enter your Windows Username and Password then click login.
3. Once logged in, you’ll click on the SSL VPN tab on the left side of the screen.
4. Click on the Legal Aid Remote Server (RDP) icon in the center of the screen.

5. A new browser window will open and present the Legal Aid disclaimer screen. Click OK
a. After pressing OK, you will be directed to the login screen below.

6. Login using your windows login and password
a. This will be the same credentials used to login to the User Portal from Step 2.
7. Congratulations! You should now have been successfully enrolled into your new VPN.
Appendix H

CONTACT INFORMATION FOR LABG
LEADERSHIP & MANAGEMENT FOR COVID-19 ACTION PLAN

Joshua B. Crabtree
Executive Director
Cell #: 859-992-3808

Karen Ginn
Advocacy Director
Cell #: 859-512-1991

Adam J. Shastid
Operations Director
Cell #: 865-256-4498

Brian Dufresne
Housing Unit Manager
Cell #: 502-320-0055

Josh Fain
Pro Bono Unit Manager
Cell #: 859-553-3222

Brandie Ingalls
Special Pop/ Family Unit Manager
Cell #: 859-803-0158

Stephanie Langguth
Economic Stability Unit Manager
Cell #: 859-992-5779

Angela Zeek
Government Benefits Unit Manager
Cell #: 859-585-3098

Jenny Schild
Covington Office Manager
Cell #: 859-760-7783

Melinda Jennings
Morehead/Ashland Office Manager
Cell #: 606-356-7923

Keisha Lewis
Lexington Office Manager
Cell #: 859-227-7950
Supreme Court of Kentucky

2020-09

AMENDED ORDER

IN RE: KENTUCKY COURT OF JUSTICE RESPONSE TO COVID-19 EMERGENCY

On March 6, 2020, Governor Beshear entered Executive Order 2020-215 and declared a State of Emergency in response to the novel coronavirus (COVID-19) emergency in the Commonwealth. In light of this measure and to protect the health and safety of court employees, elected officials, and the general public, and under Section 116 of the Constitution and Supreme Court Rule 1.010, the Supreme Court hereby ORDERS the following measures to be implemented from Monday, March 16, to Friday, April 10, 2020:

1. With the exception of emergency and time-sensitive matters, including but not limited to, domestic violence hearings, emergency custody hearings, evidentiary hearings in criminal cases, in-custody arraignments, in-custody preliminary hearings under RCr 3.10, in-custody bond motions, and in-custody probation violation hearings, all in-person appearances for civil and criminal dockets shall be canceled. Judges are encouraged to use telephonic or video technology for all necessary hearings, including arraignments and mental-health hearings.

2. All civil trials, hearings, and motions shall be postponed and rescheduled for a later date. Any civil trial or hearing currently in progress shall be continued or completed at the discretion of the presiding judge.

3. Reasonable attempts shall be made to reschedule all criminal trials, subject to a defendant's right to a speedy trial.

4. With the exception of emergency matters and hearings statutorily required to be held, small claims, eviction, juvenile, probate, traffic, and guardianship cases shall be continued.
5. Courtroom attendance shall be limited to attorneys, parties, and necessary witnesses.

6. A case involving an attorney or party who is ill or in a high-risk category shall be rescheduled.

7. Judges shall issue summonses in lieu of bench warrants or notices of failure to appear.

8. All show cause dockets for payment of fines and court costs scheduled within this timeframe shall be continued for 60 days.

9. The 20-day preliminary hearing requirement for out-of-custody defendants under RCr 3.10 is waived during the effective dates of this Order.

10. Jurors who are ill, caring for someone who is ill, or in a high-risk category shall have their jury service postponed to a later date.

11. New juror orientations shall be suspended.

12. Existing jury panels may be extended at the discretion of the court.

13. Attorneys are encouraged to use e-Filing.

14. Drop boxes should be used for conventionally filed documents if available.

15. Signage shall be posted at all public entry points advising individuals not to enter the building if they have:
   a. In the previous 14 days, visited China, Iran, South Korea, any European countries, or any other high-risk countries identified by the CDC;
   b. Resided with or been in close contact with someone who has been in any of those countries within the previous 14 days;
   c. Traveled domestically within the United States where COVID-19 has sustained widespread community transmission;
   d. Been asked to self-quarantine by any doctor, hospital, or health agency;
e. Been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19; or
f. A fever, cough or shortness of breath.

16. Individuals attempting to enter in violation of these protocols shall be denied entrance by a bailiff or court security officer.

17. Bailiffs shall discourage congregating outside courtroom doors and encourage social distancing inside the courtroom.

18. Individuals with legitimate court business who are ill, caring for someone who is ill or in a high-risk category are advised to stay home and request a continuance by calling the local Office of Circuit Court Clerk.

Nothing in this Order shall preclude the chief district and chief circuit judges from implementing additional local restrictions as needed. This Order shall be effective from March 16, 2020, to April 10, 2020, or until further Order of this Court. Entered this 13th day of March 2020.

__________________________________
CHIEF JUSTICE
All sitting; all concur.