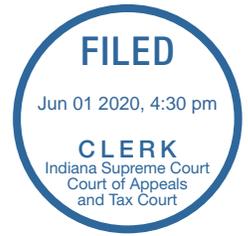


# In the Indiana Supreme Court

In the Matter of the Petition of the  
Courts of Hamilton County for  
Additional Administrative Rule 17  
Emergency Relief.

Supreme Court Case No.  
20S-CB-133



## Order Approving Expansion of Operations Plan

By orders issued April 24 and May 13, 2020, this Court ordered trial courts statewide to submit plans for gradually resuming normal operations under limitations appropriate to the 2019 novel coronavirus (COVID-19) public health emergency. Pursuant to that order, the petitioning court(s) filed an expansion of operations plan (“Plan”) on May 29, 2020.

The Court finds that the Plan was made in coordination with appropriate local authorities and local justice system partners to account for local health conditions, facility readiness, and litigants’ needs; and that the Plan makes reasonable provisions for resuming normal staffing, providing public access to non-confidential proceedings, and resuming jury trials. A copy of the Plan is attached to this order and incorporated by reference.

Being duly advised, and pursuant to Indiana Administrative Rule 17 and this Court’s inherent authority to supervise the administration of all courts of this State, the Court ORDERS as follows:

1. All emergency relief previously granted to the petitioning court(s) under Administrative Rule 17 is deemed to expire as of the effective date of this order, except as provided by this Court’s “Order Extending Trial Courts’ Emergency Tolling Authority and Setting Expiration of Other Emergency Orders” issued May 29, 2020 in Case No. 20S-CB-123. However, this Court’s May 13, 2020 “Emergency Order Permitting Expanded Remote Hearings” and paragraph 3 of its May 13 “Order Extending Time for Expanding Trial Court Operations” in Case No. 20S-CB-123 (prohibiting jury trials before July 1 without prior approval of this Court) remain in full force and effect.
2. The Plan is approved, and the petitioning court(s) shall comply with its terms through its stated duration, subject to further order of this Court.

Done at Indianapolis, Indiana, on 6/1/2020 , **effective May 29, 2020.**

A handwritten signature in black ink that reads "Steve David".

Steve David  
Acting Chief Justice of Indiana

# HAMILTON COUNTY PLAN FOR RESUMING OPERATIONS OF THE TRIAL COURTS

## A Phased Approach

COVID-19 has caused the safety and health of Hamilton County's population to vary widely in short amounts of time. The phasing in of normal operations will allow the Courts to test what works and what needs to be corrected to mitigate any resurgence of the pandemic. We will work closely with the Hamilton County Health Department to determine when it is appropriate to advance to another phase or to go back a phase depending on the conditions in the County. General timelines are given with each phase, but these dates will change if there is a resurgence.

The Indiana Supreme Court and Office of Judicial Administration are following closely the information and advice from Governor Holcomb and the Indiana State Department of Health (ISDH), while partnering with Indiana's Department of Corrections, Department of Homeland Security, Department of Education and the Indiana State Police. These agencies in turn have called on local justice and law enforcement agencies across the state to give us input and guidance. If information from these sources indicates a need, this guideline will be changed as needed.

## Guidelines for All Phases

Throughout these phases the Courts will be working with community stakeholders, including but not limited to the Health Department, Emergency Management, Prosecutor, Bar Association, the Sheriff and local law enforcement, School Corporations, and DCS. Collaboration with these stakeholders is essential to determining what must be done for health and safety and how to do it.

We will be monitoring the county's COVID-19 statistics, including the availability of testing and the sufficiency of resources for treatment. This information may require changes as to when we enter or retreat from phases. Information will be obtained from the ISDH at the *Indiana COVID-19 Dashboard* at [www.coronavirus.in.gov](http://www.coronavirus.in.gov) and from the County's Health Department.

## PHASE ONE: PREPARATION TO REOPEN—FIRST STEPS

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### Care of Employees

All the steps in this section apply not only to Court staff, but to Probation and Pretrial Services employees. It also applies to Court-operated GAL/CASA programs under the supervision of the judges.

The judge or judges will identify who can work remotely and who needs be in the building to perform their job functions. Anyone who can work remotely should continue to do so for as long as feasible and ideally into Phase 2 with priority given to those most vulnerable employees.

The judge or judges will identify which of their employees are at increased risk. Per CDC and ISDH guidance, a person is at risk if over the age of 65, or anyone who has any of the following underlying medical conditions:

- chronic lung diseases or moderate to severe asthma
- serious heart conditions
- diabetes
- immunocompromised from any disease such as cancer, AIDS, or medications that compromise immunity.
- severe obesity (BMI of 40 or higher)
- chronic kidney disease requiring dialysis

Employees will not be asked to identify what medical condition they have that makes them particularly vulnerable. They will, however, be given an explanation of risks and asked to identify if they are at risk or not. This information will be kept separate from other personnel files.

Employees who are increased risk will be encouraged to work remotely indefinitely if possible. If working remotely is not possible due to necessary job duties, other reasonable accommodations

will be considered including but not limited to locating the worker away from the public, medical grade PPE, and increased social distancing.

If any employee has had recent contact with someone who has COVID-19, that employee will not be allowed to return to a shared workspace until the employee has been self-quarantined and symptom free for fourteen (14) days. Because COVID-19 may be asymptomatic, the employee will be required to test negative before entering a shared workspace.

Employees will be required to report to their direct supervisor if they experienced any symptoms of COVID-19 in the preceding three (3) days, including:

- Fever of 100.4°F.
- Chills
- Muscle and body aches
- Headache
- Sore throat
- Cough, chest tightness, or shortness of breath
- New loss of taste or smell

Employees may not enter the workplace if they have experienced a fever of 100.4 within the last three (3) days and at least two (2) of these symptoms. There will be appropriate disciplinary consequences if an employee disregards this policy and comes to the workplace ill. Further, if an employee has that combination of symptoms during the workday, the employee is to report it and go home. If an employee stays home or is sent home due to experiencing symptoms, the employee must comply with the County policy on this issue prior to returning to the workplace.

Employees shall report if someone they live with or have been with in the last fourteen (14) days tests positive for COVID-19. The employee will be sent home on leave or to work remotely for as long as the County Health Department advises.

Employees must report all out-of-state travel to their direct supervisor. Employees may be required to work remotely for a defined period following their return.

### Safety Provisions for the Employees

Employee working space has been measured to provide 6 feet of distance between workstations that are open. If this is not possible, some of the following ways to minimize contact between staff will be considered:

- Having one-way hallway patterns
- Installing plexiglass
- Rotation of staff so people in adjacent work areas are not working on the same day or at the same time

Employees are required to use good hygiene in the workplace, including at a minimum:

- Washing hands with soap and water or with alcohol-based sanitizer
- Avoid touching the face
- Sneeze or cough into a tissue or the arm
- Frequent disinfection of used items and surfaces
- Maintain 6-foot social distance

As feasible, courts will move from desktop computers to laptops so that when employees need to work from home, they can do so.

Employees should not share computers or other office equipment. Equipment that must be shared, such as copiers, will either be assigned to one person or will be sanitized with each use.

Shared breakrooms and common snack areas will be evaluated by each Court for changes to minimize contact between users.

Each Court will decide whether to require their employees to wear a face covering and if so, when. Each Judge may decide if their direct employees must be tested for COVID-19 before returning to the workplace after working remotely or after reporting symptoms of COVID-19.

### ADA Requirements for Employees

If an employee reveals that they have COVID-19, the Court has the responsibility to inform all persons who had contact with the employee. However, the employee's name may not be revealed. If the notification necessarily causes other persons to realize who the employee is that

has tested positive, this is not a violation of the ADA. The public health emergency requires that persons be warned who have been in contact with anyone with COVID-19. EEOC and DOL guidance state that because of the pandemic, employers should inform all those who have had contact even though the caution may allow others to discern who has the illness. The only restriction is to not state or confirm the name of the employee without the specific permission of the employee. This notification will permit the County Health Department to conduct “contact tracing” which is an important tool in fighting the COVID-19 virus and stopping its spread.

### Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) applies to the Courts and their employees. It provides for up to two (2) weeks of paid sick leave if the employee is quarantined by a government agency or a health care provider or has COVID-19 symptoms and is seeking a medical diagnosis. It also provides for two (2) weeks of paid sick leave at two-thirds the employee’s regular rate of pay if the employee is unable to work because the school or childcare provider for the employee’s child is closed due to COVID-19. Employees may also be eligible for up to an additional ten (10) weeks of partially paid expanded family and medical leave for necessary childcare when a school or childcare provider is unavailable for COVID-19 reasons. If there are questions about the applicability of this law, contact Court Admin or HR.

### Preparation of the Physical Facilities

There will be deep cleaning of the courtroom and court offices before resuming non-emergency operations. The Courts will consult with the County’s Emergency Management and Health Department on changes that can be made to the building to minimize transmission of disease and with Buildings & Grounds to ensure that the cleaning policy of the County will be adequate when the courtroom and offices are reopened.

For the safe handling of mail, only one person in each office should handle the mail and they will be provided gloves and required to wear a face covering during the task.

Courtroom will be measured to determine how many people may safely be in each area. Each court will determine if additional safety measures, such as a plexiglass barrier around the court

reporter or jury box should be installed. Markings will be placed to mark six-foot distances, particularly where people will be congregating or need to wait in a line.

In order to safely impanel a jury, the Courts may search for alternative sites in the county, including but not limited to schools, conference centers, closed stores and fairgrounds.

The Courts will continue to meet periodically with the Sheriff and the Hamilton County Health Department to coordinate plans for screening the public when the court facilities reopen to ensure the protection of the deputies.

Security personnel at the doors to the building will have a checklist to ask visitors if they have had specific symptoms of COVID-19 and have masks available if a person appears without a mask. If warranted, there will be a sign-in sheet at the courthouse security check points, including the name and office visited, to be shared weekly with the County Health Department, who may cross reference names with known positive COVID-19 individuals for contact tracing within the County offices.

For more guidance see Appendix A: Employee COVID-19 Standards.

## PHASE TWO: RESUMING NON-EMERGENCY HEARINGS & OPERATIONS

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This phase will begin after May 30th unless adjusted based on County health data.

### Employees

Any vulnerable employee may continue to work remotely with the approval of their direct supervisor. Employees who live with or provide care for vulnerable individuals should do the same to the greatest extent possible to reduce chances that they could carry the virus to these vulnerable individuals.

**To reduce risk, prior to coming into the office, all employees will conduct a health self-assessment, to include taking their temperature.** If an employee's temperature is greater than 100.4 degrees or if an employee is exhibiting other signs of COVID-19 infection per updated CDC guidance, the individual should self-report to their supervisor, stay home, and call their physician.

When in the office, all individuals will maintain physical distance from others. Six-foot distancing should be observed in all areas. Visible markers will be used to mark 6-foot distances where practical.

Court staff should be prepared to assist in the cleaning and sanitizing of courtroom tables and chairs, doors, and other areas of high activity in between hearings.

Probation and Pretrial Services: Remote visitation should continue as possible, begin off-site visits to probationers and clients as needed. Face coverings will be required for all face-to-face meetings where social distancing cannot be maintained.

GAL/CASA visits may resume while maintaining social distancing. Masks will be provided for GAL/CASA staff. Volunteer GAL/CASA staff who fall into vulnerable class will be identified and alternate volunteers will be assigned to perform home visits.

### Interactions with the Public

As much as possible, the Courts will continue to hold hearings remotely and take other appropriate measures to limit the number of people coming into courtrooms. Emergency orders authorizing the Courts to utilize video and audio telecommunications for hearings and authorizing the Courts to exclude persons other than litigants and attorneys from courtrooms should be continued as long as permitted by the Indiana Supreme Court. The Courts will be permitted to conduct non-emergency hearings of all case types.

Anyone entering the building will be screened by deputies at the building entrance. The screener will ask the questions for screening of COVID-19. Temperature will be taken by a touchless forehead thermometer. Masks will be provided and required if the person is not wearing a mask.

Each Court will determine the priority of hearings.

Hearings will be scheduled to minimize contacts between persons. Evening and weekend hearings will be considered to allow more time between hearings for the purpose of minimizing persons present at one time. When in person hearings must be held, attorneys and litigants will be encouraged to arrive timely for hearings and depart promptly upon conclusion, limiting attendance to only essential persons. All persons in the courtroom will be required to maintain social distance as directed by the judge.

Misdemeanor Night Court settings may resume as directed by the judges presiding, but not sooner than July 1, 2020. Multiple courtrooms will be utilized for each misdemeanor night court setting, with a different judicial officer presiding in each courtroom, in order to minimize the concentration of people in any one courtroom. Information should be given to the defendants arriving to direct them to the appropriate courtroom or other place to check in, to minimize lines of people standing in the hallways. Infraction night court settings may also resume as directed by the judges presiding. Multiple courtrooms may be utilized for each infraction night court setting, with a different judicial officer presiding in each courtroom in order to minimize the concentration of people in any one courtroom. Policies will be put in place to allow for most cases to be resolved without a court appearance, expanding the types of cases where a person may admit or plead no contest to a charge and simply pay a fine and court costs, request additional time to pay the fine and court costs, enter into a deferral, or enter a denial to the charge and request a trial.

After July 1, 2020 restrictions on mass hearing settings and jury trials (see Phase Three below) shall be lifted.

Mediation will be required in all cases where it is appropriate prior to any final evidentiary hearing to reduce the number of hearings the Court must conduct.

The only persons who should be physically present for hearings are the parties and attorneys. Individuals who are physically present may remove their mask during the hearing in order that they can be heard and understood. Where possible, witnesses will testify remotely.

Sanitizer and masks will be available for anyone entering the courtroom or Court offices.

To the extent possible, arrangements will be made with the DOC and the Sheriff for remote hearings of offenders and jail inmates.

The Courts will determine how they will video stream hearings in order to make the remote hearings public: YouTube, Cisco WebEx, Court Call or other method. Reasonable steps will be taken to keep the hearing from being broadcast publicly.

### PHASE THREE: RESUMPTION OF JURY TRIALS

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Pursuant to the May 13, 2020 Indiana Supreme Court order, jury trials will not begin until July 1, 2020, absent specific approval from the Indiana Supreme Court.

#### Employees

Vulnerable individuals may return to work, but remote work may continue where it does not hinder the work of the Court.

Monitoring of health may discontinue if the County Health Department concurs. Otherwise, it will continue indefinitely.

The restrictions on entering the workplace will continue for any employee with symptoms of coronavirus.

All other practices to protect employees in a prior phase will continue.

#### Facility and Jury

Anyone entering the building will continue to be screened for COVID-19 or required to wear a mask, so long as required by county ordinance, unless otherwise ordered by a judge.

Each Court will consult with counsel for both parties on how to handle the wearing of masks by witnesses while testifying and by the jurors during voir dire.

The Courts may send an additional COVID-19 questionnaire to the jurors.

Each Court will decide in advance its criteria for deferrals considering factors such as:

- Essential workers, including those working in long term care facilities
- Jurors with vulnerable health conditions or living with those who are vulnerable
- COVID-19 exposure
- People just returning to work after furloughed
- Provide for last minute deferrals due to COVID-19 symptoms occurring while or after jury is impaneled

Each Court will need to determine how best to secure social distancing for gathering of a jury pool.

The Courts may order jury selection to be done remotely.

If jury selection is not done remotely, and if necessary, the Courts will stagger jury pools to minimize persons present. The Courts may provide a link to each juror to the Supreme Court's Jury Duty video: <https://www.in.gov/judiciary/2610.htm>. Jurors will be instructed to watch the video prior to appearing for jury duty.

Each Court must determine how to handle the social distancing requirements for their jury when impaneled. The Court should determine the following and communicate the same to counsel:

- Times for bench decisions that will reduce the time jurors are together
- Establish where sidebars will occur
- Establish methods for providing food and drink to jurors
- Consult with counsel on how to handle exhibits that minimizes contacts and allows for sufficient examination of the exhibits. Provide gloves to jurors to handle exhibits.

A sufficient number of prospective jurors will be summonsed, anticipating more deferral requests. Appearance times for jurors will be staggered to avoid having too many congregate at one time. Courts will coordinate with each other jury start times and the assembly of jurors to avoid too many jurors in the building and in shared spaces. Pursuant to the Hamilton County Jury Plan, any prospective juror called in for one court may be used as a juror in another court.

Jurors may report directly to the courtroom, or other location as directed by the judge, and will be seated with maximum allowance for social distancing. Extra chairs and tables will be removed or blocked off to allow for as much space between jurors as possible but also allow for them to view the video orientation and receive further instructions. Jury Assembly will be cleaned and sanitized after each group of jurors departs and prior to the arrival of the next group of jurors.

Voir dire will be conducted in the courtrooms, or other location as directed by the judge. Seats and rows of seats will be blocked off to allow for social distancing. Some courtrooms are not wired for sound to allow for voir dire to be conducted in the gallery. Jury trials in those courts should be held in another courtroom which is conducive to allowing voir dire to be done in the gallery. Additional microphones in the gallery may be needed to allow for those seated several rows back to be heard.

If a space other than the judge's courtroom is used, court staff will arrange for jury assembly and orientation to be conducted at the alternate site. Court staff also may be required to make arrangements for cleaning and sanitizing the alternate space.

Trials will be conducted as normally as possible, but care must be taken in placing the jury members. Jurors will be seated in any location inside or outside the courtroom as directed by the judge. Counsel tables may have to be configured differently to allow all jurors to see and hear witnesses, view evidence, or review video evidence.

Jury breaks may be taken in Jury Assembly, or other place as directed by the judge.

Deliberations may be held in Jury Assembly, in the courtroom, or other place as directed by the judge. If in the courtroom, the court staff and attorneys should take care to remove all trial materials, computers are locked down, and the Court will order all microphones and video monitors to be turned off. Wherever deliberations occur, the bailiff should be nearby to attend to any requests.

The Court may wish to instruct jurors about specific procedures unique to the situation. Current pattern instructions may cover the situation sufficiently, so this will be done carefully and in consultation with counsel.

Due to space and social distancing requirements, the public may be restricted from entering the courtroom or watching proceedings. If the public is restricted from entering the courtroom, the proceedings will be live streamed with permission of the Indiana Supreme Court. Information should be posted outside the courtroom to allow the public to access the stream.

#### PHASE FOUR: WHEN THE PANDEMIC IS OVER

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The pandemic will be over when the Supreme Court no longer permits emergency measures for the courts.

#### Employees

The Courts will notify employees when emergency measures are no longer in place.

Vulnerable individuals resume all daily work/life activities with no need for additional precautionary measures.

Normal social activities and gatherings can resume.

Hygiene practices such as proper handwashing and use of hand sanitizer should continue.

Unrestricted staffing of worksites.

On-site public facing activities and site visits can be fully resumed with probationers and clients. GAL/CASAs may resume normal visits with families. Resume full, unrestricted operations and activities.

## Facilities

All access and operations can operate without restrictions. Security operations return to full, pre-COVID-19 functionality.

## Debriefing and Pandemic Planning

At this stage, the Courts' leadership team, including the Judges, and Court Administrator will debrief with County stakeholders to evaluate the pandemic response. Court stakeholders include but are not limited to representatives from the following: Health Department, Emergency Management, Prosecutor, Pauper Attorneys, the Sheriff and local law enforcement, School Corporations, DCS, and representation from the Hamilton County Bar Association. Debriefing will be conducted with the following objectives in mind:

- Identify COVID-19 responses that worked well.
- Identify opportunities for improved pandemic responses in the future; and,
- Begin planning process to incorporate "lessons learned" into existing Continuity of Operations Plans (COOP), or separate pandemic specific COOP plans.

## **APPENDIX A: Employee COVID-19 Standards**

Thank you for all the sacrifices you have made in the past weeks to keep the Courts open and functioning. Your efforts are noted and appreciated.

As we begin the process of re-opening the Courts of Hamilton County after the shut down due to the Corona Virus/COVID 19 pandemic, or in our case returning to more normative methods of dealing with our caseloads, we want you to know that your continued health is a top priority. To meet our core function and serve the public which we serve your continued health is critical. To reduce the risk of infection to you, and your fellow County Employees, we have adopted the following guidelines:

**SELF PROTECTION:** Protect yourself and others from infection by:

### **Wash your hands often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid close contact**

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Cover your mouth and nose with a cloth face cover when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they are in public.

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **MONITOR YOUR PERSONAL HEALTH STATUS:**

Employees are required to self-monitor for signs of COVID-19. These signs include:

- a fever greater than 100.4 degrees.
- cough or worsening cough (excluding chronic cough due to known medical reason).
- shortness of breath, or
- any two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell

**If you are sick, STAY HOME and consult your physician**

### **FACE COVERINGS:**

The Center for Disease Control currently recommends the wearing of face coverings when in public because recent studies indicate a “significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Considering this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain...”

All Employees are required to wear a face covering when entering the Hamilton County Government and Judicial Center.

All employees are encouraged to wear the covering at any time they are moving about the building in such a way that they are likely to come within 6 feet of another person, member of the public or co-worker.

Face coverings are not required to be worn within an employee's individual work area because work areas are being spaced at least 6 feet apart.

Face coverings are NOT a substitute for proper social distancing but may further protect from virus transmission in those situations where strict social distancing is difficult if not impossible to maintain.

Members of the public are always required to wear a face covering from their entry into and County building until they have exited that County building. No member of the public should be requested to remove a face covering while in this building except at the direction of your direct supervisor or the Judge.

### **SOCIAL DISTANCING:**

The current standard employed by the Center for Disease Control is that individuals should engage in social distancing. Social distancing means maintaining six feet (two arm's Length) between you and any other individual. Wearing of PPE is in addition to and not in replacement for social distancing.

All employees at all times should practice good social distancing and maintain a minimum of 6' between themselves and any other individual other than a close family member with whom you live.

At times, the performance of your job duties may require that an employee comes in closer contact than 6 feet with another person, where that situation arises you should do the following:

- Explore other ways to accomplish the same task while maintaining social distance.
- Consider delaying performing the task until the task can be performed under conditions of good social distancing.
- If the other person is not practicing good social distancing but could be doing so, politely request that the person engage in social distancing.
- If a task requires immediate performance and social distancing cannot be maintained seek guidance from the Judge or your immediate supervisor.

It is not currently known how long social distancing requirements will last either legally or practically. The Governor's plan currently continues through phase 5 which return to full working capacity. While, Courts, Court Personnel, Jurors and Grand Jurors, are exempted from the provision of the Governor's Executive Order. it is anticipated that "social distancing" as an infection mitigation standard for the foreseeable future and perhaps into 2021, even after other restrictions have been removed.

### **REPORTING FOR WORK:**

**HOURS:** Working hours and days of work may be varied by the Judge you work for to accommodate the need for social distancing and to accommodate staffing requirements. The assignment of hours and workdays is solely within the discretion of the elected judge of each Court.

**TELECOMMUTING:** Is encouraged for those employees who can continue to perform their job functions from a remote location. The telecommuting agreement required by HR must be completed and the telecommuting employee must supply the required productivity logs to payroll to insure proper compensation. For those who can do so "Clock-in" and Clock-out by use of the Kronos payroll system is required.

**DAILY SCREENING:** Employees will be screened once daily upon entry to the Government and Judicial Center by the Sheriff's deputies pursuant to County ordinance. If an employee arrives prior to the presence of the screeners at the point of entry, the employee is required to report to the employee screening area immediately upon the arrival of the screeners.

The screening will require that the employee respond to a series of questions recommended by the Center for Disease Control and/or required by County Ordinance. The temperature of the employee will be taken. All employees are required to sanitize their hands. Employees must wear a face covering when entering the building and during this screening process. The questions will vary from time to time based upon the then current recommendations of the CDC and the Hamilton County Commissioners.

### **CLEANING AND DISINFECTING**

Cleaning and disinfecting will be performed by Buildings & Grounds at the end of each day. Please keep your workspace as free from ancillary items as possible to reduce cleaning obligations. Personal photos and desktop items should be removed or stored in a desk drawer each night.

During the day conference tables, litigant tables and counter areas should be cleaned and disinfected between each use. Cleaning of frequently touched surfaces, (e.g. doorknobs, light switches, tables, desktops) at regular intervals during the day is encouraged. Disinfectant supplies will be provided for this purpose by Building and Grounds upon request. Please use these supplies as needed but be conscious in your use that they are difficult to replace.

You may use your own supplies if you want and supplies for such use may be reimbursed from the Court office supply budget upon office holder approval. Please maintain receipts for any individual purchases to facilitate reimbursement.

Soap and hot water are effective for cleaning surfaces OTHER THAN SENSITIVE ELECTRONICS.

### **SHARED EQUIPMENT**

Sharing of office equipment is discouraged.

In some instances, equipment must be shared, e.g. copiers and printers. In those instances, control pads should be wiped clean after each use. Saran wrap is available to cover the control pads if you wish to use it.

Employees should wash your hands before and after the use of any piece of shared equipment.

Please do not print where it is possible to transmit a document digitally.

Sharing of common items is discouraged. Magazines will be removed from public areas, shared utensils, forks, spoons, and dishes should be avoided. Plastic utensils and paper plates are available. Each person is responsible for cleaning his or her coffee mug or drinking glass daily.

### **INTERACTIONS WITH PUBLIC**

Admission to this Building is currently by specific appointment only. Until further notice please encourage members of the public to conduct business with the Court remotely. Methods for accomplishing that are:

- Email
- Telephone
- Teams Meeting/video conference call.
- Indiana E-Filing System

When receiving a telephone request that pertains to a case, either make a case entry of the date time and subject of the call and send notice of the communication to all other parties, or insure that someone else makes that entry and sends that notice.

Only schedule an in-person appointment or hearing where other alternatives are not available or where a hearing is one for which the presiding judge and determined an in person hearing must be held for a hearing which that judge has determined is essential. This restriction is expected to be modified as the Courts return to a more normative method of doing business.

If a person appears at the building without an appointment, they may be turned away. If a person is scheduled to appear for a hearing or appointment, the deputies at the front door should be notified in advance. All appointments will be scheduled on the Office Outlook calendar by or at the direction of the person making the appointment contemporaneously with the setting of the appointment.

### **INTERACTIONS WITH OTHER OFFICES:**

Expect differences in operational policies between you Court and other Courts and County Offices. If you receive an inquiry from the public regarding such matters, REFER THE INQUIRY to the court or county office involved. These differences are necessary to accommodate the workflow and caseload of each individual office or Court.

Because Court employees are required to interact with other offices in the performance of their daily duties, each employee is required to comply with the requirement of the other office or Court when visiting that office or Court.

When receiving a telephone request that pertains to a case, make a case entry of the date, time, and subject of the call, and send notice of the communication to all other parties.

If information or documentation is required to be transmitted from one office to another do it digitally, if possible. Send documents electronically, via Odyssey Case Manager and Odyssey documents tab or email. If you need instruction on how to perform these functions, please ask a co-worker or contact the ISS helpdesk. Where possible print documents to PDF file format instead of paper to facilitate this transfer.

Use telephone, email, or, where available, the TEAMS platform to communicate with individuals in other offices. If in doubt do not personally visit another Court or County Office during office hours. If you are required to make such an in person visit, please call ahead to ensure that the person you are seeing is available to meet you.

### **FLEXIBILITY:**

These standards are expected to change as time passes and the danger of infection is reduced. You may expect that when these standards change you will receive further written instruction regarding that change or those changes. Pending such notification these standards should be employed unless you are instructed otherwise by the Judge of the Court to which you are assigned.

If these restrictions create an undue difficulty in the performance of your job function, please send an email to your supervisor and/or Judge regarding the specific situation at hand.