

# In the Indiana Supreme Court

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

Supreme Court Case No.  
20S-CB-124



## 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 amended expansion of operations plan (“Plan”) on June 12, 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 6/15/2020 , effective **May 29, 2020**.

A handwritten signature in black ink that reads "Loretta H. Rush".

Loretta H. Rush  
Chief Justice of Indiana

In the Indiana Supreme Court  
Indianapolis, Indiana

Case No: 20S-CB-124

AMENDED AMENDED EMERGENCY PETITION FOR ADMINISTRATIVE  
ORDERS FOR HUNTINGTON COUNTY

Come now the Courts of Huntington County and petition the Supreme Court for relief under Indiana Administrative Rule 17. In Support of this petition, the Courts inform the Supreme Court as follows:

The Courts of Huntington County have convened in banc and have determined:

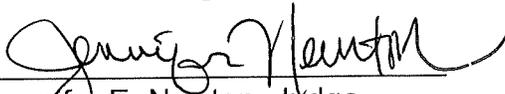
- A) That the World Health Organization has determined the outbreak of COVID-19 is a worldwide pandemic and that it is spreading across the nation, state and world.
- B) That on March 13, 2020, President Trump declared a National Emergency as a result of the COVID-19 outbreak.
- C) That on March 6, 2020, Governor Holcomb signed an executive order declaring an emergency related to COVID-19.
- D) That the Center for Disease Control has determined “social distancing”, among other preventative measures, is necessary for the prevention of further spreading the COVID-19 virus.
- E) That a public statement from the Huntington County Department of Health encourages “social distancing”, avoiding mass gatherings or public events and advises high risk individuals to stay home as much as possible.
- F) That the Courts have consulted with or reviewed information and directives provided by leaders from Huntington County, including but not limited to: local law enforcement, the Mayor of Huntington, Huntington County Commissioners and Huntington County Department of Health.
- G) That the entire population of Huntington County is susceptible to the virus, as based upon the most recent information available, there is currently no vaccine available for the COVID-19 virus.
- H) That the Court finds, that on any given day, several hundred people enter into and congregate in the Huntington County Courthouse. Including those people

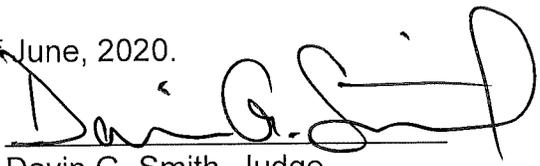
that appear for hearings and/or jury trials in the Circuit Court or Superior Court, those that appear for Probation, those that appear in person in the Clerk's Office, and those that appear in person at the Prosecutor's Office.

- I) That the Court finds that ordering large volumes of people to appear at the Huntington County Courthouse represents a failure to halt the spread of COVID-19.
- J) That due to a shortage of cleaning and sanitation products in all of the local stores, the Court finds that Huntington County does not possess adequate hygiene stations or sanitation supplies to keep up with the continuous cleaning that would be required should large groups of people continue to appear in the immediate future.
- K) That the Courts have conferred with several justice stakeholders, including the Prosecutor's Office, Huntington County Probation, the Sheriff of Huntington County, the Clerk of Huntington County, the President of Huntington County Bar Association, and the President of the Huntington County Commissioners regarding the situation and received their input on the proposed plan.
- L) That the protection of Huntington County Employees and the public is priority.
- M) That the Huntington County Courts have appointed Judge Newton as the presiding Judge for this emergency.
- N) That the Judges of Huntington County Courts request that the Supreme Court declare that an emergency exists in Huntington County under the authority of Indiana Administrative Rule 17, and to make appropriate emergency orders for Huntington County directing and allowing the Courts and Clerk of Huntington County to alter, modify, and suspend necessary procedures as provided in the emergency plan submitted herewith.
- O) That Huntington County Court's Emergency Plan, which would take place upon approval of the Supreme Court and run through June 30, 2020 (unless otherwise noted below), is as follows:
  - 1. That being cognizant of the transparency of the Courts and the Judicial System, the Court may take steps to limit spectators in the courtroom to provide adequate social distancing, if necessary, for the safety of County employees and the public in general, taking into consideration the constitutional rights of all parties. This shall not include the Parties and/or their attorneys.

2. The immediate continuance of all jury trial, civil and criminal, including those requests for a “fast and speedy” trial until July 1, 2020, to eliminate the gathering of large groups of people to try to limit the spread of the COVID-19 virus.
  3. That the Court respectfully requests that the Supreme Court authorize the tolling of all laws, rules, and procedures setting time limits for speedy trials in criminal and juvenile proceedings, public health and mental health matters; all judgments, support and other orders; and in all other criminal and civil matters before the courts of Huntington County between March 16, 2020 through June 30, 2020.
  4. That for incarcerated individuals, the Court will utilize video conferencing to conduct hearings whenever reasonably possible.
  5. That effective from the date of this order through June 30, 2020, any attorney who desires to appear remotely for any status conference or non-evidentiary hearing may do so upon proper notification to the court. That no formal motion shall be required and a notice of remote appearance shall suffice.
  6. That remote appearances may be coordinated through the staff of either the Huntington Superior or Huntington Circuit Courts.
  7. With respect to evidentiary hearings and trials, the Court now hereby finds that (I) the existence of flu or “flu-like” symptoms in any party to the case, including witnesses expected to testify; or (II) exposure of such individuals to anyone who has or may have COVID-19, shall be considered good cause for any motion to appear remotely or continue a court setting. To the extent possible, and without violating statutory or constitutional rights, the court will accommodate those requests/motions.
- P) That the Courts have prepared and shall follow the Transition Plan for the Huntington County Courts, which addresses resuming court operations. Said Plan is attached as Exhibit A.

Done at Huntington, Indiana, this 12<sup>th</sup> day of June, 2020.

  
Jennifer E. Newton, Judge  
Huntington Superior Court

  
Davin G. Smith, Judge  
Huntington Circuit Court

## HUNTINGTON COUNTY COURTS TRANSITION PLAN

Beginning May 18, 2020, Huntington County Courts will implement a phase approach to resuming normal Court activities. This plan includes all court and probation employees. And will directly impact the Clerk's Office and the Prosecutor's Office.

The Huntington County Commissioners have developed "Huntington County Governments Plan to Remain Open to the Public". This plan will be posted in the courthouse and provided to all employees. The Courts will adhere to this plan whenever it is not in contradiction to the Courts "Transition Plan". A copy of the Commissioner's plan is included with this plan.

All offices in the courthouse will keep their office doors closed during the workday.

In developing this plan, the judges of the Huntington Circuit and Superior Courts consulted with the following:

- County Sheriff
- County Prosecutor
- County Commissioner President
- County Council President
- Courthouse Security
- County IT Director
- County Maintenance
- County Health Department
- County Clerk
- Local Defense Bar
- Local Civil Attorneys
- Local DCS Director
- Jail Commander
- Chief Probation Officer
- Problem Solving Court Director
- Community Corrections Director

The proposed phase approach to reopening relies on up-to-date data to assess courts readiness to proceed to the next phase. This approach is designed to mitigate risk of COVID-19 resurgence and protect vulnerable employees. There are no firm dates by which the courts will function at normal capacity. The judges will consult with the aforementioned list of people when moving phase. They will move into the next reopening phase considering the following criteria:

Symptoms: No COVID-19 confirmed or suspected cases in the courthouse within a 14-day period; or, confirmed or suspected cases have occurred, but deep cleaning of exposed areas and applicable employee self-quarantine actions have been taken.

Community Cases: There is a downward trajectory of documented cases within a 14-day period; or, there is a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).

Health System Capacity: Rescission of local and state restrictive movement and/or shelter-in-place orders and local and regional health care facilities are able to treat all patients without crisis care.

If these criteria are met, the courts may consider moving to the next phase. If the data suggests these criteria are not met or have deteriorated, the court must retreat to the previous phase.

### **GUIDELINES FOR ALL PHASES**

Ensure that appropriate policies, based upon COVID-19 response lessons learned, are in place regarding:

- Social distancing and protective equipment
- Notification, isolation, and contact tracing procedures for courthouse employees and visitors
- Sanitation and disinfection of common and high-traffic areas
- Reasonable accommodation for employees (e.g., children's schools or daycare closed, caring for ill or vulnerable persons in the household)

All employees will self-monitor for indicative symptoms of COVID-19 and will stay home if they exhibit symptoms or feel ill. Employees who have had COVID-19 or its symptoms should return to work only after consulting with and getting clearance from a medical provider.

Monitor the status of public infrastructure (e.g., transportation, medical, local business, restaurants) to determine if operational adjustments need to be made.

It will be highly suggested that masks be worn, but not mandatory, except in the auxiliary courtroom on the second floor. The auxiliary courtroom is much smaller than the superior and circuit courtrooms. Therefore, it will be mandatory that those entering that courtroom wear masks until further order. Huntington County has acquired 20,000 masks and will make masks available to those who do not have them. However, those entering the building are encouraged to bring their own. The courts will address during each phase, whether it will be made mandatory for those entering the courtrooms to wear masks.

### **INDIVIDUAL RESPONSIBILITIES**

Continue to practice good hygiene

- Wash hands with soap and water or use alcohol-based hand sanitizer, especially after touching frequently used items or surfaces
- Avoid touching your face
- Sneeze or cough into a tissue or the inside of your elbow
- Frequently disinfect used items and surfaces
- Strongly encourage using face coverings while in public
- Maintain 6-foot separation and other social distancing measures

People who feel sick should stay home

- Do not go to work
- Contact and follow the advice of your medical provider

## **EMPLOYEES**

Each court must utilize screening procedures that identify the presence of COVID-19 symptoms, COVID-19 exposure, and international travel.

Local health orders will provide direction on the screening criteria that is appropriate for outbreak conditions in the community. Symptoms may change as we learn more about the virus. The screening questions should include, but not be limited to:

- 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
  - New loss of taste or smell

If a touchless/contactless thermometer is available, a temperature check will be used in lieu of verbal confirmation. Courts will consider requiring temperature checks on all people entering the courthouse. Under the American With Disabilities Act, the results of any temperature checks will not be recorded and will not be released to anyone other than that individual.

Additionally, employees and members of the public seeking entry into the courthouse should be asked if they have had any close contact in the last 14 days with someone with a diagnosis of COVID-19. Lastly, employees and members of the public should be asked whether they have traveled internationally in the last 14 days.

Any “yes” response to the screening questions above requires the individual to be excluded:

- For at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) AND other symptoms have improved AND at least 7 days have passed since symptoms first appeared.
- For 14 days following close contact with diagnosed case of COVID-19.
- For 14 days following international travel.

Employees will be provided mental health resources that are made available through county provided insurance. Employees will also have access to Be Well Indiana ([www.bewellindiana.com](http://www.bewellindiana.com))

## **JUDGES AND COURT**

The court will continue to hold proceedings virtually whenever possible. The court will continue social distancing (at least 6 feet from another person) for employees working in shared spaces and customers waiting for services inside the courthouse. Face coverings will be strongly encouraged. Priority hearings will be offered to those who agree to participate in remote hearings to increase awareness and develop comfort among the bar and public.

## **FACILITIES**

Employees should not share space or equipment. If that is not possible, employees will wash their hands before and after using shared equipment. Equipment will be cleaned and sanitized on a regular basis. The use of ultra violet sanitation in the courtrooms will be used if the judges, after consulting with local health advisors, determine its use is beneficial.

The court must limit capacity inside courtrooms and common areas in the courthouse to provide for social distancing between individuals and employees. This includes, but is not limited to, the use of signs, contact barriers, entrance limits, and specialized hours. The judges will work with the IT, security and maintenance departments to provide live streaming of court proceedings for the public in an over flow room, when requested.

## **PHASE ONE**

### **EMPLOYEES**

Vulnerable employees should arrange with supervisors to continue remote work. Employees who live with or provide care for vulnerable individuals should do the same to the greatest extent possible to reduce the risk of exposing those vulnerable individuals to COVID-19.

To reduce the risk to others, employees should conduct a health self-assessment prior to coming into the office, such as taking their temperature. If an individual's temperature is greater than 100.4 degrees or if an individual is exhibiting other signs of COVID-19 infection per CDC guidance, the individual should self-report to supervisors, stay home, and call their physician. Utilize the CDC Self-Checker to assist with an assessment. The self-checker tool can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

Employees should maximize physical distance from others in the workplace. Six-foot distancing should be observed in all offices, meetings, court proceedings, etc. Tape or other visible means will be used to mark 6-foot distances where practical.

### **JUDGES AND COURT**

Continue to rely on local public health and CDC guidance to inform local data-based decisions. Many hearings during Phase One are substantially stayed. Every effort will be made to conduct

hearings remotely, when constitutionally permitted. Courts will begin to identify the highest priority cases to be heard, when the court advances to Phase Two.

Review current executive orders and consult with local health officials to determine whether employees and visitors inside the courthouse must wear face coverings.

### **HUMAN RESOURCES CONSIDERATIONS**

Continue remote work arrangements whenever possible and feasible within judicial operations and keep initial staffing in the courthouse to a minimum.

Returning employees should not include those who are in the vulnerable or high-risk categories or others who require reasonable accommodations because of COVID-19. These employees should continue to work remotely.

Work with supervisors to identify employees who, due to vulnerability or other need for reasonable accommodation, need to continue to work remotely.

### **FACILITIES**

If the courthouse has been exposed to the virus, coordinate cleaning and disinfection of the facility with courthouse maintenance prior to allowing employees back into the building. Cleaning procedures should be consistent with CDC guidance on cleaning and disinfection.

Use COVID-19 screening procedures to mitigate possible employee exposure. Screening processes and checklists should be developed in consultation with the local health department. Increased cleaning of common areas and use of cleaning and disinfecting for exposed areas should continue.

The occupancy rate in the courtrooms will operate under strict social distancing protocols. In addition to implementing efforts to promote social distancing, the use of face covering is highly recommended. Tape or other visible markers will be used to mark 6-foot distances where practical. If social distancing cannot safely be maintained, additional precautions such as staggered arrival times for employees will be implemented. All probation meetings will be done remotely, except for some meetings with drug court participants. When those in person meetings do take place, strict social distancing protocols will be in place.

Drug testing of probationer's will be limited and the majority will take place in the parking lot by oral swabs. Probationer's who are in a higher risk category for substance use will be given additional testing.

### **BEFORE PROCEEDING TO PHASE TWO**

Courts should coordinate with local public health officials and re-evaluate criteria to ensure:

- Readiness to progress to the next Phase
- Need to implement additional social distancing measures based upon resurgence of infections in the local area

## **PHASE TWO**

To begin approximately June 2, 2020

### **EMPLOYEES**

All vulnerable individuals should work with supervisors to continue remote work. Employees who live with or provide care for vulnerable individuals should do the same to the greatest extent possible to reduce the risk of exposing those vulnerable individuals to COVID-19.

To reduce the risk to others, employees should conduct health self-assessment prior to coming into the office, such as taking their temperature. If an individual's temperature is greater than 100.4 degrees or if an individual is exhibiting other signs of COVID-19 infection per CDC guidance, the individual should self-report to supervisors, stay home, and call their physician. Utilize the CDC Self-Checker to assist with that assessment. The self-checker tool can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

Employees should maximize physical distance from others in the workplace. Six-foot distancing should be observed in all offices, meetings, court proceedings, etc. Tape or other visible means should be used to mark 6-foot distances where practical.

### **JUDGES AND COURT**

Courts will continue to maximize use of virtual proceedings when possible. Each court will begin setting hearings on higher priority cases addressed in Phase One, which may now be heard remotely, with increasing regularity, mindful of limited court staffing that may occur in this Phase. Identify those remaining cases that will be resumed during Phase Three, prioritizing those that have been delayed the longest within the similar case types.

Continue to rely on local public health and CDC guidance to inform your local data-based decisions.

Continue to encourage remote work whenever possible and feasible with court operations.

Review current executive orders and consult with local health officials to determine whether face covering must be worn by employees and visitors inside the courthouse.

### **COURT SUPERVISED SERVICES**

In person meetings utilize all CDC guidelines for social distancing. Probation and Community Corrections have been provided with adequate PPE, utilize remote meetings whenever possible and has revamped drug testing protocols to protect all employees and clients.

Off-site visits by probation and community corrections can be increased, though video and teleconferencing will continue to the greatest extent possible. Face coverings should be required for all face-to-face meetings where social distancing cannot be safely maintained. Probation and Community Corrections will increase the number of house checks for those probationer's who are at higher risk for substance use.

The Court will explore hiring a third party company to do all of the drug testing for probation and community corrections clients.

## **FACILITIES**

Continue use of enhanced screening procedures to mitigate possible employee exposure and cleaning and disinfection for newly exposed areas will continue.

Courtrooms will operate under moderate 6-foot physical distancing protocols. Tape or other visible means will be used to mark 6-foot distance where practical.

## **RESUMING NON-EMERGENCY HEARINGS**

Courts will continue to hold hearings remotely to the extent possible, so long as AR14 and AR 17 allow. The Courts have started in person hearings already on a limited basis and the Court encourages the use of videoconferencing. Hearings with incarcerated persons will be held by video conferencing when possible. The Courts have their courtrooms set up to accommodate hybrid hearings where some parties/witnesses can appear in person while others appear remotely. The Court will enforce social distancing in the courtroom and minimize the number of people coming into, and congregating in, the courtroom and waiting areas at the same time. The Court shall strive to schedule hearings so that social distancing can still take place. Both Courts have marked off sections in the courtroom to allow at least six feet between persons. All in attendance shall adhere to social distancing requirements. Disposable face masks will be provided to anyone who wants one and does not have their own.

Essential parties, witnesses and victims shall be admitted to the courtroom, subject to screening. Any other members of the public shall be allowed, up to the maximum amount for each courtroom to still practice social distancing. An additional room is being set up in the courthouse where court proceedings will be live streamed for members of the public who exceed the maximum allowed in the courtroom.

Courts will order mediation before hearings or trials are set in civil and family law cases whenever possible.

When live hearings must be held, attorneys, parties and witnesses must arrive timely and depart promptly upon conclusion. The Court will encourage remote testimony by witnesses, where possible.

The Courts will stagger its docket in order to minimize contact and provide for social distancing. Priority will be given to criminal cases, especially where the defendant is incarcerated. Also, juvenile and CHINS cases will be given priority. Domestic cases where children are involved will be given priority over cases involving only money or contempt.

## **BEFORE PROCEEDING TO PHASE THREE**

Courts will coordinate with local public health officials and re-evaluate criteria to ensure:

- Readiness to progress to the next Phase

- Need to implement additional social distancing measures based upon resurgence of infections in the local area.

### **PHASE THREE**

To begin on or about July 1, 2020

#### **EMPLOYEES**

Vulnerable individuals return to work, but should practice 6-foot physical distancing and minimizing exposure to social settings where distancing may not be practical. Continue to observe precautionary measures such as face coverings when social distancing is not possible. Everyone should consider minimizing time spent in crowded environments.

#### **JUDGES AND COURT**

Continue to rely on local and public health and CDC guidance to inform decisions on operations. Court hearings of even low priority cases will resume with increasing regularity, with most all case types receiving future hearings. The courts will seek the services of Senior Judges to assist with backlog. Each Senior Judge the Court considers utilizing will be consulted to determine if they are comfortable with in person or remote hearings. If the hearings are in person, social distancing guidelines will be strictly followed. There is an auxiliary courtroom which is generally empty 3 days per week. Senior Judges can use that courtroom to conduct remote or in person hearings. Senior Judges will primarily be used in civil cases that have been continued multiple times due to AR 17.

On-site public activities and site visits with probationers and clients can be fully resumed.

Continue to work with supervisors to consider reasonable accommodations for personnel who are members of vulnerable population or have other personal requirements that need to be addressed. Otherwise, resume normal staffing at worksites.

#### **JURY TRIALS**

An additional COVID-19 questionnaire will be sent to prospective jurors for both criminal and civil jury trials. New audio/visual equipment will be installed in each courtroom to facilitate jury selection while maintaining social distancing guidelines. The courtroom gallery will be used as the jury box once a jury is seated. During voir dire an overflow room will contain audio/visual equipment. Prospective jurors will be in the overflow room and brought into the courtroom in groups during the voir dire process. Criminal jury trials will be given priority based on CR 4 and any tolling periods.

A letter to potential jurors will be sent when a jury is pulled for a specific trial. The letter will contain additional information on who might be eligible for deferral based upon COVID-19 and its impact.

**FACILITIES**

In consultation with local health authorities, consider termination of the use of “enhanced screenings” at the courthouse will be considered.

Cleaning and disinfecting newly exposed areas should continue.

Courtrooms can operate under limited 6-foot physical distancing protocols until CDC recommends lessening restrictions and additional mitigation measures are approved government-wide. While maximum capacity for gathering may be lifted in 2020 and beyond, as long as the CDC and the State recommendations are to practice social distancing due to COVID-19 concerns, actual capacity of courtrooms, jury rooms, and waiting spaces will continue to be limited by the 6-foot social distancing restrictions, which could continue into 2021.

**BEFORE PROCEEDING TO PHASE FOUR**

Courts should coordinate with local public health officials and re-evaluate criteria to ensure the court is ready to return to full capacity.

**PHASE FOUR****EMPLOYEES**

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.

**JUDGES AND COURT**

Unrestricted staffing of worksites.

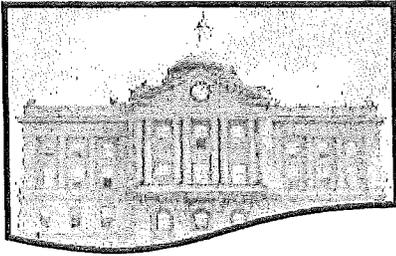
On-site public facing activities and site visits to probationers and clients can be fully resumed.

Resume full, unrestricted operations and activities.

**FACILITIES**

All access and operations can operate without restrictions.

Security operations return to full, pre-COVID-19 functionality.



# Huntington County

201 North Jefferson Street, Room 103A, Huntington, Indiana 46750  
 (260) 358-4822 ◊ (260) 358-4823 fax ◊ commissioners@huntington.in.us

## Huntington County Government's Plan to Remain Open to the Public

### Logistics for 'Business'

1. To reduce foot traffic within the courthouse, each department has had business continuity plans in place since April which may vary based on each office.
  - a. You are encouraged to call the office you need prior to coming to the courthouse.
2. Everyone must sanitize their hands immediately upon entering the building
3. Social distancing must be followed
4. If the department head does not feel that proper social distancing can be accommodated, then that department may opt out of making appointments.
5. Each department will be responsible for sanitizing the areas in their offices where the public frequent.

### Logistics for Health and Welfare

1. Everyone is to monitor for symptoms – IF YOU HAVE ANY OF THESE SYMPTOMS STAY HOME/GO HOME UNTIL INFECTIOUS PERIOD IS DONE (see below for definition of infectious period)
  - a. Fever of 100.4 or higher
  - b. Cough
  - c. Shortness of breath
2. If you have any two of the following symptoms – STAY HOME/GO HOME UNTIL INFECTIOUS PERIOD IS DONE (see below for definition of infectious period)
  - a. Headache
  - b. Runny nose
  - c. Chills
  - d. Sore throat
  - e. Diarrhea
  - f. Nausea
  - g. Vomiting
  - h. Repeated shaking
  - i. Muscle aches
  - j. Abdominal pain
  - k. Loss of taste or smell

3. Stay home during your infectious period. THE INFECTIOUS PERIOD IS DEFINED BY 3 THINGS...
  - a. 48 hours before onset of symptoms AND
  - b. once symptoms start you must stay home at least 10 days from onset of symptoms AND
  - c. you must stay home until 72 hours beyond symptoms and fever without taking fever reducers – so you could be home longer than the 10 days.
  - d. If you are a close contact (within 6 feet for 10 minutes of confirmed case during their infectious period) – you continue to work unless you develop fever or symptoms (see the above list) - IF YOU DO DEVELOP EITHER STAY HOME/GO HOME
4. Maintain social distancing (6 feet) as much as possible in the workplace
5. Wash hands frequently or use hand sanitizer
6. Sanitize work surfaces regularly
7. Keep in mind that wearing a mask or face covering can be helpful in preventing the spread of COVID-19

Be assured the County will comply with safety and health standards established and enforced by OSHA with regard to preventing the exposure and spread of disease.