

In the Indiana Supreme Court

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

Supreme Court Case No.
20S-CB-203



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 25, 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 6/26/2020 , 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

**IN THE MATTER OF THE PETITION OF THE
RUSH COUNTY COURTS FOR
ADMINISTRATIVE RULE 17 EMERGENCY RELIEF**

**SUPREME COURT CASE NO.
20S-CB-203**

**AMENDED PETITION TO THE INDIANA SUPREME COURT PURSUANT TO
ADMINISTRATIVE RULE 17 FOR APPROVAL OF TRANSITION PLAN**

Come now the Courts of Rush County, Indiana, hereinafter referred to as the "Rush County Courts," and petition The Indiana Supreme Court for relief under Indiana Administrative Rule 17 to establish a Transition Plan for the purpose of returning the Rush County Courts to their Pre-Covid 19 Virus functions. In support of this Petition, the Rush County Courts inform the Indiana Supreme Court as follows:

The judges of the Rush County Courts have convened en banc, and have determined the following:

In an effort to comply with all government orders related to the Covid 19 Virus Emergency the Indiana Supreme Court entered an Order on March 20, 2020 approving in part a plan for emergency relief for the Rush County Courts. Said Order has been modified extending the Order to May 30, 2020.

The Rush County Courts are informed that various governmental officials and/or Agencies have recognized that due to said efforts the effects of the disease have subsided to the point that a transition to pre-disease activity is warranted.

The Rush County elected officials have taken steps to address COVID-19. On March 16, 2020, the Rush County Commissioners and the Director of Rush County Emergency Management adopted a Joint Executive Order wherein certain actions were taken. Said Officials have continued to monitor the current status of the virus and have made modifications as necessary for the safety of the county employees and citizens of Rush County. In the course of preparing this Transition Plan said Officials have been consulted and the Rush County Courts believe this Transition Plan is consistent with the orders of Rush County Officials.

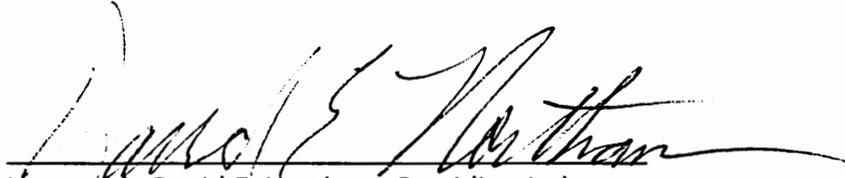
TRANSITION PLAN

The Rush County Circuit and Superior Court submit the following as the Transition Plan for Rush County Courts, until further order of the Indiana Supreme Court: A copy of Rush County Courts Transition Plan is attached hereto and made a part hereof as Exhibit "A".

The effect of the Transition Plan on the Emergency Plan approved March 20, 2020, as modified, is as follows:

1. 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 and in all other civil and criminal matters before the Rush County Courts that are precluded by the suspension of jury trials shall continue to July 6, 2020.
2. The suspension of all criminal and civil jury trials shall continue through July 6, 2020.
3. Continuances in criminal matters based upon the existence of the virus will no longer be applicable; however, remote appearances shall be encouraged.
4. Continuances in civil matters based upon the existence of the virus will no longer be applicable; however, remote appearances shall be encouraged.
5. Continuances based upon the existence of the virus will no longer be applicable in juvenile matters. Hearings will be held subject to the Transition Plan attached hereto.
6. Limitations on spectators shall continue as set out in the Transition Plan attached hereto.
7. Limitations on the participants in the litigation shall continue in accordance with the Transition Plan attached hereto.
8. No further status reports will be necessary unless ordered by the Indiana Supreme Court due to further emergencies being declared and emergency relief required.

Respectfully submitted this 25th day of June, 2020, on behalf of the Rush Circuit Court and the Rush Superior Court.



The image shows a handwritten signature in black ink, which appears to read "David E. Northam". The signature is written in a cursive style and is positioned above a horizontal line.

Honorable David E. Northam, Presiding Judge

POLICY for RESUMING COURT OPERATIONS

RUSH COUNTY CIRCUIT and SUPERIOR COURTS

PHASE ONE-Preparation to Reopen

Employees

Anyone who can work from home shall continue to do so as long as possible.

When work from home is not possible due to necessary duties, locate the employee away from the public, provide PPE, and utilize social distancing within the office.

If employee has had recent contact with an infected person, he/she shall not be allowed to return to shared workspace until employee has been self-quarantined for 14 days from the positive test and symptom free for at least seventy-two (72) hours.

Employees are required to report if they are experiencing any symptoms of COVID-19.

- 100.4 fever or higher
- Chills
- Muscle and body aches
- Headache
- Sore throat
- Cough, chest tightness, or shortness of breath
- New loss of taste or smell

If employee has experienced any of these symptoms within the last 3 days, he/she cannot return to the workplace until symptom free for at least seventy-two (72) hours.

Employees shall maintain good hygiene, including frequent hand-washing.

Shared equipment shall be sanitized after each use.

Face-coverings shall be used when unable to social distance at 6 feet.

Facility

Frequently touched surfaces within the office shall be sanitized at least twice per day (i.e., doorknobs, light switches, etc).

Courtroom shall be sanitized a minimum of twice per day (i.e., noon and before closing).

One person shall initially handle any mail or deliveries.

Courtroom occupation shall be limited to the number of occupants to social distancing requirements, and available seating is spaced to allow social distancing.

Face-covering shall be required for people entering the courthouse and to be worn in all common areas, including the Courtroom.

Plexiglass barriers have been installed at counsel tables.

All entrants to the Courthouse shall be properly screened for symptoms and be equipped with a face-covering.

Entrance to Court offices is prohibited unless, previously approved by appointment. Signs shall be posted with contact numbers for office staff.

PHASE TWO-Resuming Non-Emergency Hearings and Operations

Beginning June 1st, 2020

Employees

All vulnerable employee shall continue to work from home when possible.

All employees shall be required to conduct a daily self-assessment before reporting to the workplace.

Continue to maximize social distance in the workplace.

Mental health resource referrals are available through our local health department, Centerstone, and Meridian Health Services.

Facility

All requirements of Phase One remain in effect.

Court Hearings

Continue to hold hearings remotely when possible. The Courts have subscribed to the CourtCall and Zoom service which may be used in both civil and criminal cases with public access options.

Hearings involving inmates shall be conducted remotely.

Entrants to Courthouse shall continue to be screened and wear face-covering.

The Court shall determine the priority of hearings and which should be conducted remotely.

Design hearing schedule to minimize contacts between persons and encourage attorneys and litigants to arrive timely for hearings and depart promptly upon conclusion.

Attendance at hearings shall be limited to only essential persons (i.e. attorneys, litigants, essential witnesses). Seating has been made available with social distancing for the public.

Both DCS and CASA have been instructed to limit their attendees to the cases to which they are

specifically assigned.

Mediation shall be strongly recommended prior to scheduling contested civil hearings.

Face-covings shall be required inside the courtroom.

No filings shall be made in the courtroom. Documentary evidence shall be pre-marked by the submitting party and distributed electronically to opposing counsel and the Court prior to the hearing. Circuit Court: agibson@rushcounty.in.gov Superior Court: superiorreporter@rushcounty.in.gov

Initial Hearings

Hearings set by Court should begin at 2:00 p.m. limited to 8 cases per ½ hour setting (Superior Court)

Leave 1:15 settings as is (dates given by jail and arresting officers)

Small Claims (Assembly Room Hearings)

Small Claims Clerk contacting high-volume collection agencies to reset hearings beginning 9 am with max of 10 cases per ½ hour.

Assembly Room chairs spaced to maximize social distancing.

Sign-in pens put in container after one use, to be sanitized following session.

Attorneys and litigants shall be responsible for providing their own writing instruments.

Markings shall be placed on floor indicating social distancing guidelines when signing in.

Plexiglass barrier for Clerk's table (same one used for elections).

PHASE THREE-Resumption of Jury Trials

July 6th, 2020 (dependent on local health data)

Employees

All vulnerable employee shall continue to work from home when possible.

All employees shall be required to conduct a daily self-assessment before reporting to the workplace.

Continue to maximize social distance in the workplace.

Facility

All requirements of Phase One remain in effect.

Court hearings

All requirements of Phase Two remain in effect.

Jury Trials

Quarterly Jury Pool letters shall include a second questionnaire regarding COVID-19 issues.

Prospective jurors may be summonsed in small groups and distancing measures shall be taken regarding the seating of jurors in the courtroom and during deliberation.

Court will consult with counsel to determine how to handle the wearing of masks by witnesses during trial and jurors during voir dire.

**GUIDELINES FOR OPENING RUSH COUNTY COURTHOUSE FOR
CORONAVIRUS/COVID-19**

The following Guidelines are to be considered minimum daily guidelines for opening the Rush County Courthouse to the public for the Coronavirus/COVID-19 pandemic. The Rush County Courthouse will reopen to the public on Monday, June 22, 2020, at 8:00 a.m. These Guidelines are to be construed as a supplement to any existing Executive Orders, Policies, and Ordinances already in effect. Each Officeholder, Department Head, or Supervisor may implement additional policies that the person believes will make their office operate in a better manner, or will make their office a safer environment for their employees and the public.

1. **FACE COVERINGS ARE REQUIRED IN ALL PUBLIC AREAS OF THE RUSH COUNTY COURTHOUSE, WHICH INCLUDES ALL HALLWAYS AND RESTROOMS.**

2. Upon arrival into the Rush County Courthouse, each person shall check in at the desk on the first (1st) floor of the Courthouse. Each person will undergo a health assessment, as outlined in Governor Holcomb's *Back on Track Indiana* Plan. The health assessment will consist of screening questions and taking temperatures with a no-touch thermometer. The questions to be asked are:

- a. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?
- b. Have you had any of these symptoms in the last 14 days?
 - o Fever greater than 100°
 - o Difficulty breathing
 - o Cough
 - o Sore throat
 - o Chills
 - o Repeated shaking with chills
 - o New loss of sense of taste or smell
 - o Headache that is different from any usual headache you may experience
 - o Muscle ache

If the person answers any of these questions in a manner that indicates he or she may have any symptoms related to COVID-19, that person may be denied entry into the Courthouse and be requested to conduct their business by telephone or by other electronic means.

The purpose of checking in at a centralized location is to maintain a safe and healthy environment for all persons in the Rush County Courthouse, and for contact tracing in the event there would be a person test positive for the virus. If a person who has entered the Courthouse for business tests positive for the Coronavirus, the persons with whom that individual had contact within the Courthouse will be notified that they may have been exposed to the Coronavirus; however, the identity of the person testing positive will be kept confidential under HIPAA and other confidentiality laws.

The person entering the Courthouse will identify themselves, and indicate to which office in the Courthouse they are going.

3. Members of the public entering the Courthouse will not be permitted to go behind the counter in any office. However, researchers for abstractors and title companies, and researchers for genealogists may go behind the counters in offices with the permission of those working in the offices.
4. The number of people in the elevator shall not exceed two (2) at any time. Signs will be posted to this effect.
5. Public water fountains will be turned off.
6. Members of the public should bring their own writing instruments if they are entering an office or are in the Courthouse for any business for which they will need to sign a written document. However, each office will have pens available for the public to use. There will be two (2) containers available, one for clean pens and one for used pens. After a clean pen is used, it shall be placed in the container for used pens. The used pens will then be cleaned and disinfected, and then may be placed back in the "clean pen" container for use.
7. Members of the public should frequently wash their hands or use hand sanitizer to clean their hands.
8. At this time, only government meetings shall occur in the Courthouse. No public meetings are permitted in the Courthouse.
9. Persons who are appearing for Court should consult with their attorneys for procedures, or should consult the Rush County Courts Policy for Resuming Court Operations.

ADOPTED JUNE 12, 2020.

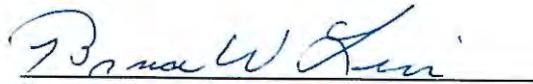
BOARD OF COMMISSIONERS OF RUSH COUNTY, INDIANA



Mark Bacon

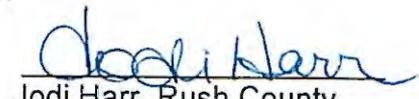


Paul Wilkinson



Bruce W. Levi

ATTEST:



Jodi Harr, Rush County
Auditor

SECOND AMENDED RUSH COUNTY POLICY CONCERNING COVID-19
(CORONAVIRUS)

This is an ongoing situation, with new information becoming available by the week. The Board of Commissioners of Rush County, Indiana requests that all Elected Officials, Officeholders, Department heads, and employees continue to practice patience, use common sense and rational thought process during these times. It is our intent to protect you, and those using our facilities, to the best of our abilities.

It is the Policy of Rush County during this time, and during the time of this public health crisis only, to allow the vulnerable, immunocompromised Rush County Employees to work from home if practical. There must be a demonstrated necessity for the employee to work from home, and the employee needs to first obtain approval from the employee's Supervisor *and* the Commissioners. The Supervisor can obtain permission from the Commissioners by stating that there is an employee in the Supervisor's office that needs to work from home and describing the necessity for that employee and job position. There must also be documentation that the employee is immunocompromised. This documentation shall remain confidential in the employee's file in the Human Resource's Office. The Supervisor should also explain how the employee will be able to work from home, and how the employee's hours will be documented and tracked. The full-time employee will be required to work thirty-five (35) hours per week from home, or will be required to use any accumulated vacation or personal leave that the employee has accumulated to make up the difference between the hours worked and 35 hours.

If an employee is not comfortable returning to work in the Courthouse, the employee shall be required to use any accumulated leave time, which may include personal leave, vacation leave, and previously earned compensatory time.

No Compensatory time will be permitted to be earned during this time. Employees shall work no more than thirty-five (35) hours per week. No employee shall work more than seven (7) hours per day, and no employee shall work more than thirty-five (35) hours per week.

Employees in the Extension Office may continue to work from home, per the requirements of Purdue University. Their hours shall be documented and tracked, and, if they are full-time, they shall work thirty-five (35) hours per week from home.

During this time of the public health crisis, the attendance policy will not be strictly enforced. However, employees should not take advantage of this situation.

Employees will be permitted to use any available time off that the employee has if the employee has tested positive for the Coronavirus. If a member of the employee's immediate family has tested positive for the Coronavirus and the employee needs to stay home to care for that member of the employee's immediate family, the employee will be permitted to use any available time off available. If a member of the employee's

household has tested positive for the Coronavirus, all members of the employee's family would be expected to self-quarantine for period of fourteen (14) days from the date of the positive test for precautionary measures. Time off includes sick time, personal time, vacation time, or compensatory time. The employee may also use time off without pay or FMLA time if the employee so chooses. Advanced notice requirements for the use of vacation, personal, and sick leave are waived during this time of the public health crisis. If an employee has exhausted all of his/her vacation, sick, personal or compensatory leave time, the employee may request to use sick leave and personal leave as it is accrued, or may request to take time off without pay.

If an employee has tested positive for the Coronavirus, an employee may return to work without a note from a healthcare provider. The employee must be symptom-free for seventy-two (72) hours, without the use of any medications, prior to returning to work.

Employees believing that they meet the criteria should discuss with their Supervisor and the Human Resources Coordinator any leave time available under the Covid-19 Public Health Leave Policy, which was effective April 1, 2020.

The Commissioners encourage all employees to maintain a safe and healthy workplace. Consider the following best practices:

CLEANLINESS:

- Take steps to maintain high environmental hygiene standards by cleaning surfaces with EPA-approved environmental disinfectants. In particular, routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. If feasible, provide disinfectant wipes so that commonly used surfaces can be wiped down by employees before each use.

PUBLIC INTERFACE:

- For agencies with regular public interface, post CDC-Approved signs and resources to address non-pharmaceutical interventions and actively practice all cleanliness recommendations. Employees with underlying medical conditions may benefit from wearing gauze masks; however, frequent handwashing and use of hand sanitizer is key.
- County employees visiting home residences as a component of their work should not enter a home where someone is quarantined. When visiting residences, employees should practice cleanliness recommendations.

MEETINGS/MASS GATHERINGS:

- During a public health event, it is imperative that public service employees remain available to the public and take appropriate precautions to mitigate exposure.
- Consider adjusting non-essential in-person employee meetings to virtual meetings where reasonable and appropriate for a limited duration.
- Agencies should assess the need for large gatherings and determine whether alternative accommodations can be made to mitigate exposure. If it is determined that a large gathering is essential and cannot be delayed or conducted by other means, refer to CDC and ISDH guidance on strategies to mitigate exposure.

During this time, Section 3.2 of the Rush County Personnel Policy shall be amended to read:

Jail employees: Correction Officers shall work twelve (12) hour shifts until further notice. All other employees of the Jail shall continue to work their currently assigned shift.

We encourage you to read the Notices posted on www.Rushcounty.in.gov. This is a time of public health crisis. We encourage you all to use patience during these times.

This shall be effective May 4, 2020.

ADOPTED April 29, 2020.

/s/ Mark Bacon
Mark Bacon

/s/ Paul Wilkinson
Paul Wilkinson

/s/ Bruce W. Levi
Bruce W. Levi

Rush County Court Services
Operations COVID 19

*This is a working document and can be updated at any time.

The information below contains general information on procedures and guidelines.

Public information and notice to clients:

- Court Services will have notices on the doors to the building as to the warning signs of COVID and who is allowed to enter the building. The sign will instruct clients if they display any of the warning signs they are not to enter the building and they are to call their case manager.
- Clients will be notified of contact information and procedures by their assigned case manager.

Office procedures:

- Face-to face visits consist of: scheduled appointments with a case manager, emergency walk-in appointments, payments, new client hook-ups, equipment checks, drug screens, or any other scheduled meeting. The 6 foot social distancing procedure will be practiced.
- PPE (face mask) must be worn by the client when entering the building. While in the lobby the client's temperature will be taken by their case manager, who will also be wearing a face mask, to determine if they can proceed with their scheduled appointment. The client will then be asked to wash or sanitize their hands before going back to the office.
- Screening measures prior to office entry, such as taking a temperature, questions related to COVID-19 symptoms will be completed on clients being brought back for appointments. If someone indicates a high temperature (over 100.4) or conveys COVID-19 symptoms, they will not be allowed to enter the building and will be sent home and advised to contact their health care provider.
- Family members or members of the public (people other than clients), who are entering the building for Court Services, will not be allowed into the jail lobby or Community Corrections office unless approved by court services staff.
- The documentation passed between client and staff should be limited. Pens used by clients will be thrown away following use. Items that can be sanitized should be. When possible, documents such as schedules and verifications should be shared virtually via email.
- Gloves and masks should be worn when accepting payments from clients to mitigate risk of exposure for both the client and staff. Clients are encouraged to make payments online when possible.
- The lobby area and lobby bathrooms shall be cleaned and sanitized once in the morning and once in the afternoon by volunteer participants.

Client contacts:

- Appointments will need to be completed in the conference room, field officer or Ashley's office if the office of the officer is not large enough to promote social distancing and keep the client and staff at least six feet apart.
- After appointments, staff are to sanitize the office, chairs, and anything that may have been used by the client and officer.

General concerns:

- The department will provide hand sanitizer, gloves, masks, and disinfectant supplies for cleaning.
- All staff are responsible for helping out with maintaining and cleaning the common areas on a regular basis. This includes the bathrooms, the copy machine area, door handles and light switches, and the kitchenette area as well.
- Each staff member is responsible for sanitizing and cleaning their own office/work space.



In-Person Child Visits by GAL/CASA Volunteers: Safety Precautions and Guidance

The health and safety of our volunteers and the children and families we serve are of utmost importance to our network. These are also the primary concerns when determining when to resume in-person visits with children. The decision as to when to start allowing in-person visits must be made on a local level based on the what is happening in your community and your courts. You should consult with your local supervising judge about this decision as well and get his/her input. Non-profits may also want to consult with their governing board.

To minimize the spread of COVID-19 and for the health and safety of the children we serve, their families and caregivers, and assigned GAL/ CASA volunteers, the following guidelines are provided to GAL/CASA programs who are considering when to resume in-person child visits. GAL/CASA programs should take all necessary precautions and make decisions on a case-by-case basis. When the program is ready to resume in-person visits, the volunteer supervisor should talk to each volunteer about whether they want to resume face-to-face contact or continue with remote visits at this time and keep a record of the decision. Volunteers and staff must continue to record in Optima whether each visit is in-person or virtual.

If a volunteer indicates that they are high risk and cannot make in-person visits, the volunteer should continue virtual visits. If the volunteer will not be able to make in-person visits for an extended period of time, the program may want to consider having staff or another volunteer make an in-person visit prior to any court hearing in addition to the volunteer's virtual visits. Volunteers must make personal decisions regarding the risks involved in having in-person contact.

GAL/CASA programs must also consider the health and risk of the child, all household members, and the volunteer. Older adults and people with underlying medical conditions are at higher risk for developing complications from a COVID- 19 infection and should take maximum precautions against exposure. The child's caregivers/placement, GAL/CASA volunteer, and the volunteer supervisor should all agree before in-person visits may resume, and the following conditions should be followed:

1. The volunteer cannot conduct any in-person visits if the volunteer has a fever above 100.4 degrees, cough, sore throat, shortness of breath or other symptoms of a respiratory infection. If the volunteer has had contact with a person with a confirmed or suspected case of COVID-19, they should stay home for fourteen (14) days from the last exposure.

2. All volunteers should self-monitor for signs and symptoms of COVID-19 to prevent the spread of the virus. Immediately before the visit, the program and/or the volunteer should follow a pre-screening protocol, such as:

- Do you currently have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, sore throat, headache, loss of smell or taste, congestion or runny nose, nausea or vomiting, or diarrhea? Note, consult the CDC's symptom list for the most recent updates:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If the volunteer has any of the symptoms associated with COVID-19 or has been exposed to a person with a confirmed or suspected case of COVID-19, the contact must be rescheduled to a virtual visit.

3. In-person visits should be scheduled with the caregiver ahead of time. No unannounced visits should take place at this time. Immediately before the visit, the volunteer should call to confirm that everyone in the home continues to be free from symptoms associated with COVID-19 by asking the above noted screening questions. The volunteer should discuss the use of masks with the caregiver before the visit. In-person visits may need to be postponed if any person in the child's placement has any of the symptoms of COVID-19 or has been exposed to a person with a confirmed or suspected case of COVID-19.

4. Some programs are having their volunteer document in Optima that they completed the pre-screening protocol on themselves (as outlined in paragraph 2) and that they called the home they are visiting and asked the screening questions (as outlined in paragraph 3). This is not required but can be done if the program director determines this would be beneficial.

5. If an adult caregiver in the home is at higher risk for severe illness from COVID-19 and has safety concerns regarding the visit, engage them in a conversation about how to create safe visit arrangements and develop a plan to optimally protect the health and safety of all parties, such as use of social distancing practices, use of masks, conducting visits outside, and other precautionary measures. If the caregiver has concerns or requests special conditions, the volunteer should make every effort to respect his or her preferences.

6. Strongly encourage staff and volunteers to document in-person visits in Optima **on the same day**. This could be helpful if a situation arises in which a person involved in the visit later becomes sick or test positive for the COVID-19.

7. If you become symptomatic or test positive for COVID-19 and you have conducted an in-person visit in the last 14 days, notify your supervisor or the program director.

8. Programs that allow transportation should consider not transporting children at this time absent exceptional circumstances.

9. During an in-person visit, the GAL/CASA volunteer and any participating GAL/CASA staff must observe the following recommended CDC social distancing guidelines:

- **Avoid close contact.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arm's length) from others.
 - Do not gather in groups and avoid crowded places.
 - Visit with the caregivers and child outdoors, in an open air environment, when possible.

- Do not bring unnecessary items into the home and avoid placing belongings on any surface in the home.
 - Do not share pens or other objects.
 - Use a barrier, such as a paper towel, to open doors.
 - Do not use the restroom while at visit when possible.
 - Clean surfaces in your car before and after making visits.
- **Cover mouth and nose with a cloth face mask when around others.**
 - COVID- 19 can be spread to others even if one does not feel sick.
 - The cloth face mask is meant to protect others in case the wearer is infected.
 - Continue to keep 6 feet between individuals. The cloth face mask is not a substitute for social distancing.
- **Wash hands often.**
 - Wash hands with soap and water for at least 20 seconds before and after visit.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol immediately before and after visit.
 - Avoid touching your eyes, nose and mouth with unwashed hands; if necessary, wear something on your wrist or mark your hand in some way to remind yourself not to touch your face.

By following these guidelines, we will continue to meet our shared commitment to the safety, health, and well-being of children in foster care, their families, and their caregivers. If a staff or volunteer is unable to follow the above instructions, virtual visits should continue until all public health and CDC guidelines have expired.

June 2020