



CDC: [Coronavirus Disease 2019 \(COVID-19\)](#) ▪ Kentucky Public Health: [kycovid19.ky.gov](https://www.ky.gov/ky-covid-19) ▪ KCOJ: [COVID-19 and the Courts](#)

### **Update for March 17, 2020**

Justices, Judges, Circuit Court Clerks and Kentucky Court of Justice Personnel:

### **Judicial Branch announces guide to govern personnel actions during COVID-19 outbreak**

As the COVID-19 outbreak continues, we continue to look for ways to reduce risk and implement social distancing among our court personnel.

Last Thursday, the Supreme Court issued an [order](#) placing restrictions on dockets, jury trials and jury service from March 16-April 10. This is an effort to minimize social interaction in Kentucky's busy courthouses and judicial centers during the COVID-19 outbreak.

Today, I want to provide a staffing guide to help you and your employees take the appropriate actions during the pandemic. The Administrative Office of the Courts has created the [Kentucky Court of Justice Pandemic or Public Health Emergency Staffing Guide](#). In addition, this set of FAQs – [Timekeeping Guidance for Employees During Public Health Emergency](#) – will help employees know whether they will be able to take leave from work, and if so, what type of leave they would be approved to use.

I also want to remind you of the social-distancing measures we announced March 11. The Judicial Branch has:

- Suspended all work-related out-of-state travel for elected officials and non-elected employees, with suspension to be re-evaluated at the end of April.
- Discouraged attendance at meetings of more than 30 people, with in-person attendance to be replaced by attendance through conference call or videoconferencing if possible.
- Canceled external groups who had scheduled to meet in the AOC's conference facilities and began evaluating whether to cancel internal meetings of more than 30 people.

**Who to Contact**

Questions related to the staffing guide and/or the FAQs, contact Human Resources at [COJHR2@kycourts.net](mailto:COJHR2@kycourts.net).

Questions related to legal matters affecting the justices, judges and circuit clerks, contact [covid19@kycourts.net](mailto:covid19@kycourts.net).

I realize that we're asking you to quickly adapt to new processes and guidelines that are unprecedented in our lifetime. However, our top priority is the health and safety of court personnel and the people we serve and I appreciate your support as the Judicial Branch takes necessary measures to slow the spread of the virus.

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