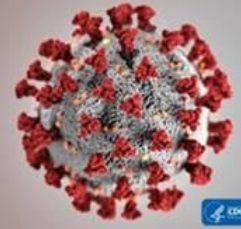


Updates on COVID-19 and Court Operations

What Kentucky Court of Justice elected officials and non-elected personnel need to know



CDC: [Coronavirus Disease 2019 \(COVID-19\)](#) ▪ Kentucky Public Health: [COVID-19](#) ▪ KCOJ: [COVID-19 and the Courts](#)

Human Resources Update for May 22, 2020

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

Court personnel must self-administer health check when reporting to work New process to start June 1 for those not teleworking

Starting June 1, 2020, Kentucky Court of Justice elected officials and non-elected employees who are **NOT** teleworking will be prompted to certify that they self-administered a temperature and health check when logging in at their workstation upon reporting to work. This is part of the implementation of [Supreme Court Administrative Order 2020-39](#) and the [COVID-19 Health and Safety Requirements](#), which were announced last week.

Some of you may have seen this message when you logged in at your workstation this morning. If you received this message and are teleworking, you can ignore the message and simply click OK and log in.

Unless you have been directed differently by your appointing authority, you do not have to begin conducting your daily temperature and health checks until June 1, 2020, and you can ignore the message until then by clicking OK and logging in.

Here is the health check message you will see when you log in at your workstation:

ATTENTION KCOJ officials and employees who are teleworking, you can ignore this message. Click OK and log in.

ATTENTION KCOJ officials and employees who are not teleworking:

By logging into this device, you are certifying that prior to reporting to work today, you self-administered a temperature and health check and that you have not experienced any COVID-19 symptoms, including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell within the past 24 hours. You further certify that you have not been asked to self-quarantine by any doctor,

hospital, or health agency or been diagnosed with or had contact with anyone who has been diagnosed with COVID-19 within the past 14 days.

If you are unable to make the above certification, DO NOT LOG IN. Leave your work station and notify your supervisor or appointing authority immediately. When it is safe to do so, use the [CDC's Self-Checker](#) to determine whether you should stay home. If the CDC recommends you stay home, report your symptoms and the CDC's recommendations to DailyHealthCheck@kycourts.net and your supervisor, if applicable. WARNING: KCOJ Employees may be subject to disciplinary action, up to and including dismissal, if it is determined that any certification is made which is later determined to be materially false.

If you have any questions, please contact Human Resources at COJHR2@kycourts.net. Thank you.

Kevin M. Steele

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