

March 19, 2020

Dear Family and District Court Judges:

As we continue into uncharted territory, the Court Designated Worker (CDW) Program has begun the implementation of additional protocols for our staff. We will continue to make necessary adjustments to our policies and processes to align with the on-going guidance from the Chief Justice.

- Effective Monday the 23<sup>rd</sup>, CDW Program staff can participate in a rotating schedule. Based upon review and approval by their supervisor, staff can work from their office and from home (we call it a 50/50 schedule). There is also the possibility that they can participate in a flex schedule (off one day a week). Rotating schedules are not mandatory and I have several staff that, as of now, prefer to work out of their office. If approved, staff must follow the below expectations:
  - Staff are currently checking their capacity at home before implementing the schedule changes: such as VPN access to all necessary applications.
  - If working from home, staff must be available to their direct supervisor during the established and approved hours.
  - If working from home, staff must be available to clients, volunteers, Judges, and community partners via email and/or phone during the established and approved hours.
  - Notification must be provided to the local Judge(s) and community partners on any schedule changes/ updates.
  - Notification must be put on the office door so the public, if needed, can reach staff.
  - Staff will submit a Daily Task Report relevant to the staff's role to the supervisor: CDW Program (youth specific, if applicable).
  - Staff must accurately reflect the hours they work from home on their timesheet and/or use their own leave time if they do not have a full 7.5 hours daily.
  - Schedule adjustments may be required on short notice.
- Court Designated Specialist (CDS) have already begun implementing conference calls and/or SKYPE with FAIR Teams. This is available statewide.
- At this time, staff will continue to meet with youth in custody and, if appropriate and necessary, a protocol has been provided to staff to allow them to meet with the youth via telephone.

In the event you are unable to reach a CDW/CDS, please contact the on-call supervisor or their direct supervisor(see attached). You can also contact Juvenile Services Manager JR Hopson at [jameshopson@kycourts.net](mailto:jameshopson@kycourts.net) or cell at XXX-XXX-XXXX. Most of you have my cell but, just in case, it is XXX-XXX-XXXX.

Tomorrow I will send to Family and Non-Family Court Judges an update on the Citizen Foster Care Review Board's statutory compliance with the 6-month review of children in foster care. As always, thank you for supporting Family & Juvenile Services' staff.

Sincerely, Rachel

