

March 27, 2020

Dear Family and District Court Judges:

As we move through this pandemic, I am implementing the opportunity for Family & and Juvenile Services staff (which includes the Court Designated Worker (CDW) Program and the Citizen Foster Care Review Boards' support staff) to work full time remotely. This is not mandatory and staff must still follow the below expectations:

- Staff must have the 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 and voice mail 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.
- Staff can go into the office, as needed, unless there are courthouse restrictions to KCOJ employees.
- Video conferencing resources via Zoom and Skype are the preferred tools for conducting appointments, FAIR Teams, reviews, and/or callouts.
- When working from home, staff must ensure any work products (computer, notes, lists) are kept confidential due to the nature of our work with kids and families.
- Schedule adjustments may be required on short notice.

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 or cell at XXX-XXX-XXXX. My cell is XXX-XXX-XXXX.

As always, thank you for supporting Family & Juvenile Services' staff and stay healthy.

Sincerely, Rachel

Kentucky Court of Justice Confidentiality Notice

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