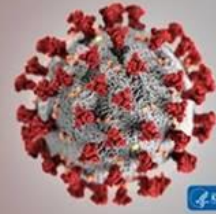


# Updates on COVID-19 and Court Operations

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



## Human Resources Update for August 25, 2020

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

### Introducing KCOJ Flexible Staffing Guidance During a Pandemic or Public Emergency

With employee and public safety a priority during the pandemic, the Administrative Office of the Courts has produced the [Kentucky Court of Justice Flexible Staffing Guidance During a Pandemic or Public Health Emergency](#). This booklet replaces the Staffing Guidance for Court Clerks During a Pandemic or Public Health Emergency, issued April 15, 2020.

The KCOJ Flexible Staffing Guidance During a Pandemic or Public Emergency was authorized by [Supreme Court Administrative Order 2020-55](#) to provide staffing guidance for the entire court system, not just the court clerks. You can find it listed under Section D of the Supreme Court's order, which addresses managing staff during the pandemic to limit the spread of COVID-19, while ensuring the continued operations of the court system.

This guidance provides step-by-step instructions for evaluating the operational needs of an office and selecting the most appropriate staffing or scheduling option to safely meet those needs. There is also guidance about what to do when an employee reports illness or exposure to COVID-19 and when an employee is safe to return to work after exposure or testing positive.

If you have questions about implementing a flexible staffing option, please contact Human Resources at [COJHR2@kycourts.net](mailto:COJHR2@kycourts.net). Thank you.

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