

COVID-19 Recommended Actions Quick Reference Guide

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Legend: Look for *Helpful Hints* Bold Text = **Action** Bracketed Text<> = button or link
Click=Select w/ Mouse or Touch Pad Italicized Text = *Object of Action* Single Quotes = Description

Situation #1	Recommended Action
<p>Employee is exhibiting symptoms or tests positive for COVID-19</p> <p>Note: "Isolation" keeps someone who is infected with the virus away from others, even in their home. "Quarantining" keeps someone who might have been exposed to the virus away from others.</p> <p>Note: "Close contact" means coming within 6 feet of an infected person for a <i>cumulative</i> total of 15 minutes or more during a 24-hour period. The relevant exposure period is 2 days before the infected person began experiencing symptoms or 2 days prior to the infected person being tested, the result of which was positive.</p>	<ol style="list-style-type: none"> Employee should isolate or quarantine, email their symptoms or test results to DailyHealthCheck@kycourts.net, and notify his/her appointing authority or supervisor of their absence. If experiencing symptoms, the employee should use the CDC's Coronavirus Self-Checker to determine whether they should seek testing. Did the symptomatic or COVID-19-positive employee have close contact with any other employees? If yes, review Situation #2 to determine whether any other employees need to remain home or seek testing. The appointing authority or supervisor should contact the Human Resource Department to inform them of the situation. Email: COJHR2@kycourts.net Phone: (502) 573-2350 If an employee tests positive for COVID-19 and has been in the work environment within the past 2 weeks, contact Facilities Manager Michelle Evans to schedule a deep cleaning of your work space. Email: michelleevans@kycourts.net or Phone: (502) 573-2350 Co-workers should continue to monitor themselves for symptoms, wear a facial covering, maintain social distancing, and wash their hands frequently. If symptom free, employees should continue to work. If two or more co-workers exhibit symptoms or test positive, contact Human Resources, as an alternate staffing or team may be necessary. Recommend that the appointing authority contact the local health department to receive any additional local protocol or guidance.

Situation #2	Recommended Action
<p>Employee has had close contact with a person who has tested positive for COVID-19</p> <p>Note: "Close personal contact" means the person lives with or has spent 10 minutes or more within 6 feet or less of the person that tested positive for COVID-19.</p>	<ol style="list-style-type: none"> Employee should quarantine, email his/her exposure to DailyHealthCheck@kycourts.net, and notify his/her appointing authority or supervisor of their absence. Appointing authority or supervisor should recommend the employee be tested for COVID-19. Coordination of testing, to include a convenient location can be found by calling the COVID19 Hotline at 1-800-722-5725 or by visiting the website: https://govstatus.egov.com/kycovid19. The appointing authority or supervisor should contact the Human Resource Department to inform them of the situation. Email: COJHR2@kycourts.net Phone: (502) 573-2350

For additional questions, please email COVID19@kycourts.net.

4. Co-workers should continue to conduct daily health checks and monitor themselves for symptoms, wear a facial covering, maintain social distancing, and wash their hands frequently. If symptom free, employees should continue to work.
5. If two or more other co-workers exhibit symptoms or test positive, contact Human Resources, as an alternate staffing or team may be necessary. Contact the local health department to receive any additional local protocol or guidance.

Situation #3	Recommended Action
<p>Employee has been in the same location/space as someone who has tested positive for COVID-19</p>	<ol style="list-style-type: none"> 1. Employee should notify his or her appointing authority or supervisor of a possible exposure but should continue to work, conduct a daily health check, and monitor for symptoms. 2. If the exposure occurred in a KCOJ facility or office, see Situation #1 to determine if a deep clean is necessary. 3. Co-workers should continue to monitor themselves for symptoms, wear a facial covering, maintain social distancing, and wash their hands frequently. If symptom free, employees should continue to work.

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