

Kansas District and Appellate Court COVID-19 Personnel Policies

By order of the Supreme Court, all judicial branch workforce members must follow COVID-19 specific Personnel Policies. These policies should be read in conjunction with the Kansas Court Personnel Rules.

COVID-19 Screening

1. The chief judge or appointing authority may authorize security personnel or staff members to request Kansas judicial branch workforce members to voluntarily take a temporal temperature or allow a thermal scan for fever. Any person who refuses to have his or her temperature taken or who has an elevated temperature at or over 100.4°F will not be allowed access to courtrooms, court offices, or any other facility being used by the court for a proceeding.
2. Judicial branch employees will be required to answer screening questions provided by the Office of Judicial Administration to access the workplace. If the individual does not pass the screening, an appointing authority, after consulting the director of personnel in the Office of Judicial Administration, or her designee, will direct the employee to leave the workplace. Upon consulting the director of personnel, the required leave may be coded as administrative leave for up to two working days.
3. Any judicial branch employee asked to report to work who is not granted access to his or her workplace after answering COVID-19 screening questions must contact his or her appointing authority through electronic communication as soon as possible.
4. Any judicial branch employee who has close contact with an individual suspected or known to have COVID-19 must report that contact to the employee's supervisor. The supervisor must report any such close contact to the district's court administrator or the chief judge, who should then report the contact to the director of personnel at the Office of Judicial Administration, or his or her designee. The director of personnel may determine if the contact warrants directing the employee to leave the office and the type of leave appropriate under the circumstances which may include administrative leave.
5. Kansas judicial branch workforce members are required to follow the Kansas Department of Health and Environment travel and exposure related isolation and quarantine guidelines. For updates, see <https://www.coronavirus.kdheks.gov/175/Travel-ExposureRelated-Isolation-Quara>. Workforce members must also follow Centers for Disease Control

quarantine guidelines for international travel,
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.

6. Workforce members required to quarantine may work remotely if remote work is available, as determined by the appointing authority. Workforce members may also avail themselves of the judicial branch COVID-19 leave policy, if eligible. Workforce members who choose not to utilize the judicial branch COVID-19 leave policy and are unable to work remotely may use personal leave or leave without pay pursuant to KCPR 8.5.

Staffing in the courthouse

7. Once a judicial branch employee has had the opportunity to be fully vaccinated, even if the employee did not take advantage of that opportunity, the employee must return to work at their judicial branch workplace or be authorized for remote work under the Kansas Judicial Branch Remote Work Policy.
8. Any COVID-19 pilot teleworking notice and agreement policy implemented as a response to the COVID-19 pandemic should be terminated by July 1, 2021. Any reasonable accommodation requests to extend COVID-19 teleworking agreements should be directed to the director of personnel at the Office of Judicial Administration, or his or her designee.
9. Staffing should be limited to only those employees who can be accommodated with appropriate physical distancing or engineering adjustments approved by a local health officer.
10. Courts must routinely clean and sanitize all frequently touched surface in all court offices.
11. An appointing authority should contact the director of personnel at the Office of Judicial Administration, or her designee, if any employee expresses concern about working conditions or about health risks in the workplace.

Remote work

12. Remote work arrangements may be authorized under the forthcoming Kansas Judicial Branch Remote Work Policy.
13. If safely having workforce members in court facilities or providing remote work options cannot be accomplished, the appointing authority may work with the

director of personnel and the departmental justice to determine limited use of appropriate leave.

Travel and training

14. Kansas judicial branch workforce travel for meetings, conferences, trainings, or similar events may resume in a limited fashion and as budget constraints allow. Judicial branch workforce members should not travel to areas requiring quarantine as directed by the Kansas Department of Health and Environment. Any travel must comply with applicable Office of Judicial Administration policies on travel.
15. In-person trainings provided or organized by the Kansas judicial branch may resume after consultation with and authorization by the Judicial Administrator and Chief Justice.
16. In-person trainings and events must comply with minimum standard health protocols adopted as required by supreme court order. Communications about such events should address the planned public health considerations and should ensure that attendees are aware that plans may be adjusted in response to changes in public health conditions.
17. Judicial branch workforce members should continue to utilize virtual options for meetings, conferences, trainings, or similar events whenever possible.

Actions performed by court services officers

18. The following actions performed by judicial branch employees may continue or resume as authorized by the chief judge:
 - Deoxyribonucleic Acid (DNA) collection, urinalysis testing, saliva testing, and alcohol testing for all probation clients;
 - In-person home visits;
 - Court services officer personal contact at any jail or other custodial or detention facility; and
 - In-person meetings between court services officers and probation clients.
19. Actions under numbered paragraph 18 must be conducted under measures to prevent the spread of COVID-19. At a minimum, preventative measures should include using spaces that allow for physical distancing, having sufficient personal

protective equipment for employees collecting samples, sanitizing collection areas between each collection, and requiring masks for all individuals involved.

20. Court services officers are responsible for communicating information to those affected.

21. Continued use of two-way telephonic and audio-visual meetings and reporting for probation clients is strongly encouraged.