

**(insert District Court or County name)**  
**Mitigating COVID-19/spread**  
**at (insert courthouse address)**

**EMPLOYEES**

- Any Kansas judicial branch employee displaying symptoms of coronavirus disease (COVID-19), including running a fever of 100 degrees or higher will be sent home.
- Any Kansas judicial branch employee who has been home with a fever of 100 degrees or higher may not return to work until he or she has been fever-free for 24 hours without the use of fever reducing medication.
- Any Kansas judicial branch employee who has been caring for a household member or other individual with a fever of 100 degrees or higher may not return to work until the individual has been fever-free for 24 hours without the use of fever reducing medication.
- Judicial branch employees will be issued a container of disinfecting wipes, if available, and should wipe down their work surfaces, keyboards, and phones each morning as they start work.
- Judicial branch employees must wash their hands for a minimum of 20 seconds before re-entering office from a restroom.
- Judicial branch employees must cough/sneeze in a tissue or elbow; any used tissue must be immediately disposed of in trash; the employee must then wash his or her hands for 20 seconds.
- Administrative leave will be approved for employees who are ill with fever/coughing symptoms.

## PUBLIC

- If a member of the public shows symptoms of illness (fever/coughing), that person will be encouraged to visit another time, use a different medium to conduct business, or be provided service in a limited area of the building.
- Signs will be placed in public restrooms with instructions on the proper way to wash hands.



## ATTORNEY/CLIENTS/INMATES

- Attorneys are asked to follow the same guidelines as the public.
- Attorneys should ask their clients to follow the rules set out for the public and to wear masks while in the courthouse if they have fever and/or active coughing.
- If an inmate has a fever/active coughing, the sheriff deputy transporting the inmate should ensure the inmate is wearing a mask while in the courthouse.
- Sheriff deputies appearing in courtrooms should follow the same hand foam and handwashing procedures as court employees.
- Sheriff deputies appearing in courtrooms who have fever/active coughing should wear masks while in the courthouse.
- If an inmate is confirmed to have COVID-19/2019-nCoV/Coronavirus, the court will coordinate with the sheriff, defense counsel, and the prosecutor to arrange for video appearances or continuances of court proceedings.