



MEMORANDUM

TO: Court Staff
FROM: Jeffrey S. Eaton, Clerk of Court
DATE: March 16, 2020
SUBJECT: Coronavirus (COVID-19) Update

Our Judges and Management Team continue to evaluate the ongoing developments of the coronavirus pandemic. We are working hard to explore and implement measures to minimize the likelihood of exposure to our employees and all with whom we come in contact.

In accordance with the recent Presidential and State of Vermont declarations of a State of Emergency, we are further restricting access to our Courthouses. General Order #84 on Courthouse Restrictions for Visitors can be found on our Court's website.

Additionally, given the severity of risk posed to Court staff, other agencies, and to the public, the Court has also issued General Order #85 on Court Operations Under the Exigent Circumstances Created by COVID-19. This order can also be found on our Court's website.

In accordance with General Order #85, effective immediately, the Clerk's Office will begin a rotational telework schedule for those positions with work conducive for telework. Judges, in their discretion, may institute a telework procedure for their respective chambers. This will decrease the density of people in the building and reduce our employees' exposure to each other and the general public. We will continue to ensure a minimal physical presence of employees each day in the Clerk's Office in Burlington. The Rutland Clerk's Office will be closed with the exception of daily mail processing and support for any necessary hearings. Specific schedules and rotations of teleworking are not yet finalized, but we will provide those schedules to staff in the coming days through your supervisor.

We understand many of you have questions about leave. Please understand this is not a shutdown scenario. Everyone is still working and the courts are still operating. All employees are considered in a "telework" or "on-site" status right now, and we just need to figure out how we will roll out the resources to get everyone operational remotely and how we will accomplish a continued physical presence of minimal staff in the courthouses. If you need to take annual leave or sick leave during this period, please submit requests as your normally would. Unless on leave, all staff will be expected to be available and working either remotely or in-person.

We greatly appreciate everyone's cooperation, understanding, and efforts as we evolve our operations in these trying times. Your safety and well-being is paramount. If anyone has any questions or concerns about our interim plans, please do not hesitate to reach out to your supervisor or me. Be well!