

**IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
AT KANSAS CITY**

**In Re: Administrative Leave for COVID-19 Absences**

**ADMINISTRATIVE ORDER 2020-058**

**ORDER**

**WHEREAS**, the Circuit Court Budget Committee has authorized Presiding Judges throughout the Missouri judiciary to authorize administrative leave for staff who are directed or allowed to be away from the office for reasons related to the coronavirus (COVID-19) and,

**WHEREAS**, Presiding Judges may authorize such administrative leave by local administrative order to meet the essential needs of the court, their staff, and the public,

**WHEREAS**, it is imperative to take steps to protect the health and safety of the 16<sup>th</sup> Judicial Circuit, all judicial officers and all attorneys and parties with business in this Judicial Circuit while balancing the rights of employees,

**IT IS HEREBY ORDERED:**

1. All judges and employees are to immediately notify the Director of Human Resources if they have traveled outside the United States within the last 14 days, or they have had contact with someone who has traveled outside the United States within the last 14 days. Likewise, all judges and employees are to immediately notify the Director of Human Resources if they have traveled to locations within the United States with widespread or ongoing community spread of the COVID-19 virus, or have had contact with someone meeting these criteria, within the last 14 days.

Going forward, until further notice, all judges and employees shall notify the Director of Human Resources whenever they travel outside the United States, or they have had contact with someone who has traveled outside the United States, prior to returning to the court. Likewise, all judges and employees shall notify the Director of Human Resources whenever they travel to locations within the United States with widespread or ongoing community spread of the COVID-19 virus, or have had contact with someone meeting these criteria, prior to returning to the court.

In addition to any other means of notification, all judges and employees notifying the Director of Human Resources should also send an e-mail with “Notice of Travel/COVID-19” in the subject line.

If a judge or employee is unsure whether the location(s) within the United States to which they, or individuals with whom they have had contact, have traveled meet the criteria of “locations with widespread or ongoing community spread of the COVID-19 virus,” notification of the Director of Human Resources should be made in order to protect the Court community and the community at large.

2. Depending on their travel history, and/or contact with someone with a travel history of concern, judges and/or employees may not be permitted on court or county property until completing a required self-quarantine of a minimum of 14 days.

If the employee is not ill, the employee’s duties can be performed from home as determined by their department director or designee, and the Court has equipment available to support them to work from home, the Presiding Judge or their designee may approve or request that they do so.

Employees approved to work from home will need to track the time they work if they are non-exempt, and will not need to take any leave for time worked.

If the employee is not authorized or able to work from home, the Presiding Judge or his designee will provide administrative leave with pay for such employee.

3. If an employee has a confirmed case of COVID-19 or the employee is caring for a family member with a confirmed case of COVID-19, the employee will not be allowed to return to work until cleared for return to work by the local health department or personal physician. The employee is required to submit written documentation clearing them to return to work.

If the employee is ill, the Court will provide the employee with administrative leave with pay.

If an employee is caring for a family member with a confirmed case of COVID-19, and if the employee’s duties can be performed from home as determined by their department director or designee, the Court has equipment available to support them to work from home, and the employee is able to work in light of their care responsibilities, the Presiding Judge or their designee may approve or request that they do so.

4. The Court Administrator is hereby provided the authority to issue such policies and procedures necessary to carry out these orders.

IT IS SO ORDERED.

March 16, 2020

DATE

  
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J. Dale Youngs, Acting Presiding Judge

Certificate of Service

This is to certify that a copy of the foregoing  
was emailed to the following on March 16, 2020

16th Circuit Judiciary  
Mary Marquez, Court Administrator  
Department Directors  
Office of State Court Administrator

