

**Defense Advocate Office--March 17, 2020**

- Staff are conducting regular wipe down of the public lobby area, door handles, etc., once every hour, between regular janitorial cleaning in the evening;
- Reduced client transportation for court appearances when no other alternative is available, after director/assistant director approval;
- Staff have reviewed juvenile clients that are in-custody to determine if a re-evaluation of the detention status is needed;
- Practitioners have started covering cases for each other to minimize the number of staff that will be appearing in criminal court;
- Working on a draft plan to allow practitioners to alternate working from home at least one day if there are no scheduled court hearing, client appointments, etc. Practitioners will be available via phone to take client calls and general public calls to continue normal operations;
- Making any changes as needed, as circumstances change to ensure continued service to Community Members.