

Legal Services:

- Immediately sending home sick staff.
- Staff meeting being conducted via video conferencing.
- All staff have been trained on how to use video conferencing.
- Staff in cubicles have been given option to work in offices not being utilized based on staff who are currently working from home due to school closures/sickness.

Civil Team

- Client initial consults are being conducted telephonically. If the client is unable to complete a consult telephonically, they will come into the office.
- All in person client meetings are being conducted in the large conference room. After meeting with the client, staff will wipe down the surface area where client was sitting. No handshake rule will be in play and staff will wash hands after client interactions.
- The small conference room is being utilized for clients to video chat with attorneys who are working from home.
- Clients who come into the office are asked to come alone unless their friend/family member presence is absolutely necessary.
- When clients come to sign documents or notary is required, pens will be wiped down and hands will be washed after interacting with the client and the document handled by client.

GAL Team

- Staff will not travel and will arrange video visits with children who are out of state until travel ban is lifted or will seek approval if visit is necessary.
- Staff will conduct CFTs, IEPs, staffings, etc. via video conference or telephonically.
- Staff continue to conduct GAL visits with kids in their placement. Management will continue to monitor and arrange alternative plans when necessary. Alternative plans will be communicated with the court.
- When foster parents/relatives come to sign documents or notary is required, pens will be wiped down and hands will be washed after interacting with said persons and the document handled by said persons.

Other ways we could practice social distancing:

Docusign allows clients to sign documents using their phone. We currently do not have the software but this could be utilized for clients with this capability.