



Epidemic Continuity of Operations Plan

DRAFT REVISION MARCH 10, 2020
ORIGINAL DISTRIBUTION OCTOBER 2006



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION
FACILITIES SERVICES

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1. INTRODUCTION

The *Epidemic Continuity of Operations Plan*¹ was developed in 2006 as an interim tool to assist courts lacking an overall continuity of operations plan (COOP) and was intended to be used in conjunction with the *Epidemics and the California Courts* guide. These items, developed in anticipation of an influenza epidemic², are being adapted for a potential COVID-19 outbreak.

The Judicial Council's Emergency Planning and Security Coordination Unit has provided California courts with access to a customized online planning system purchased in 2007 with grant funding from the U.S. Department of Homeland Security. EPSCU maintains the online planning system at www.coop.courts.ca.gov to aid courts in creating and maintaining their own comprehensive Continuity of Operations Plans, and the system includes a pandemic planning module. User documentation and webinars (including a recently-recorded webinar on enabling and using the pandemic module) are saved in the planning system's File Archive area. To confirm who your court's users are or to request login assistance, e-mail the developer at help@BOLDplanning.com. For other questions, please contact EPSCU@jud.ca.gov.

This guide may still assist courts in thinking through critical issues related to epidemics and pandemics and creating a comprehensive plan to address those needs. Users of the online planning system may have already addressed these issues after enabling the pandemic module in their COOP plans, which would then appear as Annex P in the reports section and exports.

The content within this guide was intended as a starting point for courts to create a dynamic plan that will change as updated information becomes available. Begin by modifying highlighted fields, filling out the appendixes, and attaching the required information. If you find that issues pertinent to your court's ability to function are not addressed, you may wish to add this information in the appropriate section.

The appendixes are a critical component of your plan and contain details on how your court will carry out key activities. Examples and worksheets are provided to help develop this information.

2. PURPOSE AND OBJECTIVES

The primary purpose of the *Epidemic Continuity of Operations Plan* is to enable the courts to respond to an epidemic outbreak effectively and efficiently and ensure that essential operations are maintained.

The court's objectives during an epidemic include the following:

[Samples listed below]

1. Reduce transmission of the virus among employees, the public, and justice partners.
2. Maintain mission-critical functions.
3. Minimize social disruption and impact to the court.

¹ A special thank you to the San Francisco Department of Public Health, Communicable Disease Control and Prevention Section for providing an adaptable sample template.

² Unless otherwise noted, all references herein to epidemics also refer and apply to pandemics.

3. SUPPORTING PLANS

The Superior Court of [redacted] County has published plans addressing continuity of operations and disaster recovery. The *Epidemic Continuity of Operations Plan* will be implemented in conjunction with the following plans:

1. [Insert plan name]
2. [Insert plan name]
3. [Insert plan name]

4. STRATEGIES

4.1 Short-Term Strategy

In the first 90 days of COOP activation, the court should:

1. Have the capacity to perform all mission-critical functions; and
2. Have the capacity to address all emergency matters and cases generated by issues associated with quarantines, isolation, civil liberty challenges, and other public health-related cases.

The above functions may need to be performed with limited staff, and when little to no face-to-face contact is possible for an extended period. Judges, attorneys, litigants, jurors, sheriffs, and court staff alike will be significantly affected by illness or even death.

As soon as possible, courts should transition to full operations. If full operations cannot be initiated within 90 days of COOP activation, the court should implement the long-term strategies described below.³

4.2 Long-Term Strategy

Within 90 days of COOP activation, the court should:

1. Have the capacity to perform all criminal matters, conduct jury trials, and address all emergency civil matters and
2. Have the capacity to perform all other mission-critical functions when little to no face-to-face contact is possible for an extended period.

Judges, attorneys, litigants, jurors, sheriffs, and court staff alike may be significantly affected by illness or even death. When developing its specific response to an epidemic, the court should consider these issues:

- Cases filed may increase if individuals or communities seek judicial relief from restrictions imposed by health authorities.
- Operations may be significantly impacted for months to several years.

³ Florida Court Emergency Management Group, *Florida State Courts Strategy for Pandemic Influenza* (Mar. 2006), pg. 9.

- Local court officials, with assistance from the Judicial Council, should be prepared to cooperate with appropriate public health personnel on response and recovery efforts. Because state and federal resources may be stressed during an epidemic, courts should be prepared to operate with only minimal support from state and federal agencies.
- Each court should ensure that it has the capacity to perform its mission-critical functions, deal with all emergency matters and cases associated with the quarantine and isolation of individuals, and handle other cases brought by public health officials for the first 90 days of COOP activation.⁴
- If full operations cannot be restored within 90 days, each court should ensure in the interim that it has the capacity to:
 - Conduct arraignments.
 - Hear juvenile dependency and delinquency cases.
 - Issue restraining and protective orders.
 - Perform other mission-critical functions as best it can.

5. PLANNING

5.1 Authority and Protocols

5.1.1. Internal Epidemic Planning Team

Identify an internal epidemic planning team with defined roles and responsibilities for preparing the plan. Review existing emergency plans. Draft the plan. Attach to *Appendix A—Epidemic Planning Team*.

Tip

An epidemic can affect many areas of the court. Consider including a cross-section of employees, rather than executive leadership exclusively. You may want to consider including sheriffs, local bar associations, and other criminal justice partners.

5.1.2. Internal Authority

Establish authorities for activating and terminating the COOP, arranging leadership succession, altering operations, communicating with internal and external groups, and developing other planning, response, and recovery activities. Attach to *Appendix B—Authority and Procedures*.

Consider

Which individuals in your organization are authorized to make decisions to divert employees to mission-critical functions during an emergency? Who can step in if key personnel are absent for lengthy periods?

5.1.3. Public Health Relationships

Establish contact with local public health officials involved in local planning efforts to inform them of the courts plans and to stay current on local planning efforts.

⁴ *Id.* at pgs. 9–10.

5.1.4. Procedures

Establish procedures for activating and terminating the response plan, altering operations, and other planning, response, and recovery activities. Additionally, make sure procedures are in place to maintain complete and accurate records of the plan to ensure a more efficient emergency response and recovery. Attach to *Appendix B—Authority and Procedures*.

5.1.5. Test the Plan

Test the plan with key participants using an epidemic scenario and measurable objectives to ensure that the plan is effective and realistic. Make any necessary adjustments to the plan.

Tip

Several types of tests, including a tabletop exercise or simulation exercise, can be conducted to find strengths and weaknesses in your plan.

5.2 Operations Assessment

5.2.1. Assess Mission-Critical Functions

Identify mission-critical functions and the operations required to maintain them. Attach to *Appendix C—Mission-Critical Functions*.

5.2.2. Assess Demand Changes and Alternative Services

Assess changes in the needs of the public and determine how the court can meet those needs. Identify alternative ways for the public to access the court's services (e.g., expand online, telephone, and self service options). Attach to *Appendix C—Mission Critical Functions*.

Consider

Cases filed may increase if individuals or communities seek judicial relief from restrictions imposed by health authorities. Can the court increase services provided via Internet, telephone, fax, or mail to minimize face-to-face interaction?

5.2.3. Assess Critical Partnerships

Identify critical partnerships (e.g., sheriffs, local bar associations, justice partners, and contractors) that are required to maintain business operations. Attach to *Appendix D—Critical Partnerships*.

Consider

How might staff shortages of the court's critical partnerships affect operations?

5.2.4. Assess Security Needs

Assess security needs for safeguarding personnel and administering court security functions. Attach to *Appendix D—Critical Partnerships*.

Consider

During an epidemic, sheriff's deputies may be reassigned to other critical law enforcement duties, resulting in a shortage of deputies available to serve the courts.

5.2.5. Assess Vendors

Identify vendors of critical products and services (e.g., raw materials, supplies, sub-contractor services/products, and logistics) required to maintain essential operations. Attach contact information in *Appendix D—Critical Partnerships*.

Tip

Keep your court's supply and service vendors' contact information in one place so that any employee can initiate communication if necessary.

5.2.6. Stockpile Critical Supplies

Supplement existing inventory with sufficient supplies to keep essential services functioning for a minimum of 15 business days (e.g., paper, toner, forms).

5.2.7. Vendor Continuity and Alternates

Discuss with product and service vendors their plans for ongoing services and/or shipments in the event of absences, shortages, or disruptions in transportation systems. Identify other businesses or organizations that can provide essential services and supplies if your regular provider cannot. Include their contact information in *Appendix D—Critical Partnerships*.

Tip

Suppliers may also experience staff shortages. This may cause disruptions in transportation systems (e.g., truck, train, aircraft), decreases in production, or inability of suppliers to meet demands.

5.3 Workforce Planning

5.3.1. Skills Inventory

Create a skills inventory for those positions that are essential to continuing mission-critical functions. Attach to *Appendix E—Essential Job Functions*.

5.3.2. Primary and Alternate Staff

Assess skill needs and identify core and alternate staff to fill essential positions. Ensure that contact information, including after-hours and emergency numbers, is up to date. Clearly document instructions on how to perform each essential position. Attach to *Appendix E—Essential Job Functions*.

Consider

What other human resources (e.g. volunteers, retirees) could be drawn on if there is a high level of absenteeism?

5.3.3. Cross-Training

Conduct cross-training and skill development for employees who can assume responsibility for carrying out essential functions, which may lie beyond their normal scope of responsibility. Attach to *Appendix E—Essential Job Functions*.

5.3.4. Specialized Staff

Develop a contingency plan to support essential positions for which cross-training is not feasible (e.g., positions requiring specialized training or qualifications) in case personnel in those positions are unavailable.

Consider

Identify in advance possible sources for temporary replacement personnel.

5.4 Communication

5.4.1. Employee Information Dissemination System

Establish a communication plan (with redundancy) for providing information to staff. Identify how urgent communications (e.g., work schedules) will be relayed as well as less time-sensitive information. Attach to *Appendix F—Information Dissemination Plan*.

5.4.2. Employee Initial Communication

Communicate to employees:

1. General avian/pandemic information;
2. Components of the court's pandemic influenza plan;
3. How to develop a personal/family emergency plan; and
4. Steps to be taken by the court to protect the health and safety of employees during an epidemic.

5.4.3. Employee Ongoing Communication Plan

Develop a plan to provide regular updates to employees throughout a pandemic. Include mechanisms for developing and finalizing communications and authorizing dissemination. Plan to use multiple dissemination techniques to better ensure that employees hear the message. Attach to *Appendix F—Information Dissemination Plan*.

Tools

English, Chinese, and Spanish influenza fact sheets and other materials are available through local health departments. These can be shared with employees and the public.

5.4.4. Public Information Dissemination Plan

Establish a plan for communicating with the public. Identify methods for disseminating information (e.g., Web sites, telephones, press releases, brochures). Assign responsibility for developing and finalizing communications and authorizing dissemination. Attach to *Appendix F—Information Dissemination Plan*.

5.4.5. Public Advance Communication

Inform the public of the court's *Epidemic Continuity of Operations Plan* and how regular service may change during an epidemic.

5.4.6. Public Ongoing Communication Plan

Develop a plan to provide regular updates to the public throughout an epidemic. Include mechanisms for developing and finalizing communications and authorizing dissemination. Plan to use multiple dissemination techniques to better reach all users of the courts. Attach to *Appendix F—Information Dissemination Plan*.

5.5 Employee Education and Safety

5.5.1. Education and Training

Begin efforts to educate court employees about the threats posed by the virus. Include actions to be taken once the virus is present in the community.

Consider

Post educational flyers around the facility or distribute with employee paychecks.

5.5.2. Health and Hygiene

Provide employees with informational materials detailing strategies for stopping the spread of disease (e.g., wash hands carefully, practice respiratory etiquette, avoid touching the face).

5.5.3. Prevention

Consider the court's strategy in providing employees assistance in preventing the spread of infection. Procure any necessary items in advance.

5.5.4. Facility Maintenance

Develop a protocol for increased cleaning of work areas to limit the spread of infection.

5.6 Human Resources Issues

As part of the court's Injury and Illness Prevention Program (IIPP), consider and review staff and human resources issues that may be raised during an outbreak, including:

- Sick leave policies;
- Telecommuting policies;
- Insurance policies, including health, disability, salary continuance, business travel, and life insurance; and
- Crisis support or employee assistance programs.

5.7 Jury Management

Develop strategies for maximizing jury summons yield. Determine which strategies will work during light, moderate, and severe outbreaks of disease. Attach to *Appendix G—Jury Management*.

5.8 Technology Preparedness

Review the court’s technology disaster plan, if available. Attach to *Appendix H—Technology Preparedness*.

5.8.1. Telecommuting

Identify which job functions could be done remotely during an epidemic. Enable employees and their alternates to work from home with appropriate security and network applications.

5.8.2. Videoconferencing/Teleconferencing

Identify and document all supporting information technology (IT) infrastructure components for implementing videoconferencing and teleconferencing as workable technologies during limited human-to-human contact. Attach to *Appendix H—Technology Preparedness*.

5.8.3. Video Arraignments

Identify any additional technology resources necessary for increasing the use of video arraignments. Collaborate with local justice partners.

5.8.4. Manual Contingencies

Update manual contingencies to use should outside technology vendors or resources become unavailable.

6. RESPOND

6.1 Activation and Authority

6.1.1. Activation

Follow protocol for plan activation. Alert pandemic leaders and staff of change in epidemic status and activation of the *Epidemic Continuity of Operations Plan*. Re-familiarize leaders and alternates with their duties.

6.1.2. Internal Briefings

Disseminate regular briefings.

6.1.3. Review Continuity Plan

Regularly review and update epidemic continuity of operations protocols and procedures to ensure that new issues are addressed.

6.2 Operations

6.2.1. Assess Operations

Assess the ability to provide regular services with available human and material resources, the increases and decreases in demand of existing services, and the need for new or alternative services. Reference and update *Appendix C—Essential Operations*.

6.2.2. Reallocate Resources

As needed, reallocate resources to provide services that are essential, in high demand, and/or are new or alternative. See *Appendix C—Essential Operations*.

6.2.3. Essential Operations

Suspend nonessential operations as human resources become limited and/or material resources must be rationed. See *Appendix C—Essential Operations*.

6.3 Job Functions

6.3.1. Absenteeism

Identify absent employees and job functions. Report absences to leadership. Track when ill employees will be expected to return to work.

6.3.2. Reassignment

Reassign personnel to essential or prioritized job functions and provide clear instructions for performing duties. See *Appendix E—Essential Job Functions*.

6.3.3. Employee Training

Provide just-in-time training or refreshers to alternate staff taking over new job functions.

6.4 Communication

6.4.1. Inform Employees

Provide regular updates to staff on epidemic status and any applicable policy changes, infection control measures, job reassignments, illness reporting procedures, et cetera. Utilize *Appendix F—Information Dissemination Plan*.

Tip

Regular communication with staff will promote confidence in personal safety in the workplace and mitigate fear about reporting to work.

6.4.2. Inform the Public

Inform court users of any changes in hours, services, or schedules. Utilize *Appendix F—Information Dissemination Plan*.

6.4.3. Communication System

Ensure that communication systems (e.g., telephone, fax, Internet) are in working order.

6.5 Infection Control

6.5.1. Infection Control Information

Disseminate information to staff on how to prevent infection at home and at work (e.g., hygiene measures, social distancing). Utilize *Appendix F—Information Dissemination Plan*.

Tip

Post hygiene notices at entrances, washrooms, hand washing stations, and public areas.

6.5.2. Products and Equipment

To the extent the court has determined to make products and equipment available to staff and the public, ensure that supplies of hygiene products (e.g., soap, hand sanitizer, hand wipes, masks, gloves) are available. See *Appendix I—Infection Control*.

6.5.3. Workplace Cleaning

Arrange for appropriate office sanitation and immediate sanitation of work stations where staff report illness. See *Appendix I—Infection Control*.

6.5.4. Illness Notification and Protocols

Notify employees who they must inform if they become ill. Follow the court's Illness and Injury Prevention Program (IIPP) protocol for managing staff who become ill at work. Keep records of affected staff.

6.5.5. Return to Work

Activate process for employees who have been ill to return to work.

7. RECOVER

7.1 Activation

Follow protocol for activating recovery procedures. Alert leaders and staff to change in pandemic status and return to operations as normal.

Tip

Recovery from an epidemic will begin when it is determined that adequate supplies, resources, and response systems exist to manage standard ongoing activities without continued assistance from pandemic response systems.

7.2 Operations

7.2.1. Assess Operations

Assess the impact of the pandemic on the court's operations, personnel, the public, and criminal justice partners.

7.2.2. Normal Operations

Manage the return to routine operations as able based on human and material resources.

7.3 Plan Assessment

7.3.1. Conduct Evaluation

Conduct an internal after-action evaluation of the court’s epidemic response.

7.3.2. Update Plans

Update the *Epidemic Continuity of Operations Plan* and other emergency protocols as appropriate.

7.4 Communication

7.4.1. Employee Communication

Notify employees about the change in epidemic status, return to business as usual, and any applicable policy changes. Utilize *Appendix F—Information Dissemination Plan*.

7.4.2. Public Communication

Notify the public of the resumption of all normal court services and functions. Utilize *Appendix F—Information Dissemination Plan*.

APPENDIX A—EPIDEMIC PLANNING TEAM

Role	Name	E-mail	Phone #	Emergency #
COOP Coordinator				
Administration				
Civil				
Clerk’s Office				
Court Calendar Management				
Court Security				
Criminal				
Family Law				
Finance				
Information Technology				
Jury Management				
Juvenile				
Probate				
Small Claims				
Traffic				

Tip
 The table above is not intended to be an exhaustive list of people to include on the planning team. Courts should add and delete representatives according to their unique needs.

Regular Meeting Times:

Plan Completion Date:

Plan Exercise Date:

APPENDIX B—AUTHORITY AND PROCEDURES

The following sections outline the authority and procedures for activating and implementing the *Epidemic Continuity of Operations Plan*:

Tip

Your court may already have this information as part of its overall emergency response plan. If so, attach it to Appendix C.

Leadership Succession

During an epidemic, the following people are delegated to activate the *Epidemic Continuity of Operations Plan* in the order of succession shown below:

Leadership	Position Title	Name
1. Primary		
2. Backup		
3. Backup		
4. Backup		
5. Backup		
6. Backup		

If a designated individual is unavailable, authority will pass to the next individual on the list. An individual is “unavailable” if he or she is:

- Incapable of carrying out the assigned duties by reason of death, disability, or distance from/response time to the facility;
- Unable to be contacted within [redacted] minutes; or
- Already assigned to other emergency activities.

The designated individual retains all assigned obligations, duties, and responsibilities until officially relieved by an individual higher on the list.

Delegation of Authority

Courts should ensure that all designated backup personnel are trained and have been delegated appropriate authority to carry out the assigned tasks. Backup leadership will perform:

- All operational tasks normally performed by the person they are replacing;
- Expenditure approval consistent with established organizational procedures; and
- Policy level authority and decision making.

Plan Activation

The [title] or his or her appointee or successor activates the *Epidemic Continuity of Operations Plan* when it is necessary to manage and coordinate a response. This decision will be made in consultation with key leaders, including [insert position titles].

Internal notification of plan activation will occur through the mechanisms outlined in *Appendix F—Information Dissemination Plan*.

[Insert additional protocols]

The following services/operations may be in low demand during a pandemic:

APPENDIX D—CRITICAL PARTNERSHIPS

The Superior Court of [redacted] County relies on a variety of critical justice partnerships, vendors, and service providers to maintain operations. Contact information for each of the Superior Court of [redacted] County’s justice partners and service providers, including alternates, is attached. The table, Routine and Essential Partnerships and Services Utilized by the Superior Court of [redacted] County, details vendors, suppliers, sheriffs, local bar associations, justice partners, and contractors required to perform routine and essential operations.

Tip
All critical partnerships may also be experiencing employee absences during an outbreak. Remember to include all critical inputs that could impact court operations and to identify an alternate provider.

TYPE OF CRITICAL PARTNERSHIP/SERVICE/VENDOR	
Company name:	_____
Address:	_____
Telephone:	_____
Fax:	_____
E-mail:	_____
Primary contact:	_____
Alternate contact:	_____
Notes:	_____

If this company is unable to provide services/materials, the following organization(s) can provide:	
Company name:	_____
Address:	_____
Telephone:	_____
Fax:	_____
E-mail:	_____
Primary contact name:	_____
Alternate contact:	_____
Notes:	_____

TYPE OF CRITICAL PARTNERSHIP/SERVICE/VENDOR

Company name: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____
Primary contact: _____
Alternate contact: _____
Notes: _____

If this company is unable to provide services/materials, the following organization(s) can provide:

Company name: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____
Primary contact name: _____
Alternate contact: _____
Notes: _____

[Copy and attach additional forms as needed]

**ROUTINE AND ESSENTIAL PRODUCTS AND SERVICES UTILIZED BY THE
SUPERIOR COURT OF [] COUNTY**

Service/Product	Purpose	Quantity	Usage (daily/monthly)	Required for Mission Critical Functions?	Vendor Name	Frequency of Delivery/Use	Existing Inventory	Quantity Required for 10 day stockpile

[Copy and attach additional forms as needed]

APPENDIX F—INFORMATION DISSEMINATION PLAN

RESPONSIBILITY AND AUTHORITY

Throughout an epidemic, the court will need to provide accurate and up-to-date information to key audiences. The information dissemination plan describes who will develop and authorize content and the information dissemination strategy.

Content Development

The following individuals and alternates will be responsible for creating and/or coordinating the development of content for communicating with employees, customers/clients, the general public, suppliers and service vendors, and partners.

Name	Job Classification	Department	Contact Information	Primary/ Alternate

Content Approval

The following individuals and alternates will be responsible for authorizing the content and information dissemination strategy.

Name	Job Classification	Department	Contact Information	Primary/ Alternate

AUDIENCES

The court will be responsible for providing information to the following audiences:

- Employees
- General public
- Other courts
- Community
- [Insert additional audiences as appropriate]

See attached table—Modes for Communicating Epidemic Information.

COMMUNICATION MESSAGES

The court will provide ongoing information and guidance to the above audiences throughout each stage of an outbreak. Important communication messages include:

Prepare

- General epidemic information
- Components of the court's *Epidemic Continuity of Operations Plan*
- Infection control preparations taken by the court
- How to develop a personal/family disaster kit
- Where to get information during an emergency (e.g., Web site, hotline)

Respond

- Updates on the status of the epidemic
- Policy changes
- Infection measures to be utilized at work
- Illness reporting procedures
- Job reassignments
- Services available to the public

Recover

- Updates on the status of the epidemic
- Job reassignments
- Policy changes
- Resumption of normal operations

MODES OF DISSEMINATION

Information will be disseminated to audiences using the modes of communication described below. Multiple strategies will be used to create redundancy and ensure that intended recipients receive messages.

- **Telephone Systems.** Internal agency information line [insert telephone number], external public information line, mass voicemail message, call center/phone bank, call-down tree.
- **Electronic Systems.** Mass e-mail messages, Web site postings [insert web address], Intranet postings, list serves. Information may be packaged in the form of letters, memorandums, fact sheets, brochures, newsletters, et cetera.
- **Hard Copy.** Mailings, interoffice mail, notice board postings, pay check enclosures.
- **In-Person.** Meetings, presentations, trainings.
- **Media—Television, Radio, Newspaper.** Press releases, press conferences.

MODES FOR COMMUNICATING EPIDEMIC INFORMATION

Mode of Dissemination	Audience				Good for urgent communication	Strength/Weaknesses
	Employees	Partners	Clients/ Public	Vendors		
Telephone System						
Internal Emergency Information Line	✓				Yes	A voice message can be pre-recorded and updated off site. Access to the voice message can be controlled by using a PIN provided to all employees. (This is good for relaying instructions about reporting to work.)
External Information Line	✓	✓	✓	✓	Yes	
Mass Voicemail Message	✓				Maybe	Some employees may not have a designated work phone with voicemail.
Call center/phone bank	✓	✓	✓	✓	Yes	Some individuals may prefer speaking to a live person instead of a recorded message.
Call-down tree	✓				Yes	A call-down tree can be used for relaying simple and short information by phone. Each person is designated to call another once they have received the message.
Electronic						
Mass E-mail	✓				No	Some employees may not have a designated e-mail address or be able to access e-mail at home.
Web site Posting	✓	✓	✓	✓	Maybe	Not all people will have access to a computer.
Intranet Posting	✓				No	Not all employees will have access to a computer.
List Serve	✓	✓				Not all people will have access to a computer.
Hard Copy						
Mailing	✓	✓	✓	✓	No	Delivery may take a few days. It may be costly.
Interoffice Mail	✓					Not all employees will have a mail box for receiving interoffice mail.
Notice Board Posting	✓		✓		Maybe	
Pay check enclosure	✓				No	All employees will receive information.
In Person						
Meeting/Presentation	✓	✓	✓	✓	Maybe	During some stages it may not be advisable to hold gatherings.
Training	✓				No	May take time to coordinate.
Media—Television, Radio, Newspapers						
Press release	✓	✓	✓	✓	Yes	
Press conference	✓	✓	✓	✓	Yes	

APPENDIX G—JURY MANAGEMENT

The strategies listed below are for consideration only.

Strategy	Strategy Implementation	Epidemic Severity		
		Light	Moderate	Severe
Short-term reduction in the number of jurors summoned each day.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased use of Internet communications with jurors.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased use of telephone communications with jurors.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification to prospective jurors to report directly to a courtroom, rather than the jury assembly room.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Insert additional strategies]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX H—TECHNOLOGY PREPAREDNESS

[Insert technology disaster plan] or:

ESSENTIAL IT AND COMMUNICATION INFRASTRUCTURE

IT System	Vendor/ Custodial Entity	Main Features	Key Users

ESSENTIAL IT PERSONNEL

IT System	Key Contact Personnel	Normal Contact Info.	Emergency Contact Info.

APPENDIX I—INFECTION CONTROL

Safeguarding the health of employees, the public, and other criminal justice partners during an epidemic is a key objective for the court. A variety of infection control measures, including heightened hygiene practices, social distancing, and infection control equipment may be utilized to slow the spread of disease.

HYGIENE

Employees will be educated and reminded of hygiene measures that help to limit the spread of disease, including:

- Use respiratory etiquette (e.g., covering coughs or sneezes with a tissue or cloth).
- Properly clean hands with soap and water or hand sanitizer regularly.
- Keep work areas and home disinfected.
- Stay home when ill.
- [Insert additional messages].

The following hygiene measures will be taken to reduce the spread of disease:

- Hand washing instructions will be posted in shared washrooms.
- Magazines/newspapers will be removed from waiting rooms and common areas.
- Hand sanitizer will be made available throughout the court.
- [Insert additional measures to be taken].

SOCIAL DISTANCING

The court has the ability to utilize the following social distancing strategies to reduce close contact among individuals:

- **Telecommuting.** The number of employees who have the technological capability to telecommute from home and can adequately perform their primary functions from home is [insert number].
- **Staggering Work Shifts.** The number of employees who do not need to perform their work during peak court hours, [insert court hours], is [insert number].
- **Face-To-Face Barriers.** The number of employees who have regular face-to-face contact with the public that can provide services behind a barrier, by telephone, or by a similar method is [insert number].
- [Insert additional social distancing strategies].

INFECTION CONTROL SUPPLIES

Increased use of infection control supplies may be advisable during an epidemic. The following infection control supplies are regularly available and the court may choose to provide these items to employees during an epidemic.

Supplies	Current Stock	Estimated required for one-month supply during an epidemic
Soap in bathrooms		
Soap in kitchen areas		
Hand sanitizer (minimum 60% alcohol content)		
Paper towels		
Tissues		
Office cleaning supplies		
Should the court choose to make available:		
Gloves		
Masks		
[Insert additional protective supplies]		

WORKPLACE CLEANING

During an epidemic, heightened workplace cleaning measures are necessary to minimize infection among employees through hard surfaces (e.g., door knobs, sinks, handles, railings, elevator buttons, counters). Many viruses are inactivated by using Environmental Protection Agency (EPA) approved disinfectants and following the manufacturer's recommendations for use. Surfaces that are frequently touched with hands should be cleaned and disinfected often. The person cleaning and disinfecting should appropriate personal protective equipment and practice hand hygiene. For current and reliable cleaning and disinfectant information on Coronavirus, see www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html. It specifically addresses:

- How to clean and disinfect surfaces;
- [Products with EPA-approved emerging viral pathogens claims](#);
- Personal Protective Equipment (PPE) and hand hygiene; and
- Additional considerations for employers.