




State of Connecticut

JUDICIAL BRANCH

OFFICE OF THE CHIEF COURT ADMINISTRATOR
COURT SUPPORT SERVICES DIVISION
455 Winding Brook Drive, Glastonbury, CT 06033

Memorandum

TO: All Juvenile Court Clinic and Juvenile Residential Services Staff

FROM: Catherine Foley Geib, Deputy Director 

SUBJECT: **JCC & JRS Response to the Coronavirus (COVID-19)**

DATE: March 13, 2020

Thank you for your patience and dedication during this time of uncertainty. I very much appreciate your understandable concern for the youth in our care, your own health, and the health of your family and friends. As more information about the spread of the Coronavirus (COVID-19) has become available through the Center for Disease Control (CDC) and the Connecticut Department of Public Health (DPH), the immediate impact on the Judicial Branch is becoming clear. With guidance from the Office of the Chief Court Administrator and the Chief Administrative Judge for Juvenile Matters, we will work together to minimize the spread of the virus in the community.

In order to minimize the spread of the virus into and within the detention centers, the Juvenile Court Clinic and Juvenile Residential Services will take the following measures, effective today through Sunday, March 29. These measures may be reassessed and changed before that date.

Admissions and Court Proceedings:

1. Juveniles will be admitted to and released from detention in accordance with any order from a judge of the Superior Court.
2. All required detention hearings will be held at the Bridgeport and Hartford Juvenile Court locations beginning on Monday, March 16.

Access to the Detention Centers:

1. Entrance to the detention centers is limited to JRS staff and medical and mental health contractors who work at the center.
2. Clinical Coordinators should conduct assessments via phone as much as possible in order to limit the number of people coming into the courthouse. Any youth in detention will need to be assessed via phone or video conferencing. Please contact the youth's CPO to make arrangements.
3. Family and professional visits, as well as, prosocial and religious services are suspended. Arrangements should be made to allow families to maintain contact via phone and the U.S.

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mail, and for professionals (e.g., attorneys, probation officers, clinical coordinators) via phone and/or video conferencing.

4. All non-urgent external appointments will be rescheduled to a later date (e.g., routine dental).
5. All non-critical work by outside vendors will be rescheduled.
6. Efforts will be implemented to minimize face-to-face contact with suppliers of required goods (e.g., food, medication).
7. Off-site training is suspended. In-house training may occur as deemed necessary, and as appropriate, by the Superintendent.

Care of Staff and Youth:

1. All staff feeling ill or exposed to persons who have been diagnosed with the Coronavirus should remain at home and limit contact with other persons in accordance with the following questions:
 - a. Have you or anyone you reside with or are in close contact with been in any of the following counties in the last 14 days: China, South Korea, Italy, Iran, or any location that is in quarantine?
 - b. Have you been directed by any doctor, hospital, health agency, or public official to quarantine, isolate, or self-monitor at home for the Coronavirus (COVID-19)?
 - c. Do you have flu-like symptoms?
2. All staff should use the sanitation and precautionary measures that are recommended by health experts (see attached from the CDC), and encourage the youth to do the same:
 - a. Stop handshaking and practice keeping a distance from others
 - b. Regularly wash hands and don't touch the face
 - c. Cover the mouth when coughing or sneezing
 - d. Frequently disinfect high touch points (e.g., door handles, phones, handrails)
3. Maintenance staff will be cleaning touchpoints and other areas throughout the day.
4. You will be notified if any youth, staff, or on-site contractors are diagnosed with COVID-19.
5. Consistent with current JRS policy, youth with symptoms associated with the Coronavirus (fever, cough, and/or shortness of breath) will be quarantined and treated in the detention center as medically indicated. Medical staff will only hospitalize a youth, if necessary, and in accordance with guidelines provided by the CDC and DPH. The international information on patients with the Coronavirus to date indicates that children and youth typically do not suffer severe symptoms.

These unprecedented measures are being implemented in an effort to slow down the spread of the virus in the community and its entrance into the centers. **These measures may be changed and/or extended as necessary. More information becomes available every day and as a result operations may be modified on a daily basis.**

If you have any questions or concerns, please discuss them with your supervisor. Your concerns, safety, and well-being are very important to the Chief Court Administrator and the CSSD Executive Team. We will always address your concerns and support you as best as we can, and especially now during this unprecedented and critical time. Thank you for your ongoing dedication and committed service to the youth, their families, each other, the Judicial Branch, and the citizens of Connecticut!

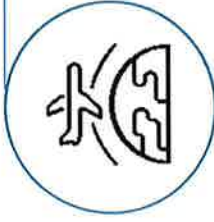
Keeping the workplace safe Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



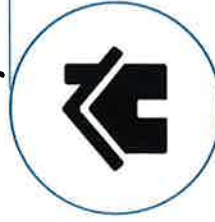
- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping the school safe

Encourage your faculty, staff, and students to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Consider rearranging large activities and gatherings



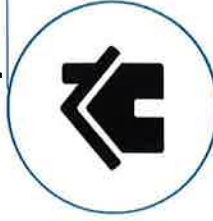
- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping the home safe Encourage your family members to...

All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Households with vulnerable seniors or those with significant underlying conditions



Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

What every American and community can do now to decrease the spread of the coronavirus