

Restarting Kentucky's Workforce:

WHAT LAW OFFICES NEED TO KNOW TO REOPEN

Like many of you, the Kentucky Bar Association has been watching the news and anxiously awaiting the go ahead to reopen. On May 11, 2020, some businesses will be able to open their doors to offer their goods and services. As this new phase begins, there are many guidelines, safety protocols and procedures that need to be created and followed to ensure the safety of your employees, the public and yourselves from COVID-19. Below is an outline of those protocols. Although law firms are essential businesses, you should comply with social distancing and all CDC guidelines. We encourage you to keep your staff as safe as possible by observing these recommendations.

Communications

- Create a plan for staff and visitors entering your building.
- Create a plan for when an employee/visitor has entered the building and is later determined to have COVID-19.
- Post signage throughout the building regarding appropriate hygiene procedures, ex. washing hands, social distancing.
- Make a plan for employees who have special circumstances and fall within the high-risk categories or who have family members that are high-risk.
- Provide training for employees on "Healthy at Work" protocols. This includes, "Contact Tracing Training," if a visitor or staff member tests positive for COVID-19.

Supplies

Secure Personal Protective Equipment (PPE)

- *Thermometer*
- *Gloves*
- *Masks*
- *Hand Sanitizer*
- *Disinfecting Wipes and Spray*

Workspace

- Disinfect the workspaces as thoroughly as possible. Creating a schedule for the cleaning is suggested.
- Encourage employees to telecommute when possible.
- Introduce a phased in return to work schedule when telework is not possible.
- Enforce social distancing. When possible mark workspaces with tape to ensure staff/visitors remain six-feet apart.
- Encourage meetings to take place via conference call. This includes working with vendors.
- Limit in-person contact between staff members by closing common spaces. Encourage use of digital files.
- People in the building should wear masks at all time, except for staff who are in their offices with the doors closed.
- Conduct temperature checks twice a day.
- Designate an employee to monitor the "Healthy at Work" protocols.

Kentucky Lawyer Assistance Program (KYLAP)

During times of crisis, it's normal to feel increased stress and anxiety. Protect your mental health while you're protecting your physical health. The ripple effect of your good mental health will benefit your family, friends, and the clients you serve so faithfully.

Extensive resources for maintaining good mental health:

- [ABA COVID-19 Mental Health Resources](#)
- [NAMI Covid-19 \(Coronavirus\) Information and Resources \(PDF\)](#)

Resources for lawyers, including local resources, will continue to be posted on KYLAP's website at www.kylap.org. Check it out.

For those in recovery from alcohol or other drugs, when it is difficult or impossible to attend recovery meetings in person, you can attend meetings online at www.intherooms.com, and at www.lionrockrecovery.com. You can participate by cell phone, iPad, laptop, or desktop computer. Please protect your sobriety during this difficult time.

KYLAP's 24-hour helpline, (502) 226-9373, remains open and available to provide you with telephone assistance and resources, or you may call KYLAP Director Yvette Hourigan on her cell phone at (859) 221-0806.



Resources

<https://govstatus.egov.com/kycovid19>

<https://kycourts.gov/Pages/Coronavirus.aspx>

<https://www.cdc.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

The steps referenced above were created using documents from Kentucky's "Healthy at Work" documents. The links for these documents with additional information are provided below.

https://govsite-assets.s3.amazonaws.com/Q2k3N9RWTQG7iIMXyb6y_Healthy%20at%20Work%20Reqs%20-%20Minimum%20Requirements%20-%20Final%20Version%201.0.pdf

https://govsite-assets.s3.amazonaws.com/8Yin84XkREOVdcNilqvz_Healthy%20at%20Work%20Reqs%20-%20Office-Based%20Businesses%20-%20Final%20Version%201.0.pdf

Be sure to frequently check the websites listed above for the latest information.