



JUDICIARY OF GUAM

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HON. F. PHILIP CARBULLIDO
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III
PRESIDING JUDGE

KRISTINA L. BAIRD
ADMINISTRATOR OF THE COURTS

March 13, 2020

MEMORANDUM

TO: Judiciary of Guam Employees

FROM: Chief Justice F. Phillip Carbullido

Administrator of the Courts Kristina L. Baird *Kristina L. Baird*

SUBJECT: DIRECTIVE ON CORONAVIRUS DISEASE (COVID-19)

The world health community continues to closely monitor the emergence of the SARS-CoV-2 virus and the disease it causes, "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of court operation concerns. We want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, court patrons and others. We also want to ensure the continuity of court operations in the event that the situation in Guam changes.

Judiciary Operations

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are instructed as to the following:

1. Wash your hands frequently with warm, soapy water for at least 20 seconds. If soap and water are not available, use an alcohol-based (60-90%) hand sanitizer.
2. Cover your mouth with tissues whenever you sneeze and discard used tissues in the trash.
3. Avoid touching your eyes, nose and mouth.
4. Avoid close contact with people who are sick and unnecessary contact with people in general (e.g. handshake, hugs).
5. Clean and disinfect frequently touched objects and surfaces, such as cell phones, keyboards, door and drawer handles.

The Judiciary has provided alcohol-based hand sanitizers throughout the workplace and in common areas for your use. **The Centers for Disease Control and Prevention (CDC) does not recommend the use of facemasks as a preventive measure for the general public.** Facemasks are typically used in clinical and care giving settings to prevent the

spread of diseases from sick patients to healthcare workers and/or caregivers who are in close contact.

If You Are Experiencing Flu-like Symptoms or are Sick

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work exhibiting symptoms will be sent home immediately.

Employees are directed to:

1. Stay home when you are sick and do not return until you are free of fever, signs of a fever, and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines.
2. If you feel sick and think you may have been exposed to a virus, please call your medical practitioner first and talk to him/her about the next steps, as going to a clinic or ER first could unnecessarily expose others to the virus.

While we currently do not offer formal telework arrangements, the Judiciary will consider, on a case-by-case basis, requests from employees to work from home during this time. Please note that not all positions are conducive to telework, and those positions with primary job duties that can be effectively performed remotely will be given consideration.

Travel

1. Official Travel - Per the Governor's Circular No. 2020-06, we are at this time prohibiting all non-essential government-related travel until further notice. If official travel has already been booked, please work with HR to arrange cancellations in order to properly receive appropriate credit.
2. Personal Travel - All employees are encouraged to delay any personal travel plans throughout the duration of the current situation arising from COVID-19. Employees are advised that all personal leave requests will be carefully reviewed to ensure that Judiciary operations are optimally staffed.

Employees are advised that the United States implemented new travel restrictions and procedures for individuals arriving from China, Iran, and the Schengen Area European countries. United States passengers that have been in these areas will be required to travel through select airports where the United States Government has implemented enhanced screening procedures. The Department of State advises U.S.

citizens to reconsider travel abroad due to the global impact of COVID-19. Many areas throughout the world are now experiencing COVID-19 outbreaks and taking action that may limit traveler mobility, including quarantines and border restrictions. Even countries, jurisdictions, or areas where cases have not been reported may restrict travel without notice. The CDC is also recommending that travelers avoid all nonessential travel to South Korea and practice enhanced precautions for travel to Japan, Hong Kong, Macau or the Philippines. If you have traveled recently to any of these locations, please inform your manager and HR immediately. We may request that you work remotely for a full two weeks after leaving these locations.

We recognize that it is an anxious time for all of us. While the Judiciary remains open for business, we want to assure you that the health and well-being of our employees and their families are of the utmost importance to us. We recognize that COVID-19 is spreading quickly with new facts uncovered every day. We will keep you updated as we learn more. Our intention is to follow the CDC's recommendations as we all experience this journey together.