

**IN THE CIRCUIT COURT OF CLAY COUNTY, MISSOURI**

**ADMINISTRATIVE ORDER**

**In Re: Clay County Circuit Clerk Office Staffing During Court Suspension Due to  
COVID-19 Virus (Novel Coronavirus) Pandemic**

**WHEREAS**, the Centers for Disease Control and Prevention have declared that the outbreak of the COVID-19 virus (also known as the novel coronavirus) is a worldwide pandemic;

**WHEREAS**, both the President of the United States and the Governor of the State of Missouri have recently declared states of emergency related to this pandemic;

**WHEREAS**, the Supreme Court of Missouri, on March 16, 2020, issued its Order suspending (with certain exceptions) all in-person court proceedings in appellate and circuit courts, effective Tuesday, March 17, 2020, through Friday, April 3, 2020;

**WHEREAS**, it is imperative to take all necessary steps to protect the health and safety of all employees of the 7<sup>th</sup> Judicial Circuit, all judicial officers, and all attorneys and parties who have court hearings or other business in the 7<sup>th</sup> Judicial Circuit, while also balancing the rights of all said individuals and parties to litigation;

**WHEREAS**, the COVID-19 virus is highly contagious, spreading rapidly between people in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes, or when a person touches a contaminated surface and then touches their mouth, nose or eyes;

**WHEREAS**, there is currently no approved vaccine for the COVID-19 virus;

**WHEREAS** certain members of our community are especially vulnerable to infection by the COVID-19 virus, including those over the age of 70, pregnant women, and those with chronic medical conditions such as heart disease, lung disease, and diabetes;

**WHEREAS**, the Presiding Judge of the 7<sup>th</sup> Judicial Circuit has administrative authority over all courthouse personnel;

**WHEREAS**, Missouri Court Operating Rule 7, C.12.2(b) provides, in pertinent part, that the Presiding Judge of each judicial circuit may authorize a judicial office within the circuit to close for all or part of the day due to any unsafe office condition which impedes the ability of the office to conduct business;

**WHEREAS**, Missouri Court Operating Rule 7, C.12.2(c) further provides, in pertinent part, that when a judicial office is closed in accordance with the previous section, employees who are unable to work due to such closing shall be granted administrative leave with pay for the duration of the closing;

**WHEREAS**, the Circuit Court Budget Committee has authorized Presiding Judges throughout Missouri to grant administrative leave for staff who are directed or allowed to be away from the office for reasons related to the coronavirus (COVID-19) pandemic;

**WHEREAS**, the Circuit Court Budget Committee has further stated Presiding Judges throughout Missouri may authorize such administrative leave by local administrative order to meet the essential needs of the court, their staff, and the public;

**WHEREAS**, the Clay County Circuit Clerk has submitted to the Presiding Judge of the 7<sup>th</sup> Judicial Circuit a proposed rotation schedule for all employees of the Circuit Clerk's Office;

**WHEREAS**, having reviewed said proposed rotation schedule, the Presiding Judge of the 7<sup>th</sup> Judicial Circuit finds and believes that it provides measures for staffing adequate to ensure all Departments within the Circuit Clerk's Office are able to efficiently execute all duties and responsibilities necessary for the effective administration of justice within our community; and

**WHEREAS**, having reviewed said proposed rotation schedule, the Presiding Judge of the 7<sup>th</sup> Judicial Circuit further finds and believes that it also provides measures adequate to protect the health and safety of the employees of the Clay County Circuit Clerk's Office

**IT IS HEREBY ORDERED**, effective Thursday, March 19, 2020, and continuing through April 3, 2020, unless modified or extended in a subsequent Administrative Order, as follows:

1. For reasons related to the coronavirus (COVID-19) pandemic as set forth above, employees of the Clay County Circuit Clerk's Office shall work at the Clay County Courthouse and remain home on a rotating basis throughout the work week, Monday through Friday;
2. The Clay County Circuit Clerk's proposed work rotation schedule to that effect is hereby approved and Ordered to be implemented immediately;
3. Those employees of the Clay County Circuit Clerk's Office who remain home for part of the work week in accordance with the aforementioned work rotation schedule are hereby granted administrative leave with pay;
4. The work rotation schedule shall apply only to employees of the Clay County Circuit Clerk's Office who are not themselves ill or caring for a household member who is ill; if an employee becomes ill or begins caring for a household member who is ill, then the protocols set forth in the Administrative Order issued March 17, 2020, shall apply to that employee.

**SO ORDERED this 19<sup>th</sup> day of March, 2020.**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a solid horizontal line.

SHANE T. ALEXANDER  
Presiding Judge