FILED IN OPEN COURT

This 11th day of June 2020
ELISABETH A. FRENCH B.W.
PRESIDING CIRCUIT JUDGE

STATE OF ALABAMA)
COUNTY OF JEFFERSON)

TENTH JUDICIAL CIRCUIT OF ALABAMA
ADMINISTRATIVE ORDER NO. AO-2020-037

Whereas, on May 13, 2020, the Supreme Court of Alabama authorized the undersigned, as Presiding Judge of the Tenth Judicial Circuit, to extend the suspension of non-emergency in-person hearings. Consultation with the Jefferson County Health Department reveals that the number of COVID-19 cases in Jefferson County has remained consistent over the last thirty (30) days. Jefferson County has not yet shown a decrease in diagnosed coronavirus cases. The Courts have requested cooperation from the Jefferson County Commission to prepare for the commencement of in-person hearings. After consultation with the Judges of the Tenth Judicial Circuit, non-emergency in-person hearings remain suspended until July 15, 2020. Continued use of Alacourt's Zoom is strongly encouraged. Each Judge, in his or her discretion, may continue to conduct in-person non-jury court proceedings consistent with the safety guidelines described in Administrative Order No. AO-2020-032.

Exhibit A, the Substance Abuse Division Phased Re-Opening Plan, is attached and is hereby incorporated as part of this Order.

DONE AND ORDERED on this the 11th day of June, 2020.

Elisabeth French

Elisabeth A. French
PRESIDING JUDGE
10TH JUDICIAL CIRCUIT

Via Email Distribution:
Honorable Tom Parker, Chief Justice
Rich Hobson, Administrative Director of Courts
Julia Jordan Weller, Clerk, Supreme Court of Alabama
All Circuit Judges, Tenth Judicial Circuit
All District Judges, Tenth Judicial Circuit
All Municipal Judges
All Probate Judges

Jacqueline Anderson Smith, Circuit Clerk, Tenth Judicial Circuit
Karen Dunn Burks, Deputy Circuit Clerk, Bessemer Division
Bonita Conley, Court Administrator

Exhibit A

Substance Abuse Division Phased Reopening Plans

Program/Service	June 1 Plan	June 15 / Ramp up Date and Plan	Long Term
CJ – CCP	Onsite 2 days/week (W-Th), Alternating staff pattern with telecommuting	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting	Maintain through 9/1/2020
CJ - RSS	Onsite 2 days/week (W-Th), Alternating staff pattern with telecommuting	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting	Maintain through 9/1/2020
CJ – Specialty Courts (Requires onsite coverage, 5 days/week)	Onsite 5 days/week, Alternating staff pattern with telecommuting	Onsite 5 days/week, Alternating staff pattern with telecommuting	Maintain through 9/1/2020
CJ – Bessemer Programs (Requires onsite coverage, 5 days/week)	Onsite 5 days/week, Alternating staff pattern with telecommuting	Onsite 5 days/week, Alternating staff pattern with telecommuting	Maintain through 9/1/2020
CJ – Pretrial (Requires onsite coverage, 5 days/week)	Onsite 5 days/week, Alternating staff pattern with telecommuting	Onsite 5 days/week, Alternating staff pattern with telecommuting	Maintain through 9/1/2020
CJ – Electronic Monitoring (Adult) (Requires 24 hr Monitoring, 7 days/week)	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting -24 hr coverage	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting -24 hr coverage	Maintain through 9/1/2020
CJ – Labs (July 1 and July 15 Plan reintegrates committed contract testing)	Open 2x Labs –BHM/Homewood, BESS/ CJC. Family Court Program/ DHR Contract testing. Onsite 4-5 days/week, Alternating staff pattern	Open 2x Labs – BHM/Homewood, BESS/ CJC. Family Court Program/DHR Contract /CRO Contract testing. Onsite 4-5 days days/week, Alternating staff pattern	7/6/2020: Open 2x Labs – BHM/Homewood, BESS/ CJC. Family Court Program/DHR Contract /CRO Contract/CJ Programs testing. Onsite 4-5 days days/week, Alternating staff pattern
CJ – CRO (Frequent Court Appearances)	Onsite 2 days/week (W-Th), Alternating staff pattern with telecommuting. Attending limited municipal court hearings	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting. Attending municipal court hearings, as needed.	Maintain through 9/1/2020
CJ – Misdemeanor DUI (Frequent Court Appearances)	Onsite 2 days/week (W-Th), Alternating staff pattern with telecommuting. Attending limited municipal court hearings	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting. Attending municipal court hearings, as needed.	Maintain through 9/1/2020

Program/Service	June 1 Plan	June 15 / Ramp up Date and Plan	Long Term
Adol & Family – Family Court Programs	No change for 6/1	6/15 – Rotating staff schedules to cover essential court services	Maintain through 9/1/2020
Adol & Family –Adolescent SA Services	No change.	July 15: Beacon staff return to the office. Services continue remotely, but staff work from offices while maintaining strict social distancing guidelines.	Pending DMH approval, a hybrid model of both in-person and distance counseling will be offered, providing patients with a choice of service delivery that best fits their needs.
Adol & Family – RPG	Awaiting word from Maternal-Fetal Medicine on availability of clinic space and return of non-clinical staff. Staff will be on-site only to cover essential clinic operations.	Awaiting word from Maternal-Fetal Medicine on availability of clinic space and return of non-clinical staff. Staff will be on-site only to cover essential clinic operations.	
Adol /CJ-Electronic Monitoring (Requires 24 hr Monitoring, 7 days/week)	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting -24 hr coverage	Onsite 3 days/week (M-W-F), Alternating staff pattern with telecommuting -24 hr coverage	Maintain through 9/1/2020

Program/Service	June 1 Plan	June 15 / Ramp up Date and Plan	Long Term
Beacon Recovery – Outpatient Groups	No change – continue telehealth	No change – continue telehealth	Pending DMH approval, a hybrid model of both in-person and distance counseling will be offered, providing patients with a choice of service delivery that best fits their needs.
Beacon Recovery – MAT	No change – continue telehealth	July 15: Staff return to the office.	Pending DMH approval, a hybrid model of both in-person and distance medical care will be offered, providing patients with a choice of service delivery that best fits their needs. Initial visits will be in person only.
Beacon Recovery – Day Treatment	Closed	June 8: In-person treatment resumes at 401.	No change. Day treatment will be in person only.
Beacon Recovery – Assessments	No change – continue teleassessments	July 15: Staff return to the office. Services continue remotely, but staff work from offices while maintaining strict social distancing guidelines.	Pending DMH approval, a hybrid model of both in-person and distance evaluations will be offered, providing patients with a choice of service delivery that best fits their needs.
Beacon Recovery – Integrated Health Clinic	On hold.	On hold.	Start date TBD.

Program/Service	June 1 Plan	June 15 / Ramp up Date and Plan	Long Term
Admin – Operations	Yasemin Lipscomb will continually monitor operations needs on a program by program basis and will assign security and front desk staff as needed. Operations will continue to monitor PPE needs and acquire masks, cleaning supplies and gloves as they become available. All operations questions should be directed to Yasemin Lipscomb directly		
Admin – IT	IT continues to operate on site and via remote access as needed on a program by program basis. All IT questions or requests should be directed to Rodger Armstrong		
Admin – HR	The Substance Abuse Division and Department of Psychiatry HR staff will be on-site as needed and working remotely. SA Division HR questions should be directed to Natasha Walker.		
Admin – Grants and Contracts	Grants and Contract management will continue offsite for the foreseeable future with the occasional on-site at The Tower. Any G&C questions can be directed to Yasemin Lipscomb or Mindy Strevy.		
Admin – Research and Eval	Research, Evaluation and Data Management will continue off site with occasional on-site presence on an appointment basis. All questions and needs should be directed to Christina Cenczyk.		
Admin – Finance	Amanda Harrell will be working both on-site as needed and off-site for the majority of time until further notice. She will be available for finance/invoice related questions via email or phone.		
Admin – Directors and ED	Directors will operate on-site and off-site as needed on a program-by-program basis. John Dantzler will be on-site at The Tower on a weekly basis for at least one or two days per week with a ramp up of five-days per week by mid-July.		

General policy:

1. All staff must wear cloth masks or better when interacting with clients and patients in non-physical interactions.
2. Staff involved in physical interactions such as medical staff and EM must wear surgical/procedural masks or better. If possible, EM wear reusable masks when doing other tasks outside of attaching and removing monitors. Everyone wearing disposables should be prepared to reuse their mask for 1 week.
3. All visitors to the building must wear a face covering. We are attempting to secure hand sanitizer in bulk in order to have that available at entry as well.
4. Waiting areas will be set for 6 feet or more seating distance. Security will remind people to keep physical distance
5. All visitors will be scanned for temp prior to entering building. Any temp over 99.0 will be asked to leave and contact health care provider
6. Directors will set schedules in an effort to enhance at-home work and decrease on-site work when possible