



IN THE SUPREME COURT OF ALABAMA

May 19, 2021

**20-21/074 In re: Revoking COVID-19 Restrictions on the
Heflin-Torbert Judicial Building**

ORDER

This Court, having adopted the attached COVID-19-related Visitor Guidelines for the Heflin-Torbert Judicial Building (“HTJB”) on June 2, 2020; and

This Court, having adopted the attached COVID-19-related Employee Guidelines for the HTJB, on June 2, 2020, and later revised on June 4, 2020; and

This Court, having reopened the HTJB to the general public on June 3, 2020, but having maintained a suspension of building tours; and

These COVID-19-related guidelines and restrictions still remaining in effect;

IT IS ORDERED that, effective at close-of-business on May 28, 2021, the attached COVID-19-related Visitor Guidelines and Employee Guidelines are fully revoked; all COVID-19-related signage will be removed from the HTJB; and HTJB building tours may fully resume.

**Parker, C.J., and Bolin, Shaw, Wise, Bryan, Sellers,
Mendheim, Stewart, and Mitchell, JJ., concur.**

Witness my hand this 19th day of May, 2021.

A handwritten signature in cursive script that reads "Julia Jordan Weller".

**Clerk of Court,
Supreme Court of Alabama**

**FILED
May 19, 2021
8:33 AM**

**Clerk
Supreme Court of Alabama**

**VISITOR GUIDELINES FOR THE HEFLIN-TORBERT JUDICIAL
BUILDING
and the use of Personal Protective Equipment (“PPE”)**

This guidance is intended for visitors of the Heflin-Torbert Judicial Building (“HTJB”) and to lessen the risks associated with potential COVID-19 exposure.

1. The Six-Foot Rule: Visitors should make every attempt to stay and work at least six feet away from other individuals in the HTJB.
2. Bring Personal Protective Equipment, including but not limited to, face masks. For those who do not bring masks, a mask will be provided as needed.
3. Security Checkpoint: The Marshal and deputy marshals will perform temperature checks as part of their security screening.
4. Do not enter the building if you have:
 - a. a temperature of 100.4 or greater along with any COVID-19 related symptoms, OR
 - b. Significant symptoms which may be related to COVID-19 including, but not limited to, coughing, sneezing, trouble breathing, fever, chills, loss of taste or smell, sore throat, OR
 - c. you have been exposed to someone who has been diagnosed or told that they are presumptively positive for COVID-19 within the last 14 days
5. Limit elevator use to no more than **four** people at a time and stand at least six feet apart, or as far apart as possible both inside the elevator and when waiting in line. Inside the elevator, please wear a mask and stand at each corner of the elevator to allow for the maximum distance between occupants. Use the stairwell when practicable.
6. Wear PPE where appropriate: If you must be in a small confined area or within 6 feet of others, such as in an occupied elevator, please wear a mask.
7. Keep Calm and Wash Your Hands: Please wash and sanitize your hands frequently.
8. Be Courteous: If you are in a meeting and prefer not to wear a face mask or gloves, please ask those in attendance regarding their preferences and proceed accordingly.

**REVISED EMPLOYEE GUIDELINES FOR THE HEFLIN-TORBERT
JUDICIAL BUILDING
and the use of Personal Protective Equipment (“PPE”)
Revised June 4, 2020**

This guidance is intended for employees of the Heflin-Torbert Judicial Building (“HTJB”) to ensure your safety and the safety of those around you. Reopening requires all employees to cooperate by practicing social distancing and other daily habits to reduce everyone’s risk of exposure to COVID-19. The following measures should be implemented to make certain that you, your colleagues, and individuals within the building are protected and comfortable.

1. **Every employee must receive training on how to properly use and dispose of Personal Protective Equipment (PPE).** The Court will provide designated training, but you are also encouraged to educate yourselves at the Centers for Disease Control (CDC) website or others.
2. **Social Distancing.** Make every attempt to stay and work at least six feet away from your colleagues and people in the HTJB or when conducting court business.

For instance, if someone from maintenance or IT comes to your work area to provide a service, step away from your desk until the appropriate service is performed. Similarly, when attending a conference or meeting, sit at least six feet away from other persons to the extent possible.

3. **Masks are generally recommended but not required, unless in close quarters to others.** If you must be within six feet of others, or in a small confined area like an elevator with others, please wear face masks. Any employee with a relevant health or disability-related concern with wearing masks need not wear one.
4. **Elevators: no more than four.** Please limit elevator use to no more than **four** people at a time and stand at least six feet apart, or as far apart as possible both inside the elevator and when waiting in line. If there are already four occupants on the elevator, wait in line for your turn. Use the stairwell when practicable.
5. Wash or sanitize your hands frequently, particularly following the use of door handles, countertops, elevators, and/or other frequently touched surfaces.
6. **Interactions With the Public.** Employees interacting with the public (visitors, runners, vendors, etc.) should wear a mask if within six feet of them

or if there will be exchanged items (e.g., documents filed or packages delivered) or shared surfaces and work areas. Always wash/sanitize your hands before and after dealing with the public. Wipe down the countertops while wearing gloves and a mask before and after interactions with the public in your area.

7. Routinely clean and disinfect your work area and items, e.g., light switches, doorknobs, desk-tops, keyboards, mouse, etc.
8. If you have a temperature of 100.4 or higher and any other symptoms you believe may be related to COVID-19, contact your supervisor before reporting to work, providing your supervisor with as much advance notice as possible. Please see the discussion below for documentation and additional steps which may be required. You may be required to take leave, or your supervisor or Human Resources Administrator will work with you to determine if you qualify for other paid sick leave. In some cases, qualified employees may elect these alternative forms of leave in lieu of using other more standard leave categories.
9. Employees who have symptoms of COVID-19, should **immediately (within 24 hours)** notify their supervisor, or as soon as practicable. Your supervisor will work with you to decide if based upon your description, you should stay at home or leave work and go home.
 - a. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Dry Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - o For CDC guidance on how to perform an appropriate medical self-check go to https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html
 - b. Most cases of COVID-19 do not require medical attention, and the best course of action is to quarantine, maintain proper levels of vitamin C, vitamin D, and zinc. However, use your best judgment and seek emergency medical attention when necessary.

- c. Look for **emergency warning signs** for COVID-19. If you have any of the following symptoms, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Note: This list is not inclusive of all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. **Call 911 or call ahead to your local emergency facility.** Notify the operator that you are seeking care for someone who has or may have COVID-19.

11. If you remain at home for COVID-19 symptoms for yourself, or in order to care for someone who may have COVID-19 symptoms, you should:

- a. arrange for a COVID-19 test with your health provider; OR consult with your qualified physician, Teledoc, an authorized and qualified medical professional, or the wellness center to determine if you are at risk, and to determine if, in the opinion of the qualified medical professional, you should report to work; AND
- b. obtain documentation showing the medical provider's recommendation. If the qualified medical provider opines you must stay at home, the provider should provide a timeline when you are able to return to work. (Please see the Families First Coronavirus Response Act (FFCRA) requirements below regarding other documentation required to qualify for FFCRA leave.)

12. To qualify for leave pursuant to FFCRA (qualified paid sick leave or qualified childcare leave), the Family Medical Leave Act (FMLA) or other types of specialty leave, certain documentation may be required. Your supervisor or Human Resource Officer will guide you through this process. Generally, the qualified medical provider providing the work-related leave documentation and/or the employee should state:

- a. The Employee's name; AND
- b. Dates of leave required for medical reasons; AND
- c. The qualifying reason for the leave request and whether the leave is either required due to quarantine or for childcare purposes.

- d. If the leave is requested for quarantine purposes, the request must state the name of the governmental entity or qualified medical health care professional ordering or advising quarantine and why. The request should state whether the individual is providing care for another individual and provide the person's name and relationship to the employee.
 - e. If the qualifying reason for the leave request involves childcare availability, documentation should include the name and age of the child (or children) and the name of the school or place of care that is closed or unavailable must be provided. In this circumstance, the employee must also provide a statement that no other suitable person is available to care for the child during the period of the requested leave.
 - f. A statement that the employee is unable to work, including telework (if the employee's job duties and job descriptions qualifies for telework), and a statement that the leave is required for one of the six qualifying reasons of the FFCRA.
 - g. An employee must provide his or her supervisor with a set schedule of time needed off.
13. Be mindful that federal law places certain limitations on FFCRA and FMLA leave. For instance, some leave may, or may not, be compensated. If the leave is compensated, such leave may be limited to a reduced rate of pay. Depending upon various factors, approved leave under either statute, may be limited in time and scope.
14. If you or someone in your household has tested positive for COVID-19, or been told by a medical professional that either you or your household member(s) are presumed positive for COVID-19, you should not return to work until you have clearance from your qualified medical health care provider, Teledoc, or the wellness center.
15. Normal leave policies apply, except in certain conditions when an employee may use a limited amount of emergency leave for COVID-19 related situations as provided for in the FFCRA, the FMLA, or other legal authority. Your supervisor or Human Resources Administrator will guide you to determine under what circumstances the law provides for leave, salary or other benefits. Note that the permitted leave under the authorities addressed herein requires certain qualifying events to establish eligibility. If a qualifying event occurs, an employee may be eligible for coverage under more than one statute. However, in that case, leave generally runs concurrently, not consecutively. In other words, an employee may not "stack" time allowances under two statutes to obtain two extended periods of paid work leave.