

FILED

MAR 23 2020

**JUDGE
ALBERT S. CAMPLESE**

**IN THE COURT OF COMMON PLEAS
ASHTABULA COUNTY, OHIO
PROBATE DIVISION**

In Re:

**ORDER DECLARING A JUDICIAL EMERGENCY
AND CONTINUITY OF OPERATIONS OF
THE COURT DUE TO COVID-19 PANDEMIC
[Second Addendum re: Court procedures and rules]**

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Case No: 2020 MI 13

JOURNAL ENTRY

The Court finds the Governor of Ohio, Michael DeWine, declared a State of Emergency in Executive Order 2020-01D, and the Director of the Ohio Department of Health, Amy Acton, has declared there currently exists a "...high probability of widespread exposure to COVID-19 with a significant risk of substantial harm to a large number of people in the general population, including elderly people and people with weakened immune systems and chronic medical conditions" by Director's Order issued March 16, 2020.

The Court further finds Director Acton issued on March 22, 2020 a "Director's Stay at Home Order," which is effective March 23, 2020 at 11:59 o'clock p.m.;

The Ashtabula County Common Pleas Court, Probate Division [hereinafter "Probate Court"], provides the following information, and temporarily modifies routine Court procedures and Local Rules of Court as follows:

1. EMPLOYEES

All employees of the Court are deemed essential; however, in light of the referenced March 22, 2020 "Stay at Home" Order of the Ohio Department of Health Director, the Court finds it necessary to implement a rotating work schedule for all employees in order to ameliorate the threat to the health and/or safety of the employees and public in general. The Court presently has the capability to allow certain full-time court employees to work from home; however, certain other full-time court employees cannot work from home. The Court authorizes the Court Administrator to place certain full-time employees on administrative leave for the purpose of implementing a rotating work schedule, which in his determination, shall advance the public health goals and purposes of

the "Director's Stay at Home Order." Any full-time employee placed on administrative leave under the authority of this order shall be paid equal to the employee's base rate of pay and the employee shall continue to accrue leave and service credit. Employees placed on administrative leave with pay are hereby notified they must:

- a. Remain in a work-ready status at all times during their regular scheduled work hours, must be available via telephone their regular scheduled work hours, and must be able to report to work upon short notice.
- b. Remain off-the-premises of the Ashtabula County Courthouse during any period of administrative leave absent approval of the Judge of the Court, the Court Administrator and/or immediate Supervisor.

2. SUBJECT TO FURTHER MODIFICATION

This order shall be, and hereby is, remains subject to further modification.

3. SERVICE OF JUDGMENT ENTRY

- 4. This "Temporary Order" is ordered to be served on the Supreme Court of Ohio, Ashtabula County Prosecutor's Office, Ashtabula County Board of Commissioners and the media. A copy of this judgment shall be posted in the Probate Court Clerk's Office, and shall be published on the website of the Probate Court.

IT IS SO ORDERED.



JUDGE ALBERT S. CAMPLESE