

Working through COVID-19: A Lawyer's Resource Guide

Resources for Legal Services Operations During the COVID-19 Crisis

STAY AT HOME:

Vermont Governor's Executive Orders

Please note that the Governor's Amended and Restated Executive Order No. 01-20 issued on November 13, 2020 includes provisions in part (i) of the "Work Safe" section of the Order that pertain to working remotely.

- i. Telework. All businesses, not-for-profit entities and municipal government entities in the State shall reinstitute, to the maximum extent possible, or reemphasize to the extent necessary, telecommuting or work from home procedures. In person meetings are strongly discouraged and all meetings should be held by telephone or electronically to avoid in person meetings whenever possible.

ACCD GUIDANCE:

ACCD Guidance for Legal Services (updated 06/26/20)

The ACCD has updated the No/Low Contact Professional Services guidance to allow maximum occupancy limits of 50% fire safety capacity, 1 person per 100 square feet and a maximum of 75 persons indoors, if they comply with the mandatory health and safety requirements. Below is the specific guidance that issued on June 26 with the changes in red, and here's a [LINK](#) to the ACCD website that details the mandatory health and safety requirements.

1.2 Low or No Contact Professional Services

Services operating with a single worker or small office environments (such as appraisers, realtors, municipal clerks, attorneys, property managers, pet care operators, and others) may operate if they can comply with the mandatory health and safety requirements listed above, and the mandatory maximum occupancy limits (currently 50 percent fire safety capacity, 1 person per 100 square feet, and a maximum of 75 people indoors and 150 people outdoors).

Remote work is required whenever possible.

Operators must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

ACCD Guidance: The Agency of Commerce and Community Development has issued guidance for interpretation of the terms of the Stay at Home Orders

Cross State Travel: The ACCD Guidance includes a [Cross State Travel](#) section that currently provides: People traveling for essential purposes,

including work, do not need to quarantine. [Essential travel](#) includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, or to perform work for businesses that are currently allowed to operate.

VERMONT JUDICIARY:

[Covid-19 Response Guidance for the Vermont Judiciary \(12/21/2020\)](#)

[Judiciary Response to Increased Covid Cases \(Nov. 24\)](#)

Ramp-Up Report

[Long Term Planning Committee: Ramp-Up Report](#)

[Appendix to Long Term Planning Committee Ramp-Up Report](#)

[SCC Scheduling Info 4/30/20](#)

[SCC Hearing Charts 5/1/20](#)

[Staffing Questionnaire 5/6/20](#)

[Supreme Court Jury Restart Committee – Report on Resumption of Criminal Jury Trials \(7/20/20\)](#)

[Administrative Order No. 49 and amendments \(through March 8, 2021\)](#)

[PG-13 Health Screening and Safety Protocols at Courthouses 6/19/20](#)

[Court Unit Email Addresses](#)

[E-File Portal Information](#)

[Judge Toor Memo – Chittenden Civil Division \(7-10-20\)](#)

[Windsor Family Division \(Hearing Notice\)](#)

[Notice of Hearing – Judge Toor Courtroom \(12/1/20\)](#)

[Filing of Exhibits Memo and Order – Addison County \(12/15/20\)](#)

[Environmental Division – Memo re Exhibits Filed in Odyssey 2-23-21](#)

[Filing Exhibits – Windham, Windsor and Orange Region \(3/12/21\)](#)

[CAO Interim Guidance – Filing Exhibits via Odyssey File and Serve \(3-17-21\)](#)

[Webex Basics \(YouTube Video\)](#)

EMERGENCY RULES/LEGISLATION:

[Emergency Remote Notarization Rules](#)

[Emergency Remote Notarization Guidance](#)

[Emergency Notary Rule Certification](#)

[Summary of Election Law Provisions in H. 681](#)

VBA members have testified about the following pieces of legislation (links to enacted bill will be added when they have been signed into law)

[S. 316](#) Amendment to Wills Statute re: Remote Witnesses – Passed by the Senate on March 24; passed by the House on April 23; Governor Scott signed on April 28.

[S. 114](#) Amendment to POA and deeds statutes regarding remote witnesses and to statutes of limitations statute re commencement of civil actions – Passed by the Senate on April 10; passed by the House with amendments re civil suspension section on April 24; Senate passed amended bill on April 27; Governor Scott signed on April 28.

[S.333](#) – Moratorium on evictions and foreclosures – Passed by Senate on April 10; referred to House Military, Housing and Military Affairs Committee; being considered jointly by it and the Senate Economic Development Committee; on Action Calendar for House Proposal of Amendment on May 5; Passed by Senate and House on May 5; House proposal of amendment concurred with on May 6; delivered to Gov. Scott on May 12; Gov. Scott signed on May 14.

[H.950](#) Amendment to Advance Directive for Health Care statute - Passed by the House on May 8; referred to Senate Health & Welfare Committee; passed by the Senate on June 4; delivered to the Governor on June 9; Governor Scott signed on June 15.

[H.961](#) -- E-Filing Fees (Sections A.20 and A.49(a)(9)) and Odyssey User Agreement (Section A.18) Passed by the House on June 24; Passed by the Senate on June 25; Delivered to the Governor on June 26; Governor Scott signed on June 30.

[H.837](#) Enhanced Life Estate Bill Act – passed by the House on March 13; passed by the Senate on June 26; delivered to the Governor on July 7; signed by Governor Scott on July 13.

VERMONT BAR ASSOCIATION COVID-19 COMMITTEE:

[Message from Co-Chairs Bob Fletcher and Andrew Manitsky 12/17/2020](#)

[Message from Co-Chairs Bob Fletcher and Andrew Manitsky 11/16/2020](#)

[VBA COVID-19 Committee composition and charge & designation](#)

[Message from Co-Chairs Bob Fletcher and Andrew Manitsky 6/15/2020](#)

[Message from Co-Chairs Bob Fletcher and Andrew Manitsky](#)

[Volunteer Lawyer Opportunities](#)

[Volunteer Lawyer/Law Student Poll Workers Wanted](#)

Reopening Your Practice

[Reopening Your Practice Message](#)

[Visitor's Log Template](#)

[Pre-Screening Health Survey](#)

[Entrance Sign Template](#)

[Reopening Plan Template](#)

[Resources for Protective Barriers](#)

Ramp-Up Report

[Long Term Planning Committee: Ramp-Up Report](#)

[Appendix to Long Term Planning Committee Ramp-Up Report](#)

[6/8/20 Memo to Long Term Planning Committee Re: Ramp Up Report](#)

[SCC Scheduling Info 4/30/20](#)

[SCC Hearing Charts 5/1/20](#)

[Staffing Questionnaire 5/6/20](#)

[Covid-19 Response Guidance for the Vermont Judiciary \(12/21/2020\)](#)

[Tips for Remote Hearings](#)

[Supreme Court Jury Restart Committee – Report on Resumption of Criminal Jury Trials \(7/20/20\)](#)

Mortgage/Rent/Broadband Connection Assistance Programs

[Vermont COVID Emergency Mortgage Assistance Program](#)

www.vsha.org/rental-housing-stabilization-program

[Line Extension Customer Assistance Program](#)

COVID-19 “Just For Fun” Resources

Vermont Arts Council links:

<https://www.vermontartscouncil.org/covid-19/virtual-arts-experiences>

Israel Philharmonic Orchestra

<https://www.youtube.com/watch?v=rT0XziWZrfU>

Self-Isolating Choirs and Orchestras

<https://www.classicfm.com/music-news/coronavirus/self-isolating-choirs-orchestras-perform-concerts/>

“55+ of the Best Coronavirus Memes”

<https://parade.com/1011521/juliebawdendavis/coronavirus-memes/>

“Family Lockdown Boogie”

<https://www.bing.com/videos/search?view=detail&mid=E3B874DC85B9B8E2DC95E3B874DC85B9B8E2DC95&shhp=Sms&shid=6f7d1081-c34c-44be-961f-c0a406ed87b7&shhk=Lh1vkkG1il28LndJUPq2M0th2%2Fa5E1VHQYFn65Pe5uk%3D&for m=VDSHOT&shth=OSH.hkNpQL52rY7mLuqAdftwFA>

On the light but not humorous side, make a (virtual) date to go to a museum for a virtual tour (if you are especially techie, you can FaceTime or zoom as you both take the virtual tour), perhaps with a friend or loved one. Grab a cup of coffee and pick one of the great museums...

A list of Virtual museums (limited) <https://panoramanow.com/visit-these-virtual-museums-during-the-pandemic/>

Louvre: <https://www.louvre.fr/en/visites-en-ligne>

The Smithsonian: <https://www.smithsonianmag.com/smithsonian-institution/how-virtually-explore-smithsonian-your-living-room-180974436/>

Google Arts & Culture (<https://artsandculture.google.com/>) offers a portal to many sites and museums around the world. The interface is a little clunky, but give it some time and you will probably find it as satisfying and wonderful as I did.

If you don't want to make fun of the pandemic but you want to dive in and embrace it with a humorous take, here's a link to a 2014 Crash Course from Hank Green:
<https://www.youtube.com/watch?v=1PLBmUVYYeg&list=PLrF35fsjhzyOdSvC1zNIQ8eICbHnzFnF-&index=7&t=0s>

From North Jersey! <https://www.northjersey.com/story/entertainment/columnists/jim-beckerman/2020/06/17/coping-with-coronavirus-pandemic-covid-19-spawns-dark-humor/5327568002/>

From Taiwan (Intellectual side of humor that takes on leadership with humor)
<https://qz.com/1863931/taiwan-is-using-humor-to-quash-coronavirus-fake-news/>

The VBA COVID-19 Committee meets via Webex every month. Please email info@vtbar.org, subject line COVID-19 Committee, with any questions or suggestions regarding COVID-19 issues that you would like the Committee to take up. The Committee provided input in the development of a Court's Reopening Plan that the Supreme Court approved as a "Ramp-Up Report" on May 13, 2020. The Committee also provided feedback to the Court regarding the Ramp-Up Report on June 8 and on July 10 and has provided regular input into the Court's Administrative Order 49 "Declaration of Judicial Emergency and Changes to Court Procedure" and amendments. The Committee developed a Professional Services Reopening Plan with VTCPA (accountants) and AIAVT (architects) that was submitted on April 27 to the Governor's Task Force aimed at re-opening businesses. To date the ACCD has approved up to 75 persons at professional offices, including law offices. The Committee has also developed Volunteer Lawyer Opportunities related to COVID-19 legal assistance.

The COVID-19 Committee monthly calls coincide with monthly calls that Elizabeth Kruska and Teri Corsonses hosts with the Section and Division Chairs and County Bar Presidents each Wednesday afternoon. Relevant information from the calls is posted through VBA Connect and to County Bar Associations through their presidents.

VERMONT BAR ASSOCIATION COVID-19 RELATED CLE'S:

VBA Webinars:

Remote Witnessing and Notarization of Estate Planning Documents (LIVE WEBINAR) – 5/11/20 @ 12:00 p.m. Available through VBA Digital Library.

Remote Ink: Notarial Acts for Real Estate Transactions and More (LIVE WEBINAR) – 5/13/20 @ 12:00 p.m. Available through VBA Digital Library.

SBA Relief Options for Vermont Attorneys webinar 4/6/2020
Co-sponsored by Vermont Association for Justice and the Vermont Bar Association – Click [HERE](#) to view [Powerpoint slides from presentation](#)

[Virtual Practice and the Coronavirus Pandemic \(3/31/20\)](#)
[Powerpoint slides from presentation](#)

[Mindful Moments for Wellness 6/18](#)

VERMONT FEDERAL COURT:

[Federal Court Orders](#)

[Judge Crawford's General Order No. 92 \(6-24-20\)](#)

EMPLOYER RESOURCES:

The Vermont Agency for Commerce and Community Development (ACCD) has issued weekly guidance for business operations during the COVID-19 crisis. Recent ACCD guidance requires businesses to undertake on-line VOSHA COVID-19 health and safety training, in a power point format. The deadline for the training is May 4, 2020. The training takes approximately 10 minutes to complete. Employers are also supposed to document that their employees have completed the training. Here's a [LINK](#) to the ACCD Guidance, and here's a [LINK](#) to the VOSHA website with the power point training.

[Main Street Lending Program Webinar June 11](#)

Join a webinar at 1 p.m. June 11 for an update about the new Main Street Lending Program that will provide liquidity to eligible businesses with up to 15,000 employees and revenues of \$5 billion or less. The Program will support lending to small and medium-sized businesses that were in sound financial condition before the onset of the COVID-19 pandemic. Using eligible lenders, this CARES Act program offers several types of four-year term loans ranging from \$500,000 to \$200 million. Speakers from SBA will also give a Paycheck Protection Program update. Registration is free, but required.

To Register:

<https://emenuapps.ita.doc.gov/ePublic/event/editWebReg.do?SmartCode=0QL8>

[Small Business Stimulus guidelines](#)

[Payroll Protection Plan Compliance Requirements](#)

[Small Business Owner's Guide to the CARES Act](#)

[COVID- 19 Small Business Guidance & Loan Resources](#)

[IRS: Employee Retention Credit](#)

[Vermont Department of Labor Town Hall: Resources for the Self-Employed](#)

[Better Business Bureau's COVID-19 Resources](#)

MENTAL HEALTH AND WELLNESS RESOURCES:

[Vermont Lawyers Assistance Program – 1-800-525-0210](#)

ABA's Commission on LAP: [COVID-19 Mental Health Resources](#)

[Coping with Coronavirus-Related Stress](#) – Bar Counsel Mike Kennedy's Blog

CDC: [Managing Stress & Anxiety](#)

Cleveland Clinic: [Panicking about Coronavirus, What You Can Do](#)

BBC: [Staying Happy During the Coronavirus Outbreak](#)

[Lawyer Well Being Week](#)

[COVID Stress Resets](#)

TECHNOLOGY RESOURCES:

ABA Journal: [7 Types of Tech Tools to Help Lawyers Set Up Virtual Offices](#)

Electronic Meeting and Video Conferencing Resources:

[Online Meeting Platform Presentation](#) (Video credits: Indianapolis Bar)

Electronic Meeting and Video Conferencing Vendors:

- [Zoom](#)
- [Microsoft Teams](#)
- [GotoMeeting](#)

- [Webex](#)
- [Uber Conference](#)
- [BlueJeans](#)
- [Skype](#)
- [Google Conferencing](#)
- [Meeting Bridge](#)
- [Free Video Service Offered for Solos/ Small Firms](#)

Becoming a Virtual Meeting Expert – The Next Step

[Virtual Meeting Tool Comparison Chart](#)

[What It Takes to Run a Great Virtual Meeting](#)

[Reassuring Clients You're Prepared for COVID-19](#)

Remote Depositions

GENERAL RESOURCES FOR LAWYERS:

National Association of Bar Executives: [pandemic resource page](#)

Thomson Reuters: [COVID-19 Resource Center: Free Resources for Legal Toolkit](#)

ABA – [How Law firms are responding to the Coronavirus](#)

Arizona Bar- [COVID -19 Resources for Lawyers](#)

LexisNexis & Law 360 – [Corona Virus Legal News](#)

Clio – [Lawyers Working Remotely](#)

Texas Young Lawyers Association: [Pandemically challenged: teleworking in COVID-19 and what you need to know](#)

Updated 11/25/2020