

# State of South Carolina

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## Workers' Compensation Commission

### Advisory Notice

#### In-person Hearings and Informal Conferences

**May 18, 2020**

Effective June 1, 2020 Hearings docketed with the jurisdictional Commissioner and Informal Conferences scheduled with the Commission's mediator will be conducted in-person. In order to protect the health and safety of those participating in the in-person Hearing and Informal Conference, the following procedures should be observed:

1. Any individual scheduled to attend a Hearing or Informal Conference should immediately notify the jurisdictional Commissioner and preferably not attend the Hearing or Informal Conference if they have experienced the following:

- Are currently being treated for COVID-19 illness
- Have ever been diagnosed with or tested positive for COVID-19
- Experienced flu-like symptoms, or any other symptoms related to COVID-19, such as fever of 100.4 F or greater, cough, shortness of breath, or difficulty breathing; chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Within the previous 14 days of the Hearing/Informal Conference traveled or had a household member who traveled on an airplane or in a high-risk area for transmission of COVID-19; or
- Been in close contact with someone under the evaluation for or confirmed infection of COVID-19.
- Additional information may be found at the following link to the Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2. All persons scheduled to attend the Hearing or Informal Conference should remain in their vehicles or outside the building until they are notified by telephone by a

representative of the Commissioner's office it is time to enter the building and the Hearing room.

3. Prior to entering the Hearing room all persons attending the Hearing or Informal Conference` should apply hand sanitizer provided in the Hearing room.
4. All persons attending the Hearing or the Informal Conference should wear a face cover at all times while in the Hearing room. If an individual has a medical, religious or other reason for not wearing a face cover please notify the jurisdictional Commissioner's office prior to the date of the Hearing.
5. All persons attending the Hearing or Informal Conference should maintain a social distance of six feet between themselves and others at all times. Every effort should be made by parties to arrange the seating in the hearing to maintain the appropriate social distance.
6. After the hearing the parties are asked to wipe their respective tables with the sanitary wipes provided.
7. Any party to the case preferring not to have an in-person Hearing may request an electronic Hearing using CourtCall. The request must be agreed upon by all parties and approved by the jurisdictional Commissioner. Any dispute over the request to conduct the Hearing by CourtCall shall be heard by Conference call with the jurisdictional Commissioner and the parties.
8. Any individual scheduled for an in-person Informal Conference may request it be conducted by telephone.
9. Please remember that health and safety is YOUR responsibility. While we are taking these precautions, the Commission cannot guarantee an environment that is free from contagion. Most of the facilities in which hearings are held are not under the Commission's care and control. Everyone must assume responsibility for their own health and safety during these unprecedented times.
10. All APA submissions, exhibits, or other documents to be submitted at the Hearing must be provided to the Commissioner and participants electronically. If circumstances make the electronic exchange of APAs, exhibits, or other evidence impossible, alternate arrangements should be made with the Commissioner's office prior to the Hearing or Informal Conference.

Please continue to monitor our website [www.wcc.sc.gov](http://www.wcc.sc.gov) for updates and direct any questions or comments to

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