

Wyoming Judicial Branch: Respiratory Disease Pandemic Plan

Version 1
March 11, 2020

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- I. Purpose.** A pandemic event is distinct from other emergency scenarios such as tornados or floods because of the severity and longevity of a pandemic event. The purpose of this plan is to provide the Wyoming Judicial Branch with local guidelines, procedures, and directions to follow during all phases of a pandemic event.

II. Goals

- A.** The Wyoming Judicial Branch must deal with emergencies in a way that protects the health and safety of everyone at the court facilities; and
- B.** The Wyoming Judicial Branch must, to the fullest extent possible, “keep the courts open” to ensure justice for the people.

- III. Introduction.** A public health emergency means an occurrence or imminent threat of an illness or health condition caused by an epidemic or pandemic disease and/or a novel and highly fatal infectious agent and/or a biological toxin that poses a substantial risk of a significant number of human fatalities and/or incidents of permanent or long-term disability.¹ A pandemic event is large-scale outbreaks of infectious disease that can greatly increase morbidity and mortality over a wide geographic area and cause significant economic, social, and political disruption.²

- IV. Plan Activation.** The Chief Justice shall activate this plan in coordination with the Wyoming Department of Health (WDH) based on the severity and geographic location of the pandemic, after consultation with the Supreme Court and the Presidents of the District and Circuit Judge Conferences.

- V. Scope.** The Wyoming Judicial Branch Pandemic Response Plan was developed in coordination with the WDH to ensure consistency in the state response. This will allow the court system to determine the most effective response based on where the pandemic is occurring and how severe it is. The Chief Justice or the State Court Administrator will receive regular updates from the WDH Director or State Health Officer as to the level of response and pandemic severity during a pandemic.

A. Levels of Response (see page 10 for tasks to be completed for alert, standby, and activate levels of response).

1. Alert:

- a.** Limited transmission in the United States, excluding Wyoming, or widespread transmission in other countries.
- b. Response:** The State Court Administrator shall notify the Administrative Office of the Courts Staff, Justices, District and Circuit Judges, and Clerks of the District Court and Circuit Court Chief Clerk of the impending activation of this plan.

2. Standby:

- a.** Widespread transmission in the United States, excluding Wyoming. May include limited transmission in Wyoming.
- b. Response:** The Chief Justice initiates decision-making processes for imminent activation, including mobilization of resources and personnel.

3. Activate:

- a.** Increased and sustained transmission in the Wyoming population.

¹ W.S. §35-4-115(a)(i)

² Madhav, Nita. “Pandemics: Risks, Impacts, and Mitigation.” *Disease Control Priorities: Improving Health and Reducing Poverty*. 3rd Edition., U.S. National Library of Medicine, 27 Nov. 2017, www.ncbi.nlm.nih.gov/books/NBK525302/.

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- b. **Response:** Implementation of plan.
- 4. **Deceleration:**
 - a. Rates of infection are decreasing in Wyoming.
 - b. **Response:** Chief Justice and State Court Administrator provide updates to the Wyoming Judicial Branch on the extent of infection throughout Wyoming.
- 5. **Resolution:**
 - a. Infection has ceased or only occurs sporadically.
 - b. **Response:** Chief Justice deactivates plan.

VI. General Planning Assumptions.

- A. The WDH has the power to prescribe rules and regulations for the management and control of communicable diseases.³
- B. The WDH shall order the county health officer to immediately investigate an infectious or contagious disease that is a menace to the public health, and report back to the state health officer.⁴
- C. The state health officer may direct the county health officer to declare a quarantine of a city, town or place or may impose a temporary quarantine until there is sufficient information to determine what actions, if any, are reasonably needed to protect the public.⁵
- D. Court operations may be detrimentally impacted by the pandemic for an indeterminable amount of time.

VII. Court Planning Assumptions.

- A. A significant increase in emergency matters and case filings generated due to issues associated with the quarantine and isolation of individuals by state and local public health officials may occur;
- B. A limited number of the judges, attorneys, parties, clerks of courts and deputy clerks of courts, sheriffs and deputy sheriffs, state and local public health officials, jurors, etc., necessary to perform the mission critical functions, may be available due to illness;
- C. Face-to-face contact between judges, attorneys, parties, clerks of courts and deputy clerks of courts, sheriffs and deputy sheriffs, state and local public health officials, jurors, etc., necessary to perform mission critical functions may be dramatically limited or unavailable; and
- D. Court facilities, court infrastructure, public utilities, residences, etc., will likely be physically undamaged; but although physically undamaged, facilities, infrastructure, utilities, and services may be impacted by a lack of adequate staffing due to isolation or quarantine of necessary staff.

VIII. Disease Containment Measures. The primary means available to slow the incidence of disease during a pandemic include nonpharmaceutical interventions. It is critical the courts are aware of intended public health measures during a pandemic. Many of these containment measures will have legal implications involving the court system:

- A. Isolation of those infected;
- B. Quarantine of those exposed;
- C. Restrictions in travel for persons ill or exposed;
- D. School and work closures; and

³ W.S. § 35-4-101; §§35-4-101 through 35-4-115 (See Appendix E: Communicable Diseases Statutes)

⁴ W.S. § 35-4-103

⁵ W.S. §§ 35-4-103, 35-4-112(c)

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- E. Cancellation of public gatherings.

IX. Prevention. The Center for Disease Control (CDC) recommends the following actions to help prevent the spread of respiratory diseases:⁶

- A. Avoid close contact with people who are sick;
- B. Avoid touching your eyes, nose, and mouth;
- C. **Stay at home when you are sick;**
- D. Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- E. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe;
 - 1. The Department of Administration and Information is responsible for daily cleaning of state facilities. Judges and chief clerks are encouraged to contact the county for county facility cleaning guidelines.
- F. Follow CDC's recommendations for using a facemask; and
- G. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - 1. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

X. Staff Education and Protection.

- A. The Wyoming Judicial Branch will provide employees and judges with information about the importance of hand hygiene, cough etiquette, and staying home when ill (information can be found at www.cdc.gov).
- B. The Wyoming Judicial Branch will provide access to soap and water, alcohol-based hand sanitizer, and disinfectant wipes for employees during a pandemic, so long as it is able to obtain them.
- C. The Wyoming Judicial Branch, in coordination with the WDH, will provide updates as appropriate.

XI. Major Responsibilities of External Agencies Affecting the Court Response.

A. Wyoming Department of Health

- 1. The State Court Administrator shall receive regular updates from the WDH State Health Officer and the WDH website (www.health.wyo.gov) on the pandemic situation.
- 2. The State Court Administrator shall participate in the WDH State Partner Information calls and obtain information pertaining to infection control measures to minimize the spread of the disease among staff and the general public.
- 3. Manage distribution of vaccines and/or antivirals if developed.

XII. Concept of Operation.

- A. **Command and Management.** The WDH in collaboration with the local county health departments will lead the response to a pandemic. The Wyoming Supreme Court, in coordination with the WDH Director or State Health Officer, will lead the Judicial Branch response.
- B. **Communication.** During a pandemic the Administrative Office of the Courts will coordinate with the WDH Director or State Health Officer for release of information to the users of the court system. A single coordinated release of information will be critical during a pandemic. The Administrative Office of the Courts may coordinate

⁶ <https://www.cdc.gov/>.

with the district and circuit court judges and clerks to disseminate information using the following mechanisms:

1. Modify voicemail messages on the status of the Judicial Branch and courts response.
2. Post signs at entrances to inform the public of any actions regarding court procedures.
3. Update the Judicial Branch Website.
4. Traditional contact mechanisms (email, phone, fax).
5. Update the Jury Management System to notify jurors of pertinent court information.

C. Continuity of Operations.

1. **Line of Succession.** The Wyoming Judicial Branch recognizes that some employees and family members will become ill during a pandemic and will be absent from work. A line of succession is critical to support the Branch's goals during a pandemic. The Supreme Court, Administrative Office of the Courts, District Court Conference, and Circuit Court Conference line of succession can be found in Appendix A.

2. **Mandatory Court Functions.** The following is a list of mandatory court functions. These court functions must continue even in the event of a severe pandemic.

a. Criminal:

- i. Initial appearances and arraignments on new charges, contempt, and bond revocation.

- I. Must be held within 72 hours pursuant to W.R.Cr.P. 5.
- II. May be held by video pursuant to W.R.Cr.P. 43.1(b)(1).

- ii. Preliminary hearings.

- I. Must be held within 10 days of initial appearance if defendant is in custody, within 20 days of initial appearance if the defendant is not in custody. W.R. Cr.P. 5(c).
- II. May be held by video with the consent of the defendant pursuant to W.R.Cr.P. 43.1(b)(2).

- iii. Probation revocation hearings.

- I. If the defendant is arrested pursuant to a probation revocation warrant, an initial hearing must be held without unnecessary delay. W.R.Cr.P. 39(a)(2).
- II. Hearings on the revocation must be held within 15 days of the initial appearance if the defendant is in custody or within 30 days of the initial appearance if the defendant is not in custody. W.R.Cr.P. 39(a)(1)(B)(i).
- III. In limited situations, video conferencing may be used for probation revocation hearings pursuant to W.R.Cr.P. 43.1(b)(5) and (6).

- iv. Speedy trial.

- I. Trials must be held within 180 days of arraignment unless continued under W.R. Cr. P. 48(b).

b. Involuntary Hospitalization (W.S. 25-10-109):

- i. Preliminary Hearing.

- I. If the proposed patient is taken into emergency detention, a preliminary hearing must be held within 72 hours.
- II. If the proposed patient was not taken into emergency detention, a preliminary hearing must be held within 72 hours of the petition being filed.

- ii. Trial.
 - I. If the proposed patient is placed or continues in detention after a preliminary hearing, trial must be held within ten days.
 - II. The proposed patient may waive the ten-day requirement.
 - c. **Juvenile Matters:**
 - i. Shelter Care/Detention Hearing.
 - I. If a child is placed in emergency temporary protective custody or arrested, a shelter care/detention hearing must be held within 48 hours.
 - II. Appearance may be by phone or video.
 - ii. Trial.
 - I. Trial on juvenile matters must be held within 60 days of the first appearance or within 90 days of the petition being filed.
 - II. Appearance may be by phone or video if due process is met.
 - d. **Protection Orders:**
 - i. Domestic Violence, Stalking, and Sexual Assault protection orders.
 - I. If an ex parte order is issued, a hearing must be held within 72 hours on the ex parte order.
 - II. If an ex parte order is not issued, a hearing must be held within 72 hours or as soon as reasonably possible.
 - e. **Other matters:**
 - i. Search warrants: Pursuant to W.R.Cr.P. 41(d)(4), search warrants may issue based on information communicated by telephone or other reliable electronic means.
 - ii. Notice of Appeal: Notices of Appeal must be filed within 30 days of the entry of the appealable order.
 - iii. Document filing: Other documents may have deadlines that require timely filing.
- 3. Non-Critical Court Functions.**
- a. All other court matters not listed in the mandatory court functions will be considered non-critical. Based on the severity of a pandemic and available court resources, all other matters will be addressed with alternate methods at the discretion of the judge.
- 4. Alternate Methods of Operations for Mandatory Court Functions:**
- a. Use of Information Technology to minimize contact. This includes use of videoconferencing capabilities and teleconferencing when appropriate. (See Appendix C for technology capabilities).
 - b. Require social distancing among staff and within court operations. Spread of a respiratory disease can occur between people who are in close contact with one another (within about 6 feet).⁷
 - c. Reduce face-to-face staff and court operations with the general public.
 - d. Eliminate non-critical court functions until such time that the pandemic wave has subsided.
- 5. Staffing Issues**

⁷ "Transmission of Coronavirus Disease 2019 (COVID-19)." *Centers for Disease Control and Prevention*, Centers for Disease Control and Prevention, 28 Feb. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

- a. The Wyoming Judicial Branch supports a sick leave policy that does not penalize sick employees, thereby encouraging employees who have disease-related symptoms (e.g., fever, cough, or shortness of breath) to stay home so that they do not infect other employees.
- b. The Wyoming Judicial Branch also recognizes that employees may need to stay home with ill family members to provide care. To the greatest extent possible, the Wyoming Judicial Branch will allow employees to stay home to take care of ill family members. However, critical staff may be asked to report to work during a pandemic in order to support the mission and goals of the court. This may include working in shifts or teleworking.
- c. When feasible, the web-based access to internal drives and paperwork may be employed by the Wyoming Judicial Branch in order to allow non-critical employees to work from home during a pandemic when possible. Allowing non-critical staff to work from home during pandemics accomplishes three things. First, staff can continue to work and receive pay. Secondly, it allows for staff to take care of ill family members and continue to work. Finally, it minimizes public gatherings so that staff have less opportunities to become infected themselves.
- d. Staffing Policy during a pandemic:
 - i. **Scenario 1: Employee is ill.** Staff member must stay home until healthy. The employee will use sick leave and then annual leave to cover the days not worked. If the employee does not have enough sick or annual leave available, he or she can use up to five days of leave prior to accrual (in other words, the employee can go "in-the-hole" up to five days). Further sick leave will be unpaid or handled per direction of the Chief Justice.
 - ii. **Scenario 2: Employee must stay home to care for ill immediate family member(s).** The employee will use sick leave and then annual leave to cover the days not worked. If the employee does not have enough sick or annual leave available, he or she can use up to five days of leave prior to accrual (in other words, the employee can go "in-the-hole" up to five days). Further sick leave will be unpaid or handled per direction of the Chief Justice. The employee may make arrangements with his or her supervisor to work from home, at the supervisor's discretion. These hours worked must be tracked and will be paid accordingly.
 - iii. **Scenario 3: Employee refuses to come to work for fear of being exposed.** The employee may make arrangements with his or her supervisor to work from home, at the supervisor's discretion. Hours worked must be tracked and will be paid accordingly. If an employee cannot work from home due to the nature of his or her position, he or she must use annual or comp leave for the days not worked. Sick leave can only be used on a case-by-case basis, in which the employee's own personal health situation will be considered.

Situations involving a pandemic can be unpredictable. Exceptions may be made to this policy on a case-by-case basis in order to accomplish the mission of the court system and to assure the safety of our employees.

- 6. **Jury management for mandatory court functions.** The Wyoming Judicial Branch recognizes that finding and getting jurors to report for jury duty may be difficult.

- a.** The courts will attempt to use jurors who are healthy and who do not have family who are ill.
- b.** The courts will provide all citizens summoned to jury duty with access to soap, water, and hand sanitizer to keep hands clean and tissues to cover coughing and sneezing.
- c.** The courts will minimize contact between jury members to the greatest extent possible.
- d.** If the courts become aware of a juror who has the respiratory disease associated with the current pandemic, the juror should be excused from jury duty. The Court shall notify the State Court Administrator. The State Court Administrator shall notify the WDH State Health Officer and inform the court of any action advised by the State Health Officer.
- e.** If an unexcused juror fails to appear for jury duty, the presiding judge may take such measure as he or she deems advisable under the circumstances.

XIII. Court System Level of Response

Level of Response Consult with WDH to determine the appropriate level of response.	Tasks
Alert Alert is the notification of critical systems and personnel of their pending activation.	<ul style="list-style-type: none">▪ Continue with normal court operations.▪ Receive updates regularly from the WDH and seek consultation as necessary.▪ Educate staff and jurors about the importance of cough etiquette, washing hands, and staying home when ill.▪ Review and update this plan.▪ Ensure stockpile of hand cleaning gels, antibacterial Kleenex, and disinfectant wipes.▪ Encourage review of policies and procedures for judicial assignments.▪ Encourage review of legal issues relating to isolation and quarantine.
Standby Standby is the initiation of decision-making processes for imminent activation, including mobilization of resources and personnel.	<ul style="list-style-type: none">▪ Educate staff and jurors about the importance of cough etiquette, washing hands, and staying home when ill.▪ Coordinate with the WDH to provide court staff and family members with the vaccine, if and when it becomes available and based on the WDH vaccine prioritization.▪ Coordinate with the WDH and local county health departments on isolation and quarantine issues.▪ Implement social distancing measures.
Activate Activate is the implementation of pandemic measures.	<ul style="list-style-type: none">▪ Judges and supervisors shall monitor staff for signs and symptoms of the virus or disease at all court levels and notify the HR director.▪ Judge and supervisors shall monitor court staff absenteeism rates and notify to the HR director.▪ Activate alternate methods of operations mechanisms.▪ Recommend suspending non-critical court functions.▪ Update the Judicial Branch website with pertinent information re: change in operations or status of the courts.▪ Activate alternate methods of operations.

XV. Plan Approval.

Michael K. Davis

Michael K. Davis,
Chief Justice

3-11-2020

Date

Lily Sharpe

Lily Sharpe,
State Court Administrator

3/11/2020

Date

Appendix A: Line of Succession

Supreme Court	Title	Contact Information
1. Michael K. Davis	Chief Justice, Wyoming Supreme Court	(307) 777-7421
2. Kate M. Fox	Justice, Wyoming Supreme Court	(307) 777-7573
3. Keith G. Kautz	Justice, Wyoming Supreme Court	(307) 777-7422
4. Lynne Boomgaarden	Justice, Wyoming Supreme Court	(307) 777-7571
5. Kari Gray	Justice, Wyoming Supreme Court	(307) 777-7557

Administrative Office of the Courts	Title	Contact Information
1. Lily Sharpe	State Court Administrator	(307) 777-7581
2. Ronda Munger	Deputy State Court Administrator	(307) 631-2344
3. Elisa Butler	General Counsel	(307) 777-7238
4. Claire Smith	Chief Fiscal Officer/Human Resources	(307) 777-7502
5. Julie Goyen	Chief Information Officer	(307) 777-8957

District Court Conference	Title	Contact Information
1. Thomas Campbell	President, District Court Judge	(307) 633-4291
2. Catherine Wilking	District Court Judge	(307) 235-9253
3. Tim Day	District Court Judge	(307) 733-1461

Circuit Court Conference	Title	Contact Information
1. Brian D. Christensen	President, Circuit Court Judge	(307) 235-9266
2. John Prokos	Circuit Court Judge	(307) 922-5220
3. Curt Haws	Circuit Court Judge	(307) 367-2556

Appendix B: Contact Information

WDH Contacts

Name	Title	Unit	Contact Information
Dr. Alexia Harrist	State Epidemiologist and State Health Officer	Infectious Disease Epidemiology Unit	(307) 777-7716 alexia.harrist1@wyo.gov
Clay Van Houten, M.S.	Infectious Disease Epidemiology Unit Manager	Infectious Disease Epidemiology Unit	(307) 777-5596 clay.vanhouten@wyo.gov
Dirk Dijkstal, J.D.	Health Readiness and Response Section Chief	Health Readiness and Response	(307) 777-5778 dirk.dijkstal1@wyo.gov

County Public Health Response Coordinators [Information may change based on the WDH incident action plan distributed upon activation of the Incident Management Team (IMT)].

Region and County	Name	Contact Information
Region 1		
Weston County	Melanie Wilmer	(307) 283-1142 melanie.wilmer@wyo.gov
Crook County	Melanie Wilmer	(307) 283-1142 melanie.wilmer@wyo.gov
Campbell County	Randy Bury	(307) 682-7275 randy.bury@wyo.gov
Sheridan County	Robin King	(307) 672-5169 robin.king@wyo.gov
Johnson County	Robin King	(307) 684-2564 robin.king@wyo.gov
Region 2		
Natrona County	Joel Rice	(307) 235-9340 joel.rice@wyo.gov
Converse County	Johnna Shepherd	(307) 358-2536 johnna.shepherd1@wyo.gov
Niobrara County	Heather Saul	(307) 532-4069 heather.saul@wyo.gov
Region 3		
Albany County	Bill Peska	(307) 721-2561 bill.peska@wyo.gov
Carbon County	Emily Kaluzny	(307) 328-2607 emily.kaluzny@wyo.gov
Region 4		
Sweetwater County	Karla Roich	(307) 922-5390 karla.roich@wyo.gov
Uinta County	Susan Dasher	(307) 789-9203 susan.dasher@wyo.gov
Lincoln County	Justin Day	(307) 877-3780 justin.day@wyo.gov
Region 5		
Fremont County	Traci Foutz	(307) 332-1073 traci.foutz@wyo.gov
Sublette County	Steven Kipp	(307) 637-2157 steven.kipp@wyo.gov
Eastern Shoshone	Clinton Glick	(307) 335-2062 clinton.glick@wyo.gov
Northern Arapaho	Kathryn Osborne	(307) 332-6836 kathy.osborne@wyo.gov
Region 6		
Washakie County	Kami Neighbors	(307) 347-3278 ema.ohs@washakiecounty.net
Hot Springs County	Mary Gordon	(307) 864-3311 mary.gordon@wyo.gov
Big Horn County	Chad Lindsay	(307) 765-2391 chad.lindsay@wyo.gov
Park County	Kimball Croft	(307) 527-8570 kimball.croft@wyo.gov
Region 7		
Laramie County	Kathy Emmons	(307) 633-4000 kemmons@laramiecounty.com
Goshen County	Heather Saul	(307) 532-4069 heather.saul@wyo.gov
Platte County	Dutch Alexander	(307) 322-2540 dutch.alexander@wyo.gov
Region 8		
Teton County	Rachael Wheeler	(307) 733-6401 rachael.wheeler@wyo.gov

Appendix C: Technology Capabilities

Remote Access (Telework)

Per the Hardware and Software Standard, the following users have laptops:

- Supreme Court Justices
- District Court Judges
- Circuit Court Judges
- Judicial Assistants
- Circuit Court Chief Clerks
- Staff Attorneys/Law Clerks

Any user with a Judicial Branch issued laptop, has the ability to access the Judicial Branch's network via the Judicial Branch's Virtual Private Network (VPN). By utilizing the Judicial Branch's VPN, a user will have the same level of access as if the user were at work.

To request access the Judicial Branch's VPN, a user must have returned a completed VPN Access form to the Court Technology Office (CTO). A VPN Remote Access Application Form and Network Access Policy is attached.

Video Conferencing

The Wyoming Judicial Branch uses Microsoft Teams for video conferencing.

A Teams meeting needs to be created by an employee of the Wyoming Judicial Branch. A Teams meeting can be attended by an employee of the Wyoming Judicial Branch through several methods:

- Surface Hub (List of available Surface Hubs below)
- From a Judicial Branch issued laptop
- A Teams meeting can, in theory, be joined from almost any internet connected device with a camera and microphone (i.e. iphone, ipad, android phone, Chromebase, or personal computer).

Prisons or jails can attend a Teams meeting if they have Microsoft Teams in their environment, or as a guest. They would need an internet connected device with a camera and microphone (i.e. iphone, ipad, android phone, Chromebase, or personal computer) to appear by video. If this environment is not available, the Teams meeting may be joined telephonically by using the provided phone number and conference id.

The following locations, in alphabetical order have a Microsoft Surface Hub (CC denotes circuit court and DC denotes district court):

- | | |
|--|--|
| • Afton (CC01) | • Laramie (CC01) & (DC01) |
| • Buffalo (CC01) & (DC01) | • Lusk (DC01) |
| • Casper (CC01) & (DC01) | • Newcastle (Conference) & (Courtroom) |
| • Cheyenne (CC01; CC02; CC03) & (DC03; DC04) | • Rawlins (CC01) & (DC01) |
| • Douglas (DC01) | • Rock Springs (CC01) |
| • Evanston (CC01) & (DC01) | • Sheridan (CC01) & (DC01) |
| • Gillette (CC01; CC02; CC03) & (DC01; DC02) | • Sundance (01) |
| • Green River (DC01; DC02) | • Thermopolis (CC01) |
| • Herschler (01; 02) | • Torrington (CC01) & (DC01) |
| • Jackson (CC01) & (DC01) | • Wheatland (DC01) |
| • Kemmerer (CC01) & (DC01) | • Worland (CC01) |
| | • WSC (Admin) |

Appendix C.1: VPN Remote Access Application Form



Wyoming Judicial Branch Administrative Office of the Courts

Virtual Private Network (VPN)/Remote Access Application – CT-3.1 (v2)

User Name: _____ Court/Agency: _____

Business Justification:

I have read and understand the Network Access Policy (CT-3(v2)) and agree to comply with the policy.

User Signature: _____ Date: _____

I approve this VPN/Remote Access Request. I will immediately notify the Court Technology Office when there is a change in employment status of the above user or when VPN/Remote Access is no longer needed.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Court Technology Use Only

Date Added: _____

CTO Staff Signature: _____ Date: _____

Date Removed: _____

CTO Staff Signature: _____ Date: _____

Appendix C.2: Network Access Policy



Wyoming Judicial Branch Administrative Office of the Courts

Network Access Policy – CT-3 (v2)

Policy Approver(s)	Information Technology Resources Steering Committee
Storage Location	WSC (\\courts.state.wy.us\dfsroot\Shares) (F:)\Court Administration Policies and Protocol\Court Technology
Effective Date	9/23/19
Next Review Date	8/23/20

SECTION 1 GENERAL POLICY PROVISIONS

I. PURPOSE

This policy establishes the requirements for Logical and Physical Access to the Wyoming Judicial Branch Integrated Statewide Technology Network and Systems (the “IT Resources”).

II. DEFINITIONS

A. As used in this policy:

1. “Chief Clerk of Court” means the Elected District Court Clerk or the Chief Circuit Court Clerk.
2. “Connect Portal” means the web based Remote Access VPN.
3. “CTO” means the Court Technology Office.
4. “Human Resources” means personnel responsible for verification of employment or contract status.
5. “Logical Access” means electronic access to IT Resources.
6. “Multi-factor Authentication” means confirming a User’s identity based on successful presentation of two or more pieces of identifying information.

7. "Physical Access" means physical access to network equipment.
8. "Remote Access" means Logical Access to IT Resources from a location outside of the Judicial Branch's Wide Area Network.
9. "User" means a person with Logical Access.
10. "VPN" means Virtual Private Network.
11. "Wyoming Judicial Branch Integrated Statewide Technology Network and Systems or IT Resources" means all communication and resource-sharing computing devices, network infrastructure, software, applications and systems linked together to facilitate electronic communication throughout the State of Wyoming Judicial Branch. Wyo. Stat. § 5-3-102(b).
 - a. "Wyoming Judicial Branch Integrated Statewide Technology Network and Systems or IT Resources" does not include telephones or communication by telephone.

III. APPLICATION

This policy applies to all Users of IT Resources.

SECTION 2 LOGICAL ACCESS TO NETWORK

I. PERMITTED USERS

- A. The following persons may be approved to have Logical Access:
 1. Employees of the Judicial Branch;
 2. Employees of a district court clerk's office;
 3. Vendors or contractors; and
 4. Other persons who provide services to the Judicial Branch and are required to access IT Resources to provide the services.

II. LEVEL OF ACCESS PERMITTED

- A. Access shall be limited to the applications and systems:
 1. Necessary to fulfill the User's job duties;
 2. Necessary to complete the User's contractual duties; or
 3. Necessary to provide services to the Judicial Branch.

III. LOGICAL ACCESS APPROVAL PROCESS

- A. Human Resources may approve Logical Access upon receipt of the information set forth below. Requests for approval shall be submitted electronically to Human Resources in a format designated by the CTO.
 1. Employees of the Judicial Branch:

- a. Written request from a Justice, Judge, Judicial Assistant, Chief Clerk of Court or a Division Head. The request shall include:
 - i. Name of the employee.
- 2. Vendors and contractors:
 - a. Written request from a Justice, Judge, Judicial Assistant, Chief Clerk of Court or a Division Head. The request shall include:
 - i. Name of the vendor;
 - ii. Copy of the contract, quote or similar engagement documentation;
 - iii. Executed confidentiality and nondisclosure agreement; and
 - iv. The date of termination of access if known.
- 3. Other Users:
 - a. Written request from a Justice, Judge, Judicial Assistant, Chief Clerk of Court or Division Head. The request shall include:
 - i. Name of the requested User;
 - ii. The business reason for access;
 - iii. Copy of the contract, quote or similar engagement documentation;
 - iv. Executed confidentiality and nondisclosure agreement; and
 - v. The date of termination of access if known.
- 4. Employees of a district court clerk's office:
 - a. Written request from the Chief Clerk of Court. The request shall include:
 - i. Name of the requested User.

IV. REMOTE ACCESS APPROVAL PROCESS

- A. The CTO may approve Remote Access upon receipt of the information set forth below. Requests for approval shall be submitted electronically in a format designated by the CTO.
 - 1. Justices, Judges, Employees within a Chambers and Court Administration Employees:
 - a. Written request from a Justice, Judge, Judicial Assistant, or a Division Head. The request shall include:
 - i. Name of the employee;
 - ii. The business reason for access; and
 - iii. The type of access necessary.

2. Vendors and contractors:

- a. Written request from a Justice, Judge, Judicial Assistant or a Division Head. The request shall include:
 - i. Name of the vendor;
 - ii. Copy of the contract, quote or similar engagement documentation;
 - iii. Executed confidentiality and nondisclosure agreement;
 - iv. The type of access necessary; and
 - v. The date of termination of access.

3. Other Users:

- a. Written request from a Justice, Judge, Judicial Assistant, or Division Head. The request shall include:
 - i. Name of the requested User;
 - ii. The business reason for access;
 - iii. Copy of the contract, quote or similar engagement documentation;
 - iv. Executed confidentiality and nondisclosure agreement;
 - v. The type of access necessary; and
 - vi. The date of termination of access.

V. TERMINATION OF LOGICAL AND REMOTE ACCESS

The Justice, Judge, Judicial Assistant, Chief Clerk of Court, Division Head and Human Resource Office shall immediately notify Human Resources of the termination of a User's need for Logical Access or Remote Access.

VI. REVIEW OF ACCESS PERMISSIONS

On or before October 1st of each year, the Human Resources shall provide each Justice, Judge, Judicial Assistant, Chief Clerk of Court and a Division Head a directory of all Users in their respective offices. The list shall be reviewed for correctness and returned to the Human Resources no later than November 1st of each year.

VII. Human Resources Review

- A. Human Resources shall:
 - 1. Review and approve requests for Logical Access.
 - 2. Notify CTO when Users are newly employed, transferred, or terminated from employment to allow the CTO to make necessary changes to network access rights.

VIII. COURT TECHNOLOGY OFFICE REVIEW

- A. The CTO shall:

1. Review and approve requests for Remote Access;
2. Assign and maintain UserID accounts for all persons with Logical Access or Remote Access; and
3. Terminate Logical Access or Remote Access upon notification from the Human Resources Division of a User's termination from service or need for change in access.

IX. LOGICAL ACCESS SECURITY RULES

- A. Except as provided in this section, Logical Access shall only be permitted from a device issued by the CTO.
- B. Logical Access to Office 365 and court email shall be permitted on a cell phone or iPad owned by the User subject to the following conditions:
 1. Users shall inform the CTO within one (1) calendar day if a device is lost or stolen; and
 2. Users agree that the CTO may wipe all data from the device if the device is lost or stolen.

X. REMOTE ACCESS SECURITY RULES

- A. The manner in which a User shall obtain Remote Access is based on the role of the User.
 1. Justices, Judges, Chamber Staff and Court Administration employees shall only be permitted Remote Access using a CTO issued computer and CTO designated VPN.
 2. Court Reporters
 - a. Court Reporters shall only be permitted Remote Access through the CTO designated Connect Portal.
 3. District Court Clerk's Office
 - a. Employees of a district court clerk's office shall only be permitted Remote Access through the CTO designated Connect Portal.
 4. Vendors, contractors, and other Users
 - a. Vendors, contractors, or other Users shall only be permitted Remote Access through either a CTO designated Connect Portal or designated VPN. The preferred method of Remote Access is the designated Connect Portal.
- B. Computer equipment and devices that remotely access IT Resources shall meet the VPN Appliance rules set by the CTO, including but not limited to:
 1. Continuously operate an antivirus software as set forth in the Firewall and Anti-Virus Content Filtering Policy CT-15;
 2. Require access sessions to time out after no more than fifteen (15) minutes of inactivity and terminate after four (4) hours of connection; and
 3. Require Multi-factor Authentication.
- C. Remote Access Restrictions:

1. Users shall not modify the remote access connection; and
2. Users shall not share Remote Access credentials with anyone.

D. Users with Remote Access shall agree:

1. To immediately notify the User's supervisor and the CTO if:
 - a. A computer or device with Remote Access is damaged, lost or stolen; or
 - b. An incident or suspected incident or unauthorized disclosure of data, applications or systems occurs.
2. Usage may be monitored and recorded by the CTO.
3. Improper use of Remote Access may result in termination of the access and shall be reported to the User's supervisor for possible disciplinary action.

SECTION 3 PHYSICAL ACCESS TO NETWORK EQUIPMENT OUTSIDE OF THE SUPREME COURT BUILDING

I. REMOTE SITES

A. Access to Remote Sites

1. Where possible, servers shall be located in a secure room. When a secure room is not available, a server shall be located in a secured locker.
 - a. Server locker keys shall be secured and maintained by the CTO and the Chief Circuit Court Clerk or District Court Judicial Assistant at each location.

SECTION 4 ROLES AND RESPONSIBILITIES

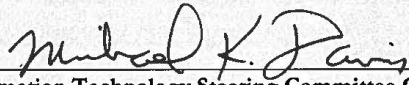
Role	Responsibility
Information Technology Resources Steering Committee	Overseeing management of policy by the State Court Administrator, Chief Information Officer and IT Infrastructure and Operations Manager; Overseeing compliance with policy by Justices and Judges
State Court Administrator, Chief Information Officer and IT	Managing implementation of policy

Infrastructure and Operations Manager	
Justices, Judges, Division Heads, and District and Circuit Court Clerks	Ensuring employees comply with policy
State Court Administrator	Managing implementation of policy by Division Heads
Division Heads	Managing implementation of policy by staff
Users	Maintaining personal accountability for compliance with policy

RELATED POLICIES, PROCEDURES, GUIDELINES, AND CONTROLS

Document	Name	Control Mapping	Comment
CT-2	Network Policy		
CT-15	Firewall and Anti-Virus Content Filtering Policy		
NIST CSF	National Institute of Standards Technology	NIST CSF DE.CM-6, ID.AM-4, PR.AC-2, PR.AC-3, , PR.IP-11, PR.MA-2.	
PCI-DSS v3.2	Payment Card Industry	PCI , 8.1.2, 8.1.3, 8.1.5, 9.1.	

Approved By:

 Information Technology Steering Committee Chair, Chief Justice Michael K. Davis	<u>9/23/2019</u> Date
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History

Version ID	Date of Change	Reason
v1	9/23/2019	Necessary Updates and Clarification

Appendix D: Staff Educational Resources

How COVID-19 Spreads

Current understanding about how the virus that causes coronavirus disease 2019 (COVID-19) spreads is largely based on what is known about similar coronaviruses. COVID-19 is a new disease and there is more to learn about how it spreads, the severity of illness it causes, and to what extent it may spread in the United States.

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

How easily does the virus spread?

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Symptoms

Reported illnesses have ranged from **mild symptoms to severe illness** and death for confirmed coronavirus disease 2019 (COVID-19) cases.

Symptoms may appear **2-14 days after exposure***:

- Fever
- Wyoming Judicial Branch: Respiratory Disease Pandemic Plan
Version 1

- Cough
- Shortness of breath

Prevention & Treatment

Prevention

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see [CDC's Handwashing](#) website

For information specific to healthcare, see [CDC's Hand Hygiene in Healthcare Settings](#)

These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

Treatment

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

Appendix E: Communicable Diseases Statutes

§ 35-4-101. Department of health to prescribe rules and regulations; penalty for violation; resisting or interfering with enforcement.

The state department of health shall have the power to prescribe rules and regulations for the management and control of communicable diseases. Any persons violating or refusing to obey such rules and regulations or resisting or interfering with any officer or agent of the state department of health while in the performance of his duties shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punished by the imposition of such penalty as may be provided by law. Or in the discretion of the court said person may be punished by a fine of not more than one hundred dollars (\$100.00) or imprisonment not exceeding thirty (30) days, or both such fine and imprisonment.

§ 35-4-102. Liability of county for medical services; indigent patients.

The respective counties of the state shall not be liable for the payment of any claim for service rendered by any physician in the treatment of contagious diseases, unless such treatment shall be for the care of indigent persons who are a public charge.

§ 35-4-103. Investigation of diseases; quarantine; regulation of travel; employment of police officers to enforce quarantine; report of county health officer; supplies and expenses.

The department of health shall, immediately after the receipt of information that there is any smallpox, cholera, scarlet fever, diphtheria or other infectious or contagious disease, which is a menace to the public health, in any portion of this state, order the county health officer to immediately investigate the case and report to the state health officer the results of the investigation. The state health officer shall, subject to [W.S. 35-4-112](#) and if in his judgment the occasion requires, direct the county health officer to declare the infected place to be in quarantine. The county health officer shall place any restrictions upon ingress and egress at this location as in his judgment or in the judgment of the state health officer are necessary to prevent the spread of the disease from the infected locality. The county health officer shall upon declaring any city, town or other place to be in quarantine, control the population of the city, town or other place as in his judgment best protects the people and at the same time prevents the spread of the disease. If necessary for the protection of the public health and subject to [W.S. 35-4-112](#), the state health officer shall establish and maintain a state quarantine and shall enforce practical regulations regarding railroads or other lines of travel into and out of the state of Wyoming as necessary for the protection of the public health. The expenses incurred in maintaining the state quarantine shall be paid out of the funds of the state treasury appropriated for this purpose and in the manner in which other expenses of the department are audited and paid. The county health officer or the department may employ a sufficient number of police officers who shall be under the control of the county health officer, to enforce and carry out any quarantine regulations the department may prescribe. The regulations shall be made public in the most practicable manner in the several counties, cities, towns or other places where the quarantine is established. If the quarantine is established by the county health officer, he shall immediately report his actions to the state health officer. The county health officer shall furnish all supplies and other resources necessary for maintaining the quarantine. Upon certificate of the county health officer approved by the director of the state department of health, the county commissioners of any county where a quarantine has been established shall issue warrants to the proper parties for the payment of all expenses, together with the

expense of employing sufficient police force, to maintain and enforce the quarantine. For purposes of this act, "state health officer" means as defined in [W.S. 9-2-103\(e\)](#).

§ 35-4-104. Quarantine regulations generally; modification or abrogation.

In case of the existence of smallpox, cholera, typhoid fever, scarlet fever, diphtheria, or any infectious or contagious disease, including venereal diseases, that is a menace to public health, or of any epidemic of any such disease, the state health officer may, if he deems proper, proceed to the locality where such disease exists, and make such investigation as is necessary to ascertain the cause therefor, and in case of quarantine established by the county health officer, the state health officer shall have power after close personal inspection, to modify or abrogate any or all quarantine regulations after the same have been established.

§ 35-4-105. Escape from quarantine deemed crime; punishment.

Any person or persons confined in any quarantine established in this state under the provisions of this act who shall escape therefrom or attempt to escape therefrom, without having been dismissed upon the certificate or authority of the county health officer may be charged with a crime and shall be quarantined for tuberculosis or other emergent disease or condition that might pose comparable risk for transmission in the absence of strict quarantine, and confined to a site designated by the state health officer and the director of the department of health until such disease is cured or becomes inactive or noninfectious. Upon conviction of a violation of this section, a person may be punished by a fine of not more than five hundred dollars (\$500.00) or imprisonment for not more than one (1) year.

§ 35-4-106. Vaccination for smallpox; penalty for refusal.

The state department of health may adopt such measures for the general vaccination of the inhabitants of any city, town or county in the state, as they shall deem proper and necessary to prevent the introduction or arrest the progress of smallpox; and every person who shall refuse to be vaccinated, or prevent any person under his care and control from being vaccinated, or who shall fail to present himself or herself to the county health officer or a practicing physician acting under the direction of the department or county health officer, for the purpose of being vaccinated, if such physician believes vaccination necessary, shall upon conviction be fined not more than one hundred dollars (\$100.00) or less than ten dollars (\$10.00) or imprisoned in the county jail not more than thirty (30) days.

§ 35-4-107. Report required of physician; record of each case to be kept; duty of individuals to report diseases.

(a) Pursuant to department of health rules and regulations, the state health officer or his designee shall publish a list of communicable diseases or conditions to be reported by licensed physicians and laboratories in the state. It shall be the duty of every practicing or licensed physician or other health care provider as provided by department rules and regulations in the state of Wyoming to report immediately to the state health officer or his designee in the manner established by department rule and regulation through published reporting procedures provided to each licensed physician or laboratory. The state health officer or his designee shall collect and provide information which may include the name of the person suffering from disease only to the county health officer or health representatives where disease control efforts are required. For purposes of this section, "health representatives" means those health care workers assigned by federal, state or local health authorities to assist with disease control and

investigation efforts under the direct supervision of the state health officer or his designee and local county health officer. Any person knowing of a case of a serious contagious or infectious disease, not under the care of a physician, may report the same to the state health officer or his designee or the health officer of the county in which the disease exists.

(b) Pursuant to department of health rules and regulations, there may be a review of medical records by the state health officer, his designee or their designated health care representatives who shall be under the direct supervision of the state health officer or his designee to confirm diagnosis, investigate causes or identify other cases of disease conditions in a region, community or workplace in the state to determine if proper measures have been taken to protect public health and safety. Notwithstanding other provisions of state law, the review of records may occur without patient consent, but shall be kept confidential and shall be restricted to information necessary for the control, investigation and prevention of disease conditions dangerous to the public health. Any person who receives medical information under this subsection shall not disclose that information for any other purpose other than for purposes of the investigation and disease control efforts. Any violation of this subsection is a misdemeanor punishable by imprisonment for not more than six (6) months, a fine of not more than one thousand dollars (\$1,000.00), or both.

§ 35-4-108. Penalty for failure to report or for false report.

Any practicing, licensed physician or other person required to report who fails to report to the state health officer or his designee any case of disease in the manner provided in [W.S. 35-4-107](#), or who willfully makes any false report regarding any case, shall be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000.00), or imprisonment in the county jail not more than six (6) months, or both.

§ 35-4-109. Spreading contagious disease; prohibited.

Any person who shall knowingly have or use about his premises, or who shall convey or cause to be conveyed into any neighborhood, any clothing, bedding or other substance used by, or in taking care of, any person afflicted with the smallpox or other infectious or contagious disease, or infected thereby, or shall do any other act with intent to, or necessarily tending to the spread of such disease, into any neighborhood or locality, shall be deemed guilty of a misdemeanor, and upon conviction thereof before any court of competent jurisdiction shall be fined in any sum not more than five hundred dollars (\$500.00), or imprisoned in the county jail not exceeding six (6) months, or by both fine and imprisonment; and the court trying any such offender may also include in any judgment rendered, an order to the effect that the clothing or other property infected be burned or otherwise destroyed, and shall have power to carry such order into effect.

§ 35-4-110. Spreading contagious disease; liability for damages in civil action.

Any person guilty of violating the provisions of [W.S. 35-4-109](#), in addition to the penalties therein prescribed, shall be liable in a civil action in damages to any and all persons, who may, from that cause, become infected with such contagious disease; said damages shall be so assessed as to include, in addition to other damages, all expenses incurred by reason of such sickness, loss of time and burial expenses; and such action may also be maintained by the representative of any deceased person.

§ 35-4-111. Reporting of Reye's Syndrome.

Every hospital or local health officer shall immediately report every diagnosed case of Reye's Syndrome to the state health officer of the department of health.

§ 35-4-112. Right of appeal of quarantine.

(a) Any person who has been quarantined pursuant to this act may appeal to the district court at any time for release from the quarantine. The court may hold a hearing on the appeal after notice is provided to the state health officer at least seventy-two (72) hours prior to the hearing. After the hearing, if the court finds that the quarantine is not reasonably necessary to protect the public health, it shall order the person released from quarantine. The burden of proof for the need for the quarantine shall be on the state health officer, except that in the case of bona fide scientific or medical uncertainty the court shall give deference to the professional judgment of the state health officer unless the person quarantined proves by a preponderance of the evidence that the quarantine is not reasonably necessary to protect the public health.

(b) Any person quarantined shall have the right to communicate by telephone or any other available electronic means, but the state health officer may, in order to protect the public health, deny the quarantined person's right to meet in person with any person not subject to the quarantine, except that a parent or legal guardian may upon request be quarantined with the minor patient.

(c) In the event of a public health emergency of unknown effect, the state health officer may impose a temporary quarantine until there is sufficient information to determine what actions, if any, are reasonably needed to protect the public health.

§ 35-4-113. Treatment when consent is not available; quarantine.

(a) Except as provided by subsection (b) of this section, [W.S. 14-4-116](#) and [21-4-309](#), the state health officer shall not subject any person to any vaccination or medical treatment without the consent of the person.

(b) During a public health emergency, the state health officer may subject a person to vaccination or medical treatment without consent in the following circumstances:

(i) If the parent, legal guardian or other adult person authorized to consent to medical treatment of a minor child cannot be located and consulted and the vaccination of or medical treatment for the minor child is reasonably needed to protect the public health or protect the minor child from disease, death, disability or suffering;

(ii) If the person authorized to consent on behalf of an incompetent person cannot be located and consulted and the vaccination of or medical treatment for the incompetent person is reasonably needed to protect the public health or protect the incompetent person from disease, death, disability or suffering.

(c) If a person withholds or refuses consent for himself, a minor or other incompetent when the vaccination or medical treatment is reasonably needed to protect the health of others from a disease carrying the risk of death or disability, then the person for whom the vaccination or medical treatment is refused may be quarantined by the state health officer.

§ 35-4-114. Immunity from liability.

(a) During a public health emergency as defined by [W.S. 35-4-115\(a\)\(i\)](#), any health care provider or other person who in good faith follows the instructions of the state health officer in responding to the public health emergency is immune from any liability arising from complying with those instructions. This immunity shall apply to health care providers who are retired, who

have an inactive license or who are licensed in another state without a valid Wyoming license and while performing as a volunteer during a declared public health emergency as defined by [W.S. 35-4-115\(a\)\(i\)](#). This immunity shall not apply to acts or omissions constituting gross negligence or willful or wanton misconduct.

(b) The licensing boards for any health care provider holding a permit or license as a health care provider regulated under title 33 of the Wyoming statutes shall provide by rule and regulations for the temporary licensure of health care providers during a public health emergency as declared by the governor pursuant to [W.S. 35-4-115\(a\)\(i\)](#). If necessary during a declared public health emergency, the state health officer may issue temporary practice licenses to health care providers who are retired, who have an inactive license or who are licensed in another state without a valid Wyoming license pending action on an application for issuance of a temporary license by the appropriate licensing board pursuant to this subsection.

(c) All temporary health care provider licenses issued by the state health officer under subsection (b) of this section shall terminate automatically upon declaration by the governor, pursuant to [W.S. 35-4-115\(a\)\(i\)](#), that the public health emergency has ended.

§ 35-4-115. Definitions.

(a) As used in this article:

(i) "Public health emergency" means an occurrence or imminent threat of an illness or health condition caused by an epidemic or pandemic disease, a novel and highly fatal infectious agent or a biological toxin that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. The governor shall declare when a public health emergency exists or has ended;

(ii) "Quarantine" means:

(A) The physical separation and confinement of an individual or group of individuals that has been, or may have been, exposed to, or is reasonably believed to be infected with, a contagious or possibly contagious disease, from nonquarantined individuals, to prevent or limit the transmission of the disease to nonquarantined individuals;

(B) The isolation of a geographic area where individuals are located who have been or are reasonably believed to have been exposed to or infected by a contagious or possibly contagious disease; or

(C) The physical separation and confinement of an individual or group of individuals or the isolation of a geographic area where a public health emergency of unknown effect has occurred or is reasonably believed to have occurred.