

# Covid-19 Operating Plan

Judicial District: Sixth Judicial District

Courthouse: Campbell County Courthouse

Address: 500 S. Gillette Ave., Gillette, Wyoming 82716

Judges: Judges Perry, Deegan, Rumpke, Bartlett, Castano, and Phillips

*List every judge who regularly conducts business in this courthouse*

Proposed Start Date of Select In-Person Proceedings: June 1, 2020

*This does not include jury trials. Jury Trials shall not be held until a Covid-19 Jury Trial Operating Plan is submitted to the Wyoming Supreme Court. The Wyoming Supreme Court will issue further guidance on jury trial proceedings at a later date.*

Please identify measures your courthouse is implementing in each of the following categories:  
(Please refer to the Covid-19 Reopening Guidelines for guidance)

Scheduling

*(All judges conducting business in the courthouse should coordinate their schedules to minimize the number of people appearing for proceedings at one time. Examples include regular virtual meetings among judges to discuss schedules, calendar sharing, coordination between judicial assistants, etc.)*

All judges will continue to schedule and conduct as many court hearings via video or teleconference as permitted by applicable law and court rules.

The court will provide notice that any vulnerable population members may request to appear via video or teleconference, as permitted by law, upon request.

Due to the physical layout of the Campbell County Courthouse, the District and Circuit Judges do not need to coordinate schedules until jury trials begin.

# Covid-19 Operating Plan

## □ Social Distancing

### ○ Among Court Staff

*(e.g. Staggered work shifts, plexiglass at clerk's window, seating arranged 6' apart, etc.)*

Staff will continue to social distance (minimum of six feet).

District Court has installed a plexiglass screen, but the office will remain closed to the public at this time.

Circuit Court already has protective glass at the Clerk's counter.

### ○ Among Public

*(e.g. Remote check-ins and scheduled arrival times, floor markers and signage indicating 6' of distance, one-way traffic flow markers, seating arranged 6' apart, etc.)*

Each court will post notices on courtroom doors that will instruct that anyone entering the courtroom:

Must maintain social distance (six feet)

Must sanitize hands before entering courtroom

Are encouraged to wear face coverings, available at the Clerk's office

Benches in each courtroom will be marked with places to sit that are six feet apart from the next nearest spot.

Chairs have been separated in all hallways to maintain proper social distance. District Court will post notices reminding people to maintain social distance in the hallways. Circuit court has signage in the hall marking six foot distances for people waiting in line.

District Court will limit public access consistent with social distancing as allowed by each courtroom. Circuit Court will exclude the public from all hearings.

Attorneys will be encouraged to maintain proper social distance and wear face coverings at counsel's table.

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## Hygiene

*(e.g. hand sanitizer and Kleenex dispersed throughout courthouse, handwashing flyers posted near all faucets, hand soap readily available near all faucets, sneezing and coughing etiquette flyers posted throughout courthouse)*

Each District courtroom will have a hand sanitizer dispenser at the entrance. There will be a notice on the courtroom door directing persons that they must sanitize their hands before entering the courtroom.

Circuit Court will have a hand sanitizer at its last station before entering court check-in

All courtrooms will have hand sanitizer at counsel's table.

Each courtroom will be cleaned once during the day following the morning session of court and will be cleaned at night after court has concluded.

## Screening

*(e.g. Flyers posted outside courthouse directing individuals with Covid-19 symptoms not to enter, temperature checks of all individuals entering courthouse)*

Each court will post notices that persons experiencing flu-like symptoms, have a fever, or are coughing or sneezing, may not enter the courtroom and provide directions to make alternate arrangements to appear via video or teleconference as allowed by law.

## Vulnerable Populations

*(e.g. allow remote appearances by attorneys and litigants who fall into at-risk categories whenever possible, if at-risk individuals must attend in-person proceedings the court should make every effort to schedule such appearances at times when there are few other individuals in the courthouse)*

Each court will post notices that members of vulnerable populations should not enter the courtroom and provide directions to make alternate arrangements to appear via video or teleconference as allowed by law.

## Face Coverings

*(e.g. supplying court staff with face coverings, requiring face coverings in all public areas of the courthouse)*

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Each court will post notices that persons entering the courtroom are encouraged to wear face coverings and that free masks are available at the Clerk of Court's office.

*(e.g. creating a schedule of regular cleanings of courtrooms, bathrooms, and other public areas; send court staff regular reminders to sanitize commonly touched surfaces such as keyboards, phones, and door handles)*

Other (if applicable):

*(consider and address other circumstances unique to your courthouse and community if necessary)*

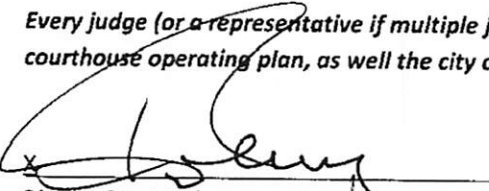
Copies of all notices referenced herein are attached and incorporated into the Courts' plan.

The District Court Judges will retain a list of all persons appearing in the courtroom for use in contact tracing in the event that becomes necessary.

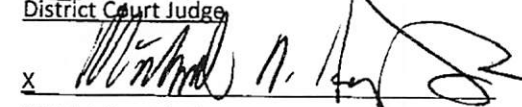
# Covid-19 Operating Plan

## Signatures:

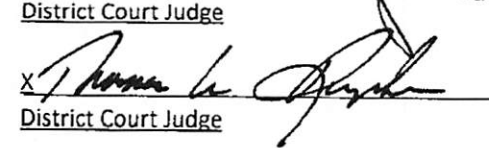
Every judge (or a representative if multiple judges) regularly conducting business in the courthouse must approve and sign the courthouse operating plan, as well the city or county health official.

X   
District Court Judge

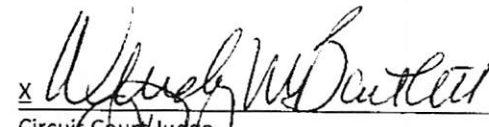
5-21-2020  
Date

X   
District Court Judge

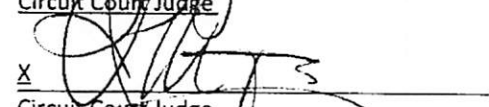
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Date

X   
District Court Judge

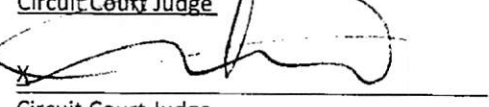
5-21-2020  
Date

X   
Circuit Court Judge

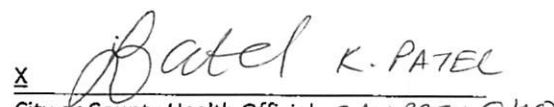
5/19/20  
Date

X   
Circuit Court Judge

5/19/20  
Date

X   
Circuit Court Judge

5.21.2020  
Date

X   
City or County Health Official CAMPBELL CHD.

5.27.2020  
Date