

Covid-19 Operating Plan

Plan

Judicial District: SECOND JUDICIAL

Courthouse: ALBANYCOUNTY

Address: 525 GRAND AVENUE, ROOM 400
LARAMIE, WYOMING 82070

Judges: HONORABLE ROBERT A. CASTOR

CIRCUIT COURT

Proposed Start Date of Select In-Person Proceedings: March 16, 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.)

- The Circuit Courts shall continue to schedule and conduct as many court hearings via video or teleconference as permitted by applicable law and court rules and at the Circuit Court Judge's discretion.
- All attorneys may choose to appear for scheduling conferences either in person or by telephone.
- The Circuit Courts shall provide notice that any vulnerable population members may request to appear by teleconference, as permitted by law, upon request.
- Due to the physical layout of the Albany County Courthouse, the District and Circuit Judges do not need to coordinate schedules.

Social Distancing o

Among Court Staff

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

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- Court Staff shall continue to social distance (minimum of six feet), with those individuals attending court and the public within the Albany County Courthouse
- The Clerk of the Circuit Court has a plexiglass window at each of the counters.
- Among Public
(e.g. Remote check-ins and scheduled arrival times, floor markers and signage indicating 6' of distance, oneway traffic flow markers, seating arranged 6' apart, etc.)

Notices will be posted on the District and Circuit Courtroom doors with instructions that all entrants (attorneys, parties, and spectators) must adhere to the following rules and guidelines:

- All persons who are permitted in the courtroom shall be required to maintain adequate social distancing of at least six (6) feet.
- All entrants shall have access to sanitize their hands before entering the courtroom. Hand sanitizers will be located at both counters prior to the entrance of the courtroom.
- All entrants shall wear face coverings within the lobby area. Entrants shall provide their own face coverings.
- Chairs shall be separated in the common area to maintain proper social distance.
- Public access shall be limited, consistent with social distancing as allowed by the courtroom at the Judge's discretion.
- Attorneys shall maintain proper social distance at the counsel tables and may choose to wear face coverings while in the courtroom.

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)

- The Circuit Courtrooms shall have hand sanitizer dispenser at each counter.

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- The Circuit Courtrooms will be cleaned by Court Staff after each hearing and at the end of each day when court has concluded.
- The CDC's 'Stop the Spread of Germs' flyer in both English shall be posted at the entrance of the courtrooms.

☐ Screening

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

- If indicated, any individuals who are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19, shall be asked to leave the courthouse immediately and contact the court to reschedule their hearing at a later date and time.
- The Circuit Court shall post notices that persons experiencing flulike symptoms, have a fever, or are coughing or sneezing, may not enter the courtroom and provide directions to make alternate arrangements to reschedule their appearance with the clerk.
- Inmates being transported from the jail to the courtroom shall be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 100.4F will not be transported to the court building.

☐ 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)

- Vulnerable populations include the following:
 - People 65 years and older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies,

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poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

III Face Coverings

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

- All persons entering the Circuit Court common areas shall wear face coverings.

IV Cleaning

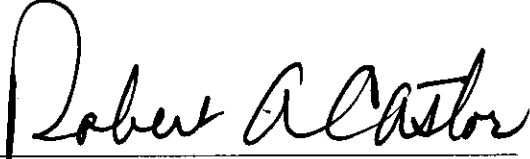
(e.g. creating a schedule of regular cleanings of courtrooms, bathrooms, and other public areas; send court staff regular reminders to sanitize commonly touched surfaces such as keyboards, phones, and door handles)

- Court staff will clean and sanitize the witness stand between every hearing.
- Courthouse cleaning Staff will regularly clean and sanitize the common areas outside of the courtrooms in accordance with the courtroom cleaning schedule.
- V. Other (if applicable):
(consider and address other circumstances unique to your courthouse and community if necessary)
 - Anyone who is exposed to or tests positive for COVID-19, and has attended in person court hearing(s) during the incubation period shall notify the Clerk of Court immediately.

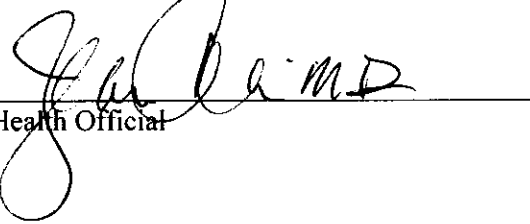
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Signatures:

The Albany County Circuit Court Judge regularly conducting business in the courthouse must approve and sign the COVID-19 Operating Plan along with a local county or city health official.



Albany County Circuit Court Judge



Health Official