

Covid-19 Operating Plan

Judicial District: Second

Courthouse: Albany County

Address: 525 Grand Ave., Room 301, Laramie, WY

Judges: Honorable Judge Tori R.A. Kricken

List every judge who regularly conducts business in this courthouse

Proposed Start Date of Select

In-Person Proceedings: March 15, 2020

This does not include jury trials. Pursuant to the Wyoming Supreme Court's Third Order Amending March 18, 2020 Temporary Plan to Address Health Risks Posed by the Covid-19 Pandemic, no jury trials should be held until a Covid-19 Jury Trial Operating Plan is submitted to the Wyoming Supreme Court, and in any case, not before August 3, 2020.

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.)

District Court Judge 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.

District Court Judge will continue to attend Albany County COVID Task Force and District Court COVID Task Force weekly meetings and continue to consult with other District Judges to address concerns and brainstorm solutions regarding potential problems with court procedures due to COVID.

Due to the physical layout of the Albany County Courthouse, the District and Circuit Judges do not need to coordinate schedules.

Social Distancing

Covid-19 Operating Plan

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). Staff is required to wear a mask in public areas of the courthouse, as well as anytime they are unable to practice social distancing.

District Court Clerk's Office has installed a plexiglass screen and is open to the public. Clerk's Office staff is asking customers to enter only two at a time. If there are more than two customers at one time, they are to remain in the hallway and continue to social distance until staff can assist them.

Staff members who become ill or suspect they have COVID or have come into contact with someone who has tested positive for COVID should call their supervisor immediately. Any staff members who are ill must stay home.

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.)

District Courtroom has installed plexiglass between Judge's bench and witness stand.

Hallway may be marked with six foot distances if and when necessary

Audience seating in the District Courtroom may be taped to maintain six feet of social distancing space between spectators if necessary. Separate households are required to practice social distancing by keeping at least six feet apart.

Hand sanitizer is available in the courtroom, Clerk's Office and judicial assistant's office.

Signage is posted stating the public:

Must maintain social distance (six feet)

Must sanitize hands before entering courtroom

Must wear face coverings inside the courthouse (available in room 303)

Must not enter if exposed to or recently diagnosed with COVID

Must inform staff if symptomatic, recently exposed to or tested positive for COVID

District Court will limit public access consistent with social distancing as allowed by each courtroom.

Attorneys will be encouraged to maintain proper social distance and wear face coverings at counsel's table at their discretion while inside the District Courtroom.

The Public will be provided face covering if needed and desired, and asked to wear face covering at their discretion inside the District Courtroom. Mask wearing is mandatory inside courthouse, including while entering District 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)

Each District courtroom will have a hand sanitizer dispenser at the main podium and at Prosecution and Defense tables.

There will be a notice on the courthouse door requiring all persons to sanitize their hands upon entering the courthouse.

District courtroom is being cleaned at the start of the day, between hearings and at the end of the day by District Court Judicial Assistant.

Covid-19 Operating Plan

Screening

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

District 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.

District Court chambers has a digital, infrared no-touch thermometer available to check for fever if necessary.

Any person who has symptoms of COVID, has been exposed to COVID or have had a positive COVID test within the previous two weeks may not enter the courtroom and will be provided 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)

Each court will post notices that persons entering the courthouse are required to wear face coverings and that free masks are available in room 303.

Masks shall be worn inside the District Courtroom at the discretion of each individual. Mask wearing will be required when entering and exiting the courtroom and/or any other time social distancing cannot be practiced.

Face coverings are required in all public areas of the courthouse.

Cleaning

Covid-19 Operating Plan

(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)

District Court Judicial Assistant is responsible for cleaning courtroom between hearings.

Each individual who is continuing to come into the office, as opposed to working remotely, is responsible for cleaning their own personal offices.

Sanitizing spray and wipes are provided for cleaning courtroom and offices/desks.

Other (if applicable):

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

See attached Albany County District Court Jury Trial Operating Plan for more details on safety precautions that will be used during a jury trial.

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

6/4/2020
Date

X _____
~~Circuit Court Judge~~

~~_____~~
~~Date~~

X 
City or County Health Official

6-8-20
Date