

Covid-19 Operating Plan

Judicial District: Ninth

Courthouse: Fremont County Justice Center - Riverton

Address: 1160 Major Ave., Suite 100, Riverton, WY 82501

Judges: Wesley A. Roberts

List every judge who regularly conducts business in this courthouse

Attachments: COURT HEALTH AND SAFETY OPERATING PLAN

Proposed Start Date of Select

In-Person Proceedings: July 13, 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.)

Scheduling is not an issue for one judge, however, the building also houses the Fremont County Attorney and Fremont County Sheriff offices, and we all share one common entrance to the building and to the courtroom. The Court will continue to communicate and coordinate with those authorities to minimize the risk of exposure to the corona virus by: 1) Instituting and enforcing a protocol for access to the building and the courtroom; 2) Requiring screening at the security station; and 3) Discouraging citizens from congregating outside of the building and in the lobby.

The details are provided in the attached Court Health and Safety Operating Plan

Social Distancing

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Among Court Staff

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

All staff members have large work stations, and they are seated at least six feet from co-workers while at their desks. All desks have fixed plexiglass panels which function as barriers between co-employees.

They are required to practice safe social distancing while passing through or working in common areas such as the hallways, front desk/work area, break/lunch room, employee entrance, and restroom vestibule.

Details are provided in the attached Court Health and Safety Operating Plan.

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.)

The Court will provide notice of the procedures and protocol for entering the building and courtroom for public proceedings in court. Notice of the rules will be provided to each individual in writing.

The number of people allowed in the court lobby at one time will be limited to two, and those people must proceed on a marked path and stand in marked spots. They must at all time remain at least six feet apart and wear face coverings.

Details are provided in the Court Health and Safety Operating Plan.

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)

Hand sanitizer, disinfecting wipes, anti-bacterial hand soap, and facial tissue will be placed at all staff work stations in the office and courtroom, restrooms, the staff break room, the chambers galley, judge's bench, counsel tables, attorney/client conference room, media room, and on the bar on each side of the courtroom gallery.

Handwashing flyers have been posted near all faucets with hand soap available at each faucet. Sneezing and coughing etiquette flyers have been posted throughout the building including the court offices, courtroom and lobby.

Details of the hygiene policies for staff and public are provided in the Court Health and Safety Operating Plan.

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Screening

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

Notice of screening will be posted at the front entrance. All members of the public will be screened before entering. See above.

Self-screening by the judge and staff is an ongoing requirement.

Details are provided in the Court Health and Safety Operating Plan.

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)

The reopening plans include provisions for individuals in at-risk categories. At-risk individuals will not be required to appear in person. They will be allowed to appear remotely by telephone or video conference. All reasonable efforts will be made to schedule or re-schedule hearings to help the at-risk population avoid exposure to others.

The re-opening also includes provisions to accommodate individuals with disabilities.

Details are provided in the Court Health and Safety Operating Plan.

Face Coverings

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

The use of face coverings for individuals waiting outside to enter the building will be encouraged but not required. Face coverings will be mandatory for all persons upon entering the building to attend court. Face coverings will be provided, if necessary.

Individuals waiting to enter the building to attend court will be required to practice social distancing by following a marked one-way path to enter, by standing on marked spaces while waiting in line, single file, and entering the vestibule one person at a time.

Staff have been provided face coverings for use when they are in commons areas and when they are in the courtroom.

Details are provided in the Court Health and Safety Operating Plan.

Cleaning

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(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)

In addition to regular cleaning and sanitizing provided on a daily basis by county personnel, the judge and court staff will use disinfecting wipes and sanitizing spray to clean all desktops, countertops, door handles, sinks, chairs, toilets, chairs and other furniture, file cabinets, office equipment, computer screens and keyboards, the public access window, and the like within the court offices, chambers, and courtroom. This will be done periodically throughout the day and at the end of each day.

Details are provided in the Court Health and Safety Operating Plan.

Other (if applicable):

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

Seating will be arranged and foot traffic will be controlled to prevent anyone entering the courtroom from passing or sitting within six feet of any other person.

Seating in the courtroom gallery will not exceed twelve people at any time.

Details are provided in the Court Health and Safety Operating Plan.

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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

Date

X  _____
Circuit Court Judge

6-23-2020
Date

X **Brian Gee MD** _____
City or County Health Official

6/23/2020
Date