

# **COVID-19 OPERATING PLAN FOR THE CHAMBERS OF THE NINTH JUDICIAL DISTRICT COURT, FREMONT COUNTY, WYOMING**

June 1, 2020

*The purpose of this operating plan is to help maintain and ensure the health and safety of our office, families, and community, while providing quality and timely services. The plan is intended to provide a set of commonsense guidelines to help us all safely and effectively carry out our duties as the building reopens and in-person hearings resume.*

## **GENERALLY**

1. The court and all court staff will make reasonable and necessary efforts to comply with the Orders and Guidance provided by the Wyoming Supreme Court; the Wyoming Department of Health; the Fremont County Public Health Department; and the United States Centers for Disease Control and Prevention.
  - a. This information can be found at:  
<https://www.courts.state.wy.us/coronavirus-covid-19-updates/>  
<https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/covid-19-orders-and-guidance/>  
<http://fremontcountywy.org/public-health/>  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
2. This operating plan will be adjusted as necessary to address local health and safety concerns.
3. No jury trials will be conducted prior to August 3, 2020.
4. All non-essential in-person hearings will remain suspended until an approved public proceedings operating plan is developed and submitted to the Wyoming Supreme Court.
5. It is anticipated, that if health and safety conditions permit and when necessary, some non-essential in-person hearings may begin to occur (pursuant to an approved public proceedings operating plan) starting the week of June 15, 2020.
6. Nonetheless, all reasonable efforts will be made to continue scheduling and conducting hearings (when permitted by law/rule) using video or telephone conferencing.
7. The court and court staff will continue to communicate and consult with the Clerk of District Court and Circuit Court regarding scheduling and the development and implementation of a public proceedings operating plan.

8. When setting and conducting hearings, the court and court staff will make reasonable efforts to mitigate the impact on vulnerable populations. Specifically,
  - a. Vulnerable individuals are those over age 65, and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy.
  - b. In any communications or orders setting in-person hearings there shall be some form of notification to individuals who are in vulnerable populations of the ability to contact the court to receive reasonable accommodations, which the court will provide.
  - c. Similar notices should be placed conspicuously throughout the courthouse.

#### **CHAMBER'S HEALTH & SAFETY**

1. Court staff are encouraged to continue to work remotely when possible.
2. When job duties require the court and court staff to work from the courthouse, they should be mindful of, and make all reasonable efforts to comply with, the following guidelines concerning social distancing and hygiene:
  - a. If possible, staff should continue to coordinate and stagger their presence in chambers to prevent unnecessary overlap.
  - b. Social distancing should be maintained at all times - a minimum of six feet between individuals.
  - c. If social distancing cannot be maintained in public spaces, staff are encouraged to wear face masks and take other protective measures (face masks will be provided).
  - d. Wash your hands often.
  - e. Avoid touching your eyes, nose, and mouth.
  - f. Hand sanitizer and bleach wipes are provided throughout chambers. Please use liberally.
  - g. Routinely clean and disinfect frequently touched surfaces (phones, countertops, desks, keyboards, light switches, doorknobs, etc....).
  - h. Cover your coughs and sneezes.

3. The court and all court staff shall monitor their health. If they are or feel sick, they should stay home and act accordingly.
  - a. ANYONE feeling feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, **or** having known close contact with a person who is confirmed to have COVID-19, will not be permitted to enter the building and should seek immediate medical advice.
4. In addition to regular cleaning provided by the County Maintenance Staff the court will continue to regularly clean the frequently used surfaces throughout the common area of chambers.