

# Covid-19 Operating Plan

Judicial District: Eighth Judicial District

Courthouse: Goshen County

Address: 2125 East A Street, Torrington WY

Judges: Judge Korell

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

Judge Hibben

Proposed Start Date of Select

In-Person Proceedings: June 2, 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 and Circuit Courts will continue to encourage the use of telephonic or video technology for all hearings.

The District and Circuit Courts will continue to share calendars and coordinate to minimize the number of people in the courthouse at one time.

In-person proceedings are limited, and occur only with the consent of the presiding judge or as otherwise required by law.



## Social Distancing

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## Among Court Staff

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

The Courts encourage staff to work staggered shifts.

The clerk's windows are covered in plexiglass or plastic sheeting. A dropbox has been placed outside the District Court Clerk's office.

Circuit Court staff are permitted to work from home, where appropriate.

The District Court and Circuit Court offices and chambers remain closed to visitors.



## 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 Judge will begin each proceeding by encouraging all in-person attendees to maintain social distancing and observe all health recommendations.

Seating in the lobby and areas outside the courtrooms has been rearranged to encourage social distancing.

Members of the public who desire to observe court proceedings are encouraged to attend by telephone or video.

The Courts will limit the maximum capacity of the courtrooms to ensure social distancing (District Court is limited to 25 people; Circuit Court is limited to 10 people). Court staff will monitor to ensure compliance. The Judges will enforce the occupancy limits.

All persons should sanitize their hands prior to entering the courtrooms. Hand sanitizer is available at the entrance to the courtrooms.



## 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)*

Signs are posted outside the courtrooms encouraging proper hygiene. Signage is posted in all restrooms reminding all individuals of best practices.

Disposable masks and hand sanitizer are available at the clerk's windows.

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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)*

Signs are posted in the lobbies directing that those individuals with Covid-19 symptoms shall not enter the courtroom. Similarly, signs are posted directing that persons who may have been exposed or who have been in close contact with ill individuals shall not enter the Courtrooms. Entry to the Courtrooms is denied to any individual feeling a temperature greater than 99 degrees, or presenting with any sign or symptom of Covid-19.

Arraignments are generally held by video, with the in-custody defendant and deputies appearing by video from the detention center.

## ✓ 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 Courts will continue to accommodate vulnerable individuals, including caregivers for vulnerable individuals, by permitting telephonic and video hearings. The public is notified through signage outside the courtroom detailing the steps to be taken to notify the Courts if a person requests an accommodation.

Members of a vulnerable population are encouraged to not enter the Courtrooms and the courts will provide instructions to appear by video or telephone, as allowed by law.

## ✓ Face Coverings

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

All staff have been provided with face coverings and masks.

Disposable masks are available for members of the public at the Clerk's windows.

All members of the public attending in-person proceedings are encouraged to wear face coverings.

## ✓ 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)*

The Courtrooms are cleaned after each in-person proceeding. Court staff will sanitize counsel table and chairs, and courtroom doors after each in-person proceeding. Portions of the public gallery, if occupied, will be sanitized after each in-person proceeding.

Cleaning supplies and sanitizers (spray bottles and hand sanitizers) are placed conspicuously in the the Courtrooms.

☐ Other (if applicable):

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

The District and Circuit Courts have posted copies of each Court's previous orders and notices to the front of the Courtroom doors.

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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 Peter W. Chynell  
District Court Judge

June 1-20  
Date

X [Signature]  
Circuit Court Judge

5.29.20  
Date

X Marion Smith  
City or County Health Official

5/29/2020  
Date