

Covid-19 Operating Plan

Judicial District: First Judicial District

Courthouse: Laramie County Governmental Complex

Address: 309 West 20th Street, Cheyenne, WY 82001

Judges: Judges Campbell, Sharpe, Rogers, Froelicher, Nau, Lee, and Williams

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

Proposed Start Date of Select
In-Person Proceedings: June 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)

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✓ 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.)

All Judges will continue to conduct hearings by video and telephone as much as possible and as allowed by law.

The District Court Judges with courtrooms on the third floor will coordinate the scheduling of in-person proceedings to minimize the number of persons appearing for District Court. Each chambers will share calendars to promote coordinated scheduling. Bailiffs will assist the District Courts to insure participant distancing on days when more than one in-person evidentiary hearing occurs.

The Circuit Court Judges will coordinate the scheduling of in-person proceedings to minimize the number of persons appearing for Circuit Court. The Circuit Court Judges and the District Court Judges will coordinate the scheduling of in-person proceedings for District Courtroom D (on the second floor) to minimize the number of people appearing for proceedings.

The District Court Judges and Circuit Court Judges will coordinate the scheduling of in-person criminal proceedings to minimize the number of inmates and persons appearing in-person.

✓ Social Distancing

○ Among Court Staff

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

In District Court there is sufficient spacing between individual workspaces to allow more than six feet of space between each person. The public access to District Court already has a glass partition. Face masks are available in the event that staff must meet in a confined space where six feet of separation is not possible. Hand sanitizer is provided throughout chambers.

When possible, District Court staff will be permitted to work remotely.

The Circuit Court public access already has a glass partition installed. When possible, the Circuit Court will allow staggered work shifts. Hand sanitizer is available throughout the Circuit Court work area. All staff are aware of the Co-Vid 19 symptoms and will be required to remain at home if they are experiencing any of the symptoms.

✓ 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 District Court courtrooms will be marked with tape designating allowable seating while maintaining at least six (6) feet of separation for all participants. For checking in, only one attorney or party, if pro se, will be allowed in District Court check-in area at a time. Signs will be posted at the entrance to each courtroom informing participants about face coverings and spacing. Public access will be limited so to maintain proper social distancing during in-person hearings.

The Circuit Court courtrooms will be marked with tape designating allowable seating while maintaining at least six (6) feet of separation for all participants. Other than the press, no observers will be permitted in the Circuit Court courtrooms for an in-person hearing. The Circuit Court will, to the extent possible, eliminate "stack" settings to minimize the public congregating in waiting areas.

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✓ 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 Court courtroom will have hand sanitizer available at the entrance. The podium will have disinfecting wipes available between each use. Posters about hand washing and sneezing etiquette are posted throughout the Courthouse.

The Circuit Court courtrooms will have the same signage as the District Courtrooms. Hand sanitizer will be placed on counsel table for the use of persons appearing in Court. Disinfecting wipes will be placed on the podiums in each Courtroom for cleaning between each use.

✓ Screening

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

Posters will be posted outside each District Court and Circuit Court courtroom listing COVID-19 symptoms and directing individuals with symptoms to not enter the courtroom. If possible, symptomatic participants will be permitted to appear by video or phone.

✓ 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)

Individuals who fall into the vulnerable population category will be permitted to appear by video or phone, when allowed by law. If an individual from a vulnerable population must appear in District Court or Circuit Court, the Courts will schedule that individual's appearance for a non-busy time at the Courthouse.

✓ Face Coverings

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

Facial coverings will be required for all persons entering the second and third floors of the Laramie County Governmental Complex. Signs will be posted indicating the requirement for facial coverings. A supply of masks will be provided to the security deputies to distribute to those who do not have facial coverings.

Facial coverings are required in the waiting areas outside the District Court courtrooms, in all District Court courtrooms, and in the public access foyer area to District Court chambers. If a District Court participant does not have a facial covering, District Court chambers will provide a face mask to the participant.

Facial coverings will also be required for in-person hearings in Circuit Court.

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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)

The District Court and Circuit courtrooms and chambers areas are cleaned and disinfected nightly by Laramie County staff. Laramie County staff will also clean and disinfect during the lunch break each day.

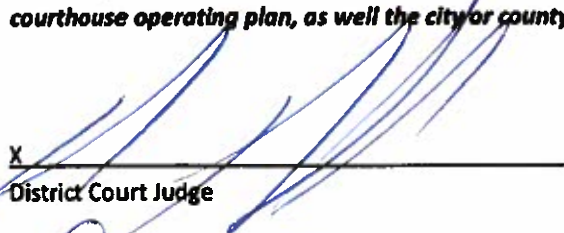
Other (if applicable):

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

Posters directing individuals to not enter the courthouse if they are experiencing the common symptoms of COVID-19 or have been recently exposed to someone that has tested positive for COVID-19 are posted.

Covid-19 Operating Plan


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  _____ Date 6/11/20


X  _____ Date 6/11/2020


X  _____ Date 6/11/20

X  _____ Date 6/11/20

X  _____ Date 6/11/20

X  _____ Date 6/11/20

X  _____ Date 6-11-2020

X  _____ Date 6-11-2020
City or County Health Official **HEALTH OFFICER**
LARAMIE COUNTY

