

Covid-19 Operating Plan

Judicial District: 4th Judicial Distict, Sheridan County

Courthouse: Sheridan County Courthouse

Address: 224 South Main, Sheridan, WY 82801

Judges: Judge Fenn, Judge Edelman, Judge Cundiff

List every judge who regularly conducts business in this courthouse

Proposed Start Date of Select

In-Person Proceedings: Limited case by case basis on June 1, 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.)

Coordination between chambers will be conducted to minimize the number of people in the courtroom facilities and allow social distancing. All in-person hearings will be conducted in the large district courtroom or circuit courtroom. The small district courtroom will not be used for in-person hearings.

Social Distancing

Covid-19 Operating Plan

Among Court Staff

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

Staggered seating, encouragement of use of masks in office and courtroom and as needed staggering work shifts may be implemented in Circuit Court.

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.)

Arrangements will be made to afford social distancing. Including limited use of the courtroom, signage, check-in, coordination with court staff, counsel and parties. To the extent possible, seating will afford a minimum distance of six feet.

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, face masks, gloves, and signage will be available to court staff, counsel, parties and witnesses. Areas will be disinfected regularly.

Participants will be allowed to continue to appear by video/audio such that a hybrid in-person/remote hearing will be available.

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)

Signage, check-in and when available temperature monitoring will be conducted.

- 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)

Vulnerable populations will continue to be allowed to appear by video/audio.

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

Masks will be available for staff and participants and encouraged to be utilized particularly if a minimum of six feet social distancing is difficult or impracticable.

- 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)

Areas will be cleaned between hearings and nightly.

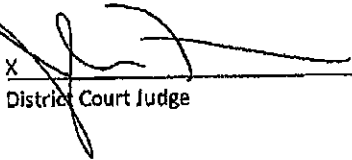
- Other (if applicable):
(consider and address other circumstances unique to your courthouse and community if necessary)

In-person hearings will be limited on a case by case basis determined by the presiding judge. Participants will be allowed to appear by video/audio upon request. If symptomatic, participants will not be allowed to appear in-person.

Covid-19 Operating Plan

Signatures:

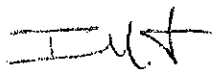
Every judge (or a representative if multiple judges) regularly conducting business in the courthouse must approve and sign the courthouse operating plan, as well the city or county health official.

X 
District Court Judge

5/27/20
Date

X _____
Circuit Court Judge

Date

X 
City or County Health Official

6/2/20
Date