

IN THE NINTH JUDICIAL DISTRICT COURT
WITHIN AND FOR THE COUNTY OF SUBLETTE, STATE OF WYOMING

OPERATING PLAN FOR DISTRICT COURT PERSONNEL

THE PRIMARY OBJECTIVE IS TO MAINTAIN THE SAFETY OF DISTRICT COURT PERSONNEL AND THE PUBLIC, WHILE CONDUCTING TIMELY JUDICIAL FUNCTIONS TO THE EXTENT POSSIBLE.

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 Sublette County Public Health Department; and the United States Centers for Disease Control and Prevention.
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 October 5, 2020.
4. No in-person hearings or trials are presently scheduled. 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. All reasonable efforts will be made to continue scheduling and conducting hearings (when permitted by law/rule) using video or telephone conferencing.
6. The District Court personnel will continue to communicate and consult with the Clerk of District Court regarding scheduling and the development and implementation of a public proceedings operating plan.
7. 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, auto-immune disease, 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. Similar notices should be placed conspicuously.

8. Notice should be posted advising individuals experiencing COVID-19 related symptoms, or who have had recent exposure to an individual that has tested positive for COVID-19, not to enter the courthouse. This notice should be posted in highly visible areas (e.g. courthouse doors, clerk's office door, chambers door, and courtroom doors). The best way to prevent illness is to avoid being exposed to the virus.

DISTRICT COURT PERSONNEL HEALTH & SAFETY

1. 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. Social distance
 - i. To the extent possible, and considering the individual's job functions, health circumstances, and other specific factors, District Court personnel should coordinate to stagger their presence in chambers to prevent unnecessary overlap.
 - ii. Social distancing must be maintained at all times. A **minimum** of six feet between individuals should be maintained with group size limited to existing State and national standards. Physical changes may be necessary, such as rearranging seating, etc.
 - iii. If social distancing cannot be maintained in public spaces, District Court personnel are strongly encouraged to wear face coverings and take other protective measures (face coverings are available throughout chambers). Continue to keep about 6 feet between yourself and others. **The face cover is not a substitute for social distancing.**
 - (A) The CDC has indicated masks can assist in stopping the transmission of the illness by an asymptomatic individual and may be helpful in slowing the spread of COVID-19.
 - (B) The face cover is meant to protect other people in case you are infected.
 - (C) **Face coverings are to protect others and not yourself.**
 - (D) Do NOT use a face covering meant for a healthcare worker.
 - b. Hygiene Vigilance
 - i. Wash your hands often.
 - ii. Wash hands with soap and water for at least 20 seconds, especially after being in a public place, blowing your nose, coughing, or sneezing.

- iii. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until dry. Hand sanitizer and wipes are provided throughout chambers. Please use liberally.
- iv. **Avoid touching your eyes, nose, and mouth.**
- v. Gloves of different sizes are available throughout chambers. Before donning gloves, wash your hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol.
- vi. Cover your coughs and sneezes. **If you are not wearing a face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or to use the inside of your elbow.
- vii. **Throw used tissues** in the trash.
- viii. Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

c. Cleaning

- i. In addition to regular cleaning provided by the County maintenance staff, the District Court personnel should continue to regularly clean the frequently used surfaces throughout the common area of chambers, including, temperature probes, phones, countertops, desks, tables, keyboards, light switches, doorknobs, handles, toilets, faucets, sinks, pens, pencils, staplers, punches, etc.
- ii. **If surfaces are dirty, clean them. Then, use a disinfectant.**
- iii. Butcher paper rolls are available to cover work surfaces so as to prevent the need for frequent cleanings between uses by several persons.
- iv. Pens, pencils, and other office items used or available for use by several persons should be cleaned after each use.

d. Screening and self-screening

- i. The District Court personnel must monitor their health. **IF YOU ARE OR FEEL SICK, THEN YOU SHOULD STAY HOME AND ACT ACCORDINGLY.**
- ii. Use a temperature probe at least one time during the day – preferably when you come into the chambers areas. A temperature probe is available in the Judicial Assistant's office.

- iii. All District Court personnel who have traveled outside of Sublette County or who believe that they may have been exposed to the virus due to other persons failing to use appropriate measures to prevent the spread of the virus should wear a face covering and take other protective measures (*e.g.*, social distancing, hand washing, cleaning of common areas or items used in common with others, etc.).
- iv. ANYONE feeling feverish or have measured temperatures equal to or greater than 100° 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, must stay home and seek immediate medical advice.

Except to the extent that this Operating Plan for District Court Personnel specifically modifies or changes the Court Security Order (01/04/2019), all provisions in the Court Security Order (01/04/2019) still apply.

Dated July 31, 2020. Effective immediately.

By the Court:

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes, positioned above the text "District Court Judge".

District Court Judge

COURT SECURITY ORDER (01/04/2019)

JANET K. MONTGOMERY
CLERK OF DISTRICT COURT
SUBLETTE, WYOMING

BY DMG

THIS COURT finds that it should adopt a Court Security policy for the Sublette County District Court.

IT IS HEREBY ORDERED:

None of these items may be brought into the Court without prior approval of the Judge, Court Commissioner, or Court Security Officers:

- ☒ Cell phones, smart phones, tablets, or computers.
- ☒ Personal electronic or digital audio or video recording or playing devices.
- ☒ Any device capable of receiving, capturing, storing, playing, displaying, transmitting, receiving, saving, or downloading any visual and/or audio depiction, recording, transmission, signal, or message.

None of these items may be brought into the Court without prior approval of the Judge or Court Commissioner, and all such items may be immediately confiscated and disposed of in the discretion of Court Security Officers:

1. Destructive devices.
2. Stun devices / items, including, stun guns, tasers, sprays, chemicals, or other items which are capable of intimidating, stunning, rendering unconscious, or retarding the reaction of any person or other living thing.
3. Firearms, including, any device capable of discharging, firing, or propelling any item from such device, or ammunition for firearms.
4. Dangerous or deadly weapons or other prohibited items, including: *any item deemed by Court Security Officers to constitute a deadly or dangerous weapon or item*; knives of any size or blade length; knitting/crochet needles; or any device, instrument, item, chemical, or spray which is capable of inflicting serious injury or death to any person or other living thing or which in the manner it may be used or is intended to be used is capable of producing death or serious injury to any person or other living thing.
5. Alcoholic beverages or malt beverages.
6. Tobacco products, smokeless tobacco products, e-cigarettes, or vapor devices.
7. Chewing gum, any liquids (except water in approved containers), or food.
8. Controlled substances, narcotics, illegal substances, illicit substances, toxic substances, or mood altering substances (which are not prescribed) or paraphernalia associated with the use of any such substances (which are not prescribed).

Prohibition of electronic devices and paragraphs numbered 2, 3, and 4 do not apply this Court's Security Officers.

Unless Court Security Officers determine otherwise, paragraphs numbered 2, 3, or 4 do not apply to any "Peace Officer" (as defined and authorized by Wyoming law) who is acting in an official capacity and who is not a party to the case currently before the Court. Such "Peace Officers" are required to certify and disclose to this Court's Security Officers the nature of any and all prohibited items which are in their possession, however.

Any person not authorized to bring/carry prohibited items may be held in custody, and may be subject to sanctions for contempt of court (jail and/or fines), as well as civil and criminal penalties

Any person who is, or who appears to be, under the influence, to any degree, of any alcoholic beverage; malt beverage; controlled substance; narcotic; illegal substance; illicit substance; toxic substance; or, mood altering substance:

- ⊗ Will not be permitted entry upon the premises of Court;
- ⊗ May be taken into immediate custody by Court Security Officers and/or law enforcement officers and be held until such time as he/she can be brought before the presiding Judge or Court Commissioner;
- ⊗ May be required to submit to testing of his/her breath or urine at the request of Court Security Officers and/or law enforcement officers; and,
- ⊗ May be subject to sanctions for contempt of Court (including jail and/or fines), as well as civil and criminal penalties.

Exceptions to this Court Security Order may be granted on an individual basis by the Court Security Officers, the Judge, or Court Commissioner.

Dated January 4, 2019.

By the Court:


District Court Judge

THE STATE OF WYOMING
COUNTY OF SUBLETTE
JANET K. MONTGOMERY CLERK OF THE NINTH JUDICIAL
DISTRICT COURT WITHIN AND FOR SAID COUNTY AND
IN THE STATE AFORESAID DO HEREBY CERTIFY THE
FOREGOING TO BE A FULL, TRUE AND COMPLETE COPY.

SIGNED



