

COVID-19 Operating Plan for Big Horn County Fifth Judicial Circuit Court

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the Circuit Court of Big Horn County will implement the following protective measures:

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Wyoming, including conducting in-person proceedings according to the guidance issued by the Wyoming Supreme Court regarding social distancing, maximum group size, and other restrictions and precautions.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. The local circuit judge will maintain regular communication with the local health authority and adjust this operating plan as necessary with conditions in the county.
4. Judges will begin setting non-essential in-person proceedings no sooner than October 5, 2020.

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff will monitor themselves for symptoms related to COVID-19 and report any such symptoms to the Judge.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 100.4°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 medical advice.
4. Judges and court staff will be required to wear face coverings, when social distancing a minimum of six feet is not possible. They will further practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Court Chambers will remain closed to the public until further notice. Only essential staff will be allowed in Court Chambers after the proper screening set forth above.

Scheduling

1. The following court schedules are established to reduce occupancy in the court building: Matters will be scheduled for phone or video conferencing only until such time as restrictions are lifted. Then only one matter will be scheduled at a time.

Vulnerable Populations

1. Individuals who are 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 are considered to be vulnerable populations.
2. Vulnerable populations who are scheduled for court will be accommodated by being allowed to appear via phone or video if requested
3. Each judge will include information on orders and notices setting hearings, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the

court to identify themselves as a vulnerable individual and receive accommodations. A notice with this information will be posted on the courts' websites and in conspicuous locations around the court building.

Social Distancing

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least six feet.
2. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Each restroom is designed for single occupancy.
4. Public common areas, including breakrooms and snackrooms, have been closed to the public.

Gallery

5. The maximum number of persons permitted in the gallery of each courtroom has been determined. The maximum capacity of the courtroom will be monitored and enforced by court staff.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to all persons maintaining social distance of six feet.

Well

7. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least six feet between each space.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of each courtroom, and on counsel tables.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the court building.

Screening

1. When individuals attempt to enter the courtroom they may be asked by Court Staff or Clerks if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the courtroom and asked to make alternative arrangements for their appearance if required.
2. When individuals require entrance to the Courtroom, Court Staff or Clerks may use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds ~~100.0~~^{100.4}°F will be refused admittance to the court building.
3. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a ~~100.0~~^{100.4}°F temperature equal to or above ~~100.0~~^{100.4}°F will not be transported to the court building.
4. Staff who are screening individuals entering the court building will be provided personal protective equipment, including gloves and masks.

Face Coverings

1. All individuals entering the court building will be requested to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided as long as they are available.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every twenty-four hours.
2. Court building cleaning staff will clean the courtrooms at the end of each day the courtroom is used.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

Other

This plan is specific to Judge Luhm presiding over Circuit Court in the respective county set forth above. Matters set before Magistrate Royal may involve different procedures and parties are advised to consult with any plans set forth by Magistrate Royal if they are appearing in matters set by Magistrate Royal. Matters set for jury trial may be subject to additional requirements and procedures. Parties may request additional information related to jury trials from the Court. I have conferred with all judges of courts with courtrooms in the court building regarding this Operating Plan. In developing the plan, I have reviewed the Wyoming Supreme Court guidelines, and consulted with the local health authority. The court intends to conduct all required in-court proceedings consistent with this plan.

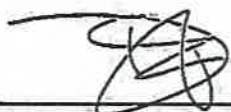
This plan will comply with Wyoming Public Health Orders (or as updated:)
Statewide Public Health Order Ninth Continuation and Update on Public Spaces
Statewide Public Health Order Ninth Continuation and Update on Gatherings
Statewide Public Health Order Ninth Continuation and Update on Personal Services

Date AUGUST 14, 2020

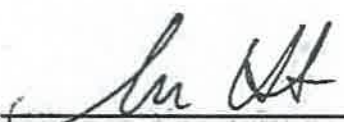


Edward G. Luhm, Circuit Judge

Approved by:



Date: 7 August 2020
David W. Fairbanks, MD, FAAFP
Big Horn County Health Officer



Date: 8/10/20
Alexia Harrist, MD, PhD
Wyoming State Health Officer