

Covid-19 Operating Plan

Judicial District: Town of Thayne

Courthouse: Thayne Town Hall

Address: 115 Patterson Parkway, Thayne WY 83127

Judges: Larry Lawton

List every judge who regularly conducts business in this courthouse

Proposed Start Date of Select In-Person Proceedings: 1 February 2021

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.)

Only Judge Lawton holds court in the Town of Thayne.

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 Court Clerk is the only staff member. She works from her desk, behind the counter. Her desk is more than six feet from the counter. Although there is another desk in her office, it is more than six feet away, and seldom occupied.

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.)

All court business is conducted from the counter, with a sign directing that all business be conducted at the counter. A sign on all Town Hall entries directs that masks are required.

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 is prominently available. The Town Hall staff has established a regular cleaning and sanitizing schedule for the entire building.

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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 in conformance with the latest Lincoln County emergency order are properly posted at all entrances to the Town Hall.

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)

Only one trial a day is scheduled. This is held in the large Town Council chamber, which allows for social distancing of all participants. The Lincoln County emergency order requires masks, too.

Upon request, virtual proceedings are available to litigants. The court clerk is proficient with the cameras and other equipment required, and prior remote court trials using that equipment has worked very well.

Face Coverings

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

In accordance with the Lincoln County emergency order, appropriate face coverings are available and employed.

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 cleaning and sanitizing of the Town Hall is controlled by the town staff. A regular procedure in conformity with all emergency orders is in place and followed.

Other (if applicable):

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

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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 
Municipal Court Judge

27 Jan 2021
Date

X _____

Date

X 
City or County Health Official

1/29/21
Date