
Supreme Court Building, Applications Operations in the Herschler Building, Equal Justice Wyoming in the Hathaway Building

2301 Capitol Ave., Cheyenne WY 82002

Justices:

Mike Davis, Kate Fox, Keith Kautz, Lynne Boomgaarden, and Kari Gray

Proposed Start Date of Select In-Person Proceedings:

- 1) The Supreme Court has no projected date for the return to pre-COVID-19 operations. This Operating Plan (Plan) will govern employee and public interactions for the foreseeable future.
 - 2) The Supreme Court is projected to reopen to the general public *TBD*.
 - 3) Oral arguments are projected to resume in person *TBD*.
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Background:

- 1) This Plan outlines seven operating levels during the COVID-19 pandemic:
 - a. **Level 1. Evacuation Required.** A positive or presumptive positive COVID test result of an employee or person who has visited the building/area in the last forty-eight (48) hours.
 - b. **Level 2. Severe.** A diagnostic test result positivity rate of greater than ten percent (>10%) in Laramie County, Wyoming.
 - c. **Level 3. Substantial.** A diagnostic test result positivity rate of greater than eight percent (>8%) and less than or equal to ten percent ($\leq 10\%$) in Laramie County, Wyoming.
 - d. **Level 4. Moderate.** A diagnostic test result positivity rate of greater than five percent (>5%) and less than or equal to eight percent ($\leq 8\%$) in Laramie County, Wyoming.
 - e. **Level 5. Limited.** A diagnostic test result positivity rate of less than five percent (<5%) in Laramie County, Wyoming.
 - f. **Level 6. Soft Open.** At the discretion of the Court, the building/area may open to the public. A diagnostic test result positivity rate of less than five percent (<5%) in Laramie County, Wyoming.
 - g. **Level 7. Open.** The building/area is open to the public. No diagnostic tests required.

The operating levels are defined by the percentage positive test results in Laramie County, Wyoming based on data provided in the weekly Wyoming State Profile Report released by the U.S. Department of Health

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and Human Services which can be accessed at: <https://beta.healthdata.gov/Community/COVID-19-State-Profile-Report-Wyoming/4rum-vqci>. The weekly report provides data for the previous seven (7) days in Laramie County, Wyoming.

- 2) The plan and assigned operating level will be discussed on a weekly basis and adjusted as required. The Chief Justice of the Supreme Court has the discretion to deviate from the operating levels, and may require access that differs from the levels defined herein.
- 3) Supreme Court staff shall be notified by the Administrative Office of the Courts of any changes to the operating level based on weekly discussions.
- 4) The plan and assigned operating level will be addressed for each specific building/area where Supreme Court employees are housed, including the Supreme Court building, Hathaway building, and Herschler building. Where possible the assigned operating level will be consistent across each specific building/area.
- 5) This plan may be revisited and modified at any time as needed.
- 6) The Supreme Court will determine when this COVID-19 Operating Plan is no longer necessary and deem it no longer in effect.

Operating Plan:

Level 1. Evacuation Required. A positive or presumptive positive COVID-19 test result of an employee or person who has visited the building/area in the last forty-eight (48) hours.

- 1) Immediate evacuation of all employees and people in the area.
- 2) No person will be permitted to enter the building/area within forty-eight (48) hours after evacuation.
- 3) The Supreme Court Administrator will notify the Office of Administration & Information and request that the building/area be deep cleaned.
- 4) The doors of the building/area will be locked and signage will be posted indicating that the building/area is closed until further notice, and no person should enter. Employees will also be excluded from the building/area during this time.

Level 2. Severe. A diagnostic test result positivity rate of greater than ten percent (>10%) in Laramie County, Wyoming.

- 1) Employees will work remotely, with limited exceptions made based on an employee's inability to work remotely. Employee work in the building/area will be granted upon approval of the Chief Justice of the Supreme Court. Employees may have limited access to the building/area for short periods of time as necessary and without approval from the Chief Justice, but the employee must obtain prior approval of the employee's supervisor to enter the building/area.
- 2) Employees will follow CDC recommendations and state/local health orders while in the building/area.
- 3) The front door of the Supreme Court building, offices within the Hathaway building, and offices within the Herschler building will be locked during business hours and signage will be posted indicating the

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building/area is closed, and limited public entry is permitted only when necessary. Such entry will be coordinated by Supreme Court personnel and contact information will be posted on doors to allow for coordination.

- 4) The State Law Library and Judicial Learning Center will be closed to the public.
- 5) In-person trainings and committee meetings will not be held in the building/area.

Level 3. Substantial. A diagnostic test result positivity rate of greater than eight percent (>8%) and less than or equal to ten percent ($\leq 10\%$) in Laramie County, Wyoming.

- 1) Employees will work remotely, with exceptions made based on inability to work remotely and the need to have supervisory employees in the building/area. Employee access will be granted upon supervisor approval.
- 2) Work in the building/area will be staggered to ensure social distancing.
- 3) Employees will follow CDC recommendations and state/local health orders while in the building/area.
- 4) The front door of the Supreme Court building, offices within the Hathaway building, and offices within the Herschler building will be locked during business hours and signage will be posted indicating the services provided on an appointment basis only, along with contact information to make an appointment. Services may include business with the Clerk's Office.
- 5) The State Law Library and Judicial Learning Center will be closed to the public.
- 6) In-person trainings and committee meetings will not be held in the building/area.

Level 4. Moderate. A diagnostic test result positivity rate of greater than five percent (>5%) and less than or equal to eight percent ($\leq 8\%$) in Laramie County, Wyoming.

- 1) Employees may be permitted to return to work. Employee access will be granted upon supervisor approval.
- 2) Division Heads will return to work in the building/area unless the State Court Administrator/Deputy State Court Administrator allows Division Heads to continue remote work.
- 3) Work in the building/area will be staggered to ensure social distancing.
- 4) Employees will follow CDC recommendations and state/local health orders while in the building/area.
- 5) Continued remote work will be permitted at the discretion of each employee's supervisor.
- 6) The front door of the Supreme Court building, offices within the Hathaway building, and offices within the Herschler building will be locked during business hours and signage will be posted indicating the services provided on an appointment basis only, along with contact information to make an appointment. Services may include business with the Clerk's Office and the Law Library.
- 7) The Judicial Learning Center will be closed to the public.
- 8) In-person trainings and committee meetings may be held in the building/area only upon approval by the Chief Justice of the Supreme Court.

Level 5. Limited. A diagnostic test result positivity rate of less than five percent (<5%) in Laramie County,

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Wyoming or an eighty percent (80%) vaccination rate of Supreme Court employees.

- 1) Employees will be permitted to return to work.
- 2) Work in the building/area will be staggered to ensure social distancing.
- 3) Division Heads will return to work in the building/area unless the State Court Administrator/Deputy State Court Administrator allows Division Heads to continue to work remotely.
- 4) Court Personnel will follow state/local health orders while in the building/area. Social distancing should be maintained. Masks should be worn if six feet (6') of social distancing cannot be maintained in public spaces.
- 5) Remote work will be permitted at the discretion of each employee's supervisor.
- 6) Public access to the building/area will be at the discretion of the Supreme Court. If the Supreme Court determines that the building/area will remain closed to the public, the front door of the Supreme Court building, offices within the Hathaway building, and offices within the Herschler building will be locked during business hours and signage will be posted indicated the services provided on an appointment basis only, along with contact information to make an appointment.
- 7) The Judicial Learning Center will be open to the public only upon appointment and upon approval of the Chief Justice of the Supreme Court.
- 8) In-person trainings and committee meetings will be permitted in the building/area.

Level 6. Soft Open. At the discretion of the Court, the building/area may open to the public. A diagnostic test result positivity rate of less than five percent (<5%) in Laramie County, Wyoming.

- 1) Employees will return to work unless the appropriate Division Head or supervisor allows them to work remotely.
- 2) Division Heads will return to work in the building/area unless the State Court Administrator/Deputy State Court Administrator allows Division Heads to continue work remotely.
- 3) Court Personnel will follow state/local health orders while in the building/area. Social distancing should be maintained. Masks should be worn if six feet (6') of social distancing cannot be maintained in public spaces.
- 4) The building/area will be open to the public.
- 5) The Judicial Learning Center will be open by appointment.
- 6) In-person trainings and committee meetings will be permitted in the building/area.

Level 7. Open. The building/area is open to the public. No diagnostic tests required.

- 1) The building/area is open to the public and is operating under pre-COVID conditions.

WYOMING SUPREME COURT CONTACTS

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Signatures:

X Michael K. Davis
Chief Justice,
Michael K. Davis

April 18, 2021
Date

X Elisa Butler
State Court Administrator,
Elisa Butler

04.07.2021
Date