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

2301 Capitol Ave., Cheyenne WY 82002

Justices:

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

Background:

- 1) The purpose of the Plan is to ensure the safety of Supreme Court staff, the public, and visitors to the buildings and offices where Supreme Court staff are housed, while still ensuring the greatest possible access to the public. The Plan defines operations of Supreme Court staff based on the threat to operational functions of the Supreme Court.
- 2) This Plan outlines six operating levels during the COVID-19 pandemic:
 - a. **Level 1. Severe.** A Rate of greater than ten percent (>10%).
 - b. **Level 2. Substantial.** A Rate of greater than eight percent (>8%) and less than, or equal to, ten percent (\leq 10%).
 - c. **Level 3. Moderate.** A Rate of greater than five percent (>5%) and less than, or equal to, eight percent (\leq 8%).
 - d. **Level 4. Limited.** A Rate of greater than three percent (>3%) and less than, or equal to, five percent (\leq 5%).
 - e. **Level 5. Soft Open.** A Rate of less than, or equal to, three percent (\leq 3%), and at the discretion of the Chief Justice, in consultation with the Court.
 - f. **Level 6. Open.** A Rate of less than, or equal to, three percent (\leq 3%), and at the discretion of the Chief Justice, in consultation with the Court.

Rate means the percentage of Supreme Court employees housed in the Supreme Court building, the Hathaway building, and Herschler building who are required to quarantine or isolate in accordance with CDC guidelines, including employees who:

- Have had a positive COVID-19 test result; or
- Are required to quarantine due to exposure to an individual who is infected with COVID-19. The CDC guidelines provide, "Quarantine if you have been in close contact (within six (6) feet of someone for a total of fifteen (15) minutes or more) with someone who has COVID-19, unless you have been fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms."

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- 3) The Plan and assigned operating level will be discussed as needed in response to changing conditions or guidelines. The Chief Justice, in consultation with the Supreme Court, has the discretion to deviate from the operating levels, and may require access that differs from the levels defined herein.
 - 4) Supreme Court staff shall follow the Supreme Court COVID-19 Policy and state/local health orders while in the building/area.
 - 5) Supreme Court staff shall be notified by the Administrative Office of the Courts of any changes to the operating level based on weekly discussions.
 - 6) The operating level will be consistent across each specific building/area.
 - 7) Work-related travel may be restricted at the discretion of the Chief Justice, in consultation with the Supreme Court.
 - 8) This plan may be revisited, modified, or terminated by the Supreme Court at any time as needed.
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Operating Plan:

Level 1. Severe. A Rate of greater than ten percent (>10%).

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

Level 2. Substantial. A Rate of greater than eight percent (>8%) and less than, or equal to, ten percent (≤10%).

- 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) 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.
- 3) The State Law Library and Judicial Learning Center will be closed to the public.

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4) In-person trainings and committee meetings will not be held in the building/area.

Level 3. Moderate. A Rate of greater than five percent (>5%) and less than, or equal to, eight percent (≤8%).

- 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) Continued remote work will be permitted at the discretion of each employee's supervisor.
- 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 and the Law Library.
- 5) The Judicial Learning Center will be closed to the public.
- 6) 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 4. Limited. A Rate of greater than three percent (>3%) and less than, or equal to, five percent (≤5%).

- 1) Employees will be permitted to return to work.
- 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 to work remotely.
- 3) Remote work will be permitted at the discretion of each employee's supervisor.
- 4) Public access to the building/area will be at the discretion of the Chief Justice, in consultation with the Supreme Court. If the Chief Justice, in consultation with 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 indicating the services provided on an appointment basis only, along with contact information to make an appointment.
- 5) The Judicial Learning Center will be open to the public only upon appointment and upon approval of the Chief Justice of the Supreme Court.
- 6) In-person trainings and committee meetings will be permitted in the building/area.

Level 5. Soft Open. A Rate of less than, or equal to, three percent (≤3%), and at the discretion of the Chief Justice, in consultation with the Supreme Court, the building may open to the public.

- 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) The building/area will be open to the public.

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4) The Judicial Learning Center will be open by appointment.

5) In-person trainings and committee meetings will be permitted in the building/area.

Level 6. Open. A Rate of less than, or equal to, three percent ($\leq 3\%$), and at the discretion of the Chief Justice, in consultation with the Court. The building is open to the public.

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

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DEPARTMENT OF HEALTH CONTACTS

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Signatures:

X Kate M. Fox
Chief Justice,
Kate M. Fox

8/3/21
Date

X Elisa Butler
State Court Administrator,
Elisa Butler

08.03.2021
Date