

# Covid-19 Operating Plan

Judicial District: Ninth Judicial District - 9B

Courthouse: Teton County Courthouse

Address: 180 S. King Street, Jackson, WY 8301

Judges: Hon. Timothy C. Day

*List every judge  
who regularly  
conducts  
business in this  
courthouse*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date of Select

In-Person Proceedings: This is an amended plan, current as of September 21, 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.)*

The District Court and Circuit Court coordinate schedules for jury trials to avoid having people congregating or queuing to enter the courthouse at the same time. Outside of jury trials, and due to the continued frequent use of remote and hybrid proceedings in the District Court, it is not expected that a large volume of people will be entering the building at the same time for hearings in both courtrooms.

See District Court General Order 2021-01, FIRST AMENDED ORDER  
ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19  
PANDEMIC.



## Social Distancing

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## ☐ Among Court Staff

*(e.g. Staggered work shifts, plexiglass at clerk's window, seating arranged 6' apart, etc.)*

District Court staff have separate offices, with doors and windows to ensure physical distancing and ventilation. Remote work remains available to court staff. Some court staff attend hearings from their offices by remote means to avoid congregating in the courtroom when not necessary. Public access to chambers requires access through a secure entry. Hand sanitizer is available throughout offices and the building. The Clerk of District Court's Office has its own protocols which include a plexiglass window at the public entry/intake desk.

## ☒ 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.)*

The Teton County Courthouse is a multi-tenant building. Each agency's office has its own protocols and restrictions for entry. Entry into the building and its common spaces is subject to the jurisdiction of the Teton County Sheriff's Office which provides Court Security staff. Court Security manages floor markers, signage, the security and health screening upon entry, and other access to the building. Protocols and access may vary depending on the stage of the pandemic and local risk levels. From time to time, the Board of County Commissioners may pass a resolution regarding access to the building and, in particular, face coverings within the public building. All courthouse users shall comply with any County resolution in effect and any instructions, screening, or security requirements imposed by the Court Security staff upon entry. In the District Courtroom, seating is arranged at six foot distances. The witness box is enclosed in glass and equipped with a air purifier. Ventilation upgrades have occurred throughout the building and a UV air purifier has been installed in the HVAC system.

For more comprehensive information, see District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC.

## ☒ 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 available throughout the courthouse and the District Courtroom. Gloves are also available in the courtroom. Bathrooms are stocked with soap and paper towels and are cleaned according to a schedule. Single use microphone covers are provided at the courtroom podium. Court staff have been trained in sanitation protocols between hearings. Exhibits are shared electronically from counsel table instead of using the shared Elmo device.

See District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC.



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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)*

Court Security implements all screening protocols for entry into the courthouse and manages signage outside and inside the building. People meeting certain criteria are denied entry. For in-person court appearances, people denied entry are provided a tablet to use for a remote appearance from outside the courthouse using a free Wifi connection.

See District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC.

## ☒ 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)*

Remote appearances continue to be available for attorneys and litigants who fall into at-risk categories or who caregive for someone in the high-risk categories. Accommodation for such individuals when an in-person appearance is mandatory is managed on a case-by-case basis and may include hybrid proceedings to limit the number of people in attendance.

See District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC

## ☒ Face Coverings

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

Face covering requirements are amended from time to time in response to the local risk level in Teton County, directives or orders from the local or state public health departments, and new guidance by the Centers for Disease Control.

If a Teton County resolution requiring face coverings in the courthouse, then face coverings must be worn by all individuals when in common spaces of the courthouse such as lobbies and stairwells. Face coverings for anyone who does not have one are available at the courthouse entrance. At present, all individuals, regardless of vaccination status, are required to wear face coverings in the District Courtroom pursuant to CDC guidance. However, witnesses will be permitted to speak without a face covering from behind a tempered glass enclosure in the Court's modified witness box. Counsel will be permitted, when speaking, to remove their face coverings.

Any person may elect to wear a face covering at any time, even if not required by the District Court or Court Security.

"Face covering" means a covering made of cloth, fabric, or other soft and permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face. A bandana or buff is permissible. A surgical mask or N95 mask is not required.

Exceptions to any of the face covering requirements exist for children under 2, individuals with certain medical or mental conditions or physical disabilities. Hearing impaired individuals who need to read lips to communicate are also accommodated.

For more information, please see District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC.

## ☒ 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)*

All facilities are subject to a cleaning schedule, including high touch surfaces. The schedule and its scope were developed in consultation with all courthouse stakeholders. Scheduled cleaning services are managed by the Teton County Facilities department and its private contractor. Court staff have access to cleaning supplies for supplemental cleaning of high touch surfaces as needed.

See District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC.

☒ Other (if applicable):

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

The District Court General Order 2021-01, FIRST AMENDED ORDER ESTABLISHING PROTOCOLS FOR IN-PERSON HEARINGS DURING COVID-19 PANDEMIC provides more comprehensive information regarding the District Court's operations plan during the pandemic.

# Covid-19 Operating Plan

## 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

District Court Judge

11/23/21

Date

X

Circuit Court Judge

Date

X

City or County Health Official

Date