

# Covid-19 Operating Plan

Judicial District: First Judicial District

Courthouse: Cheyenne Municipal Court

Address: 300 W. 17th Street

Judges: Tony Ross

Ronn Jeffrey

David E. Singleton

*\* All judges in the courthouse should coordinate the timing of jury trials to minimize the number of jurors in the courthouse at one time; however, district and circuit courts may develop separate operating plans.*

Proposed Start Date of Jury Trials: 5/2/2022

Please identify measures your courthouse is implementing in each of the following categories:  
*(Please refer to the Covid-19 Jury Trial Guidelines for guidance)*

- Pre-Courthouse Screening  
*(e.g. supplemental juror questionnaires screening for high-risk individuals, providing safety precaution information, increasing number of jurors summoned for each venire panel to allow for more excusals)*

Safety precaution information is provided on the website and in person at the courthouse. Additionally, we encourage jurors in a high-risk safety group to write a letter explaining the same and requesting excusal from service. We will also send the letter the Wyoming Supreme Court drafted as well as the questionnaire to all potential jurors. The clerks will screen the questionnaires and excusal letters at least two days prior to trial. We will excuse anyone exhibiting symptoms of Covid-19.

# Covid-19 Operating Plan

## Courthouse Protections

*(e.g. operating and inspecting ventilation systems, leaving doors open where possible)*

Courthouse staff will encourage jurors to wear masks, although there is not currently a City of Cheyenne mask mandate. All jurors (and visitors) will be temperature checked prior to entry. Court staff will also inquire whether anyone is experiencing symptoms. We will have disposable masks available for all jurors. The Court will also encourage social distancing whenever possible. Additionally, we have signage throughout the hallways to assist in flow of traffic. The Court will ensure there are numerous hand sanitizer stations and bottles throughout the the courthouse. We will also post advisements throughout the building.

The courtroom will be sanitized prior to and after any trial (or other setting). Courthouse staff will, at 2-hour intervals (when the courtroom is utilized), clean the lectern, witness stand, defense table, prosecution table, doors (and handles), and the entirety of the jury box. Over the lunch break, the court will close and the court staff will do a sanitization with the fogger machine of the courtroom and common areas. Additionally, the court staff will provide sanitize (or new) pens to the jurors along with any other writing utensils. The floor, under the jury box seats will be marked with taped x's to show where chairs should be for social distancing.

## Voir Dire

*(e.g. health screenings on arrival, possible use of larger facilities, staggered arrival times, disinfect courtroom between panels, spaced seating, plexiglass barriers, remote voir dire, providing PPE)*

For the purpose of voir dire, the Court will utilize the gallery in the bigger courtroom to allow for social distancing. Court staff will walk jurors through the above precautions and then immediately seat them in the court gallery to avoid unnecessary contact. Again, the Court will provide all jurors masks and encourage jurors to wear them. The attorneys will remain at counsel table facing the gallery to conduct voir dire. Counsel will have the option to use the lectern. If so, court staff will sanitize between uses. After voir dire, the selected jurors will be seated (as discussed above) in the jury box and the court staff will sanitize the gallery and other areas of the courtroom.

# Covid-19 Operating Plan

## Seating the Jury

*(e.g. PPE, implement social distance between jurors while maintaining ability to see and hear, plexiglass barriers, alternative areas for juror recesses/deliberations)*

As mentioned above, the jury box floor will be marked with x's to signify where chairs should be positioned to allow social distancing. Court staff will sanitize the jury box along with the other areas of the courtroom after every recess and/or every scheduled 2-hour cleaning. Court staff will provide jurors with new or sanitized pens and notebooks. Each juror will also have a clear bag with their name on it to keep all of their courtroom items during breaks or overnight recesses.

## Conducting the Trial

*(e.g. allow public access via webcast/livestreaming, create separate areas for jurors and public, eliminate podiums, allow attorneys and clients to communicate via electronic devices, limit use of communal microphones and disinfect after use, limit juror contact with exhibits until deliberations)*

The Court will allow the public, as long as there is adequate space for social distancing including the necessary people for trial; i.e., City staff, court staff, defense team, etc. Additionally, the Courtroom does have a media room, which would allow at least three additional members of the public or media to observe the trial. The Court also has the ability to broadcast via Microsoft Teams and could provide a link to members of the public should they desire the same.

Again, court staff will sanitize all areas of the courtroom every two hours and do a deep clean over the lunch break and evening break (if necessary).

The Court has a specific jury deliberation room large enough for the six jurors to adequately social distance during deliberation.

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- Infection Event Protocol  
*(e.g. notify public health officials)*

In the event of an infection event, the Court will recess the trial and immediately contact Cheyenne City Risk Management and the City County Health Officer.

- Other (if applicable):  
*(consider and address other circumstances unique to your courthouse and community if necessary)*

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## Signatures:

*The operating plan should be approved by every judge regularly conducting business in the court subject to the plan. A representative judge must sign the operating plan, along with the city or county health official.*

X Lonny Ross  
Judge

1/11/2022  
Date

X   
City or County Health Official  
Stan Hartman, MD

1/31/2022  
Date