

Covid-19 Operating Plan

Judicial District: First Judicial District Courts - Second Amended

Courthouse: Laramie County Governmental Complex

Address: 309 West 20th Street

Judges: Campbell, Sharpe, Rogers, and Froelicher

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

Proposed Start Date of Select

In-Person Proceedings: March 14, 2022

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 Judges with courtrooms on the second and third floors will coordinate the scheduling of in-person proceedings to avoid large gatherings of persons appearing for District Court. Each chambers will share calendars to promote coordinated scheduling. Each of the District Judges conducts pre-trial criminal hearings and juvenile court hearings on separate days. All efforts will be made to coordinate with other occupants of the second and third floor.

Social Distancing

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Among Court Staff

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

In District Court there is sufficient spacing between individual workspaces to allow appropriate spacing between each staff person. The public access to District Court already has a glass partition. Face masks are available in the event that staff must meet in a confined space where appropriate separation is not possible. Hand sanitizer is provided throughout chambers.

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.)

Signs will be posted at the entrance to each courtroom informing participants about Optional face coverings.

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)

Each District Court courtroom will have hand sanitizer available at the entrance. The podium will have disinfecting wipes available between each use. Posters about hand washing and sneezing etiquette are posted throughout the Courthouse.

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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)

Posters will be posted outside each District courtroom listing COVID-19 symptoms and directing individuals with symptoms to not enter the courtroom. If possible, symptomatic participants will be permitted to appear by video or phone.

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)

Individuals who fall into the vulnerable population category will be permitted to appear by video or phone, when allowed by law. If an individual from a vulnerable population must appear in District Court, the District Courts will reasonably attempt to schedule that individual's appearance for a non-busy time at the Courthouse.

Face Coverings

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

Facial coverings will be optional for all persons entering the second and third floors of the Laramie County Governmental Complex. A supply of masks will be provided to the security deputies to distribute to those who do not have facial coverings and who would like a facial covering.

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 District Court courtrooms and chambers areas are cleaned and disinfected nightly by Laramie County staff. Laramie County staff will also clean and disinfect during the lunch break each day.

Other (if applicable):

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

Posters directing individuals to not enter the courthouse if they are experiencing the common symptoms of COVID-19 or have been recently exposed to someone that has tested positive for COVID-19 are posted.

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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
District Court Judge

Date

X
District Court Judge

Date

X
District Court Judge

Date

X
District Court Judge

Date

X
City or County Health Official

Date

STAN HARTMAN MD