

# Covid-19 Operating Plan

Judicial District: SECOND JUDICIAL DISTRICT

Courthouse: CARBON COUNTY

Address: 415 WEST PINE STREET, RAWLINS, WYOMING 82301

Judges: HON. DAWNESSA A. SNYDER, HON. SUSAN K. STIPE

## Proposed Start Date of Select In-Person Proceedings: June 1, 2020

*This does not include jury trials. Jury Trials shall not be held until a Covid-19 Jury Trial Operating Plan is submitted to the Wyoming Supreme Court. The Wyoming Supreme Court will issue further guidance on jury trial proceedings at a later date.*

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 and Circuit Courts shall continue to schedule and conduct as many court hearings via video or teleconference as permitted by applicable law and court rules.
- When possible, proceedings scheduled for the month of June 2020 shall be conducted by video or teleconference.
- All scheduling conferences shall be conducted by telephone or videoconference.
- The District and Circuit Courts shall provide notice that any vulnerable population members may request to appear via video or teleconference, as permitted by law, upon request.
- The Circuit Court is ordering that those who have must appear citations in June make contact with the Court to determine if arraignments can be made to conduct their arraignments via video/telephone and to see if there are circumstances which would make an in-person hearing difficult to accomplish.

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## □ Social Distancing

### ○ Among Court Staff

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

- Court Staff shall continue to social distance (minimum of six feet).
- The Clerk of the District Court has installed a plexiglass screen. The Clerk of the Circuit Court has a glass window at the counter.
- The District Judge's Chambers shall remain closed to the public/attorneys until further notice.

### ○ 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.)*

Notices will be posted on the District and Circuit Courtroom doors with instructions that all entrants (attorneys, parties, and spectators) must adhere to the following rules and guidelines:

- All persons not from the same household who are permitted in the courtroom shall be required to maintain adequate social distancing of at least six (6) feet.
- All entrants shall sanitize their hands before entering the courtroom. Hand sanitizers will be located at the entrance of the courtroom.
- All entrants shall wear face coverings. Entrants shall provide their own face coverings, although a limited supply of face masks will be available by the Clerk of Court.
- Benches shall be marked for appropriate seating indicating six (6) foot distances.
- Chairs shall be separated in the common area to maintain proper social distance. The District Court will post notices reminding people to maintain social distance in the hallways.
- The Clerk of the District Court has signage in the hall, marking six (6) foot distances for people waiting in line. The Clerk of the Circuit Court will also provide signage marking six (6) foot distances for people waiting in line from separate households.

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- Public access shall be limited, consistent with social distancing as allowed by the courtroom.
- Attorneys shall maintain proper social distance at the counsel tables and shall wear face coverings while in the courtroom.

## 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)*

- The District and Circuit Courtrooms shall have hand sanitizer dispenser at the entrance by Court Security. There will be a notice on the courtroom door directing persons that they must sanitize their hands before entering the courtroom.
- Tissues shall be placed near the door of the courtroom, at counsel tables, at the witness stand, and on the judge's bench.
- The District and Circuit Courtrooms will be cleaned by Court Staff once during the day following the morning session of court and will be cleaned at night after court has concluded.
- The CDC's "Stop the Spread of Germs" flyer in both English and Spanish, shall be posted at the entrance of the courtrooms.

## Screening

*(e.g. Flyers posted outside courthouse directing individuals with Covid-19 symptoms not to enter, temperature checks of all individuals entering courthouse)*

- When individuals attempt to enter the courtroom, court security shall ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions shall be refused admittance to the courtroom.
- When individuals attempt to enter the courtroom, court security shall use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the courtroom.
- The District and Circuit Court shall post notices that persons experiencing flu-like symptoms, have a fever, or are coughing or sneezing, may not enter the

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courtroom and provide directions to make alternate arrangements to appear via video or teleconference as allowed by law.

- Inmates being transported from the jail to the courtroom shall be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
- Staff who are screening individuals entering the court building will be provided with personal protective equipment, including face coverings and gloves.

## □ 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)*

- The District and Circuit Courts shall post notices that members of vulnerable populations shall not enter the courtroom and the courts shall provide directions to make alternate arrangements to appear via video or teleconference as allowed by law.
- Vulnerable populations include the following:
  - People 65 years and older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled, including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised
      - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease

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## Face Coverings

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

- All persons entering the District and Circuit Courtrooms shall wear face coverings.

## Cleaning

*(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)*

- Court staff will clean and sanitize the witness stand between every witness.
- Court Staff shall regularly clean and sanitize the common areas outside of the courtrooms in accordance with the courtroom cleaning schedule, to occur once during the day following morning sessions, and will be cleaned at night after the court has concluded.

## Other (if applicable):

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

- Copies of all notices referenced herein are attached and incorporated into the Courts' plan.
- The Clerk for each Court shall maintain a journal of participants and spectators for each in-person hearing so that if there is a positive COVID-19 case associated with a court participant, the public health officials will be able to trace and notify any exposed individuals.
- Anyone who is exposed or tests positive for COVID-19 and has attended an in-person court hearing during the incubation period shall notify the Clerk of Court.


# 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.*

  
DISTRICT JUDGE

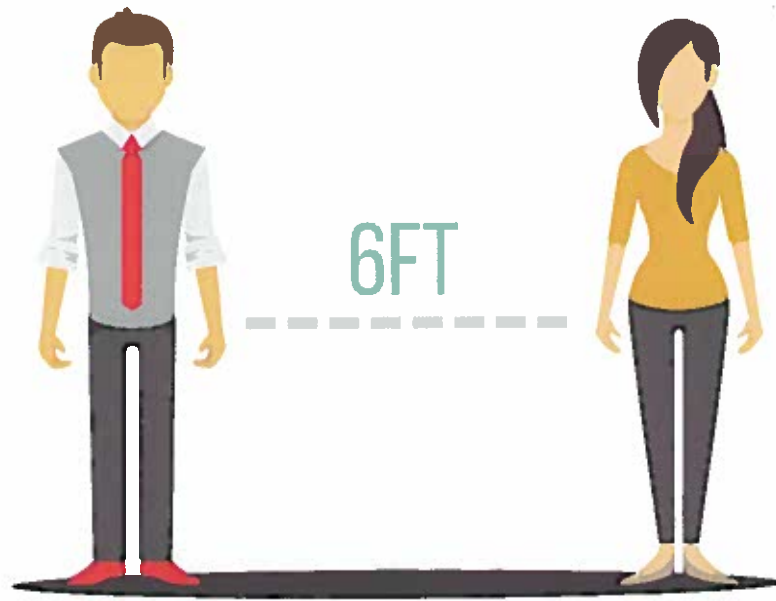
  
COUNTY HEALTH OFFICIAL

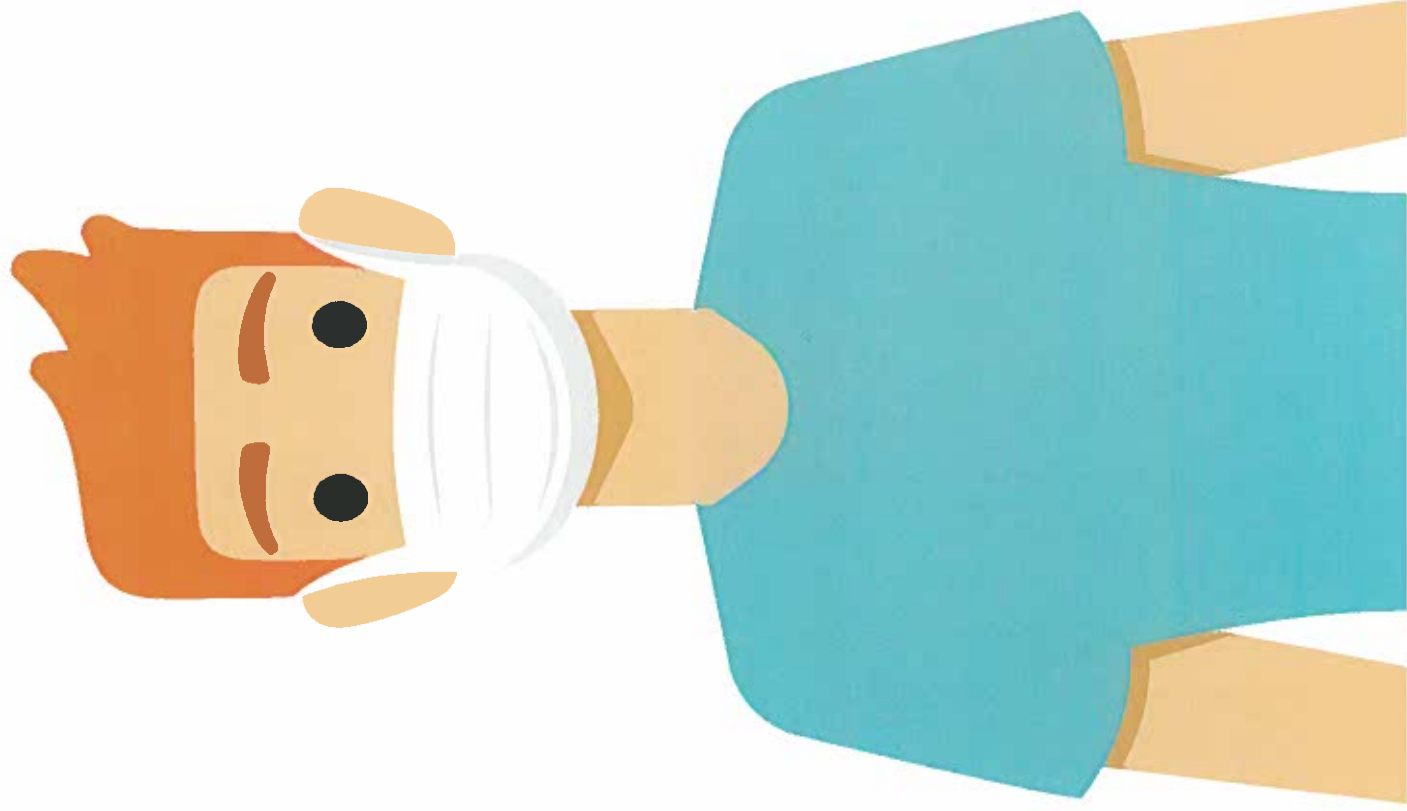
  
CIRCUIT COURT JUDGE

  
CLERK OF DISTRICT COURT

# PLEASE SOCIAL DISTANCE

STAY AT LEAST 6FT AWAY FROM  
THOSE AROUND YOU. THANK YOU!





Please

**WEAR  
A FACE  
MASK**

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Help stop  
the spread  
of COVID-19



**BODY  
TEMPERATURE  
CHECK  
REQUIRED**





**PLEASE USE  
HAND SANITIZER**

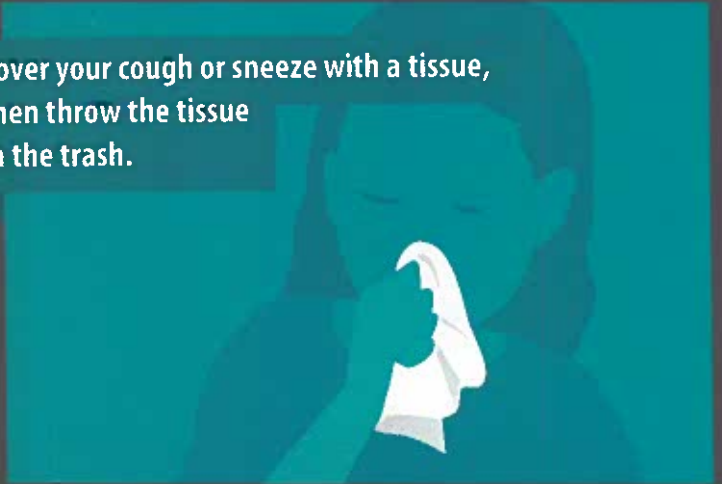
# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

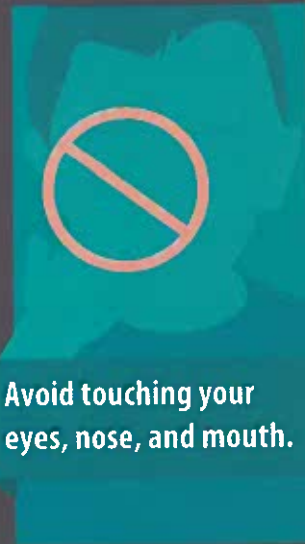
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

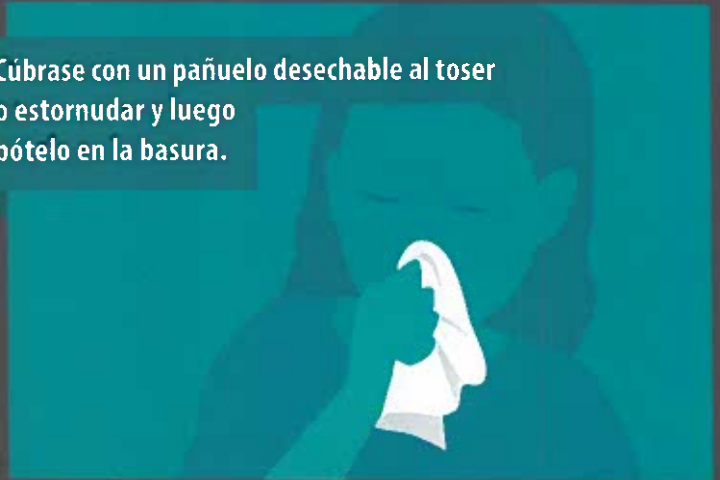
# Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19

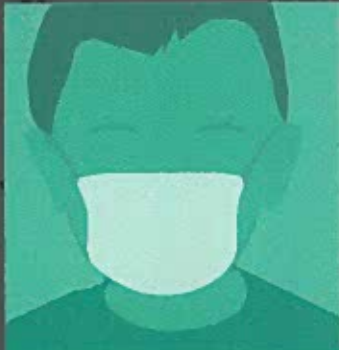
Evite el contacto cercano con personas que están enfermas.



Cúbrase con un pañuelo desechable al toser o estornudar y luego bótelo en la basura.



Evite tocarse los ojos, la nariz o la boca.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.

Limpie y desinfecte los objetos y superficies de contacto frecuente.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)