TO: **All Legislators, Legislative Branch Staff, and Members of the Public**

FROM: **Senate Majority Leader Jack Whitver and Speaker of the House Pat Grassley**

DATE: **January 6, 2021**

RE: **Protocols for 2021 Legislative Session**

Capitol Building and 2021 Legislative Session Protocols

Legislators, staff, and members of the public are asked to please stay home if they are sick, have a fever, or any other symptoms.

Based on current Iowa Department of Public Health (IDPH) and the Center for Disease Control (CDC) guidelines, social distancing (maintain 6 feet of space between people) measures should continue to be practiced. If an individual is unable to practice social distancing, a face covering is recommended. Masks and face shields will be made available at the Capitol for those who voluntarily want to wear a mask.

Enhanced cleaning procedures will be utilized throughout the building.

Legislative Session will Convene on Monday, January 11, 2021, at 10:00 am at the Iowa Capitol

- The 2021 Legislative Session will follow the proposed timeline set forth in Joint Rules, providing for an approximately 110-Day Legislative Session.
- Legislators are expected to be in the Capitol building to participate and vote in committee meetings and floor debate.

Health and Safety Measures in the Capitol Building

Masks and Hand Sanitizer:

- Masks and face shields will be available for those who voluntarily want to wear one. Individuals are encouraged to bring their own mask or personal protective equipment to wear.
- Hand sanitizer stations will be spread throughout the Capitol and at the entrances to the building and the chambers.

Health Screenings:

- Members of the public entering the Capitol building will haven in-person health check – questionnaire and temperature check administered by Capitol Security.
- All persons entering the Capitol Building are expected to self-monitor any possible symptoms. There is a self-screening tool available here: https://www.cdc.gov/screening/index.html
- There will be two entrances open to the public from 6:30 am until the conclusion of legislative business located at the south and west ground level of the Capitol.

Capitol Building Access

- The Capitol Building is open to the public.

    - During the 2021 Legislative Session, Capitol Hours Monday through Friday are 6:30 am and until the conclusion of business.
    - Capitol Hours on Saturday are 8:00 am to 4:00 pm.
- There will be no guided tours Monday through Thursday. The Law Library, Whispering Gallery and Dome will not be open for tours.
- The Capitol Dome will be accessible to Members of the General Assembly only.
- Members of the General Assembly and Legislative Staff will continue to maintain badge access to the exterior building entrances.
- Committee rooms are reserved for legislative business only. Outside groups will not be permitted to reserve these rooms. The First Floor Rotunda is available for reservation through the Department of Administrative Services https://das.iowa.gov/gse/capitol-building-reservation-form
- The cafeteria will be run by Hy-Vee and open Monday-Friday 7am to 2pm.

Iowa Senate Specific Information

Iowa Senate Floor Access

- Only all Legislators and Legislative Branch Staff will have access to the floor of the Senate Chamber.
- Press Row will no longer be utilized for members of the media. Media will have reserved space in the southeast Gallery.
- Clerks will no longer sit next to their Senator. Senate clerks are permitted with Senator approval to work remotely. There is additional workspace for clerks in the north gallery. The northeast gallery is reserved for clerks of Democratic Senators and the northwest gallery is reserved for clerks of Republican Senators. If a Senator has office space, clerks also have access to that space.

Iowa Senate Subcommittees

- Joint budget subcommittees will no longer meet. The House and Senate will schedule budget subs separately. Senate budget subcommittees are expected to be on an "on-call" basis.
- Senate subcommittee chairs will schedule meetings through the Secretary of the Senate Office. Senate subcommittees will be held via Zoom. Zoom information for the subcommittee will be included in the subcommittee notice which will be published at least the day before the subcommittee is scheduled. Members of the public may comment during the Zoom subcommittee or provide written comments on legislation via the General Assembly's website.

Iowa Senate Committee Meetings

- Senators must be physically present to vote.
- Caucus staff and LSA staff may be on the Senate Floor for committee meetings.
- All Senate Committee meetings will take place in the Senate Chamber.
- Committee Secretaries (Chair, Vice Chair, Ranking Member secretaries) may be present on the Senate Floor for Committee meetings.
- Caucus staff and LSA staff may be physically present for committee meetings.
- Members of the public have two options for viewing committee meetings:

- All committee meetings will be livestreamed on the Legislative Website and archived under that specific committee.
- The south gallery will be open to the public.

Senate Room Access

- Senate Republicans will caucus in Room 22
- Senate Democrats will caucus in Room 116
- Rooms 24A, 111, and 217 are reserved for Republican Subcommittee members
- Room 312, Section I of the upper level Lobby Lounge, and the Crow's Nest are reserved for Democratic Subcommittee members
- The lower-level of the Senate Lobbyist Lounge will be open to the public.

Iowa House Specific Information

House Chamber

- All Legislators and staff will have access to the floor of the House Chamber.
- To allow for additional space for legislators and staff the media will no longer be allowed on the chamber floor. Media will have reserved space in the north gallery.
- Clerks will be allowed on the floor but will be provided additional work space to allow for social distancing.
  - House Galleries and Crow's nests
  - Room 304
  - 2nd floor Miller- House Democrat Clerks Only
- At each member's discretion, clerks will be permitted to work remotely unless their physical presence is required. In person clerk training is mandatory. Clerk remote work will be supervised and reviewed by the Chief Clerk. If remote work results in delays to legislative business the Chief Clerk will notify leadership.
- All chamber action will be livestreamed on the legislative website. There will be television monitors throughout the Capitol showing the livestream.
- Constituents, lobbyists, and members of the public are encouraged to conduct business with legislators and staff via phone, email, or text to limit personal contact. The House Switchboard will be open Monday-Friday 8am to 4:30pm to accept and transfer calls.
- Galleries are open to the public. Seating is first come first served.
- Groups with Days on the hill are encouraged to notify the chief clerks office so it can be added to the social calendar. Groups are also encouraged to look at the social calendar before scheduling to limit multiple groups from scheduling on the same day.
- Doorkeepers will limit guests in the chamber to 20 at a time.

Subcommittees

- Joint budget subcommittees will no longer meet. The House and Senate will schedule budget subs separately.
- Subcommittee blocks will be scheduled in the weekly calendar.
- The following spaces will be utilized for subcommittees meetings and will be equipped with media carts to provide a virtual viewing option.
  - Room 103
  - Room 102
  - Room 19
  - Law Library

        - Room 15
        - Lobby Lounge
    - Members must schedule subcommittees rooms through the chief clerk's office to ensure a space and time is reserved for the meeting.
    - Rooms will be set up to accommodate for spaced seating. There will be reserved seating for members and staff. Any additional seating is first come first served to the public.
    - For anyone wanting to view subcommittee meetings virtually, all subcommittees will be livestreamed via webex. The webex link will be provided on the subcommittee meeting notice.
    - Members of the public will be strongly encouraged to submit written comments on legislation via the General Assembly's website for house subcommittee meetings.

Committees

- Members must be physically present to vote.
- Caucus staff, LSA staff, Chair and Vice Chair clerks must be physically present for committee meetings.
- Rooms will be set up to accommodate for spaced seating. There will be reserved seating for members and staff. Any additional seating is first come first served to the public.
- For anyone wanting to view committee meetings virtually, all committees will be livestreamed via webex. The webex link will be provided on the committee meeting notice.
- Committees will only be scheduled if they need to meet. If the only business a committee has is assigning bills, chairs will assign bills electronically.

Meeting Rooms and Caucus Room assignments

*Room assignments are subject to change based on spacing needs.

- Full Caucus-
    - House Republicans- Law Library
    - House Democrats- Scheduled Caucus Times 2nd floor Miller Building; All other times RM 103
- Committee Rooms and Committee Caucus
    - Law Library- (Ways and Means, Judiciary, Education, Human Resources, State Gov't, Transportation)
        - House R's in law library
        - House D's in Rm 15
    - Room 103- (Appropriations, Labor, Commerce, Agriculture, Public Safety, Veterans Affairs, Eco Devo Budget, HHS Budget)
        - House R's in 103
        - House D's in Dem Caucus office
    - Room 102- (Natural Resources, Local Government, Economic Growth, Environmental Protections, Education Budget, RIIF Budget)
        - House R's in 102
        - House D's in 305
    - Room 19- (IT, Admin/Reg Budget, Justice Systems Budget)
        - House R's in 19

        - House D's 15.4
    - Room 15- (Ag and Natural Resources budget)
        - House R's in Rep Caucus Office
        - House D's in 15

In the Chambers, Chamber Action

All Legislators and staff will be encouraged to comply with social distancing recommendations, when possible.

- To the extent possible, constituents, lobbyists, and members of the public should try to conduct as much business with legislators and staff via phone, email, or text to limit personal contact.
- All committee meetings, subcommittee of the whole meetings, and debate will be livestreamed on the General Assembly website. There will be television monitors throughout the Capitol showing the livestream.
- Members of the public are allowed in public areas (hallway, rotunda, designated galleries in the House and Senate Chamber, and public restrooms). Committee rooms and offices will be badge access only for members and staff.

Legislative Branch Employees

During this time of public health state of emergency, supervisors will be permitted to individually determine protocol for their staff with regard to working remotely or the time needed to be spent in the Capitol through the period of the Covid-19 pandemic as a temporary measure to maintain a healthy work environment.

Legislative Branch staff will be permitted to work remotely unless their physical presence is necessary and upon direction of the supervisor. If an employee's physical presence is necessary but are unable to be in the Capitol, accommodations will be made for the employee.

Reporting of Positive COVID-19 Test

The confidentiality of personal health information for you, your family, and persons you come into contact with is very important. However, the health and safety of all persons who work or visit the Capitol is also very important. The processes set out below are established to assist in balancing these interests.

While self-identifying is ***not mandatory***, when a member or employee has ***self-identified*** or has otherwise indicated contact with another individual who has a confirmed case of COVID-19:

- **Representatives/Senators:** Representatives or Senators should contact their respective Leader who will then notify the Chief Clerk or the Secretary of the Senate as appropriate, who shall then notify their remaining respective Leaders what information may be lawfully disclosed.
- **House**: Employees of the House should contact their Supervisor who shall then notify the Chief Clerk. The Chief Clerk shall provide the information to Leadership who shall determine what information may be lawfully disclosed.
- **Senate**: Employees of the Senate should contact their supervisor who shall then notify the Secretary of the Senate. The Secretary of the Senate shall provide the information to Leadership who shall determine what information may be lawfully disclosed.

- **LSA**: Employees of LSA should contact the Interim Director of LSA who shall then notify the Chief Clerk and Secretary of the Senate. The Chief Clerk and Secretary of the Senate shall notify their respective Leaders who shall determine what information may be lawfully disclosed.
- **Ombudsman**: Employees of the Ombudsman's office should contact the Ombudsman who shall then notify the Chief Clerk and Secretary of the Senate. The Chief Clerk and Secretary of the Senate shall notify their respective Leaders who shall determine what information may be lawfully disclosed.
- **Joint Employees**: Joint Employees of the House and Senate should contact the Chief Clerk or the Secretary of the Senate. The Chief Clerk and the Secretary of the Senate shall notify each other and their respective Leaders who shall determine what information may be lawfully disclosed.
- **Timely Notification:** All notifications required under these processes shall be made as soon as practicable.
- **Contact Tracing**: Contact tracing will be conducted by the proper and appropriate public health agencies and not by the General Assembly.

Please see below the link to the Equal Employment Opportunity Commission's guidance related to the coronavirus (COVID-19) pandemic. https://www.eeoc.gov/facts/pandemic_flu.html