



## Secretary of the Senate

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TO: All Senators and Senate Staff

FROM: Erika Contreras  
Secretary of the Senate

RE: Updated COVID-19 Protocols: Post June 15, 2021

As you are aware, on June 15, 2021, many COVID-19 restrictions and safety guidelines will be eased or eliminated, as California's economy reopens, and the state moves beyond the Blueprint for a Safer Economy. I want to remind you that the Capitol is a workplace, and as such, is subject to the Cal/OSHA Prevention Emergency Temporary Standards with regard to COVID-19. This means that the Senate, as an employer, must continue to mitigate for risks, especially for unvaccinated members and employees in the Capitol, the Legislative Office Building (LOB), and district offices.

### **Capacity:**

Beginning Tuesday, June 15, capacity in the Capitol will begin to be increased. In addition to the workforce, five hundred (500) members of the public, advocates, and press will be allowed into the Capitol. Public access will continue to be through the North Pavilion (L Street), and individuals will be free to move about the first through sixth floors of the building to conduct their legislative business. Large crowds will not be allowed to congregate anywhere in the building. The Senate will monitor and will adjust capacity in coming weeks.

Members of the public will continue to be required to:

- Clear a COVID-19 screening, including a temperature check.
- Wear a mask at all times while in the Capitol building. Masks will be provided at the Security pavilion to anyone who needs one.
- Adhere to social distancing.
- Remain orderly and refrain from disruptive behavior.

While progress has been made and many workers are protected with a vaccine, a significant number of employees are not yet fully vaccinated and remain at risk of exposure to COVID-19 at work.

Below are updated protocols to mitigate for risks, especially for those who remain unvaccinated in the Capitol, the Legislative Office Building (LOB), and district offices.

**Masks:**

Masks will continue to be required in the Capitol, LOB, and district offices, including hallways, elevators, hearing rooms, restrooms and in all shared spaces. Cal/OSHA's Emergency Temporary Standards, require masks for all workers regardless of vaccination status.

Masks must contain at least two (2) layers of fabric. If you need masks, please contact John Nam in Senate Rules Committee at (916) 651-1893 or by email at [john.nam@sen.ca.gov](mailto:john.nam@sen.ca.gov)

**Social Distancing:**

Social distancing policies will remain, and employee workstations must be configured to permit at least 6 feet distance from other workstations. Offices must have signage and floor markings designating the appropriate distance between work stations and public seating areas, including for lobbies, offices and conference rooms, among others meeting spaces. Offices have been provided signage and may request additional signage from Senate Reprographics.

**Public and Staff Access:**

The public will continue to enter and exit through the North security pavilion (L Street). Individuals will be free to move about the first through sixth floors of the building to conduct their legislative business. Large crowds will not be allowed to congregate anywhere in the building.

All Senate staff must enter and exit the Capitol using the South security pavilion.

The Legislative Office Building remains closed to the public and staff must continue to use their ID badge to gain access to the building.

Employees and Senators will no longer be screened for temperatures as all employees are either fully vaccinated or will be screened for Covid-19 once per week under our new testing program.

Temperature checks will remain in place for the public.

**Staffing Levels:**

The current staff limit of three (3) staff per day in Capitol and LOB will continue. District offices may have up to four (4) staff per day to the extent that social distancing allows.

Effective immediately, all offices must have their telephones answered in person by staff members Monday through Friday from 9:00 a.m. to 5:00 p.m. **During regular business hours, phones can no longer be transferred to cell phones, answering services or voicemail.**

**In-Person Meetings:**

Senators who wish to take in-person meetings (drop-in or scheduled) in their Capitol or district office may do as of June 15, 2021. Senators who prefer to take meetings by appointment must post door signage indicating how appointments may be requested. All meetings must follow health and safety protocols, and capacity in any meeting will be determined by the extent to which social distancing permits.

Senators may continue to meet with advocates, lobbyists and the public via remote platforms and telephonic means.

Signage will be available in the Office of the Secretary of the Senate (Capitol, Room 3044) on Monday, June 14, after 10:00 am.

**Personal Protective Equipment (PPE):**

The Senate has provided each employee and office with safety resources including masks, thermometers, hand sanitizer, disinfectant wipes and signage.

Air scrubbers have been purchased for each Capitol office and are available upon request for all district offices.

**District Travel and Operations:**

District offices will remain closed to the public, except when the Senator is present and taking meetings. Staff will continue to provide constituent services by phone and remote platforms.

The Senate will lift staff travel restrictions on all in-district travel on June 15, 2021. Senators may direct employees to attend events and activities in the district with, or on behalf of, a Senator. Prior approval for in-district travel from the Secretary of the Senate is no longer required for reimbursement. Staff travel requiring a flight or overnight accommodations will continue to be restricted, and require pre-approval from the Secretary of the Senate.

Effective June 15, 2021, restrictions on legislative Member travel out of district will be lifted. Such travel will still require pre-approval by the Secretary of the Senate. Out-of-state travel will continue to be restricted and will be considered on a case-by-case basis.

The Senate is developing a framework for offices to begin holding or sponsoring in-person district events and gatherings, and will provide detailed information in the coming weeks. In the meantime, only no-contact drive through events will be approved.

**Transportation:**

Effective June 15, 2021, the following transportation policies will resume:

- Transportation to and from the airport if both the Senator and employee are fully vaccinated\* and masked.
- Transportation to and from district events if both the Senator and employee are fully vaccinated\* and masked.
- Special Services transportation without sneeze-guards, if both the Senator and driver are fully vaccinated\* and masked.

*\*The Capitol Health Services Clinic must have documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine or a single-dose COVID-19 vaccine.*

**Testing:**

After June 16, 2021, the Senate will stop testing vaccinated Senators and essential employees who support Senate proceedings. Only unvaccinated individuals must continue to test. Any vaccinated member or essential employee who wishes to continue testing may do so. Member testing will continue on Wednesdays in the Capitol Health Services Clinic.

Considering the increased staffing numbers and expanded public access, the Senate will initiate a new expanded testing program. The new program will require all staff who are not fully vaccinated and who must report to the Capitol or the LOB after June 15, to test once per week. The first testing

clinic will be on Monday, June 21, 2021 (since Father's Day falls on Sunday, June 20, 2021). Thereafter, testing will take place on Sundays. Details will be provided by email.

**Vaccinations:**

The most important measure anyone can take to protect from injury or illness from COVID-19 is to get vaccinated.

As a reminder, all Senators and staff are highly encouraged to get vaccinated. Those who are vaccinated, but have not yet provided their vaccine cards, should email a copy to [covidvaccinerecord@sen.ca.gov](mailto:covidvaccinerecord@sen.ca.gov), or provide a copy to the nurses in Capitol Health Services. Once vaccinated, it is a requirement that Senators and staff submit proof of vaccination.

Employees who cannot be vaccinated due to medical reasons must contact Human Resources to begin an assessment for a reasonable accommodation.

**Chamber and Committees**

Current health and safety protocols for Senators and staff, including social distancing and mask wearing, will remain on June 15. These protocols may be revised after summer recess.

The Senate will continue to allow advocates, members of the public and the press to enter the Capitol to attend proceedings to the extent social distancing permits. Overflow rooms will still be provided should a hearing room reach social distanced capacity. **The Senate will continue to provide the public with access to telephonic testimony.** The Senate Daily File will include instructions for remote participation by the public.

As has been the case since last year, Senate committees are limited to members of the committee, essential staff supporting the policy and logistical operations, and members of the public, advocates and press to the extent social distancing permits. Committee members may not have staff in hearings, except to briefly deliver or retrieve materials from their members. Authors will be allowed one (1) staff in committee while they are presenting measures. Social distancing must be observed and the staff must leave once the member concludes their presentation.

Social distancing will continue to be enforced for employees and Senators. As necessary to respond to demand, audience seating in committees may be modified to allow 4-6 feet social distancing. As public capacity and demand increases for in-person public comment, committee audience capacity will be revisited and modified.

**Remote Participation:**

The Senate has ended the remote participation in committees and floor session that was temporarily available during the pandemic.