

Office of the Sergeant at Arms  
U.S. House of Representatives  
Washington, DC 20515-6634

## IMPORTANT NOTICE

TO: All Members of Congress

FROM: Paul D. Irving  
Sergeant at Arms

Dr. Brian P. Monahan  
Attending Physician

DATE: April 22, 2020

SUBJECT: **Procedures for the House Session on Thursday, April 23, 2020**

In order to accommodate the session of the House of Representatives on **Thursday, April 23, 2020**, the following guidelines have been developed in consultation with the Office of Attending Physician (OAP) and House Leadership. **Members should use extreme care and deliberation when making the determination to travel to Washington, D.C.** The OAP continues to recommend teleworking for all Congressional offices. In all cases, **Members and staff must maintain 6-foot social distance spacing** as much as practicable when in the offices or the Capitol.

To ensure Member and staff health safety, normal operating procedures will be temporarily modified on Thursday:

- **Face Covers** - In light of additional guidance from the CDC since the March 27, 2020, session, use of a face covering, while voluntary, is recommended for Members and staff in any proceeding when it may be not be possible to maintain the minimum six-foot separation distance (e.g. Member private communications with staff, document distribution if needed etc.). Members and staff who cannot maintain that distance should apply a face cover if a face covering is not already worn (a face cover will be available for those who need them).
- **Chamber Access for Members** – During debate, access to the Floor of the House will be limited to those Members who are scheduled to speak during debate. Members who wish to speak during debate should contact their respective Leadership office. Unless participating in the debate, **Members are encouraged to remain in their offices. Members will be notified with sufficient time to travel safely to the Chamber to vote.** Members are strongly encouraged to cleanse their hands with waterless hand sanitizer before entering and departing the House

Chamber, and face covers and gloves will be available, should Members need them. Members are requested to follow all health safety procedures while on the Floor.

- **Gallery Use by Members** – As seating in the House Chamber will be limited, and to facilitate social distancing, the House Gallery will be open and available for the use of Members throughout the session on Thursday.
- **Capitol Access** – Access will be strictly limited to Members of Congress, Congressional staff who have an office located inside the Capitol, and staff who have designated Floor access for Thursday, April 23, 2020. **If a staff person does not have a Capitol office – even if accompanied by a Member – they will not be permitted inside the Capitol.** Credentialed press will be permitted, as will official business visitors to the House wing. Accommodations will be made for Members with accessibility or mobility needs. Please contact our office to let us know how we may assist you.
- **Elevator use** – It is strongly encouraged that Members refrain from grouping. Members are encouraged to use the stairwells when coming to and from the Chamber. If elevators must be used, occupancy should be limited to one or two persons if the 6-foot distance can be accommodated, depending on the size of the elevator.
- **House Office Building Access** – The House Office Building access remains limited to Members, Congressional staff, and credentialed press. Official business visitors to the House Office Buildings must be met by House staff at an entrance and escorted to and from their destination.
- **House Dining Facilities** – Capitol Market and Longworth Cafeteria will both be open from 7:30 AM to 1:30 PM with modified offerings at the direction of the OAP. All other dining facilities are closed.
- **Member Facilities** – The Member Gym is closed.
- **Tours** – The Capitol and CVC remain closed to all tours, including Member, staff-led and public tours. In addition, the House Gallery is closed to all visitors.
- **Use of the Members Representational Allowance (MRA)** – Rules and regulations applicable to the MRA remain in effect. Travel to and from your district to Washington D.C. for the purposes of participating in this session is a reimbursable expense. For more information contact the Committee on House Administration, (202) 225-2061 (majority), (202) 225-8281 (minority).
- **House Documents** – Pursuant to guidance offered by the Office of the Clerk on April 6, 2020, documents may be submitted electronically. The Floor Hopper remains available only to Members.
- **Press Access** – The Speaker’s Lobby remains closed to press; the Press Gallery on the Third Floor in the House Chamber will remain open.

**Voting** – On Thursday, voting will be done alphabetically in groups of approximately 60 Members over an extended period. This will minimize the risks posed by placing too many Members on the House Floor at the same time. When your group is called to vote, please enter the Chamber via either the House Main Door, the East Door or West Door. **Members should exit the Floor immediately after voting so**

**that we may accommodate the entire House in a timely fashion.** If Members do not exit the Floor in a timely fashion after voting, it will hold up the next group as we will be strictly enforcing social distancing guidelines.

A chart of groups is below, and Members will be notified of their time block to cast their vote:

<b>Group 1</b>	Rep. Abraham to Rep. Cheney
<b>Group 2</b>	Rep. Chu to Rep. Ferguson
<b>Group 3</b>	Rep. Finkenauer to Rep. Hoyer
<b>Group 4</b>	Rep. Hudson to Rep. Lucas
<b>Group 5</b>	Rep. Luetkemeyer to Rep. Moolenaar
<b>Group 6</b>	Rep. Mooney to Rep. Roy
<b>Group 7</b>	Rep. Roybal-Allard to Rep. Norma Torres
<b>Group 8</b>	Rep. Torres Small to Rep. Zeldin
<b>Group 9</b>	<i>Additional time if needed</i>

Please note that throughout voting, we will monitor the number of Members on the Floor to ensure we maintain safe social distancing. Members who are ill with respiratory symptoms or fever are strongly discouraged from attending the session.

We appreciate your assistance as we implement these temporary measures for your protection. If you have further questions or have any concerns, please feel free to contact either the Office of Attending Physician at (202) 225-5421 or the Office of the Sergeant at Arms at (202) 225-2456.