

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: May 14, 2020

SUBJECT: **Procedures for the House Session on Friday, May 15, 2020**

In order to accommodate the session of the House of Representatives on **Friday, May 15, 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 Attending Physician continues to recommend maximum 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 Friday:

- **Face Covers** - In light of continued guidance from the CDC, use of a face covering, while voluntary, is strongly 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). Please note that face coverings and masks should be professional in appearance, especially those worn on the Floor of the House of Representatives. Masks will be available at each entrance to the House Floor for those Members who need one during a session.
- **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 Friday.
- **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 May 15, 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 will be open from 7:30 AM until 3:00 PM; Longworth Cafeteria will be open from 7:30 AM to 2:30 PM; Subway will be open from 11:00 AM until 4:00 PM and the Ford Cafeteria will be open from 7:30 AM until 2:30 PM. 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.
- **Supplies of Hand Sanitizer and Masks** – If offices need additional supplies of hand sanitizer and masks, staff may visit the Rayburn Cafeteria on Thursday, May 14 from 3:00PM to 5:00PM and Friday, May 15, from 8:00 AM to 3:00 PM to receive an allocation. Offices are encouraged to continue to utilize social distancing, maximum telework, and not to make a special visit to the campus to collect these items. For

Members who are participating in the Floor proceeding, face coverings, sanitizer, and gloves will be around the Chamber during the proceeding.

- **Heating and Air Conditioning (HVAC)** -- Based on Centers for Disease Control and the American Society of Heating, Refrigerating and Air-Conditioning Engineers recommendations, the Architect of the Capitol has increased the amount of outdoor air to improve the effective dilution ventilation per person and eliminate recirculation in campus facilities. This action is in addition to the central air filtration on campus HVAC units. Since our systems are not optimized for this configuration, the Architect of the Capitol appreciates your patience and understanding of fluctuations in temperature and humidity controls as we work to provide you with the safest possible workspace. Should you have HVAC issues, please request assistance from the House Office Building Service Center at (202) 225-4141 or by visiting: www.aoc.gov/service-requests.

Voting – On Friday, voting will be done alphabetically in groups of approximately 72 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 via the Speaker’s Lobby 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:

Group 1	Rep. Abraham to Rep. Cohen
Group 2	Rep. Cole to Rep. Vicente Gonzalez
Group 3	Rep. Gooden to Rep. Lamb
Group 4	Rep. Lamborn to Rep. Palazzo
Group 5	Rep. Pallone to Rep. Smucker
Group 6	Rep. Soto to Rep. Zeldin

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.