

**TO: All Legislators and Legislative Branch Staff**  
**FROM: Speaker Grassley and Majority Leader Whitver**  
**DATE: May 14, 2020**  
**RE: Protocols for reconvening the 2020 Legislative Session**

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### **Capitol Building and 2020 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 symptoms or compromised immune systems.

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 to Reconvene**

- Legislative Council will meet on Thursday, May 14<sup>th</sup> to extend the adjournment until June 3, 2020.
- The General Assembly will reconvene on Wednesday, June 3, 2020. At that time, the House and Senate intend to amend the Joint Rules regarding the Second Funnel.
- House and Senate members will be in the Capitol for committee meetings and floor debate.
- Expectation that the House and Senate will complete the second funnel on June 5<sup>th</sup>.
- Appropriations Committees will also work on the FY 2021 State Budget during this time.
- While there is no set time for adjournment, the expectation that lawmakers will be in Des Moines for floor debate the week June 8<sup>th</sup> to complete work on the FY 2021 budget.

### **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 may also bring their own mask to wear.
- Hand sanitizer stations will be spread throughout the Capitol and at the entrances to the building and the chambers.

#### **Health Screenings:**

- Those entering the Capitol building can expect an in-person health check – questionnaire (provided by IDPH) and temperature check.
- All persons entering the Capitol Building are expected to self-monitor any possible symptoms.
- The public may enter the Capitol only through the West Public Entrance.

### Capitol Building Access

- Beginning on May 18, 2020, the Capitol Building will be open to the public between the Hours of 8:00 am and 4:00 pm.
  - There will be no guided tours of the Capitol. All tours are to be self-guided and groups shall be limited to 10 persons.
  - When the Legislature reconvenes, the building will be open to the public at 8:00 am until business is concluded.
  - All committee meetings will take place in either the Senate Chamber or House Chamber.
  - Committee rooms will be reserved for legislative business only. Outside groups will not be permitted to reserve these rooms.
  - All Legislators will have access to the Senate Chamber and House Chamber. Staff access will be maintained, but staff in the respective chambers will be limited to essential activity only.
  - There will be no clerks, interns, pages, or doorkeepers in either the Senate Chamber or House Chamber.
  - The cafeteria will remain closed through 2020.
- **Subcommittees**
    - Joint budget subcommittees will no longer meet. Budget bills will instead go through each Chambers Appropriations Committee.
    - Senate subcommittees of the whole will be held in the Senate Chamber
      - Members of the public who wish to speak on a bill will be recognized from the South Gallery. There will be a process for those who wish to speak.
    - Members of the public will be strongly encouraged to submit written comments on legislation via the General Assembly's website (similar to public hearings in the House) for house subcommittee meetings.

### In the Chambers, Chamber Action

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

Both the Senate and House will have space reserved for legislators in the gallery.

In the Senate:

- The Northwest Gallery and Crow's Nest will be reserved for Senate Republican members and staff only.
- The Northeast Gallery will be reserved for Senate Democratic members and staff only.
- The entire South Gallery of the Senate will be open for members of the media and the public. There will be a specified reserved area in the South Gallery for the media. Media will be limited to one representative per outlet in the reserved media seating. All seating in the Gallery will be on a daily first come, first served basis.

In the House:

- The South Gallery will be reserved for members and staff only.
- The North Gallery is reserved for public and members of the media. There will be a specified reserved area in the north gallery for the media. News organizations are strongly encouraged to limit their number of reporters in the House gallery to one per outlet. All seating in the Gallery will be on a daily first come, first served basis.

- 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 legislative 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.