

INTEROFFICE MEMORANDUM

January 6, 2021



to: House Members and Staff
from: Jessica Basham, Chief of Staff, Office of the Speaker
re: **Information re: January 2021 Session**

Due to the ongoing public health and safety concerns related to the COVID-19 pandemic, the House Session dates scheduled for January 2021 will be held at the Bank of Springfield (BoS) Center, located at 1 Convention Center Plaza, Springfield. The purpose of this memorandum is to provide you with information concerning the venue and the conduct of session.

All guidance has been developed in consultation with law enforcement and public health experts.

A map of the interior and exterior of the facility is attached.

PREPARING FOR SESSION

As previously communicated, members are asked to adhere to social distancing protocols at all times while in Springfield, including while traveling to and from. Travel should be done individually, and you should stay in separate accommodations.

According to DPH, any clothing material is fine for your session attire. However, you should only wear your clothing once between washings.

Please bring your member ID badge with you to ensure access to restricted areas at the BoS Center and the Capitol Complex. Staff members will be provided with specific badges for access to the BoS Center.

TESTING PROTOCOL

The testing protocol has been updated since the previous guidance was sent, as detailed below.

Rapid testing (results in about 15 min) will be available from 8:30am – 4:30pm daily for members and staff:

- i. Capitol Rm 409 – Testing begins Thursday, January 7 and ends January 14 at noon
- ii. BoS lower level – Testing begins Friday, January 8 at 10:00am and will continue daily until the conclusion of House session

If a member or staff tests positive, that person will receive a call and be asked to leave the building, self-isolate, and participate in contact tracing. If a member or staff tests negative, they will not receive a call. Any member or staff who tests positive or feels ill should remain home, consult with a healthcare professional and self-quarantine.

ENTERING THE BOS CENTER

The parking structure is located at the southeast corner of Washington St. and 7th St. Members should enter the parking structure from the 7th St. entrance. See the attached map for detail. Law enforcement officers and staff will be present to identify and direct members and staff to the appropriate parking areas and to provide security. The walkway from the parking structure to the lobby north entrance will be lined with physical barriers and patrolled by officers. Coat racks will be available on the BoS Center main floor.

Members should be prepared to:

- a) Wear a mask to gain entry and at all times while inside the BoS Center (masks will be provided if needed), except to consume food or liquid;
- b) Submit to a temperature check upon entrance to the lobby (and leave the facility if your temperature is elevated);
- c) Pass through the magnetometer (metal detector); and
- d) Maintain social distancing of at least 6 ft. from others to the greatest extent possible.

Failure to adhere to these entrance requirements could result in an action to remove a member from the House floor. Members should anticipate any such action by the body to be enforced by the House Doorkeepers.

INSIDE THE BOS CENTER

Public access to the House session will be provided through (i) live streaming on ilga.gov, (ii) media presence on the mezzanine level of the facility, (iii) a public viewing area in the south end of the lobby, and (iv) a public viewing area in Room 122 of the Capitol Building.

Public and press will be required to adhere to the same entrance requirements of face coverings, temperature checks, magnetometer screening, and social distancing. Failure to adhere to these guidelines will result in a bar to entrance or removal from the facility.

Members of the public will enter the lobby from the south entrance. Members of the public will be restricted to the south portion of the BoS lobby; they will NOT have access to the mezzanine level or any other area inside the building. That portion of the lobby will be set up as a viewing room, with a screen and about 25 chairs set up for public viewing (in order to maintain 6' distance).

Lobbyists who choose to come to the BoS Center will be restricted to this public section. This is consistent with access at the Capitol Complex. Lobbyists and members of the public will not have access to members' offices.

Two sets of restrooms will be available to members and staff on the floor, located in the northwest and southwest corners of the floor. Members of the public and press will have access to a separate set of restrooms via access from the lobby.

An additional press area will be designated in the lobby, between the public seating area and the member/staff entrance area (this is a change from the May 2020 protocol). This space will be available for members to speak with members of the press.

Separate space is set aside for Democrat and Republican caucuses. Republicans will caucus on the Mezzanine level (same location as May 2020) and Democrats will caucus on the basement level in the main ballroom.

CONDUCT OF FLOOR SESSION AND COMMITTEES

Legislation will continue to be filed electronically, by the member emailing the legislation to Clerk Hollman at johnh@ilga.gov. Most motions will follow this same process; except that requests to be added as a co-sponsor on a bill must be sent to the respective staff (Democrats: email these

requests to your Issues staff; Republicans: email these requests to Heather at hramussen@hrs.ilga.gov). These requests will be compiled and recorded for input periodically throughout the day.

Members will be arranged on the floor level, using individual, 6 ft. tables configured in a manner similar to the House floor, around a podium and well area. Members' laptops and name tents will be on members' desks prior to their arrival. Microphones will be set up at each members' desk. Tables and chairs will be available for members-elect; name tents will be on their desks, and laptops will be available beginning Thursday, January 14.

During debate, bill sponsors will present from their desks. Members seeking recognition to speak shall stand at their desk and upon recognition by the Speaker will be called upon to speak. As was done in May, voting will be conducted through an application loaded on the laptops. Instructions will be provided on how to utilize this process upon your arrival. Screens will display bill information, as well as the voting process and results.

Bill analyses and updates will be delivered electronically to members as soon as they're available, throughout the day.

Committee action will occur prior to or following floor session, utilizing the same floor set-up. While members will be physically present on the BoS floor, witnesses may participate in committees remotely. Staff will be working with committee chairs and reviewing witness slips to facilitate witnesses' participation.

CAPITOL COMPLEX

The Senate will be conducting session in its chamber in the Capitol Building. Only the west and north entrances will be open. The north entrance will be open for members and staff only; the west entrance will be open to the public. All members and limited staff will have access to the north entrance; this will be restricted to only those staff who have been directed to report to the workplace.

Access to the Stratton will be limited to the north entrance. Only members and staff are permitted to enter; members of the public will only have access to the building if accompanied by a member or staff. Members and staff are strongly urged to refrain from in-person meetings. Instead, remote options should be utilized.

All tunnels between the Capitol, Stratton, and Howlett Buildings will be closed.

Parking will be the same as usual. Members and staff will continue to have access to their regular parking spaces (reminder: only the Capitol and Stratton north entrances will be open).

ADDITIONAL ITEMS

Meals will be provided once daily, at 12:30 p.m. unless the schedule requires a modification. The set-up will be similar to May 2020, in the manner that complies with the guidance of public health experts for these settings. These meals will be individually boxed; 3-4 options will be available for selection, including vegetarian options. Each person will retrieve their own box and consume it at their desks. Any left-over meals will be donated. Members should not arrange for any other food deliveries to the BoS Center.

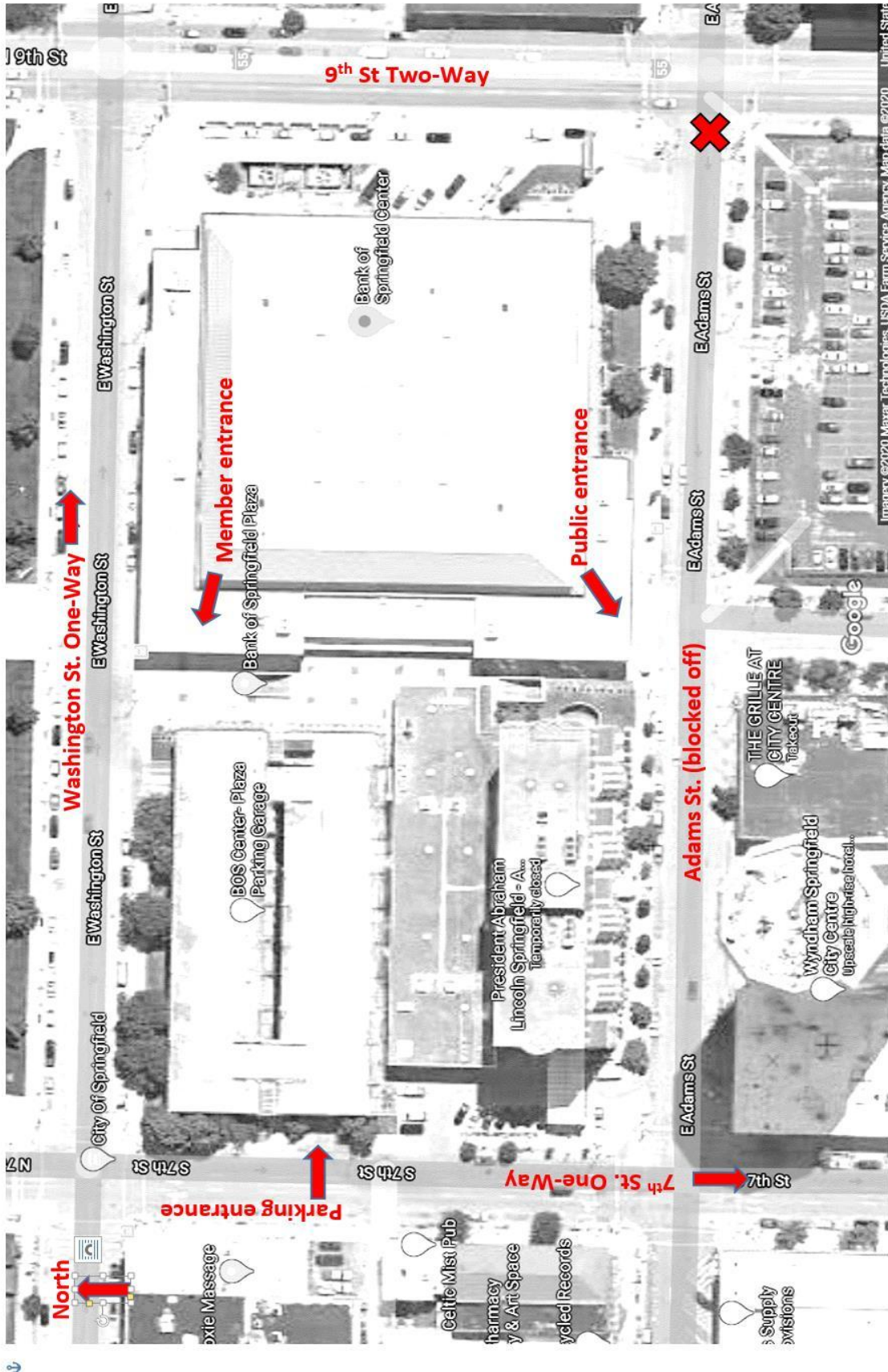
Water and snacks will be placed on members' desk at the beginning of each day. Coffee and other beverages will be available at the concessions window.

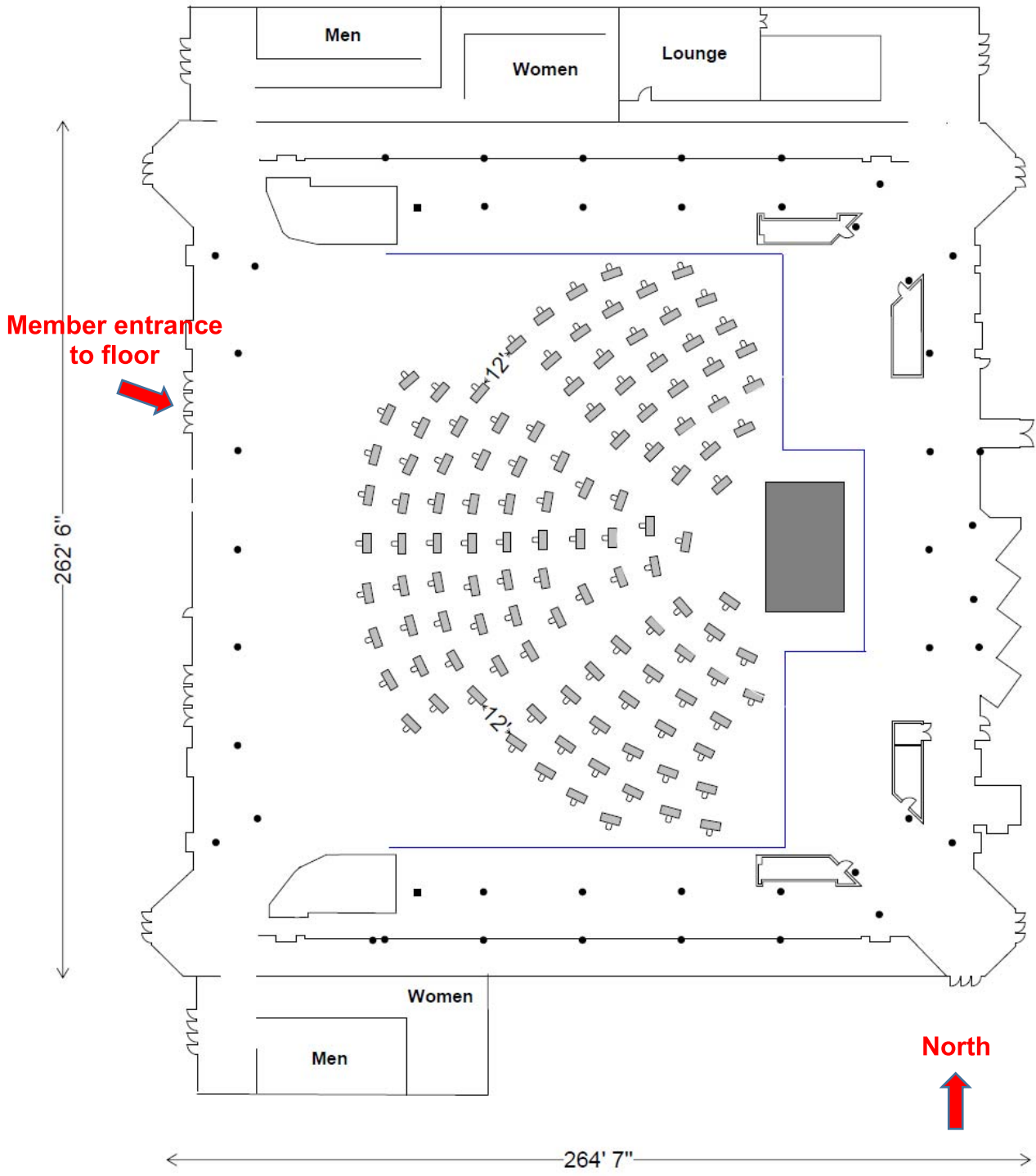
The air-conditioning system will be set to the same temperature as is maintained in the House Chambers. The facility is equipped with a ventilation system that pulls air up and out to maintain airflow in the space.

A limited number of staff will be physically present at both the BoS Center and the Capitol Complex. All other staff will continue to work remotely.

EMT staff will be on site all session days.

There will be a heightened law enforcement presence in downtown Springfield during session. These protocols are being reviewed in light of the current state of national unrest.





MAIN HALL