

MEMORANDUM

To: Senate Members and Staff
From: The Office of the President of the Senate
The Office of the President Pro Tempore
Re: Procedures for Covid Testing, Session 2021
Date: December 22, 2020

The following outlines certain procedures – further details will follow – which will be employed during the 2021 legislative session. In an effort to go about session in an effective manner, and in the safest way feasible, the President of the Senate and the President Pro Tempore’s Office have instituted the following testing protocols, preliminarily approved by the Committee on Administrative Affairs.

TESTING

1. Twice-weekly Covid testing shall be required of all Senate members and staff (including the Secretary of Senate’s office, Lieutenant Governor’s Office, and all departments).
2. Testing will be conducted by, and in conjunction with, the Georgia Tech Institute of Technology. Members and staff will have access to tests that are part of GA Tech’s saliva-based testing program.
3. Testing shall be performed on Mondays and Thursdays. For now, these tests are planned for 230 CAP.
4. Senate members will be required to be tested before the time of convening (usually 10:00 A.M.).
5. Testing will run from 7:00 A.M. until 11:00 A.M. Members will be given priority for testing at certain times, to be determined. Staff, though, will be encouraged to test from 7:00 A.M. – 8:00 A.M., prior to member priority times.
6. Tests results will be communicated to individuals within 24 hours. And testing costs for members and staff will be covered by Senate funds and provided at no cost to members and staff.
7. A positive recipient will be asked to quarantine at home until one (1) negative test can be procured. Staffers will telework in such event. Members will be excused.

PRIVACY

1. Test results will be private, in accordance with federal law. However, certain procedures for staff members must be adhered to as a condition of employment.
2. A Senate member who receives a positive Covid test is requested to inform the President of the Senate to ensure contact-tracing measures are employed. Contact tracing will include

ensuring that personal staff, committee staff, and suite-mates are notified as necessary. Notification to staff will come from the President Pro Tem's Office.

3. If a Senate member tests positive for Covid while in session, other members or staff who had direct contact with said individual will be tested immediately the next business day – even if outside the normal Monday and Thursday testing days.

4. Senate members will be excused each session day until they receive a negative test, which must be administered at least five days after the initial positive test. Staff who test positive for Covid are required to immediately inform Human Resources who will be tasked with contact-tracing for said employee and notifying the Chief of Staff in the President Pro Tem's office to determine the extent of office closure, telework duty, and further testing.

5. Staff who test positive for Covid will be sent home to telework. After five days, the staffer must arrange to be tested again. If the staffer receives a negative test, they must report back to work the next business day. If after the first five days the staffer test positive again, the staffer must then arrange for a third Covid test.

UPDATES

Further details shall be forthcoming, including times for testing, and directions for registering with Georgia Tech. **The first date of testing will be January 5.** Please closely monitor your emails and your phones for updates, which will be many.