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**To:** .ALLSUSER <[ALLSUSER@azleg.gov](mailto:ALLSUSER@azleg.gov)>  
**Subject:** Senate COVID-19 Protocol

Members:

Attached is the Senate COVID-19 Protocol that was developed for the safe return of Senators and staff for the remainder of the interim and the beginning of session. This was not the scenario I had hoped for the 55<sup>th</sup> Legislature, but it is necessary to ensure we conduct legislative business and avoid disruption of the process to the best of our ability. The guidelines were developed in collaboration with the House for uniformity and consistency for all within the Capitol community that participate in legislative proceedings.

The continuation and integrity of our longstanding internship program requires that we provide a safe work environment for the students that engage in legislative activities. They are indeed a big part of our process. Having these recommended best practices in place is integral to the partnership we share with the universities and the dedicated students that contribute so much to our success.

I would appeal to your respect and compassion for everyone conducting business on Capitol grounds. There are individuals that have preexisting conditions, those that care for others that are vulnerable and at-risk of exposure who have taken considerable measures to protect themselves and their loved ones. These guidelines were developed for their benefit as well.

Finally, I am convinced that adherence to these protocols is necessary to eliminate some of the divisiveness we have encountered throughout this pandemic. Failure to adhere could result in lack of quorums, inability to conduct voting and other work we need to accomplish, or ultimately session shutdown.

Thank you for your consideration. I wish you all a blessed Christmas and Happy New Year.

*Karen Fann*

*President of the Senate*

*Tel: 602.926.5874*

# SENATE COVID-19 PROTOCOL

Effective 12-16-20

Pursuant to Senate Rule 2(B), which provides for the general control of the building and facilities by the President, the Senate will follow Centers for Disease Control (CDC) and Arizona Department of Health Services (ADHS) guidelines as implemented through this policy. Please note that this policy is subject to change as more information develops about COVID-19. Any updates to this policy will be provided to staff and members via email and posted on the Senate's website, and appropriate signage will be changed around the building as necessary.

## I. SICK MEMBERS, STAFF, & VISITORS

- Individuals who are sick may **not** enter the Senate. If you are sick, you must **not** enter the Senate until your symptoms have significantly improved (for example, in some instances symptoms have not cleared but a person is not contagious and is actually feeling fine, like when a cough lingers).
- If you were exposed to or are sick from COVID-19, you must **not** enter the Senate until you comply with the requirements set forth in section II of this policy (below).
- The ADHS's Release from Isolation and Quarantine Guidance and Glossary of Terms (updated 11/10/2020) is adopted into this policy and also found [here](#).
- If you have had a fever of 100.4° or higher, you must be fever free without fever-reducing medicine for at least 24 hours before entering the Senate.
- If you are present at the Senate and become sick, you must leave immediately. Staff must promptly notify their supervisor. The supervisor must immediately notify the Comptroller at (602) 926-3230 or [smyers@azleg.gov](mailto:smyers@azleg.gov). Members and visitors who become sick must promptly notify the Comptroller.
- If you are considered a confirmed or probable COVID-19 patient, you must make notification to supervisors and the Comptroller in the same manner.

## II. IF YOU HAVE TESTED POSITIVE FOR OR BEEN EXPOSED TO COVID-19

- If you have tested positive for COVID-19 **and** have symptoms:
  - You must stay home away from others or under isolation precautions until:
    - At least 10 days have passed since symptoms first appeared; **and**
    - At least 24 hours have passed since your last fever without fever-reducing medicine; **and**
    - Other symptoms have improved.
- If you have tested positive for COVID-19 but do **not** have symptoms:
  - You must stay home away from others or under isolation precautions until:
    - At least 10 days have passed since you had a positive test for COVID-19
- If you have been in close contact with a confirmed or probable COVID-19 patient, you may not enter the Senate for at least 14 days after your last exposure to that person, unless you:
  - Have obtained a negative PCR test, then you may return after 7 days (the test must occur on day 5 or later).
  - Had COVID-19 within the previous three months; **and**
  - Have recovered; **and**
  - Remain without COVID-19 symptoms (for example, cough, shortness of breath); **and**
  - Have followed all other [CDC-recommended precautions](#).
    - According to CDC guidelines, close contact means someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
    - According to CDC guidelines, a probable COVID-19 patient means a person meeting clinical and epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence.

## III. NOTIFICATION OF POSSIBLE EXPOSURE

- If a person who is considered a confirmed or probable COVID-19 patient has been physically present in the Senate, the Comptroller will take

reasonable steps to identify and notify persons who have been in close contact with the confirmed or probable COVID-19 patient.

- The Comptroller may not disclose information that would reveal the identity or confidential medical information of the confirmed or probable COVID-19 patient to those persons being notified due to close contact.
- The Comptroller will notify ADHS through the agency's contact tracing form, and ADHS will do any necessary contact tracing.
- Contact tracing slows the spread. The following link is the [ADHS COVID-19 Self Disclosure Form](#).

#### IV. PROCEDURE FOR ENTRY INTO AND REMAINING INSIDE THE BUILDING

- **Anyone** wishing to enter the building (including members, staff, and visitors) must have his or her temperature taken and must be wearing a mask or other appropriate face covering.
- Temperature checks will occur at the front and back entrances to the Senate.
- Everyone is strongly encouraged to check their temperature at home each morning before departing to the Senate building.
- **Visitors** (i.e., anyone other than members and staff):
  - Until further notice, the physical presence of visitors inside the Senate is strictly regulated:
    - Visitors will be allowed into the building **only** to participate in committee hearings or a prescheduled meeting with staff or a member.
    - Distancing and occupancy restrictions limit the number of visitors allowed in committee meetings.
    - Visitors may enter up to 10 minutes prior to a scheduled committee meeting and may remain **only** for the duration of the committee meeting. Occupancy for each committee meeting is subject to change without notice.
    - Visitors are **not** permitted to roam about or congregate during the time they are inside the Senate.
- **Mask Policy:**
  - Masks or other appropriate face coverings **must** be worn at all times in common areas within the Senate, subject to the following guidelines:

- Common area is defined as anywhere other than a member or staff's own dedicated work space (office, desk, or cubicle).
- Anytime there is more than one person in a dedicated work space (office, desk, or cubicle), that space becomes a common area, and face coverings must be worn by all parties in the occupied space.
- Staff or members who have an individual, enclosed office need not wear a mask while alone in that office.
- However, if one person enters another person's dedicated work space, then **everyone** in that space **must** wear a mask or other appropriate face covering. There are **no** exceptions.
- Knock or announce yourself, and get permission to enter, before entering another person's dedicated work space. This allows the other person to put their face covering on prior to your entry.
- Masks **must** be worn during all indoor meetings of any size.
- Members and supervisors must avoid any situation in which subordinates are given the option to choose whether to comply with the mask policy. Compliance is **mandatory**.
- Masks or other face coverings **must** cover the nose and mouth and should fit snugly against the sides of the face.
- Anyone who is medically unable to wear a mask, as identified by their medical provider, **must** wear a face shield that covers the mouth and nose. Those who cannot wear a mask are urged to prioritize working remotely.
- Even where acrylic barriers (plexiglass) are in place, masks must be worn following the guidelines above.
- Security staff will have extra masks for anyone who forgets to bring one.

## V. SOCIAL DISTANCING

- Social distancing must be observed at **all** times inside the Senate. Every person present should maintain a distance of 6 feet from others whenever possible.
- At all gatherings and meetings, chairs should be placed 6 feet apart.
- There should be no handshaking or other physical contact.
- Avoid close contact. The CDC currently defines close contact as someone who was within 6 feet of an infected person for a cumulative total of 15

minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

## **VI. USE OF COMMITTEE ROOMS**

- To incorporate social distancing practices, committee rooms will have occupancy restrictions.
- Chairs will be placed 6 feet apart.
- Overflow rooms will be made available when possible on a case-by-case basis.

## **VII. HAND WASHING RECOMMENDATIONS**

- Please wash your hands often with soap and water for at least 20 seconds.
- Please use hand sanitizer when unable to wash your hands or between hand washings.
- It is best to avoid touching your eyes, nose, and mouth with unwashed hands.

## **VIII. CLEANING AND DISINFECTING MEASURES**

- Senate cleaning staff have increased routine cleaning of frequently used common areas and areas of high exposure (handrails, door handles, etc.).
- Staff and members are expected to sanitize their own workspace throughout the day as frequently as possible.
- Staff and members must avoid using other employees' phones, desks, offices, or other equipment.
- Use hand sanitizer prior to using shared equipment such as printers and copiers. The equipment's designated owner will be responsible for frequent cleaning/sanitizing.
- Senate pages will disinfect Caucus rooms and meeting rooms after each meeting.
- Housekeeping staff will routinely clean and disinfect Senate bathrooms.
- Air circulation at the Senate is currently set at the highest level of fresh air intake as possible.

## IX. COVID-19 TESTING

- **As resources for testing become available**, members and staff will be highly encouraged to test for COVID-19 at least once each week.
- Additionally, as resources for testing become available, testing will be available on-demand during certain hours each day. Testing will be free for all staff and members.
- For persons who remain asymptomatic following recovery from COVID-19, retesting is not necessary during the first 3 months after the date of symptom onset.

## X. COMPLIANCE

- By authority of the President, compliance with this policy is mandatory. Senate security shall ensure that all individuals physically present inside the Senate building comply with this policy at all times. Reports of non-compliance may be made to the Rules Attorney Office and may be made anonymously.
- Any staffer may leave a room/meeting where CDC guidelines are not being followed.

**Susie Myers is the Senate's COVID-19 workplace coordinator.**

Please contact Susie with any workplace COVID-19 issues.

**602-926-3230 – [smyers@azleg.gov](mailto:smyers@azleg.gov).**