**HOUSE OF REPRESENTATIVES COVID-19 POLICY**

Effective January 11, 2021

Pursuant to House Rule 4(F), which provides for the general control of the building and facilities by the Speaker, the House will follow Centers for Disease Control (CDC) and Arizona Department of Health Services (ADHS) guidelines as implemented through this policy. Any staffer should leave a room or meeting where this policy or CDC and ADHS guidelines are not being followed.

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 House'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 House. If you are sick, you must **not** enter the House 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 House 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.](https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/public-resources/release-from-isolation.pdf)
* 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 House.
* If you are present at the House and become sick, you must leave immediately. Staff must promptly notify their supervisor. The supervisor must immediately notify the Chief Financial Officer, Travis Swallow, at (602) 926-5681 or tswallow@azleg.gov.
* If you are considered a confirmed or probable COVID-19 patient, you must make notification to supervisors and Chief Financial Officer 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,[[1]](#footnote-2) then you may not enter the House for at least 14 days after your last exposure to that person, **unless**:
	+ (1) You have obtained a negative PCR test, in which case you may return to the House after 7 days (the test must occur on day 5 or later); **or**
	+ (2) You had COVID-19 within the previous three months, you have recovered, and you have no COVID-19 symptoms (for example, cough, shortness of breath); **or**
	+ (3) You are a practicing physician, nurse, paramedic, or other qualified medical professional; **or**
	+ (4) You have been vaccinated against COVID-19; **and**
	+ (5) You have followed all other [CDC-recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions).

**III.  NOTIFICATION OF POSSIBLE EXPOSURE**

* If a person who is considered a confirmed or probable COVID-19 patient has been physically present in the House, the Chief Financial Officer will take reasonable steps to identify and notify persons who have been in close contact with the confirmed or probable COVID-19 patient.
* The Chief Financial Officer 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 Chief Financial Officer 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.](https://docs.google.com/forms/d/e/1FAIpQLSfwrJMUioagsWR_M5OnYIzFIKqrR6Y-K5TzNUgeydPXyfRBpw/viewform)

**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 House.
* Everyone is strongly encouraged to check their temperature at home each morning before departing to the House building.
* **Visitors** (i.e., anyone other than members and staff):
	+ Until further notice, the physical presence of visitors inside the House 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 House.

**V.   SOCIAL DISTANCING AND MASKS**

* Social distancing must be observed at **all** times inside the House. 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.
* When social distancing of 6 feet is not possible, masks or other appropriate face coverings must be worn, except that members are not required to wear masks while seated at their desks on the House Floor.
* 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.  REDUCED-STAFF**

* Until further notice, the House will operate with reduced staff in the building at all times.
* Those not working physically at the House will be expected to make accommodations to work remotely in coordination with their supervisors.
* Assistants sharing an office space will coordinate schedules to accommodate only one assistant being present at all times, regardless of office layout. Priority in selecting in-person working days will be given to assistants needing to serve as Committee Secretary.

**VIII.  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.

**IX.  CLEANING AND DISINFECTING MEASURES**

* House 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.
* House pages will disinfect Caucus rooms and meeting rooms after each meeting.
* Housekeeping staff will routinely clean and disinfect House bathrooms.
* Air circulation at the House is currently set at the highest level of fresh air intake as possible.

**X.  COVID-19 TESTING**

* Members and staff will be highly encouraged to test for COVID-19 at least once each week.
* 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.

**XI.  COMPLIANCE**

* Compliance with this policy is required under the authority of the Speaker. Reports of non-compliance may be made to the Rules Attorney Office and may be made anonymously.
* As noted above, any staffer should leave a room or meeting where this policy or CDC and ADHS guidelines are not being followed.
1. 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. A **probable COVID-19 patient** means a person meeting clinical and epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence. [↑](#footnote-ref-2)