

Social Distancing, Infection Control, and Daily Health Screening Implementation Guidelines for Joint Committee Offices

The following guidelines provide for Social Distancing, Infection Control, and Daily Health Screening implementation in the Joint Committee on Government and Finance offices and divisions. These guidelines are based on current Centers for Disease Control and Prevention best practices used by the United States Senate. The Joint Committee has established these guidelines to safely transition our employees back into the office. It is our goal to resume our operations in the office while placing a priority on the safety of all employees.

It is also crucial for employees to understand that these guidelines constitute Joint Committee policy. Employees who fail to abide by the employee requirements within the guidelines could face disciplinary action.

1. Minimize the Number of Employees in the Office. Each Division office should commit to the presence of the minimum in-office employees required to accomplish daily tasks. Division Directors will be responsible to designate a schedule for when employees will be required to work in the office, which will generally be one week in-office, followed by two weeks of telework. It is critical that an emphasis be placed on establishing a very limited number of employees necessary to be physically present in a work center with the balance of other employees assigned to a telework or remote work capacity. Each office should maintain reliance on phone conversations/video type interactions over in-person meetings whenever possible.

2. Maintain Infection Control Measures.

2.1. Cover your mouth and nose with a cloth face cover/mask when around others and public spaces. Employees must wear a cloth face cover/mask when they are in the office and interacting with others (employees and visitors). Employees may remove their cloth face coverings/masks only if they have a private office and can shut the door. Even when wearing face cover/mask, employees must continue to keep about 6 feet between themselves and others. The cloth face cover/mask is not a substitute for social distancing.

2.2. Clean your hands often. Employees must wash their hands often with soap and water for at least 20 seconds, especially during key times you are likely to get and spread germs. These are: when preparing food, before eating food, after using the toilet, after blowing your nose, coughing, or sneezing, after smoking or vaping, and after touching garbage. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth with unwashed hands. Employees should also wash hands after using shared equipment and doorknobs.

2.3. Clean and disinfect workspaces and shared equipment. Employees must clean and disinfect their workspaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, and keyboards. Employees who use equipment in the office (copiers, postage machines, refrigerators, microwaves) must disinfect that equipment after each use. Ideally, employees will avoid the use of any equipment that is shared unless absolutely necessary and should consult their Director regarding alternatives to office practices or policies that necessitate sharing equipment.

2.4. Do not use another employee's office or equipment. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

2.4. Cover coughs and sneezes. Employees that are in a private setting and do not have on a cloth face covering should always cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow. Employees must throw used tissues in the trash and immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, the employee should use hand sanitizer that contains at least 60% alcohol.

3. Maintain Meaningful Social Distancing Standards.

3.1. Determine Maximum Occupancy of Each Work Center or Other Space. Each office should determine the maximum number of individuals that can safely occupy a work center or other space and conduct their work where possible without exceeding social distancing standards (six-foot separation). This number will be the maximum allowable number of individuals in the office at any given time.

3.1.1. Limit Occupancy. Visitors that exceed the maximum occupancy for the space should wait outside the space. Any waiting area should also be subject to crowd control to limit aggregation of people and avoid crowding closer than 6-foot separation.

3.2. Use Telework or Staggered Schedules. Employees of the office in excess of the maximum occupancy should be in a telework status. Employees may be rotated between a telework and in-office status or individual employee arrival and departure work hours may be staggered as determined by the office.

3.3. Avoid Gatherings. Each Office should evaluate activities that cause individuals to aggregate together and avoid or limit such activities. Daily meetings, employee recognition events, etc. should be modified to occur via teleconference or meet distancing requirements. Areas typically used for informal employee gatherings, such as coffee or kitchen locations, break rooms, etc. should be modified or monitored to prevent crowds. Social gathering events should be avoided during this time. Limit face to face interactions to less than 15 minutes, if possible.

3.4. Avoid Crowding at Dining Facilities. Each office should consider staggering mealtimes, rather than at socially conventional times, such as 12 PM to 1 PM. If able, employees should be encouraged to bring food from home or use 'grab and go' options to promote dining at their workstation. This will minimize assembly of individuals at locations such as dining facilities, etc.

3.5. Avoid Communal Food and Beverage Stations. Each Office should evaluate office food and beverage procedures in general. Communal coffee and water dispensers should be avoided. Communal meal platters, "pot luck" type meals, and containers or dishes of shared snacks or candy are not permitted at this time. Self-service, commonly shared utensils, plates, cups, etc. should not be used during this time. Examples of good practices to minimize use of shared bulk containers including sealed, single serving packets of sweeteners, creamers, condiments, etc. Employees should be encouraged to utilize their own personal utensils, plates, cups, etc., or designate these items from office supplies such that they will not be shared by other individuals.

3.6. Modify Office Layouts and Flow Patterns. Each office should alter the physical layout of work center spaces where possible to maximize 6-foot distancing between employees and visitors. Additionally, offices should re-assess office flow patterns to limit intra-office and visitor traffic as much as possible. Selective removal of furniture may be helpful to minimize circumstances where individuals are seated too close together.

3.6.1. Seating. Where possible apply "every other desk" occupancy and reduce common space capacity.

3.6.2. Circulatory Paths. Create "one-way" primary circulation paths to avoid bottlenecks in hallways and passageways where possible.

3.6.3. Signage. Post signage encouraging hand washing, hand sanitizing, and wiping down of surfaces in high traffic, shared spaces (elevator lobby, community desk, pantry, meeting rooms).

3.6.4. Hand Contact Points. Wherever possible, hand contact points should be minimized. During the workday, doors may be propped open.

3.6.5. Ventilation. Each office should consult with the General Services Division regarding ventilation systems to determine if any air circulation mitigation is required.

4. Screen Visitors. Visitors should use hand sanitizer upon entry and prior to departure, and utilize a face covering for the duration of their visit. Use of a face cover is voluntary but highly recommended. (The visitor may choose to avoid the face cover provided they can maintain the 6 foot and other social distancing guidelines).

4.1. Those individuals who chose not to wear a face cover must follow the social distancing guidelines regarding 6-foot separation, no physical contact with employees, appropriate use of hand cleansing, and cough etiquette. Refusal to follow the social distancing guidelines should cause the visit to be immediately concluded.

4.2. Any person that appears ill (shaking chills, flushed appearance, vomiting, frequent coughing, nasal drainage, etc.) should reschedule their appointment for a future time when they are in good health.

4.3. Offices should post clearly visible signage regarding these requirements within their office such as a reception countertop area or near an office entry door.

4.4. If a visitor is not adhering to a specific office policy, and the office manager requests that individual be removed from the office, the Capitol Police may assist with this request.

5. Employee Health Self-Assessment and Notification Procedures.

5.1. Health Self-Assessment. On days when employees will physically report to the office, he or she will complete a Health Self-Assessment using the form provided. This self-assessment consists of a series of brief "yes or no" questions. The individual will take their temperature with their own home thermometer as part of this self-assessment. Thermometers will not be provided in the office for use by employees.

5.1.1. If the employee responds "yes" to any question on the Health Self-Assessment, the employee must avoid the office and directed to consult with their health care provider. Employees should

not return to the office until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

5.1.2. If the employee responds "no" to all questions on the Health Self-Assessment, the employee may plan on reporting to work as usual.

5.2. Reporting of Self-Assessment Results. Employees should report via phone, text message, or email the results of their Health Self-Assessment to a designated supervisor before arriving in the office (a "screening attestation"). The employee need only say, "I answered 'no' to all questions," or, "I answered 'yes' to at least one question."

5.3. Notification of Sick Family member. Employees who are well but who have a sick family member at home with COVID-19 should notify their Director and follow CDC recommended precautions.

5.4. Employee Travel. The Joint Committee asks its employees to check the CDC's travel advisories prior to traveling. Employees who travel to places where ongoing community transmission is occurring may be requested to telework for 14 days following their return from that location.

6. Isolating Employees with COVID-19 Signs and Symptoms.

6.1. Directors should monitor employees for symptoms. Those employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and visitors and sent home.

6.2. Directors should plan a space in their offices where an employee can be separated from others prior to being sent home.

6.3. If an employee is confirmed to have COVID-19 infection, the Joint Committee will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

6.4. The Joint Committee will advise those employees on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Health Self-Assessment

Regarding your personal health, please answer the following questions to the best of your ability:

Are you currently experiencing, or have you experienced within the past 7 days any of the following symptoms?

- | | |
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| Fever (Temp greater than or equal to 100.4 F) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chills with shaking or teeth chattering | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sore throat | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Frequent cough | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Shortness of breath at rest | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pain or Tightness in your chest | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Flu-like symptoms | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Muscle pain (non-exercise related) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Loss of ability to taste or smell | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Are you well, but a member of your household is sick at home with bronchitis-like or cold symptoms?

Yes No

Are you or a member of your household awaiting COVID-19 test results, or have you been told to self-isolate?

Yes No

*If you answered yes to any of the above questions, DO NOT report to work. Stay home and consult your personal physician for further guidance.

*Before arriving to work, notify your designated supervisor via text or email of your result by indicating you answered no to all questions, or, you answered yes to at least one question.

* If you currently experience any of these symptoms as a part of a chronic condition, please disregard that particular symptom for purposes of reporting to your supervisor if there is no change in that symptom. However, new or worsening symptoms should be noted.