



## Assembly Committee on Rules

COMMITTEE CHAIR  
KEN COOLEY

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CHIEF ADMINISTRATIVE OFFICER  
DEBRA GRAVERT

TO: All Assemblymembers and Employees

FROM: Debra Gravert, Chief Administrative Officer

RE: Increased Public Access to the State Capitol

DATE: June 11, 2021

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On Tuesday, June 15, public access to the State Capitol will be increased beyond public hearings. As we move to broaden this access, I want to remind you that the Capitol is a workplace, and as such, is subject to the Cal/OSHA Prevention Emergency Temporary Standards with regard to COVID-19. This means that the Assembly, as an employer, must continue to mitigate for risks, especially for unvaccinated Assemblymembers and employees in the Capitol, the Legislative Office Building (LOB), and district offices.

**Public Access:** 500 members of the public will be allowed into the Capitol building through the North Pavilion (L Street) only, and will be free to move about the building to conduct their legislative business. Large crowds will not be allowed to congregate anywhere in the building. We will assess capacity during the week of June 15 and may increase access to 1,000 members of the public as soon as the week of June 21.

The Capitol will be open to the public Monday through Friday at 8:45 a.m. while the Legislature is in Session. On days that proceedings are scheduled prior to 9:00 a.m., the Capitol will be open 15 minutes prior to the proceeding.

Members of the public will continue to be required to:

- Clear a COVID-19 screening, including a temperature check.
- Wear a mask at all times while in the Capitol building. Masks will be provided at the North Pavilion to anyone who needs one to enter the Capitol.
- Adhere to social distancing.
- Remain orderly and refrain from disruptive behavior.

**Masks and Social Distancing:** When in the Capitol, LOB, or district offices, all Members and staff should continue to wear a face covering in all shared spaces, e.g., hallways, elevators, and restrooms, regardless of vaccination status. In addition to proper and consistent mask wearing, social distancing of at least six feet will continue to be required.

**Staffing Levels:** As of June 21, all staff may return to the Capitol, LOB, and district offices. Capitol and LOB staff must enter and exit the Capitol using the South Pavilion (N Street) only.

**In-Person Meetings:** Members and staff who wish to take in-person meetings (drop-ins or scheduled) in their Capitol or district office may do so as of June 15. Members and staff who prefer to take meetings by appointment only must post door signage indicating how appointments may be requested. All in-person meetings must follow health and safety protocols, including mask wearing and social distancing. If Members and staff prefer to meet via video or telephone conferencing, they may continue to do so.

**Personal Protective Equipment (PPE) Stations:** All offices have been set up with PPE Stations (masks, hand sanitizer, gloves, disinfectant wipes, and signage) in the reception area. Please do not move these stations.

**Travel:** Employees may attend events and activities in the district with, or on behalf of, the Member. Staff travel requiring air travel or overnight accommodations will be considered if staff have a vaccination card on file with the Capitol Health Services Clinic (CHSC).

**Transportation – the following transportation rules will be allowed:**

- Transportation to and from the airport in districts if both the Member and employee are fully vaccinated\* and masked.
- Transportation to and from district events if both the Member and employee are fully vaccinated\* and masked.
- Special Services transportation with more than one Member if all Members in the vehicle are fully vaccinated\* and masked.

*\*The Capitol Health Services Clinic must have documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine or a single-dose COVID-19 vaccine.*

**Testing:** Considering the increased staffing numbers and expanded public access to the Capitol building, the Assembly will require all unvaccinated staff working in-person in the Capitol and LOB to test once per week. More information will be forthcoming on testing day and location.

As a reminder, if you are fully vaccinated, please provide the CHSC nurses with confirmation of your vaccination by sending a copy of your COVID-19 Vaccination Record Card to [vaccination.record@asm.ca.gov](mailto:vaccination.record@asm.ca.gov) or drop off a hard copy with the CHSC nurses on the 5th Floor of the State Capitol, Room 5034. Please provide no more information than necessary as proof of vaccination (i.e., just your COVID-19 Vaccination Record Card, but nothing else that would disclose an underlying medical condition).

Members and employees who cannot be vaccinated due to medical reasons must contact Assembly Rules Committee, Human Resources, to begin the interactive process and determine an appropriate accommodation, if applicable.

**Assembly Chamber:** Current health and safety protocols in place for Assemblymembers and essential staff will continue to be followed, including social distancing and mask wearing.

**Committee Hearing Rooms:** Similar to protocols surrounding the Assembly Chamber, current health and safety protocols will remain in place in all committee hearings, including social distancing and mask wearing.

Should a committee hearing room reach capacity, individuals may wait in the hallway until a seat becomes available. The Assembly will continue to provide the public with remote testimony stations and telephone testimony. The Assembly Daily File will continue to include instructions for remote participation by the public.

**Member Support during Committee Hearings and Floor Session:** As has been our policy, except for the Chair and Vice Chair, committee Members will not be able to have staff present in committee hearings. Staff will be able to deliver materials to their Members through the Sergeants, although electronic communication is strongly encouraged. The Chief Consultant and Committee Secretary for each committee will continue to help the Chair run the committee and provide support during hearings.

Authors will, however, be allowed one staff in committee while they are presenting a measure. Due to limited seating, staff may not sit in audience chairs and may not remain in the committee after the Member concludes their presentation.

In addition, Members will not be able to have staff present in the back of the Chamber during Floor Session. Again, staff will be able to deliver materials to their Members through the Sergeants.

**Reporting COVID-19 Information:** All Assemblymembers and employees who report to work must continue to self-assess for COVID-19 symptoms. This includes taking your temperature and monitoring for symptoms prior to coming to work. If you are feeling sick please stay home. If you, or anyone in your household, are sick with COVID-19 symptoms, have been tested and are awaiting results, or have received a positive COVID-19 test, please communicate this information immediately and directly to Assembly Rules Committee, Human Resources at (916) 319-3700 and Capitol Health Services Clinic nurses at (916) 319-2514.

Thank you for your continued efforts of keeping our Assembly family safe.