

Procedures for House Sessions held on November 16 through 20, 2020



Sending Office: Office of the Sergeant At Arms

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IMPORTANT NOTICE

TO: All Members of Congress and Staff

FROM: Paul D. Irving
Sergeant at Arms

Dr. Brian P. Monahan
Attending Physician

DATE: November 13, 2020

SUBJECT: **Procedures for House Sessions held on November 16 through 20, 2020**

In order to accommodate the sessions of the House of Representatives to be held from **Monday, November 16, through Friday, November 20, 2020**, the following guidelines have been developed in consultation with the Office of Attending Physician (OAP) and House Leadership. **Members should use extreme care and deliberation when making the determination to travel to Washington, D.C.** The Attending Physician continues to recommend teleworking for all Congressional offices. In all cases, **Members and staff must maintain 6-foot social distance spacing** as much as practicable when in offices and/or the Capitol. To ensure Member and staff health safety, normal operating procedures continue to be temporarily modified:

- **Use of Face Covers** – Please see important guidance regarding the use of face coverings, the health screening inventory and other important health information not covered in this notification, from the Office of Attending Physician by following this link: <https://attendingphysician.house.gov/>
- **Chamber Access for Members** – During debate, access to the Floor of the House will be limited to those Members who are scheduled to speak during debate. Members who wish to speak during debate should contact their respective Leadership office. Unless participating in the debate, **Members are encouraged to remain in their offices. Members will be notified with sufficient time to travel safely to the Chamber to vote.** Members are strongly encouraged to cleanse their hands with waterless hand sanitizer before entering and departing the House Chamber, and face covers and gloves will be available, should Members need them. Members are requested to follow all health safety procedures while on the Floor.
- **Gallery Use by Members** – As seating in the House Chamber is limited to facilitate social distancing, the House Gallery will be open and available for the use of Members through the week of November 16.
- **Capitol Access** – The Capitol remains open to Members, Congressional staff, and credentialed press. Official business visitors to the House wing of the Capitol must be met by House staff outside of the South Door and

escorted to and from their destination. Visitors must be escorted by staff at all times. An individual staffer may escort a maximum of nine visitors at a time, for a total group size of 10. Staff and visitors should practice meaningful social distancing while part of the group.

- **Tours** – The Capitol and CVC remain closed to all tours, including Member, staff-led and public tours. In addition, the House Gallery is closed to all visitors.
- **House Office Building Access** – House Office Building access remains limited to Members, Congressional staff, and credentialed press. Official business visitors to the House Office Buildings must be met by House staff at an entrance and escorted to and from their destination.
- **House Dining Facilities** – Please see this link for current House Campus services and hours and status: <https://housenet.house.gov/campus/personal-services/announcements/current-house-dining-and-convenience-services-hours-and-status>
- **Member Facilities** – The House Member Gymnasium has established a limited re-opening in accordance with Centers for Disease Control and District of Columbia health regulations. The House Member Gym Participants will receive direct correspondence from the Gymnasium Director regarding the limited hours and services available.
- **Use of the Members Representational Allowance (MRA)** – Rules and regulations applicable to the MRA remain in effect. Travel to and from your district to Washington D.C. for the purposes of participating in this session is a reimbursable expense. For more information contact the Committee on House Administration, (202) 225-2061 (majority), (202) 225-8281 (minority).
- **House Documents** – Pursuant to guidance offered by the Office of the Clerk on April 6, 2020, documents may be submitted electronically. The Floor Hopper remains available only to Members.
- **Press Access** – The Speaker’s Lobby remains closed to press; the Press Gallery on the Third Floor in the House Chamber will remain open.
- **Heating and Air Conditioning (HVAC)** -- Based on Centers for Disease Control and the American Society of Heating, Refrigerating and Air-Conditioning Engineers recommendations, the Architect of the Capitol has increased the amount of outdoor air to improve the effective dilution ventilation per person and eliminate recirculation in campus facilities. This action is in addition to the central air filtration on campus HVAC units. Since our systems are not optimized for this configuration, the Architect of the Capitol appreciates your patience and understanding of fluctuations in temperature and humidity controls as we work to provide you with the safest possible workspace. Should you have HVAC issues, please request assistance from the House Office Building Service Center at (202) 225-4141 or by visiting: www.aoc.gov/service-requests.

Voting – Throughout the week of November 16, voting will be done alphabetically in groups of approximately 72 Members. This minimizes the risks posed by placing too many Members on the House Floor at the same time. During each vote series, we monitor the number of Members on the Floor both to maintain safe social distancing and to ensure voting is done as expeditiously as possible. Members are requested to vacate the floor and Speaker’s Lobby while waiting to vote and/or after their vote has been cast. If a Member chooses not to return to their office during a vote series, the Gallery is open and available for seating. If a Member chooses not to return to their office during a vote series, the Gallery is open and available for seating.

When your group is called to vote, please enter the Chamber via either the House Main Door, the East Door or West Door. In order to expedite the voting process while also adhering to the social distancing guidelines, the time for each group to vote will be open for a minimum of 5 minutes.

A chart of groups is below, and Members will be notified of their time block to cast their vote:

Group 1	Rep. Abraham to Rep. Cohen
Group 2	Rep. Cole to Rep. Vicente Gonzalez
Group 3	Rep. Gooden to Rep. Lamb
Group 4	Rep. Lamborn to Rep. Palazzo
Group 5	Rep. Pallone to Rep. Smucker
Group 6	Rep. Soto to Rep. Zeldin
Group 7	<i>Additional time if needed</i>

NOTE: If you miss your time block, please vote in the next time block.

We appreciate your assistance as we implement these temporary measures for your protection. If you have further questions or have any concerns, please feel free to contact either the Office of Attending Physician at (202) 225-5421 or the Office of the Sergeant at Arms at (202) 225-2456.

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