

Office of the Sergeant at Arms  
U.S. House of Representatives  
Washington, DC 20515-6634

## IMPORTANT NOTICE

TO: All Members of Congress

FROM: Paul D. Irving  
Sergeant at Arms

Dr. Brian P. Monahan  
Attending Physician

DATE: March 26, 2020

SUBJECT: **Procedures for Friday, March 27, 2020**

In order to accommodate the session of the House of Representatives on **Friday, March 27, 2020**, the following guidelines have been developed in consultation with the Office of the Attending Physician (OAP) and House Leadership. **Members should use extreme care and deliberation when making the determination to travel to Washington, D.C.** The OAP 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 the offices or the Capitol.

To ensure Member and staff health safety, normal operating procedures will be temporarily modified on Friday:

- **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 participate in the voice vote.** Members will be required to cleanse their hands with waterless hand sanitizer before entering and departing the House Chamber and are requested to follow all health safety procedures while on the Floor. Seating in the House Chamber will be limited.
- **Capitol Access** – Access will be strictly limited to Members of Congress, Congressional staff who have an office located inside the Capitol, and staff who have designated Floor access. **If a staff person does not have a Capitol office – even if accompanied by a Member – they will not be permitted inside the Capitol.** Credentialed press will be permitted, as will official business visitors to the House wing. Accommodations will be made for Members with accessibility or mobility needs. Please contact our office to let us know how we may assist you.

- **Elevator use** – It is strongly encouraged that Members refrain from grouping. Members are encouraged to use the stairwells when coming to and from the Chamber. If elevators must be used, occupancy should be limited to one or two persons if the 6-foot distance can be accommodated, depending on the size of the elevator.
- **House Office Building Access** – The House Office Buildings remain 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** – Capitol Market, Longworth Cafeteria, Au Bon Pain and Subway will be open for normal hours of operation with modified offerings at the direction of the OAP. All other dining facilities are closed.
- **Member Facilities** – Please be advised that the Member Gym remains closed at this time.
- **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.
- **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** – On March 27, all House documents submitted by staff should be taken to the Legislative Resource Center (B81 Cannon HOB) where Clerk staff will deliver them for submission to the hopper.
- **Press Access** – The Speaker’s Lobby will be closed to press on March 27; the Press Gallery on the Third Floor in the House Chamber will remain open.

**Please note that throughout the vote, we will be monitoring the number of Members in the Capitol and on the Floor to ensure we maintain safe social distancing at all times. Members who are ill with respiratory symptoms or fever are discouraged from attending.** In the event of a recorded vote,

Members will be notified. At such time, voting will be done alphabetically in groups of 30 Members over an extended period of time, to minimize the risks posed by placing too many individuals in one location. A chart of groups is below, and Members would be notified of their time block to cast a vote:

<b>Group 1</b>	Rep. Abraham to Rep. Blunt Rochester
<b>Group 2</b>	Rep. Bonamichi to Rep. Cheney
<b>Group 3</b>	Rep. Chu to Rep. Curtis
<b>Group 4</b>	Rep. Cárdenas to Rep. Ferguson
<b>Group 5</b>	Rep. Finkenauer to Rep. Garrett Graves
<b>Group 6</b>	Rep. Sam Graves to Rep. Hoyer
<b>Group 7</b>	Rep. Hudson to Rep. Peter King
<b>Group 8</b>	Rep. Kinzinger to Rep. Lucas
<b>Group 9</b>	Rep. Luetkemeyer to Rep. Moolenaar
<b>Group 10</b>	Rep. Mooney to Perlmutter

<b>Group 11</b>	Rep. Perry to Rep. Roy
<b>Group 12</b>	Rep. Roybal-Allard to Rep. Adrian Smith
<b>Group 13</b>	Rep. Christopher Smith to Rep. Norma Torres
<b>Group 14</b>	Rep. Torres Small to Rep. Williams
<b>Group 15</b>	Rep. Frederica Wilson to Rep. Zeldin
<b>Group 16</b>	<i>Additional time if needed</i>

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