

State of
Washington
House of
Representatives



COVID-19 2021 Interim Operations Plan

I. OVERVIEW

The Washington State House of Representatives (House) is committed to doing the people's work while reducing the risk of spreading COVID-19. This document provides guidelines for House during the 2021 interim.

The following imperatives guided the development of this document:

- Ensuring accountable and transparent operations of the House;
- Preserving and enhancing public participation; and
- Protecting the health and safety of the public, House members, and staff.

This document relies on the latest guidance from the U.S. Centers for Disease Control (CDC), local public health authorities, the Department of Labor and Industries (L&I), and the Department of Health (DOH). Changes will be communicated and implemented as we receive new information or guidance.

II. INTERIM OPERATIONS

Interim operations guidelines are outlined in this document. Failure to adhere to the guidelines may result in such actions as removal from House facilities or disciplinary action.

Members, staff, and the public are permitted to access House facilities during the 2021 interim period as of July 1, 2021. Committee meetings will continue to be held virtually.

Modified House operations are being followed to keep members, staff, and the public safe and to prevent the spread of COVID-19. Anyone who has questions or concerns is encouraged to contact the Chief Clerk's Office or House Counsel.

The following applies to anyone accessing House facilities on the Capitol Campus or in-district:

1. Everyone must self-screen prior to entering any House facility. Signs regarding symptoms are posted at each House Facility entrance. [See House Screening Questionnaire.]
2. Everyone must wear a mask while in public settings such as common areas and hallways or when interacting in person with anyone else, regardless of vaccination status.^{1,2} This includes in district offices as well as those located in Olympia. Masks must be worn properly over one's nose and mouth and secure under one's chin.^{3,4} While masks are not required to be worn if an individual is working

onsite alone in an enclosed work area, if anyone else enters the work area, all individuals must wear a mask.

3. Staff and members may not provide access to individuals who do not comply with the mask wearing requirements. Exceptions to this mask wearing requirement may be made if an individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; or if an individual has a medical condition or disability that makes wearing a mask inappropriate. Please contact House ADA coordinator [Kyle Overmiller](#) (x7271) or [House Security](#) (x7771), if an accommodation regarding masks is needed while on the Capitol Campus.
4. Six-foot distancing must be maintained in all spaces, at all times, regardless of vaccination status. People must disperse if a situation arises that makes adequate distancing impossible.

III. EXPECTATIONS FOR HOUSE OPERATIONS

Everyone is asked to continue efforts to keep each other safe by reducing the likelihood for transmission of COVID-19. These include the following:

1. A mask must be worn at all times while indoors, regardless of vaccination status, unless a person is working alone in their immediate workstation. If a workstation does not have a door, such as a cubicle, a person must wear their mask anytime another person is working in the same area, including in a cubicle that shares an entry way. Those staff who need an accommodation to mask wearing need to notify their supervisor and/or House ADA coordinator [Kyle Overmiller](#) (x7271).
2. Everyone must practice proper distancing (maintaining a minimum six feet of distance) regardless of vaccination status, respiratory etiquette, hand washing, and disinfecting of shared spaces (kitchen and copiers) after use.⁵
3. The House is operating under a temporary telework policy that permits staff to entirely telework. Additionally, staff may opt to work a blended schedule with one or more days onsite. Staff must select a set schedule indicating telework and onsite days within the work schedules system. Schedules are subject to supervisor approval.
4. If a person in an at-risk category is in need of a work accommodation (including a need to access a building facility or a need to continue to telework when they would otherwise be directed to work in a building facility) they must notify their supervisor and/or the House ADA coordinator, Kyle Overmiller.⁶
5. Most importantly, anyone who is sick should plan to stay home and help prevent the spread of illness. Before entering House facilities for any purpose, individuals must self-screen using public health criteria. [See House Screening].
6. In-person meetings may occur in House facilities or other spaces. However, in-person meetings that include staff must not exceed five members of the public. In-person meetings must also be held in spaces that accommodate six-foot distancing between attendees. The House encourages meetings to be conducted virtually, irrespective of where the member or staff is working from or their vaccination status. Staff may decline in-person meeting requests.
7. Conference room capacity is lower to support adequate distancing. Revised capacity for rooms can be found on the House intranet.
8. House staff travel that aligns with this operational plan may be resumed. All staff travel, regardless of worksite, requires advance approval.
9. Hearing Rooms, break rooms, and the workout room remain closed.

10. Avanti Market services are available in the JLOB basement or in the Pritchard Building.
11. Food sharing, communal meals, and consuming food in common/public areas indoors is not permitted.
12. If anyone becomes ill with COVID-19 like symptoms during the workday, that person must immediately notify their supervisor and leave the building. They should not return to a House facility until cleared by a healthcare provider.
13. If anyone accesses a House facility, and later has or develops signs/symptoms of COVID-19 (fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell) or is themselves found positive or has been in close contact with someone who is experiencing symptoms or is confirmed positive, they must report the development of symptoms, positive diagnosis, or close contact to the House Counsel and, if an employee, to the employee's staff director. Information must be provided to House Counsel on what areas they occupied and who they had close contact with, as defined by the CDC. Information will only be shared as appropriate and allowed by law. The House will also take steps to disinfect areas.
14. In the event someone becomes diagnosed with COVID-19 and accessed House facilities, the workspace will be disinfected according to CDC guidelines.⁷

IV. MOVING FORWARD

House Administration, in collaboration with others, continue to take the following steps in preparation for interim operations:

House Counsel provides:

- Assistance and advice to employees and management with issues related to work conditions and building access, including information for staff regarding accommodations, leave options, and work with local public health authorities in the event of exposure.

For staff and members who are on-site, House Administration, in collaboration with others, will:

- Ensure availability and proper placement of sanitizing materials (e.g., wipes and hand sanitizer), protective equipment, tissues, and wastebaskets.
- Provide signage, reconfigure spaces to reinforce safe practices including installing physical barriers, increase disinfecting, and change HVAC filters.
- Address accessibility needs and requests for accommodations.

The Chief Clerk's Office will continue to monitor public health guidance and adjust operations as necessary. This may also include returning to more restricted access of House facilities if staff or operations are compromised. House member and staff diligence and flexibility are essential.

Thank you all for your assistance.

¹ See, <https://www.lni.wa.gov/forms-publications/F414-179-000.pdf>

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- ² See, <https://www.governor.wa.gov/sites/default/files/COVID19%20Professional%20Services%20Guidance.pdf>
 - ³ See, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>.
 - ⁴ See, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>
 - ⁵ See, <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>
 - ⁶ See, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
 - ⁷ See, <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>