

Protocols for Assembly Hearings in May 2020 (Rev. 4.30.20)

Participants

- Members may not participate in the hearing remotely.
- Committee Members will be present and physically distanced on the dais.
- Authors will testify from the witness table. The next two authors should be seated in designated chairs and be ready to present their bills.
- Witnesses will testify remotely (by Witness Videoconference Room or phone) when possible.
- Personal staff are not permitted inside the hearing room.
- Bill witnesses pre-designated by Committees may use Witness Videoconference Rooms (WVRs) on the Capitol first floor.
- The public is encouraged to watch the hearing on the Assembly's web site and to submit comments in advance via the Position Letter Portal (posted on each Committee's web site), or call in during the hearing to provide audio testimony.
- The public should refer to the Committees' individual web pages for guidance on how to submit comments (e.g., Budget Subcommittees utilize committee-specific email addresses rather than the Position Letter Portal).
- A limited number of seats will be available in hearing rooms to provide sufficient physical distancing for the public.
- A limited number of individuals from the public and press will be allowed to enter the L Street entrance to attend the hearing, and route to hearing room will be supervised by the Sergeants.
- Information explaining protocols will be provided to the public at the entrance.
- Staff not essential to conducting this proceeding will be instructed to stay at home.
- Health screening, physical distancing, and hygienic measures will be utilized.

Pre-Hearing

- DGS to clean/disinfect hearing room before and after hearing.
- Signage throughout Capitol to guide the public.
- Memo from Rules Committee to staff, explaining Capitol access.

L Street Door: Public/Media Entrance

- Opens 30 minutes before hearings.
- Controlled access into entrance pavilion: Sergeants posted outside door will badge-in the public and direct them to screening table.
- Public health professional will ask attendees screening questions and administer temperature check.
- If cleared, public will be screened by CSTs and escorted by Sergeants to elevators and stairwells to the hearing room. One person per elevator.
- A restroom will be open on the hearing room floors.
- CHP will be present when deemed necessary.
- Press makes prior arrangements for space with Speaker's Press Office.
- L Street entrance closes once room capacity has been reached (public & press).
- Other areas of the Capitol will not be open to the public.
- Only pre-designated witnesses will be allowed to enter WVRs. Witnesses are to check-in with Sergeants.

N Street Door: Staff Entrance

- Only essential staff should enter the Capitol and ID will be required.

First Floor

- Sergeants posted at key locations to guide the public to hearing rooms & WVRs.
- Gender neutral bathroom open on First Floor, Historic West Wing.

Fourth Floor Annex

- Bathrooms open.
- Sergeants at elevator and near Hearing Rooms.
- All offices and other rooms closed to the public.

Hearing Rooms (Room 4202, Room 437, Assembly Chamber)

- Physical distancing enforced.
- Pre-authorized legislative staff will be admitted.
- Only one entrance open, controlled by Sergeant.
- Authorized seating has signage.
- Limited space for press tripods. Camera tripod space to be marked off.
- Gallery space in Room 4202 will be wired for TV feed.
- Microphone for public comment will be stanchioned-off to prevent touching, and the microphone will be covered with hygienic covers. Plexiglass screen in place to separate the Sergeant from the public in Room 4202 and the Chamber Gallery.
- Microphones for Members and witnesses will also have hygienic covers.
- Members on each dais and in the Chamber will be physically distanced.
- Additional space for authors in rear of each room.
- Television monitor facing dais to allow Members to see remote witnesses.

Hearing

- Chair Opens Hearing – including description of how it all works.
 - Physical distancing in room
 - Testimony > Member Questions > Closing Comments > Public Comment
 - Public comment allowed by web portal in advance (for policy committees), and during hearing using the call-in number
- Two witnesses in support/Two in opposition testify (for bill hearings).
- Public Comment
 - Call-in instructions posted on livestream and web site.
 - Persons present in room can be called to come to microphone. Time limits may apply.
 - Public will call in and testify, and time limits may apply.

Post-Hearing

- After Chair adjourns, public exits via L Street exit, supervised by Sergeants.