



Secretary of the Senate

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TO: All Senators and Senate Staff

FROM: Erika Contreras
Secretary of the Senate

RE: COVID-19 UPDATE- **Please Read Entirely**

Today we learned that a Senate employee has tested positive for COVID-19. The employee was last in the Capitol on Tuesday, October 6, 2020. The individual had no contact with any Senators or Senate staff. The individual is quarantining, and the impacted office will be cleaned per current CDC guidelines.

As a reminder, the Capitol building and district offices remains closed to the public, and all staff should continue to work remotely. Participation in events and meetings should be conducted remotely whenever possible. However, when necessary the Senate will permit one staff person per day in the District or Capitol office to support the Senator with essential legislative business, including participation in legislative hearings. No in-person meetings are currently authorized at this time. All in-person events and district travel must be pre-approved by the Secretary of the Senate through the travel request system.

Public health experts stress the continued importance of practicing common sense preventative measures that have been shown to slow the spread of the virus. All Senators and employees, especially those essential staff who continue to report to work, must adhere to the following guidance:

- **WEAR A FACE COVERING.** This is a statewide mandate and a Senate policy.
- **Self-Assess for illness:** This includes taking your temperature and monitoring for symptoms prior to coming to work.
- **Maintain at least 6 feet of social distance** between yourself and others.
- **Wash your hands often.**
- Use hand sanitizer when soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid contact with people who are sick. If you feel sick, stay home.

I want to reiterate how vitally important it is for the Senate to be made aware of potential and confirmed cases of COVID-19 as soon as possible.

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 Senate Human Resources (916) 651-1557 and Capitol Health Services (916) 319-2514.

If someone in your household receives a COVID-19 exposure notice, including from a child's daycare or the workplace of others in your household, please contact HR immediately so that they may assess and determine if action is necessary.

DO NOT WAIT FOR CONFIRMATION OF A POSITIVE TEST RESULT, OR UNTIL YOU ARE READY TO RETURN TO WORK TO NOTIFY US. Please help us continue to protect our Senate family from this virus. Preventing the spread of COVID-19 and maintaining the health and safety of our Senators and employees is my priority.

Please know that the safety of our Senators and employees is our top priority. We are actively monitoring the pandemic as it relates to the Capitol community and our District Offices, and will assess and adjust protocols as conditions warrant. We will continue to update you as more information becomes available.