



Secretary of the Senate

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TO: All Senators and Staff

FROM: Erika Contreras
Secretary of the Senate

RE: UPDATE

In light of the increase in COVID-19 cases within the Capitol community, and the Assembly's announced postponement of their return to session, the Senate must now adjust our committee schedule to account for this change. We are in communication with Assembly leadership, and as soon as we are able, we will provide a revised schedule.

In the meantime, only essential Rules Committee employees who have been notified that they need to come to work should be in the Capitol and the Legislative Office Building (LOB). Essential employees who enter the Capitol must use the south doors. All other offices should remain closed, and Senators and staff should work remotely.

The overall health and well-being of Senators and staff are our primary goals. COVID-19 is still with us, and transmission rates are increasing daily. Senators and staff need to be measured in their activities and limit their physical exposure to the public. We have learned much about COVID-19 in the last few months, and we now know that asymptomatic individuals can transmit and have been transmitting the virus. The risk of transmission is real.

For your personal safety and the safety of your family and constituents, please continue to follow these safety guidelines:

- 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.
- Should you or anyone in your household test positive for COVID-19, contact Senate Human Resources: (916) 651-1557 and Capitol Health Services: (916) 319-2514 immediately.

During these difficult times, I want to remind Senators and staff about the Employment Assistance Program (EAP). The EAP is a no cost benefit offered to employees and their families, and provides a wide range of resources and support. Should you wish to utilize the EAP, they are reachable at 866-327-4762 or at: <http://www.eap.calhr.ca.gov>