

Alaska State Legislature

Legislative Affairs Agency

Office of the Executive Director

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MEMORANDUM

TO: Senator Gary Stevens, Chair
Legislative Council

FROM: Jessica Geary
Executive Director

A handwritten signature in blue ink, appearing to read "Jessica Geary", written over the printed name.

DATE: June 15, 2020

SUBJECT: COVID-19 Safety Protocols

LAA instituted safety protocols in response to the COVID-19 pandemic and our employees' right to a safe workplace. An internal survey demonstrated that the protocols improved employees' comfort level in returning to the workplace. Many employees have varying circumstances that either make them more susceptible to the disease or they care for someone who is especially vulnerable.

The rules are simple and can be applied universally:

1. Legislative buildings will remain closed to the public until further notice. In-person assistance is available by appointment.
2. Face coverings must always be worn in common areas.
3. Employees who can work at home should do so.
4. Hands must be washed frequently, and/or hand sanitizer applied.
5. Temperatures should be monitored daily; employees with fever and/or COVID-19 symptoms must stay home until symptoms subside.
6. Social distance of 6 feet should be maintained; one person in elevator at a time.
7. Meetings should be conducted via teleconference. In-person meetings require screening questions be asked of all attendees prior to arrival at a legislative space. Seating must be 6 feet apart and/or masks worn.
8. All areas must be disinfected after each use, especially common areas and high-touch surfaces.
9. Microphones and/or phones should not be shared and should be frequently disinfected.
10. Assume each person is doing their best. Everyone has their own comfort level and may forget that co-workers' comfort level may differ. Therefore, if someone is not following safe practices, such as staying home when sick, maintaining 6-foot social distance, and/or routinely not wearing a face covering, please speak up. You may tell the person directly; if their behavior is causing distress in the workplace, they need to know.

I respectfully request Legislative Council require all members and legislative employees to follow these practices. Without the support of leadership and consistent application legislature-wide, these protocols become ineffective and employee health and safety may be at risk. At a minimum, employees may not feel safe in their workspace which could impact morale and retention. I appreciate your consideration of this important matter.

Attachment: LAA COVID-19 Work Safety Protocols



Alaska State Legislature Legislative Affairs Agency COVID-19 Work Safety Protocols

The following protocols apply to all LAA staff until rescinded by the Executive Director.

Personal protection measures are required:

- Individuals experiencing symptoms of COVID-19 or caring for another who is experiencing symptoms, including but not limited to fever, cough, general aches and pains, and/or fatigue, are asked to work from home if symptoms allow. If symptoms do not allow staff to work from home, COVID-19 leave should be requested.
- Individuals who are considered high-risk or who have family members who are considered high-risk for contracting COVID-19 may request to work from home.
- Face coverings are to be worn in all common areas of legislative facilities and in all areas of the Capitol at all times; they should be in place prior to entering the building. Employees are not required to wear a face covering when alone in their own office; however, one must be readily available. Disposable masks are available upon request.
- Individuals may wear gloves, but it is not required. Individuals should wash their hands with soap and water prior to donning gloves. Remove gloves by turning inside-out; upon removal, gloves should be properly disposed.
- Wash hands with soap and water and/or apply hand sanitizer frequently, especially after touching shared items or frequently touched surfaces, such as copiers, phones, refrigerators, and microwaves. Hand sanitizer stations will be available throughout legislative facilities.
- Frequently sanitize high-contact workspace items, including keyboards, phones, calculators, and shared pens.
- Avoid direct skin contact with doorknobs, stair rails, elevator buttons, faucets, and other high-contact items. When possible and appropriate, doors will be propped open to minimize contact.
- Refrain from eating in common areas, including kitchens.

Procedures to minimize transmission

Screening:

- Stop at the infrared temperature station at the security desk.
- Answer questions about travel and close contact.

Social distancing:

- Always stay a minimum of 6 feet apart from others.
- Legislative facilities are closed to the public until further notice.
- Only one person in the elevator at a time; take the stairs if possible.
- Follow markers on the floor and read signage.

Sanitizing/Disinfecting common areas:

- In addition to scheduled regular cleaning, additional daily sanitization of common areas will occur.
- Individuals are expected to clean up after themselves and sanitize prior to leaving a common area, such as a kitchen.

Instance of COVID-19 Diagnosis

When a legislative employee or member of the public is identified as being COVID-19 positive and in a legislative facility, the impacted building will be closed for 72 hours (3 days) to sanitize the facility following CDC recommendations. Notification will be issued as soon as the building is accessible.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>