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Messages and Communications

1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>

04-07-20	10:00 AM	04-07-20	Guam Congress Building Risk Management - Letter from Executive Director Joseph R. San Agustin	Guam Legislature Central Operations





Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yang mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

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CENTRAL OPERATIONS

Committee on Rules
35th Guam Legislature
I Mina□trentai Singko na Liheslaturan Guåhan

Senator Régine Biscoe Lee
Chairperson

Joseph R. San Agustin
Executive Director

35GL-20-1693
Speaker Tina Rose Muña Barnes

APR 0 7 2020
Time 10:00 (AM ( )PM
Received By:

April 7, 2020

MEMORANDUM

To: **Honorable Speaker Tina Rose Muña Barnes**

From: **Joseph R. San Agustin**
Executive Director, 35th Guam Legislature

Subject: **Guam Congress Building Risk Management**

Håfa Adai Madam Speaker,

In an effort to maintain the "social distancing" mandate from the Governor, and to adhere with further Executive Orders, the Guam Congress Building under the direction of the Committee on Rules Chair, has initiated the following mitigation measures to minimize the risk of infection to the members and staff for Session. Reiterating the March 27, 2020 letter from Senator Régine Biscoe Lee these include:

Utilizing a limited number of employees for the operations of session

By eliminating the physical presence of secondary or non-critical employees (e.g. clerks, counsel, protocol officers, IT technicians, A/V technicians etc.) we minimize the risk of transmission for any communicable diseases. A list of proposed personnel to deem "essential" for this purpose is attached for your reference, and for consideration by our colleagues.

Granting access to the Guam Congress Building to a limited number of employees

To encourage risk-management, no persons beyond Senators and essential personnel should enter the Guam Congress Building for the duration of any session convened— including staff who work within the legislative offices housed in the Guam Congress Building. Additionally, a self-health screening assessment will be recommended as a risk-management tool for those who enter the Guam Congress Building.

Individuals planning to enter the Guam Congress Building who have or are currently experiencing symptoms of COVID-19 or respiratory illness, or who generally feel unwell, should stay home and contact a health professional for further guidance. The Self-Health Screening Assessment is intended to give individuals the opportunity to assess their risk of exposure to others, to take precautions to limit such risk exposure, and protect the community from the spread of COVID-19.

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The following Self-Health Screening Assessment is subject to change at any time:

Self-Health Screening Assessment

Prior to entering the Congress Building and as necessary, every person should conduct the following Self-Health Screening Assessment, and consider other relevant factors as applicable, to limit the risk of infection to others:

- Have you experienced any cold or flu-like symptoms, including but not limited to fever, cough, sore throat, shortness of breath, loss of sense of smell or taste, or fatigue, in the last fourteen (14) days?
- Have you traveled to places outside of Guam with confirmed cases of COVID-19 in the last fourteen (14) days?
- Have you been advised or directed by a health professional to self-quarantine or self-isolate for possible exposure to COVID-19?
- Have you had any contact with or been within the vicinity of any person with a possible COVID-19 infection in the last fourteen (14) days?
- Has a family member or close contact had any contact with or been within the vicinity of any person with a possible COVID-19 infection in the last fourteen (14) days?

If you answer "yes" to any of the questions above, you should stay home and contact a health professional for more guidance. Individuals who answer "yes" to any of the questions above are not required to disclose such information to legislative officials.

Personal Protective Equipment

To further prevent risk exposure, we request that all members please provide their own personal face masks. Central operations will provide latex nitrile gloves for all members and essential staff prior to entering the building. These PPEs should be worn at all times while in the Guam Congress Building. Central-ops will continuously sanitize all door handles and surfaces prior, during and after session.



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Implementing social distancing policies

Under the Direction of the Committee on Rules Chair, an effort has begun to allow for better social distancing while the session is convened. Desks in the session hall will be moved further apart. Dedicated work areas will be established for senators who wish to further distance themselves within the building. Bathrooms can be dedicated to two or three individuals as a further step to minimize cross-contact with others. Microphones will be placed individually on the desks in Session Hall and podiums have been removed.

Eliminating "hard copies"

Circulating physical copies of legislation, amendments, and testimonies needlessly increases the amount of staff present during session. Eliminating materials like paper can also reduce the risk of transmission. Senators and staff can work on laptops and/or tablets without any major disruption to the proceedings.

Requiring advance submission of all amendments

Downsizing our administrative support should be met with senators and their offices providing the remaining central operations employees with ways to better manage their increased workload. Chief among these would be requiring all amendments proposed for measures under consideration be submitted in advance of the start of session. Doing so will also allow for members to review these suggestions ahead of time, and will contribute to session being conducted more efficiently.

I am open to any suggested actions members would like to add to this list in support of any call to session. Should that be the case, please do not hesitate to contact me at any time.

Si Yu'os Ma'åse'!