

DISCUSSION DRAFT

LEGISLATIVE STAFF FACE MASK POLICY

Proposed to the Joint Legislative Management Committee 12/22/2021

All General Assembly employees entering legislative spaces in the Capitol Complex, including the State House, 1 Baldwin St., 2 Aiken Ave., 4 Aiken Ave., 109 State St., 133 State St., and other any location being used for legislative purposes (including study committees, task forces, and panels composed of at least one member of the General Assembly) shall wear a facial covering (mask), regardless of vaccination status. The facial covering shall:

- (1) completely cover the individual's nose and mouth;
- (2) be a medical facemask, KN95 face mask, NIOSH certified respirator, or cloth face covering consisting of two or more layers of breathable, tightly woven material;
- (3) be secured to the head with ties, ear loops, or elastic bands that go behind the head;
- (4) fit snugly over the nose, mouth, and chin with no large gaps at the sides of the face; and
- (5) not have any slits, exhalation valves, visible holes, or punctures.

Employees who do not comply with this policy will be asked to leave the legislative workplace and may be escorted from the location by the Sergeant at Arms or Capitol Police if noncompliance continues.

Employees may request a medical or religious exemption from this policy and a reasonable accommodation that will allow them to perform their job by submitting a request and supporting documentation to their supervisor and the Office of Legislative Human Resources. Exemption request forms can be obtained from the Office of Legislative Human Resources. Employees requesting a medical exemption shall include with their request documentation from a medical professional indicating the need for a medical exemption. Requests for an exemption and reasonable accommodation will be evaluated on a case-by-case basis, taking into account the reason for the request and the requirements of the employee's job.

Facial coverings may only be removed while eating or drinking in the cafeteria, in a private office, or at the employee's desk or when an employee is alone in a nonpublic area of the State House or other legislative space. In all instances when facial coverings are not being worn, effort should be made to ensure appropriate distance is maintained between individuals and to replace facial coverings as soon as practicable.

This policy shall take effect January 3, 2022.