

GUIDE TO ORGANIZATION SESSION 2020





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Dear Members,

Congratulations on your election to serve in the 90th Florida House of Representatives since statehood.

The Guide to Organization Session 2020 contains essential information to help you navigate your first days as Members of the Florida House of Representatives for the 2020-2022 term, and provide you with the information you need before traveling to Tallahassee. We have significant work ahead as we prepare to assume our constitutional duties under unprecedented circumstances.

As we convene for the 2020 Organization Session, and in the months ahead, we will be establishing protocols to mitigate the risks associated with the COVID-19 pandemic. Our protocols are guided by public health research and industry best practices, and developed with the strong desire to balance the need for prudent alternatives in our legislative practices with the duty we have in the service to our constituents. As we learn more about the pandemic, we will continue to collaborate with our friends and partners in the Florida Senate, and tailor our protocols to the specific stages of our legislative work. By December 30, we will publish protocols that will address our work during the January and February committee meeting weeks. The 2021 Legislative Session protocols will be released before the end of February 2021.

My hope is that the spirit of public service that is leading us through these difficult days will remain with us long after our lives have returned to normal.

I look forward to seeing you on November 16. It is my honor to serve alongside you.



Chris Sprowls

Chris Sprowls
Speaker-designate



ORGANIZATION SESSION

The Organization Session for the Florida House of Representatives will convene at 11:00 a.m. on **Tuesday, November 17**. Florida's Constitution requires the Legislature to assemble on the fourteenth day following each General Election for the exclusive purpose of administering the Oath of Office to the Members of the Florida House of Representatives, selecting the officers for the 2020-2022 legislative term, and adopting House and Joint Rules.

Members exhibiting COVID-19 symptoms or awaiting results from a COVID-19 diagnostic test must email HouseSpeaker'sOffice@myfloridahouse.gov to request to be excused from attending the Organization Session.



MASTER SCHEDULE

- Monday, November 9
 - Testing information will be emailed to Members
- Wednesday, November 11
 - Deadline for all Members to register one (1) spouse or guest
 - Deadline for Freshman Members to register additional family guests
- Friday, November 13
 - Freshman Members notified if there are any additional available gallery passes
- Saturday, November 14
 - First day Members are authorized to travel to Tallahassee
- Sunday, November 15 and Monday, November 16
 - Members receive their temporary parking space and office assignments, as well as ID cards
- Monday, November 16
 - In-person New Member Orientation
 - New Member Spouses Orientation
 - Democratic and Republican Conferences
- Tuesday, November 17– Organization Session
 - 10:30 a.m. – Temperature screening for Members at the entrance of the Chamber
 - 10:30 a.m. – Temperature screening for guests at the entrance of the galleries
 - 10:30 a.m. – Guests may begin to pick up their gallery passes on the 5th floor of the Capitol
 - 11:00 a.m. – Convening of Organization Session
 - 12:45 p.m. – Member photos in the Chamber

SAFETY PRECAUTIONS FOR MEMBERS



Diagnostic Testing

Rapid turnaround, molecular diagnostic testing for COVID-19 will be available on site at no cost to Members.

Testing information will be emailed to Members on **Monday, November 9.**



Temperature Screening

Members will undergo a temperature screening prior to entering the Chamber. Screening will begin at 10:30 a.m. on **Tuesday, November 17.**

Similar to the process at the end of the 2020 Legislative Session, screening stations will be set up at the side entrances on either side of the Chamber, located on the 4th floor of the Capitol, which will provide the only access to the Chamber, the Speaker's Office, and the Members' Lounge.



Masks

For our own health and the health of our colleagues and guests, cloth masks will be provided to Members for use in the Chamber. Alternatively, face shields and N95 masks will also be available for Members who request them.

When visiting Tallahassee, please know that Leon County Emergency Ordinance No. 20-15 imposes certain mandatory requirements for the use of facial coverings in business establishments.



Special Seating for Members

Members will be assigned temporary seating in the House Chamber, and no modifications will be made to the existing Member desks. To ensure our Members are comfortable during Organization Session, we have created dedicated spaces within and adjoining the Chamber where Members with unique health issues can be seated. We are also expanding our House Chamber floor for purposes of Organization Session to include the House Chamber in the Florida Historic Capitol Museum. This space is offered, with limited availability, to Members who prefer to be more socially distanced than what is available to them in the House Chamber. The historic House Chamber will be connected and staffed as an extension of the House Chamber during our Organization Session proceedings. Requests for either type of special seating can be made by emailing COVIDQuestions@myfloridahouse.gov.

SAFETY PRECAUTIONS FOR GUESTS



Diagnostic Testing

Rapid turnaround, molecular diagnostic testing for COVID-19 will be available on site at no cost to spouses or guests who will be seated in the House galleries. A negative COVID-19 test from the on-site testing service is required for persons to be seated in the House galleries.

Testing information will be emailed to Members on **Monday, November 9.**



Temperature Screening

Guests will undergo a temperature screening prior to entering the Chamber or as they enter the galleries on the 5th floor of the Capitol. Screening will begin at 10:30 a.m. on **Tuesday, November 17.**



Masks

All guests in the galleries are expected to wear masks. Disposable masks will be available for guests who forget to bring their own. Masks should not be used to advocate.

When visiting Tallahassee, please know that Leon County Emergency Ordinance No. 20-15 imposes certain mandatory requirements for the use of facial coverings in business establishments.



Special Guest Seating

No changes have been made to the existing House Gallery seating. We are limiting the number of guests allowed in the galleries so they do not exceed 60% capacity; nevertheless, social distancing may not be possible in all instances. To accommodate the need for additional space, limited seating will be available in the Senate Chamber of the Florida Historic Capitol Museum. Members who believe their spouse or guest would be more comfortable watching the Organization Session streamed to the historic Senate Chamber may email COVIDQuestions@myfloridahouse.gov with their request.



HOUSE CHAMBER

The Chamber will be open for Members at 10:30 a.m. In order to facilitate the security inspection of the House Chamber, we request that the Members refrain from bringing materials, including House-issued or personal computers, into the Chamber for Organization Session.

Only reasonably sized floral arrangements and live plants will be approved for distribution in the House Chamber for the Organization Session. Because the House Chamber will be secured at the conclusion of Organization Session, we ask that you remove all floral arrangements and plants from your desk at the conclusion of the session.

The House Sergeant at Arms will control dedicated access for Members to two (2) elevators in the Capitol tower and the elevator behind the Chamber before and after Organization Session.

For the safety of our Members and guests, seating in the Chamber is strictly limited to elected Members and select guests at the Speaker's invitation. For Organization Session, the privilege of the floor will not be extended to former House Members, including former Speakers and Leaders, and they will not be permitted in the Chamber.

Please see the section on *Safety Precautions for Members* for COVID-19 protocols pertaining to Members.

HOUSE GALLERY ACCESS

Traditionally, Organization Session is a family day; however, due to the exceptional circumstances surrounding COVID-19, Members will only be provided one (1) pass for a spouse or an invited guest. Members' spouses or guests who test negative for COVID-19 will be seated in the House gallery on the 5th floor of the Capitol. A child small enough to be held by the spouse or guest may also be present in the House gallery.

Members must register their spouse or guest no later than **Wednesday, November 11**, by emailing OrgSession2020@myfloridahouse.gov. Members who will not be accompanied by a spouse or guest, or who do not register by the deadline, forego their gallery pass. These relinquished passes will be available to Freshman Members who email OrgSession2020@myfloridahouse.gov with a request for additional passes. Freshman Members will be notified by **Friday, November 13**, if there are additional available gallery passes.

Guests may pick up their Gallery pass immediately prior to entry into the gallery on **Tuesday, November 17**, from 10:30 – 11:00 a.m. on the 5th floor of the Capitol.

Guests who are exhibiting COVID-19 symptoms or awaiting results from a COVID-19 diagnostic test should not come to the Capitol. Our proceedings will be live-streamed through <https://thefloridachannel.org/> for the public to watch remotely.

Please see the *Safety Precautions for Guests* section for COVID-19 protocols pertaining to guests.





OVERFLOW ROOM FOR NEW MEMBER FAMILIES

Members who will be sworn in for the first time will have the opportunity to invite additional guests for this special day. In addition to the one (1) guest who can sit in the gallery, an overflow room will be set up for additional family members of New Members.

Space in the overflow room is limited. New Members must email OrgSession2020@myfloridahouse.gov with the names of their family members by **Wednesday, November 11**.



MEMBER PHOTOS

On **Tuesday, November 17**, there will be an opportunity for Members to have a picture taken with their guest(s) in the Chamber. No appointment is necessary. Interested Members can gather in front of the main entrance to the Chamber beginning at 12:45 p.m. and ending at 1:30 p.m. Staff of the Office of the Sergeant at Arms will escort families into the Chamber one at a time.



NEW MEMBER ORIENTATION

Over the course of the next few months, there will be a multitude of training opportunities to ensure new Members have all the information they need to be successful. New Member Orientation will be offered through a combination of online learning and in-person classes. The House of Representatives uses the Cisco WebEx platform to facilitate video conferencing, and this same platform will be used for orientation. Please be advised that these trainings may be observed by members of the press.

The first online seminar will be on **Monday, November 9** at 10:00 a.m. New Members will receive their first WebEx invitation this **Friday, November 6**. Each subsequent invitation will arrive 24 hours prior to the next training.

Additionally, Members will receive an email from our employment portal, NeoGov, to activate their account. Through this portal Members can access and submit human resources forms digitally. Other administrative forms that Members must complete will accompany a separate communication with details about the New Member Orientation. The first online class will help explain these forms, so Members must activate their account prior to the orientation on November 9.

The in-person portion of New Member Orientation will take place around Organization Session events.

Members may email HouseSpeaker'sOffice@myfloridahouse.gov with any questions.



NEW MEMBER SPOUSES ORIENTATION

There will be an orientation for new Members' spouses on **Monday, November 16** at 2:00 p.m. in the House Chamber of the Florida Historic Capitol Museum. Our First Lady Shannon Sprowls will speak about the program and moderate a panel of returning spouses who will share their experiences of the program.

Members may email HouseSpeaker'sOffice@myfloridahouse.gov with any questions.



DEMOCRATIC AND REPUBLICAN CONFERENCES

Each political party conference will meet on **Monday, November 16**. You will receive information regarding this event from your respective partisan office.



SPOUSES' LOUNGE AND CHILDCARE

The Spouses' Lounge, located in Room 517 of the Capitol, will be open for Organization Session; however, there will be no childcare because of necessary COVID-19 precautions and the limitation of available sitter services.



MEMBERS' DINING HALL

Unlike prior years, and out of an abundance of caution due to COVID-19, there will be no meals served in the Members' Dining Hall during the week of Organization Session.



FACILITIES

To prepare the facilities, we have been working with the Department of Management Services to implement measures that improve the quality of our air conditioning and filtration systems.

Medical grade high-efficiency particulate air (HEPA) air purifiers with ultraviolet C light (UV-C) disinfecting technology will be placed in the Chamber, galleries, and other key areas. Hand sanitizing pumps and stations will be placed in office and Member suite entrances and exits, next to committee and conference room doors, next to elevators, and inside kitchens.

Member offices, the House Chamber and galleries, the Members' Lounge, areas adjacent to the Chamber, elevators, restrooms, and stairwells will be cleaned and disinfected with electrostatic foggers before your arrival and after your departure. High-touch surfaces in restrooms, kitchens, elevators, and stairwells will be cleaned and disinfected four times a day. Sanitizing wipes have been placed in restrooms and kitchens for use in between scheduled cleaning and disinfecting.



LOCAL AND DISTRICT STAFF IN THE CAPITOL

To reduce the number of people in the building, only essential local House staff will be authorized to work in the Capitol on **Monday, November 16**, and **Tuesday, November 17**. Non-essential staff will work from home.

District staff is not authorized to travel to Tallahassee for the Organization Session or the activities preceding or following the session. Reimbursement of expenses for travel by district staff between **Saturday, November 14** and **Wednesday, November 18**, will not be approved from any House or Member funds.



VISITORS IN THE CAPITOL

When visiting Tallahassee, please know that Leon County Emergency Ordinance No. 20-15 imposes certain mandatory requirements for the use of facial coverings in business establishments.

The House does not control general public access to the buildings within the Capitol Complex; however, we ask that visitors to the House observe the following practices:

- Wear a face covering when in the company of another person and observe social distancing.
- Do not congregate on the Capitol 4th Floor Rotunda or any other House space.
- Practice CDC recommended hygiene practices.

The House will not be offering Chamber tours or reservation of any of spaces to outside groups.



ARRIVAL TO THE CAPITOL

PARKING

Upon your arrival, please plan to park in the House Office Building Garage, entering through the Jefferson Street entrance. Included at the end of this guide book is a map of the area for your reference. A member of the Office of the Sergeant at Arms will be in the House Office Building Garage on **Sunday, November 15**, from 12:00 p.m. to 5:00 p.m., and on **Monday, November 16**, from 8:00 a.m. to 5:00 p.m., to help you find your temporary parking space.

Permanent parking spaces will be assigned in mid-December.

TEMPORARY OFFICES AND ID CARDS

Members will be issued temporary offices for use during Organization Session.

- *New Members* will receive their temporary office assignment and ID card at the in-person New Member Orientation session on **Monday, November 16**.
- *Returning Members* may pick up their temporary office assignment, as well as their new ID card, in the Office of the Sergeant at Arms, Room 512 of the Capitol, on **Monday, November 16**, between 11:00 a.m. and 5:00 p.m.

Permanent offices will be assigned in mid-December.

TRAVEL AUTHORIZATION

Members are authorized to travel to Tallahassee for Organization Session beginning **Saturday, November 14**, and will be authorized reasonable travel time to return to their districts upon the conclusion of Session.

Members are not required to submit a Request for Authorization to Incur Travel Expenses. Members receive reimbursement for approved travel expenses by submitting a travel voucher using the online travel system. New members must submit employment paperwork before an account can be created for them in the online travel system. The maximum hotel rate that will be reimbursed in Tallahassee is \$110, plus tax. If you have questions regarding travel, please contact the Office of Administration at (850) 717-5200. For assistance with filing your reimbursement, please contact the Office of Legislative Services, Finance and Accounting, at (850) 717-0360.





CONTACT INFORMATION

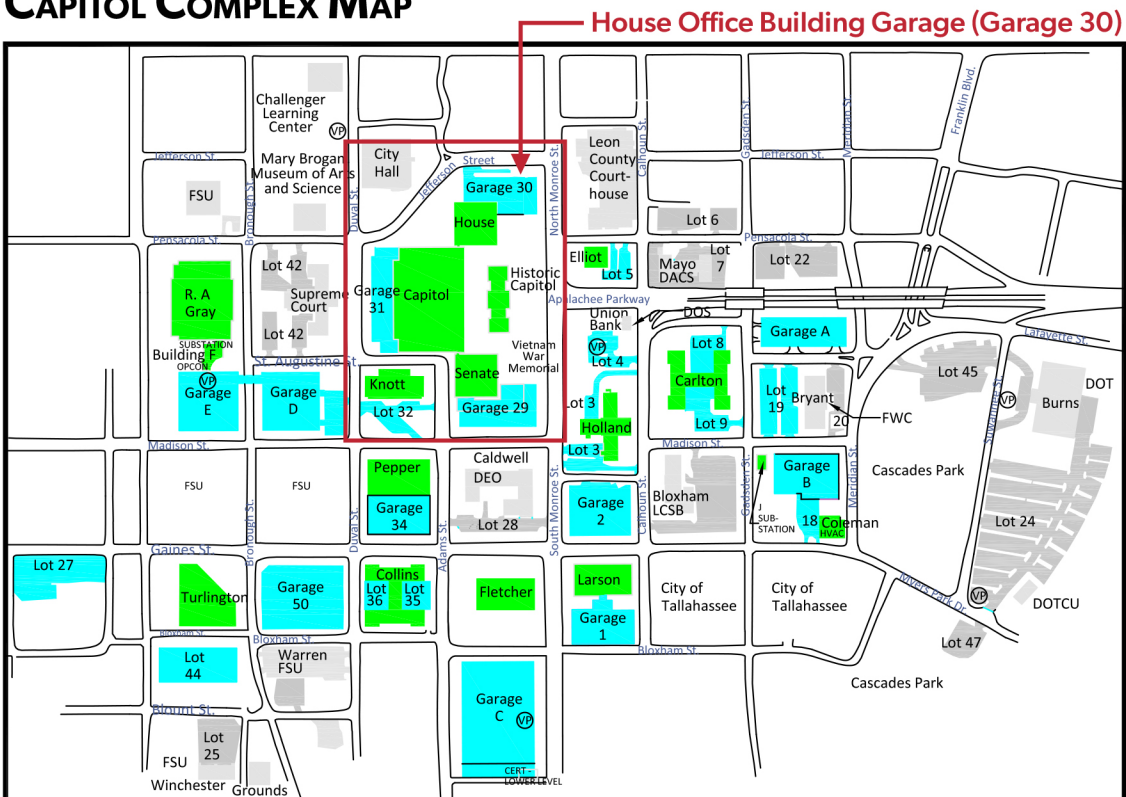
Should you have questions or require additional assistance, please contact the offices below:

- Speaker's Office, Room 420, The Capitol, (850) 717-5000
- Sergeant at Arms, Room 512, The Capitol, (850) 717-5700
- House Administration, Room 1001, The Capitol, (850) 717-5200

You may also reach us at the following email addresses:

- OrgSession2020@myfloridahouse.gov for
 - Spouse or guest registration
 - Freshman Members' requests for additional gallery passes for guests
 - Freshman Members' requests for seating in the Overflow Room
- HouseSpeaker'sOffice@myfloridahouse.gov for
 - Members' requests to be excused from the Organization Session
 - Questions about New Member Orientation
 - Questions about New Member Spouses Orientation
- COVIDQuestions@myfloridahouse.gov for
 - Diagnostic testing
 - Masks
 - Special seating

CAPITOL COMPLEX MAP



- Ⓟ Visitor Parking
- DMS facility
- DMS parking
- Non-DMS

DMS-Downtown Tallahassee Map