



Coronavirus Guidance from House Administration Committee

What Your Office Should Be Doing

- **Create a continuity of operations plan (COOP)** - Allows offices to consider the actions and resources needed to continue operating in an emergency.
 - Your COOP plan may include provisions for House staff to work remotely or telework.
 - This is especially important for your District Office(s)
 - You can find examples of telework plans and procedures on our website: <https://republicans-cha.house.gov/member-services/handbooks/telecommuting-resources>
- **Ensure staff can access the House Network remotely** – In the event of an emergency, staff should have the capability to access the network if telecommuting.
 - Obtain the proper equipment, including House laptops, tablets, cell phones, etc. (Note: The CAO has ordered more laptops to be sold in the Office Supply Store)
 - Make sure staff have the necessary RSA token and/or secure ID to access the network
 - Our committee has determined that Member offices should be able to access any remaining unspent LY 2019 funds to purchase teleworking equipment and supplies
 - Encourage staff to check their telework equipment at the “genius bar” or Readiness Center, located in Rayburn Cafeteria seating area
 - If your District Office has already begun teleworking and currently does not have the equipment they need to telework, contact our office
- **Keep your office sanitized** – While the House has increased its cleaning efforts, offices should continue to sanitize their workspaces
 - You may use your Member’s Representational Allowance (MRA) to purchase supplies like, hand sanitizer, soaps, tissues, disinfecting wipes, etc.
 - Cleaning products are available in the Office Supply Store in Longworth HOB
 - Keep good hygiene practices, wash your hands, and try not to touch your face
- **Communicate with your district** - The coronavirus is a federal issue of public concern, so it is generally an appropriate topic to address in official communications
 - The Communications Standards Commission is permitting communications about the coronavirus during the blackout under the rules that permit Members to send digital communications regarding threats to life safety.
 - This exception does not include physical mail sent through USPS
 - Members may communicate digitally in following ways including, but not limited to: Digital Ads, Newspaper Ads, Television Ads, Radio Ads, Emails, Text Messages, Tele-town Halls, Flyers

Who to Contact:

On the reverse side of this one-pager, we’ve included a table of contacts for your office in the event of a continued outbreak of Coronavirus (COVID-19). As always, do not hesitate to contact our office or visit our website for additional guidance or questions, (202) 225-8281 or <https://republicans-cha.house.gov/coronavirus-information-and-faqs>.

Office of the Attending Physician (OAP)	Assists with all health care advice for the House	(202) 225-5421
U.S. Capitol Police (USCP)	Assists with House security needs	(202) 228-2800
House Sergeant at Arms (SAA)	Chief Law Enforcement Officer	(202) 225-2456
Office of the Chief Administrative Officer (CAO)	Assists with technology needs and supplies	(202) 225-5555 or (202) 225-8000
Architect of the Capitol (AOC)	Assists with cleaning and sanitizing House buildings	(202) 228-1793
Office of House Employment Counsel (OHEC)	House Employment Attorney	(202) 225-7075
Centers for Disease Control and Prevention (CDC)	Issues guidance for disease control and prevention	(202) 245-0600
Technology Service Desk	Assists with telework readiness support	(202) 225-6002 or (800) 447-8737
Office of Employee Assistance	For additional support in managing stress or anxiety	(866) 831-0038 or (202) 225-2400

For any questions, contact the House Administration Committee Republicans at (202) 225-8281.