# State of Vermont
# Legislative Space & Health & Safety Assessment

**FFF PROJECT # 2033**
**Montpelier, Vermont**
**August 19, 2020**

freeman | french | freeman

Freeman French Freeman Inc. | Architecture · Planning · Interiors
81 Maple Street · Burlington Vermont 05401
802·864·6844 · www.fffinc.com

freeman | french | freeman

## TABLE OF CONTENTS

1. STUDY DIRECTIVE

2. EXECUTIVE SUMMARY

3. BUILDING SUMMARY TABLE

4. FINDINGS & RECOMMENDATIONS

5. BUILDING DIAGRAMS

6. COST ESTIMATES

7. APPENDIX
    a. LINKS TO RELEVANT DOCUMENTS
    b. SAMPLE HEALTH SCREENING DOCUMENT
    c. LEGISLATIVE HEALTH & SAFETY STUDY MEETING MINUTES

# State of Vermont Legislative Space & Health & Safety Study

DATE: August 19, 2020
PROJ. No: 2033

Language from H.965

## 1. STUDY DIRECTIVE

**FFF was hired to develop a mitigation report containing recommendations and guidance for legislative space needs in light of COVID-19 best practices. The authorization for this study is via H.965 , language below:**

***Legislative Branch; Health and Safety***

Sec. 18 LEGISLATIVE BRANCH; HEALTH AND SAFETY; COVID-19 MITIGATION

(a) The sum of $750,000.00 is appropriated from the Coronavirus Relief Fund to the Legislature for use by the Legislature, Sergeant at Arms, and the Office of Legislative Information Technology in fiscal year 2021 for the following purposes:

(1) Contracting with an independent third party for an assessment of the space and health and safety needs of the Legislative Branch for COVID-19 mitigation and meeting social distancing requirements.
(2) COVID-mitigation equipment or upgrades to the State House, including personal protective equipment (PPE) and other health and safety equipment of infrastructure;
(3) To purchase any equipment or implement upgrades or space transfers recommended in the assessment described in subdivision (1) of this subsection; and
(4) To purchase legislative information technology equipment, including any networking set-up required for the State House or new legislative space, camera and video set-up, and purchasing hardware, such as laptops and tablets.

(b) Authorization. On or before July 10, 2020, the Sergeant at Arms, in consultation with the Department of Buildings and General Services, shall contract with an independent third party for a short-term and long-term space ad health and safety needs assessment for the Legislative Branch for COVID-19 mitigation. The assessment shall include:

(1) Recommendations for health and safety infrastructure measures needed to protect staff, legislators, and the public; mitigate COVID-19; and meet social distancing requirements in the State House and any other Legislative Branch space;
(2) Short and long-term options for use of space or development of additional space in the Capitol Complex for legislators, committee meetings, and legislative staff offices, including 133 State Street; and
(3) Short and long-term options for use of space for legislators, committee meetings, and legislative staff offices statewide.

(c) Report on or before August 19, 2020, the Sergeant at Arms shall submit the assessment described in subsection (a) of this section to the House Committee on Corrections and Institutions and the Senate Committee on Institutions. The assessment shall include cost estimates for the recommendations and options described in subdivisions (a)(1)-(3) of this section.

(d) Contracting procedures. Notwithstanding any provision of law to the contrary, the Sergeant at Arms may enter into a contract with an independent third party for the assessment described in this sections without the need to competitively bid such contracts. For the purposes of the assessment, the public health risk posed by COVID-19 shall be deemed to be an emergency situation that justifies the execution of the sole source contracts pursuant to Bulletin 3.5, the State's Procurement and Contracting Procedures.

**The report commenced on July 9th, 2020 and was submitted on August 19th, 2020.**

## 2. EXECUTIVE SUMMARY

This report contains recommendations for legislative space needs in light of COVID-19 best practices and includes both short and long-term options. The recommendations in this report are intended to mitigate the risk of contracting COVID-19; there are no known measures to completely eliminate the risk at this time. The authorization for this study was via H.965 (Act 136).

Short-term and long-term options include:

1. The full return of the Legislature with committees and bodies meeting in person, either in the State House or in alternative locations.

2a. A hybrid model with committees and/or bodies meeting partially in person and partially remote.

2b. A hybrid model with committees and/or bodies meeting on alternate days or times of day.

3. Continue working remotely as the Legislature did during the months of April through June 2020.

This report examines how the State House, buildings in the Capitol Complex, and buildings in the regional vicinity of Montpelier may meet the needs of the Legislature for the 2021 Legislative Session as well as opportunities to mitigate the need to move the Legislature to remote sessions in the future.

It is understood that there will be logistical, procedural, and legal challenges to relocating all or portions of the Legislature for the 2021 Session. It is not within the directive of this report to recommend solutions to procedural and legal challenges, however it is our understanding that these may be overcome.

FFF has taken into consideration best practices and guidelines as of August, 2020. Scientific developments between now and January may change these.

### Summary of Short-Term Findings

**Path 1 – Full Return of the Legislature (locations in Montpelier & Waterbury)**

Large meetings such as Joint Sessions and House Sessions will most easily fit in the Barre Auditorium. The Senate can most easily meet in the House Chamber. House and Senate meeting rooms will be spread out between Montpelier, and Waterbury. Legislators on different committees will rarely be together, so the benefits returning in person return will be reduced. It also complicates logistics, requires more staffing, and will come at the highest cost.

**Path 2a or 2b – Hybrid Model (locations in the Capitol Complex)**
Joint Sessions and House Sessions will most easily fit in the Barre Auditorium. Should a portion of the House meet remotely, the Governor's Ballroom at the Capital Plaza or Alumni Hall at Vermont College of Fine Arts (VCFA) may be used. The Senate can most easily meet in the House Chamber or Senate Chamber (with reduced attendance). House Committees can utilize rooms in the State House, vacant rooms in 133 State, and, if needed, rooms in 109 State. Senate Committees can use rooms in the State House and vacant rooms in 133 State. This simplifies logistics, consolidates staffing, and reduces associated costs.

**Path 3 – Virtual Session**
If needed, an initial Joint Session can be held at the Barre Auditorium. All other meetings will be virtual. This is the least costly option.

FFF recommends selecting a path no later than September 1, 2020 to allow time to bring spaces up to the Legislature's requirements.

**Methods & Considerations**
Our space requirement findings are based on legislators, staff, and visitors observing 6' of social distancing and wearing masks in most spaces.

We considered availability, capacity, technology, food service, transportation & parking, restrooms, and, to a limited extent, HVAC systems in our analysis.

We recommend additional best practices for returning to session in-person in the section entitled *Additional Safety Recommendations & Requirements* of the *Findings & Recommendations.*

**Building Analysis**
The State House cannot function as it did pre-COVID and allow building users to maintain social distancing. FFF examined the following buildings in depth to assess how they may provide additional space to allow the Legislature to meet in-person in 2021:

1. The State House
2. Capitol Complex
    a. 133 State Street
    b. 109 State Street (Pavilion Auditorium & Snelling Room)
3. Regional Facilities
    a. Capitol Plaza – Governor's Ballroom
    b. National Life – Davis Tower
    c. Vermont College of Fine Arts (VCFA) – Schulmaier & Alumni Hall
    d. Barre Civic Center - Barre Auditorium & Alumni Hall
    e. Waterbury State Office Complex

Additional buildings were considered, but did not meet the Legislature's needs for reasons outlined in the *Findings & Recommendations* and *Building Summary Table*.

**Short-Term Findings**
Under section 10.01 of the "Be Smart, Stay Safe Order" at the time this report was written, event space occupancy is limited to 50% of usual capacity or a maximum 75 people indoors (whichever is fewer). Both the Joint Session and House Chamber exceed this capacity. The summaries below allow for a Joint Session and full House meetings to occur in the 2021 Legislative Session.

**Joint Session**
The largest capacity requirement is for the beginning of session and any Joint Sessions; the State House cannot accommodate these events. Of the buildings inventoried and available for use, the Barre Auditorium in the Barre Civic Center is the only one that can accommodate gatherings of this size (238 on the main floor, with another 112 in the basement; ancillary spaces are also available in Alumni Hall).

**House Chamber**
Finding a space for the 150-member House (156 with support staff and up 166 with press) to meet is also challenging and cannot be met within the State House. The Barre Auditorium is the only building included in the study that is both available and has the capacity for the full House of Representatives. If a significant number of House Members prefer to remain remote, Alumni Hall at VCFA can accommodate 121 and the Capitol Plaza Governor's Ballrooms can accommodate approximately 100.

**Senate Chamber**
With 30 members, 5 additional support staff, and up to 10 member of the press (up to 45 total), the Senate has more options for meeting locations. However, the Senate Chamber is not large enough. Among the meeting spaces large enough for the entire Senate and support staff within the Capitol Complex are the House Chamber (capacity for 70), the State House Cafeteria Dining Hall (capacity of 46), and Room 530 (capacity for 36) at 133 State.

**Committee Rooms**
There are 15 House and 11 Senate Committee Rooms in the State House. For the purposes of this study, we looked to accommodate 15 in each House Committee Room and 11 in each Senate Committee Room, regardless of committee size. These capacities are intended to accommodate legislators, support staff, and limited press. Meetings will need to be broadcast to meet Vermont's public access policy.

With a total of 28 rooms that meet the capacity requirements of the House and the Senate, it is possible to avoid renovations and accommodate committee meetings in the short term. However, these rooms are scattered around Montpelier and Waterbury.

An additional 9 meeting rooms are located in spaces that currently house State employees at 133 State and VCFA. In addition to relocating staff, there would be additional costs associated with relocating furniture and computing equipment. Utilizing these spaces would consolidate legislative meeting rooms in Montpelier.

Should the Legislature meet as a hybrid of in-person and remote, smaller meeting rooms can be utilized and meetings could potentially be consolidated to within the Capitol Complex. Similarly, shared meeting rooms would also allow spaces to be consolidated.

**IT**
In all scenarios, IT will play an important role and come with a cost to provide remote access, audio systems, broadcast capabilities, etc., for the Legislature to function. 133 State has vacant space on level 1 that can accommodate the consolidation of equipment, relocation of equipment from the sub-standard space at the State House, and support staff in one location.

**Security**
In all scenarios, special accommodations will have to be made so that the Capitol Police can support and secure legislative events.

**Support Staff**
As legislative meetings will most likely be spread out, legislative staff may need to work remotely in order to serve all of their legislative clients.

**Amenities & Health Considerations**
Food service, parking, and secure & monitored entry areas with health screening check-in stations should be established for each facility including the State House.

**Long-Term Findings**
The response to the pandemic has proven that many legislative support staff can work either remotely or within the Capitol Complex but remote from the Legislature and maintain a high level of service. 133 State Street presents a valuable opportunity to alleviate overcrowding in the State House long term. Existing spaces can be reconfigured into committee rooms with minimal changes, though more extensive renovations will result in spaces that better fit the Legislature's needs.

## 3. BUILDING SUMMARY TABLE

freeman | french | freeman

| | SF | TARGET USE | ROOMS/CAPACITY | NOTES |
|---|---|---|---|---|
| **STATE HOUSE** | | | | |
| STATE HOUSE | | EXISTING | House Chamber Capacity: 70<br>Senate Chamber Capacity: 27 total<br>Legislative Lounge Capacity (possible hearing room): 18<br>Hearing Room 11 Capacity: 23<br>Hearing Room 10 Capacity: 12<br>(1) Committee Rooms Capacity: 8<br>(1) Committee Rooms Capacity: 7<br>(6) Committee Rooms Capacity: 6<br>(2) Committee Rooms Capacity: 5<br>(14) Committee Rooms Capacity: 4<br>(1) Committee Rooms Capacity: 3 | State House rooms are referred to by their existing us pre-COVID. New capacities are:<br><br>**SENATE CHAMBER**<br>HOUSE CHAMBER: 70<br>OR<br>CAFETERIA DINING ROOM: 46<br><br>**4 HOUSE COMMITTEE ROOMS**<br>CAFETERIA DINING: 46 (WHEN NOT IN USE)<br>SENATE CHAMBER: 27<br>LEGISLATIVE LOUNGE: 18<br>HEARING ROOM 11: 23<br><br>**1 SENATE COMMITTEE ROOM**<br>HEARING ROOM 10: 12 |
| **CAPITOL COMPLEX** | | | | |
| 133 STATE STREET | 67,355 SF | SENATE CHAMBER<br>LEGISLATIVE OFFICES<br>COMMITTEE ROOMS | **(4) Possible House Committee Rooms Capacity: 15+**<br>**(2) Possible Senate Committee Rooms Capacity: 11-14**<br>**(2) Possible Meeting Rooms Capacity: 8**<br>**(14) Possible Meeting Rooms Capacity: 6**<br>(6) Possible Committee Rooms Capacity: 15+<br>(7) Possible Meeting Rooms Capacity: 11-14<br>(4) Possible Meeting Rooms Capacity: 8-10<br>(7) Possible Meeting Rooms Capacity: 4-7 | Rooms in **bold** indicate currently vacant spaces in 133 State; Room 520 can hold up to 36 |
| 109 STATE - VERMONT HISTORY MUSEUM - SNELLING ROOM | 1,230 SF | COMMITTEE ROOM<br>HEARING ROOM | 20 | |
| 109 STATE - PAVILION AUDITORIUM | 2,330 SF | COMMITTEE ROOM<br>HEARING ROOM | 29 | |
| 111 STATE - FORMER STATE LIBRARY | N/A | LEGISLATIVE OFFICES<br>COMMITTEE ROOMS | NOT ANALYZED | NOT ADA-ACCESSIBLE; REQUIRES SIGNIFICANT ALTERATIONS TO RENOVATE FOR LEGISLATIVE USE |
| 111 STATE/PAVILION CONNECTOR - FISHBOWL | N/A | LEGISLATIVE OFFICES<br>COMMITTEE ROOMS | NOT ANALYZED | THIS SPACE MAY PRESENT AN OPPORTUNITY FO1 1-2 COMMITTEE ROOMS OR OFFICES. IT WILL BE MORE CHALLENGEING TO FIT UP FOR COMMITTEE USE. |
| 111 STATE/PAVILION CONNECTOR - BASEMENT | N/A | CAPITOL POLICE<br>IT | NOT ANALYZED | IF 133 STATE IS NOT UTILIZED FOR LEGISLATIVE COMMITTEE ROOMS AND OFFICES, THESE SPACES COULD HOUSE CAP. POLICE AND IT |
| 6 BALDWIN | N/A | LEGISLATIVE OFFICES<br>COMMITTEE ROOMS | NOT ANALYZED | CURRENTLY HOUSES CAP. POLICE & BGS |
| 12 BALDWIN | N/A | LEGISLATIVE OFFICES | NOT ANALYZED | CURRENTLY HOUSES CAP. POLICE. IF PRIMARY NEW LEGISLATIVE SPACE IS 133 STATE, PREFER TO RELOCATE TO 133 STATE |

freeman | french | freeman

| | | | | |
|---|---|---|---|---|
| **REGIONAL FACILITES** | | | | |
| CAPITOL PLAZA GOVERNORS' BALLROOM | 5,000 SF | HOUSE CHAMBER | ± 102 (ASSUMING 49 SF/PERSON FOR SOCIAL DISTANCING) | 50% CAPACITY SEATS 225 |
| NATIONAL LIFE - DAVIS TOWER | 6,475 SF | LEGISLATIVE OFFICES COMMITTEE ROOMS | (3) CONFERENCE ROOMS FOR 11-14<br>(2) MEETING ROOMS FOR 8-10<br>(21) MEETING ROOMS FOR 3-6 | |
| VERMONT COLLEGE OF FINE ARTS - SCHULMAIER HALL | 10,565 SF | LEGISLATIVE OFFICES COMMITTEE ROOMS | **(3) COMMITTEE OR HEARING ROOMS FOR 15+**<br>**(3) COMMITTEE ROOMS FOR 12**<br>**(4) MEETING ROOMS FOR 6-8**<br>(1) COMMITTEE OR HEARING ROOMS FOR 35<br>(2) COMMITTEE OR HEARING ROOMS FOR 16<br>(4) MEETING ROOMS FOR 6-8 | SF INCLUDES OFFICES & ANCIALLARY SPACES ON 2ND FLOOR ; Rooms in **bold** indicate currently vacant spaces |
| VERMONT COLLEGE OF FINE ARTS - ALUMNI HALL | 6,311 SF | HOUSE CHAMBER | 121 | |
| MONTPELIER HIGH SCHOOL | N/A | JOINT SESSION | NOT ANALYIZED | HS NOT AVAILABE FOR OUTSIDE USE DUE TO HEALTH CONCERNS |
| BARRE CIVIC CENTER - BARRE AUDITORIUM | 19,860 SF | JOINT SESSION | MAIN AUDITORIUM: 238<br>BASEMENT VIEWING: 112 | |
| BARRE CIVIC CENTER - ALUMNI HALL | 2,720 SF | COMMITTEE ROOM HEARING ROOM | 4 MEETING ROOMS: 22 TOTAL<br>HEARING ROOM: 31 | ATTACHED TO BARRE AUDITORIUM |
| BARRE OPERA HOUSE | N/A | JOINT SESSION | NOT ANALYIZED | EXCLUDED FOR IN-DEPTH ANALYSIS DUE TO THE FOLLOWING:<br>175 MAX. CAPACITY; PARKING FOR 500; 3 RR FOR ENTIRE BUILDING; SLOWER BROADBAND |
| BARRE HIGH SCHOOL | N/A | JOINT SESSION | NOT ANALYIZED | HS NOT AVAILABE FOR OUTSIDE USE DUE TO HEALTH CONCERNS |
| NORWICH UNIVERISITY | N/A | JOINT SESSION | NOT ANALYIZED | N.U.'s POLICY OF NO OUTSIDE EVENTS ON CAMPUS IS IN EFFECT FOR FALL 2020 SEMESTER AND IS LIKELY TO CONTINUE FOR SPRING 2021. |
| WATERBURY STATE OFFICE COMPLEX | 5,160 SF | LEGISLATIVE OFFICES COMMITTEE ROOMS | (2) CONFERENCE ROOMS FOR 21<br>(2) MEETING ROOMS FOR 20<br>(1) CONFERENCE ROOM FOR 24<br>**OR**<br>(2) MEETING ROOMS FOR 6 AND<br>(1) MEETING ROOM FOR 12<br>102 TOTAL | |
| VERMONT TECHNICAL COLLEGE - RANDOLPH | N/A | JOINT SESSION | NOT ANALYIZED | EXCLUDED AT DIRECTION OF STATE - LARGE MEETING SPACE IS NOT LARGE ENOUGH TO ACCOMMODATE JOINT SESSION |

## 4. FINDINGS & RECOMMENDATIONS

In response to the COVID-19 pandemic, the Legislature has met remotely since spring. It is our understanding that while remote meetings have proven invaluable to allow the Legislature to continue functioning, this method of meeting has presented significant challenges. This report examines how the State House, buildings in the Capitol Complex, and buildings in the regional vicinity of Montpelier may provide spaces adequately sized to allow the Legislature to return to in-person meetings for the 2021 Legislative Session while taking precautions against COVID. The report also briefly explores opportunities to mitigate overcrowded rooms for future sessions.

*It's important to note that this is a mitigation report that focuses on how to reduce the chances of contracting COVID through social distancing and other current best practices. The contents presented in this report do not eliminate the risk in its entirety of contracting COVID.*

If a hybrid model of returning to in-person meetings is selected, where people are allowed to join via video conferencing while a group meets in person, each of these spaces will be more flexible and may allow for a larger variety of in-person participants such as experts, lobbyists, press, and members of the public. Alternately, smaller rooms may be used.

It is important to note that by accommodating 15 people for the House and 11 for the Senate while maintaining social distancing, there is a requirement for rooms significantly larger than those currently used by most committees. The State House does not contain enough large rooms to host most committee meetings. To locate the same number of committee rooms as exist in the State House today, committees will be spread out in multiple buildings. This means that legislative staff may need to work remotely in order to serve all of their legislative clients.

FFF analyzed the State House, several buildings in the Capitol Complex, and several buildings in Central Vermont. This study limited its focus to Central Vermont rather than sites statewide for multiple reasons. Central Vermont has the infrastructure in place for supporting legislators convening in one location (technology, equipment, parking, security, etc.). This is not readily available in other areas. It also provides ease of access to a large number of legislators already having an established travel & lodging routine. Additionally, support departments would have to travel far to reach statewide locations and protocols and cost allowance for this is not in place.

It is understood that there will be logistical, procedural, and legal challenges to relocating all or portions of the Legislature for the 2021 Session. It is not within the directive of this report to recommend solutions to procedural and legal challenges, however it is our understanding that these may be overcome.

FFF has taken into consideration best practices and guidelines as of August, 2020. There may be significant scientific developments before Session begins that change these.

## I. Methodology & Capacity

FFF referred to recommendations from the Centers for Disease Control (CDC), Vermont Department of Health, VOSHA, and the American Institute for Architects (AIA), as well as information provided by the University of Vermont Medical Center regarding their own practices to establish a set of guidelines to determine room capacities. These guidelines follow a conservative approach in an effort to provide an environment that feels relatively safe for the largest number of people. It is important to repeat that while these recommendations provide a set of best practices, they cannot completely eliminate the risk of contracting COVID-19.

This study assumes that non-medical face masks will be required inside where social distancing is not possible and in rooms where large number of people congregate (committee rooms, meeting rooms, House/Senate Chamber, etc.), even when social distancing is observed.

The social distancing capacity is based on maintaining 6’ distance between each person. In the drawings, this is represented by a 1’ representation of a person’s head surrounded by a 3’ distancing zone on all sides. This representation ensures that adequate space is provided for individuals to maintain 6’ clear between themselves and another. In locations where fixed seating is in place, this significantly reduces capacity below the 50% maximum currently set by the State.

In rooms shown as hearing rooms, with an auditorium style set-up, we have maintained a clear space in front of doors as well as a walking path of 3’-5’ (depending on room size and anticipated traffic flow. We are also showing a 10’ deep speaker zone that varies in width depending on the room size.

## II. Technology

Any site will need to provide adequate infrastructure for legislative use and the Legislative IT Department has offered insight into which spaces are best suited to host part or all of the Legislature.

While some spaces can accommodate meetings with limited public and press access, it will most likely be necessary to record and/or broadcast committee,

House, and Senate meetings to comply with Vermont's public access policy. The specifics of these requirements are not analyzed in this report.

With social distancing, meeting rooms will necessarily be quite large and it may be difficult to hear people speaking. This will be compounded by the need to wear masks inside. Microphones and speakers will need to be provided to ensure the benefits of in person meetings are not lost. In some cases, the Legislature may want to broadcast a session on site and viewing screens and audio will also be required.

## III. Food Service

It is understood that if legislators are expected to return to an in-person session in 2021, there is an expectation that dining accommodations will be provided. FFF has noted options for the spaces analyzed in this report.

Food service staff will need to work closer than 6' apart. Health guidelines indicate that wearing masks should be sufficient to reduce risk. Providing staff with face shields is an optional precautionary measure to provide an additional level of safety.

## IV. Transportation & Parking

The ability for legislators and support staff to get to and park at each site has been considered and in some cases has been a major deciding factor in eliminating sites from consideration as a hub for legislative activities.

## V. Restrooms

In order to maintain an adequate number of restrooms, our recommendation is to limit use to approximately ½ of current use. Closing off every-other fixture does not always maintain 6'-0" distance, however it does provide a cushion and the toilet partitions should function to limit the spread of air-born particles. Per discussions with UVMMC, restrooms do not present an extra hazard, as the virus has not been found to spread through fecal matter. As such, limiting use of restrooms can be considered a conservative approach and optional should the Legislature find restrooms in high demand. As a high-use area, restrooms should be cleaned frequently and soap and hand sanitizer should be readily available in these spaces. To limit shared surfaces, automatic dispensers and door hold-opens or foot operated door openers are recommended.

## VI. Mechanical Systems - HVAC

A comprehensive HVAC analysis of each building was not included in this study.

As a general principle, by observing social distancing of 6', building occupant counts will be significantly reduced. This will proportionally increase the system outdoor air ventilation rate per individual.

Steps may need to be taken to ensure that systems operate independent of carbon dioxide monitors to maintain this increased ventilation. These controls adjustments are recommended as part of this study. Increasing outdoor air ventilation will increase utility costs associated with building operations. A detailed HVAC analysis would be required to quantify this anticipated impact.

Other methods of increased ventilation, such as negative air machines and mobile HEPA air units may be considered, however they may be so loud as to interfere with legislative activities. There has also been speculation about the possibility of ultraviolet light sterilization. This approach may be considered as part of an HVAC system upgrade, but due to being destructive to room finishes is not appropriate for in room use in the buildings under consideration.

This study anticipates replacement of filters on existing mechanical systems in state owned buildings with similar filters aligned to existing system fan capacity. Upgrading filters to a higher filtration level would require further HVAC system research and review.

Specific to the State House, FFF has consulted with BGS to discuss the existing HVAC system. The mechanical system that serves the House & Senate Chambers as well as the House Committee Rooms dates to 1970 and there are limitations on improvements that can be made to that system.

The current State House system uses MERV-11 filters, which filters out large air contaminants. While it is currently unclear what level of air filtration is required to fully filter out COVID-19 particles from the air it is believed to require highly rated HEPA filters (MERV 17-20). Higher MERV filters interfere with a mechanical system's ability to move air. Given the age of State House equipment, any upgrade would likely require significant building air handling equipment replacement.

## VII. Additional Safety Recommendations & Requirements

### A. Health Screening/Check-in Stations

Health screening/check-in stations should be established at the entrance to any building in use. Screening procedures should be coordinated with the latest recommendations from health officials. At the current time, recommendations include the following:

- Log name and contact information for contact tracing
- Ask a set of screening questions (see appendix for sample)
- Ask if the individual has been asked to quarantine
- Measure temperature with no-touch thermometer
- Establish a policy on limiting access to anyone with a fever or who is feeling unwell

Locations for the check-in stations are indicated on the planning diagrams.

Additional safety measures we suggest include the following:

**B. PPE**

- Provide masks in the event someone has not brought their own
- Locate (auto-dispensing) hand sanitizer dispensers throughout the building - at meeting rooms, break rooms, restroom entrances, and building entrances and exits
- Provide sanitizing wipes at high touch areas for people to use before/after using equipment (i.e. copiers, keyboards, kitchenette equipment)
- Ensure soap is available at all sinks
- Use paper towels in lieu of hand dryers
- Provide signage indication PPE use expectations

**C. Cleaning**

- Increase the cleaning schedule, especially for high-use areas such as restrooms, and post the cleaning schedule for public knowledge

**D. Partitions**

- In locations where maintaining a distance of 6'-0" is not possible, but visible interaction is desired, provide clear acrylic partitions. Locations these may be installed include any service-oriented position such as the health screening check-in, Sergeant at Arms Office, Print Room, technical support, and cafeteria serving and check-out.

**E. Signage**

- Clear signage should be placed at all entrances and throughout the spaces used to remind people of the best practices, safety procedures, social distancing requirements, and room capacities. BGS has developed useful signage for use.
- See appendix for resources

**F. Traffic Flow**

- This study recommends limiting entrances to those with health screening check-in stations. All other exterior doors should be used as exit-only.
- Where possible, limit use of stairs to either up or down traffic flow.
- Encourage people to walk on the right-hand side of a corridor unless entering a room.
- Discourage congregating in small areas.
- Limit elevator capacity to 1-2 people per elevator, depending on elevator size. Multiple people in a single elevator may not allow for social distancing, however wearing masks and the limited period of time in the shared space will reduce risk.

**G. HR Policy**

- Develop a policy to determine who cannot enter legislative buildings due to health concerns.
- Develop a policy to provide guidance for staff who do not feel comfortable returning to in-person meetings.

Links to additional resources and guidelines are located in the appendix.

## VIII. BUILDINGS AND SPACES REVIEWED

Refer to diagrams for detailed room counts and illustrations regarding capacity and circulation recommendations.

**A. State House (Diagram set 1)**

Office spaces are largely unchanged within the State House, however Committee Rooms, House & Senate Chambers, and the cafeteria have capacities that are significantly reduced. These reductions mean that space outside the State House is required to accommodate these functions.

House Chamber Capacity: 70 (total)
Senate Chamber Capacity: 27 total
Legislative Lounge Capacity (possible hearing room): 18
Hearing Room 11 Capacity: 23
Hearing Room 10 Capacity: 12
Room 9 Capacity: 11

Committee Rooms:
(1) Committee Rooms Capacity: 8
(1) Committee Rooms Capacity: 7
(6) Committee Rooms Capacity: 6
(2) Committee Rooms Capacity: 5
(14) Committee Rooms Capacity: 4
(1) Committee Rooms Capacity: 3

Cafeteria Capacity: 46

As the check-in station must be fully accessible, it is shown outdoors near the loading dock. A temporary facility is recommended that at minimum provides shelter from the elements. A heated space would be preferred.

**B. Capitol Complex**

All buildings within the Capitol Complex will provide transportation and parking that is unchanged from those at the State House.

1. **133 State (Diagram set 2)**
   133 State Street is currently a mix of vacant and occupied spaces. The primary vacant spaces are in the basement and on the 5th floor. Minimal renovations are required for these to be usable for the 2021 Session (new carpet, paint, and furniture). These areas provide a number of useful spaces.

   The following rooms are currently vacant and are more readily converted to legislative meeting rooms:

   (4) Possible House Committee Rooms Capacity: 15+
   (2) Possible Senate Committee Rooms Capacity: 11-14
   (2) Possible Meeting Rooms Capacity: 8
   (6) Possible Meeting Rooms Capacity: 6

   Additionally, the currently occupied spaces that house the Tax Department could provide many more meeting rooms and offices should the Legislature deem it beneficial to re-locate those currently working on other floors. Large offices with cubicles present the best opportunity for committee rooms, while private offices would be best utilized as office space. There may be security/privacy issues surrounding the short term use of Tax Department space.

   The following rooms are currently occupied and require more work/logistics to be converted to legislative meeting rooms:

   (6) Possible House Committee Rooms Capacity: 15+
   (7) Possible Senate Committee Rooms Capacity: 11-14
   (4) Possible Meeting Rooms Capacity: 8-10
   (7) Possible Meeting Rooms Capacity: 4-7

   More in-depth renovations would allow the Legislature to create more large rooms, however these renovations would likely not be possible for the 2021 Session and should be viewed as long-term use of the building.

   133 State Street has existing space for a server room, IT deliveries, and one IT support staff member. This is suitable for short term use as-is. Should the Legislature decide to make use of 133 State long term, currently occupied space would be required for equipment and a permanent location for IT staff.

   The building houses a “grab and go” style food service area in the basement that could be put into operation for short term use. While

there is not a dining area, one could be incorporated into renovations if this location is determined to be suitable for long-term Legislative use.

As the check-in station must be fully accessible, it is shown outdoors near the north entrance. A temporary facility is recommended that at minimum provides shelter from the elements. A heated space would be preferred.

2. **109 State – Pavilion/Vermont History Museum (Diagram set 3)**

   **a. Vermont History Museum – Snelling Room**
   The Snelling Room in the Vermont History Museum can be used as a committee or hearing room for up to 20

   **b. Pavilion Auditorium**
   The Pavilion Auditorium provides space for 29, including those on stage.

   As the check-in station must be fully accessible, it is shown outdoors near the east entrance. A temporary facility is recommended that at minimum provides shelter from the elements. A heated space would be preferred.

3. **111 State – Former State Library**
   This space was not considered for in-depth study because it is not ADA-accessible and would require significant modifications to renovate for legislative use.

4. **111 State/Pavilion Connector**

   a. **Fishbowl**
   This space may present an opportunity for 1-2 committee rooms, but would be more challenging to fit up for legislative use. In its current layout, it could be used for multiple offices. It was excluded from in-depth study.

   b. **Basement**
   This space may present an opportunity for future Capitol Police headquarters and IT space if the Legislature does not utilize 133 State. It was excluded from in-depth study.

## C. Regional Facilities

### 1. Capitol Plaza – Governor's Ballroom

The Governor's Ballroom has a maximum capacity of 450 and can hold approximately 102 with social distancing. This is one of the largest spaces examined and while it does not meet the stated capacity requirements of the House Chamber (156-166), it may work if a significant number of House members do not attend.

Food service is available from the hotel or local restaurants and parking/travel is similar to the State House.

### 2. National Life – Davis Tower (Diagram set 4)

This study examines the meeting rooms in the Davis Tower at National Life. In the existing configuration this space has the following meeting rooms:

(3) Conference Rooms for 11-14
(6) Large Meeting Rooms for 8-10
(19) Small Meeting Rooms for 3-6

The three conference rooms are sized appropriately for Senate Committee Rooms. There are no spaces large enough to accommodate House Committee Rooms for 15.

Room partitions are removable in National Life, so these spaces can be reconfigured to accommodate larger Committee Rooms and other functions, however alternate layouts were not analyzed due to complexities in finding new spaces for staff currently located at National Life in the long term.

The health screening check-in and access to the cafeteria on site require coordination with National Life, as both would serve all building occupants.

There is ample parking on site and public transportation is available from downtown Montpelier.

### 3. Vermont College of Fine Arts (VCFA) – Schulmaier & Alumni Hall (Diagram set 5)

There are two buildings on VCFA's campus in Montpelier that can potentially host portions of the Legislature. Schulmaier Hall is currently leased by the State and Alumni Hall is available to lease for events.

**a. Schulmaier Hall**

Schulmaier Hall at VCFA is currently occupied on the entry level and is vacant on the 2nd level.

The following rooms are currently vacant and are more readily converted to legislative meeting rooms:

(3) Committee or hearing rooms for 15-18
(3) Committee or hearing rooms for 12

The following rooms are currently occupied and require more work/logistics to be converted to legislative meeting rooms:

(1) Committee or hearing rooms for 35
(2) Committee or hearing rooms for 16

The building is equipped with multiple kitchenettes and additional office space.

**b. Alumni Hall**

This large event space can hold up to 121 people and could potentially host a reduced in-person House Chamber.

While there are no ancillary spaces for meetings or offices in Alumni Hall, its close proximity to Schulmaier Hall may provide opportunities for these ancillary spaces.

Food service and dining areas are not available at Alumni Hall, however the college's café may be able to provide this amenity and is across the street from Alumni Hall. There are also multiple kitchenettes at Schulmaier Hall that could be opened up for Legislators.

Parking may be limited in the vicinity of VCFA.

**4. Montpelier High School**

The high school is not available for outside use due to health concerns.

**5. Barre Civic Center - Auditorium & Alumni Hall (Diagram set 6)**

**a. Alumni Hall**

Alumni Hall serves as an ancillary space to Barre Auditorium and provides one larger room (capacity 31) as well as four smaller

rooms for meetings, etc. that may take place in preparation for the opening of the session and a Joint Session.

b. **Barre Auditorium**
The Barre Auditorium presents the best opportunity for accommodating the start of session, joint sessions, and the entire House of Representatives. The main floor can accommodate approximately 238, with an additional 112 in the basement. Those in the basement would require monitors for viewing the proceedings on the main floor.

In addition to physical capacity, the Barre Auditorium has ample parking, can provide furniture, and has kitchen access. Transportation is required to Barre.

6. **Barre Opera House**
The Barre Opera House was considered as a location for a joint session, however it is not large enough to host, does not have sufficient restrooms, and does not have the speed of broadband required for the Legislature to meet.

7. **Barre High School**
The high school is not available for outside use due to health concerns.

8. **Norwich University**
Norwich University has many buildings with a large capacity, however their current policy is to not host events or outside groups on campus. This is likely to continue through spring 2021. The campus has not been included in this study.

9. **Waterbury State Office Complex – Conference Rooms (Diagram set 7)**
The Waterbury State Office Complex has 5-7 large conference rooms that can provide additional Committee Rooms in the vicinity of Montpelier. The largest meeting room can be subdivided into three spaces and provides some flexibility should the need arise for smaller meeting rooms.

(5) House Committee or Hearing Rooms for 20-24
*Or*
(4) House Committee or Hearing Rooms for 20-21
(1) Senate Committee Room for 12
(2) Meeting Rooms for 6

In addition to meeting space, the Waterbury State Office Complex has a cafeteria, open space for dining, and a large parking lot. Public transportation is available from Montpelier to Waterbury.

**10. Vermont Technical College – Randolph**

This location was considered as a location for a Joint Session. It is not large enough to accommodate this use.

## IX. Summary of Findings

Under section 10.01 of the "Be Smart, Stay Safe Order" at the time this report was written, event space occupancy is limited to 50% of usual capacity or a maximum 75 people indoors (whichever is fewer). Both the Joint Session and House Chamber exceed this capacity. The summaries below allow for a Joint Session and full House meetings to occur in the 2021 Legislative Session.

**A. Session Opening & Joint Sessions**

These functions require by far the largest capacity (300 typically for the opening of Session and approximately 200 for a Joint Session) and must also accommodate parking, food access, and IT requirements. The Barre Auditorium satisfies these requirements.

**B. House Chamber**

With a need for capacity for over 156 (up to 166 if press is allowed to attend), the House Chamber is the most difficult regularly-meeting group to locate. Of the sites surveyed, only the Barre Auditorium can accommodate a group this size using the set parameters.

Should a number of House Members decide to continue working remotely, Alumni Hall at VCFA (capacity 121) or the Governor's Ballroom at the Capitol Plaza (capacity 102) may be suitable options.

**C. House Staff Support**

There is adequate space for the Clerk of the House and his staff to maintain their existing offices in the State House. The entire House of Representatives cannot meet in a single room within the State House. Should the House meet elsewhere, it is recommended that sufficient space is available for three members of the Clerk's office to work in the same facility.

**D. Senate Chamber**

With a need for a capacity of 35 (up to 45 if press is allowed in the Chamber), there are multiple locations where the Senate can convene, including the House Chamber (capacity 70), the State House Cafeteria (capacity 46), and room 530 at 133 State (capacity 35).

**E. Senate Staff Support**

There is adequate, space for the Secretary of the Senate and his staff to maintain their existing offices in the State House. Should the Senate meet elsewhere, it is recommended that sufficient space is available for four members of the Secretary's office to work in the same facility.

**F. Committee Rooms**

FFF diagrammed committee rooms with the direction that these rooms should accommodate a minimum of 15 people for the House and 11 for the Senate. Limited members of the press and public may be allowed in-person if a committee meeting room is large enough. Legislative staff will need to keep track of those entering each building and their intended destination to ensure committee rooms do not exceed capacity. It is recommended that committees meet in the same room when meeting in person (i.e. do not split up committees into multiple rooms).

There are currently 15 House and 11 Senate Committee Rooms in the State House. These rooms have a capacity for 4-8 with social distancing in practice. If every Committee requires its own room and all Committee members attend in-person, they will be spread out across Montpelier and Waterbury.

There are 17-18 rooms that meet House Committee Room capacity (15) in State buildings or spaces already leased by the State that require minimal investment in renovations:

A. State House – 4 rooms: Senate Chamber, Legislative Lounge, Hearing Room 11, and Dining Hall (when not in use)
B. 133 State – 4 rooms: currently vacant rooms require minor modifications
C. 109 State – 2 rooms: Snelling Room, Pavilion Auditorium
D. VCFA – Schulmaier - 3 rooms: currently vacant rooms require minor modifications
E. Waterbury State Office Complex: 4-5 meeting rooms (depending on room configuration)

There are 10 to12 rooms that meet Senate Committee Room capacity (11-14) in State buildings or spaces already leased by the State that require minimal investment in renovations.

A. State House – 2 room: Hearing Room 10, Room 9
B. 133 State – 2 rooms: vacant rooms that require minor modifications
C. National Life – 3 rooms: conference/meeting rooms

D. VCFA – Schulmaier - 3 rooms: vacant rooms that require minor modifications
E. Waterbury State Office Complex: 0-1 meeting room (depending on room configuration)

With a total of 28 rooms that meet the capacity requirements of the House and the Senate, it is possible to avoid renovations to accommodate committee meetings in the short term. However, these rooms are scattered around Montpelier and Waterbury.

An additional 9 meeting rooms (for a total of 37) are located in spaces that currently house State employees at 133 State and VCFA. In addition to relocating staff, there would be additional costs associated with relocating furniture and computing equipment. Utilizing these spaces would consolidate legislative meeting rooms in Montpelier.

Should the Legislature meet as a hybrid of in-person and remote, smaller meeting rooms can be utilized and meetings could potentially be consolidated to within the Capitol Complex.

Similarly, shared meeting rooms would also allow spaces to be consolidated. Should Committee Rooms be shared by multiple committees, a minimum of a one-hour break will be required to clean the room and prepare for the next meeting.

## X. LONG-TERM FINDINGS

The response to the pandemic has proven that many legislative support staff can work either remotely or within the Capitol Complex but remote from the Legislature and maintain a high level of service. There is still a preference for departments to maintain physical offices in proximity to each other, though immediate adjacently to legislators is not necessary.

133 State Street presents a valuable opportunity to alleviate overcrowding in the State House long term. Existing spaces can be reconfigured into committee rooms with minimal changes, though more extensive renovations will result in spaces that better fit the Legislature's needs.

## 5. BUILDING DIAGRAMS

### A. Statehouse *(Diagram set 1)*

### B. Capitol Complex

i. 133 State *(Diagram set 2)*
ii. 109 State – Pavilion/Vermont History Museum *(Diagram set 3)*
Vermont History Museum – Snelling Room
Pavilion Auditorium

### C. Regional Facilities

i. National Life – Davis Tower *(Diagram set 4)*
ii. Vermont College of Fine Arts – Schulmaier Hall & Alumni Hall *(Diagram set 5)*
iii. Barre Civic Center – Barre Auditorium & Alumni Hall *(Diagram set 6)*
iv. Waterbury State Office Complex – Conference Rooms *(Diagram set 7)*

# STATEHOUSE CAPACITY SUMMARY

**OCCUPANCY LIMITS**

**HOUSE CHAMBER: 70**
**SENATE CHAMBER: 27**

**LEGISLATIVE LOUNGE: 18**
**HEARING ROOM 11: 23**
**HEARING ROOM 10: 12**
**ROOM 9: 11**

**COMMITTEE ROOMS**

(1) COMMITTEE ROOM CAPACITY: 8
(1) COMMITTEE ROOM CAPACITY: 7
(6) COMMITTEE ROOMS CAPACITY: 6
(2) COMMITTEE ROOMS CAPACITY: 5
(14) COMMITTEE ROOMS CAPACITY: 4
(1) COMMITTEE ROOM CAPACITY: 3

**OFFICES**

- OFFICE SPACES ARE LARGELY UNCHANGED.
- EDITOR OFFICE SPACE ACCOMMODATES 1 LESS STAFF MEMBER.

**CAFETERIA DINING ROOM - 46**

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**SENATE CHAMBER**
HOUSE CHAMBER: 70
CAFETERIA DINING : 46 (WHEN NOT IN USE)

**4 HOUSE COMMITTEE ROOMS**
CAFETERIA DINING: 46 (WHEN NOT IN USE)
SENATE CHAMBER: 27
LEGISLATIVE LOUNGE: 18
HEARING ROOM 11: 23

**2 SENATE COMMITTEE ROOMS**
HEARING ROOM 10: 12
ROOM 9: 11

SMALLER COMMITTEE ROOMS PROVIDE AMPLE MEETING/OFFICE SPACE FOR LEGISLATORS AND SUPPORT STAFF.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- EXISTING NUMBER OF COMMITTEE ROOMS

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**TECHNOLOGY**
EXISTING INFRASTRUCTURE IN PLACE

**SECURITY**
EXISTING INFRASTRUCTURE IN PLACE

**HEALTH SCREENING CHECK-IN**
ACCESSIBLE ENTRANCE TO BE LOCATED AT EXISTING ACCESSIBLE NW ENTRY OUTSIDE BUILDING
ALTERNATE ENTRY AT N ENTRY W/ SCREENING/CHECK-IN INSIDE BUILDING (QUEUING SPACE FOR 3)

**FOOD SERVICE**
EXISTING CAFETERIA & DINING ROOM

**TRANSPORTATION & PARKING**
PARKING & TRANSPORTATION UNCHANGED

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE CAPACITY SUMMARY**

Date: 8.19.2020
Project: 2033

DRAWING # 1.00

freeman | french | freeman

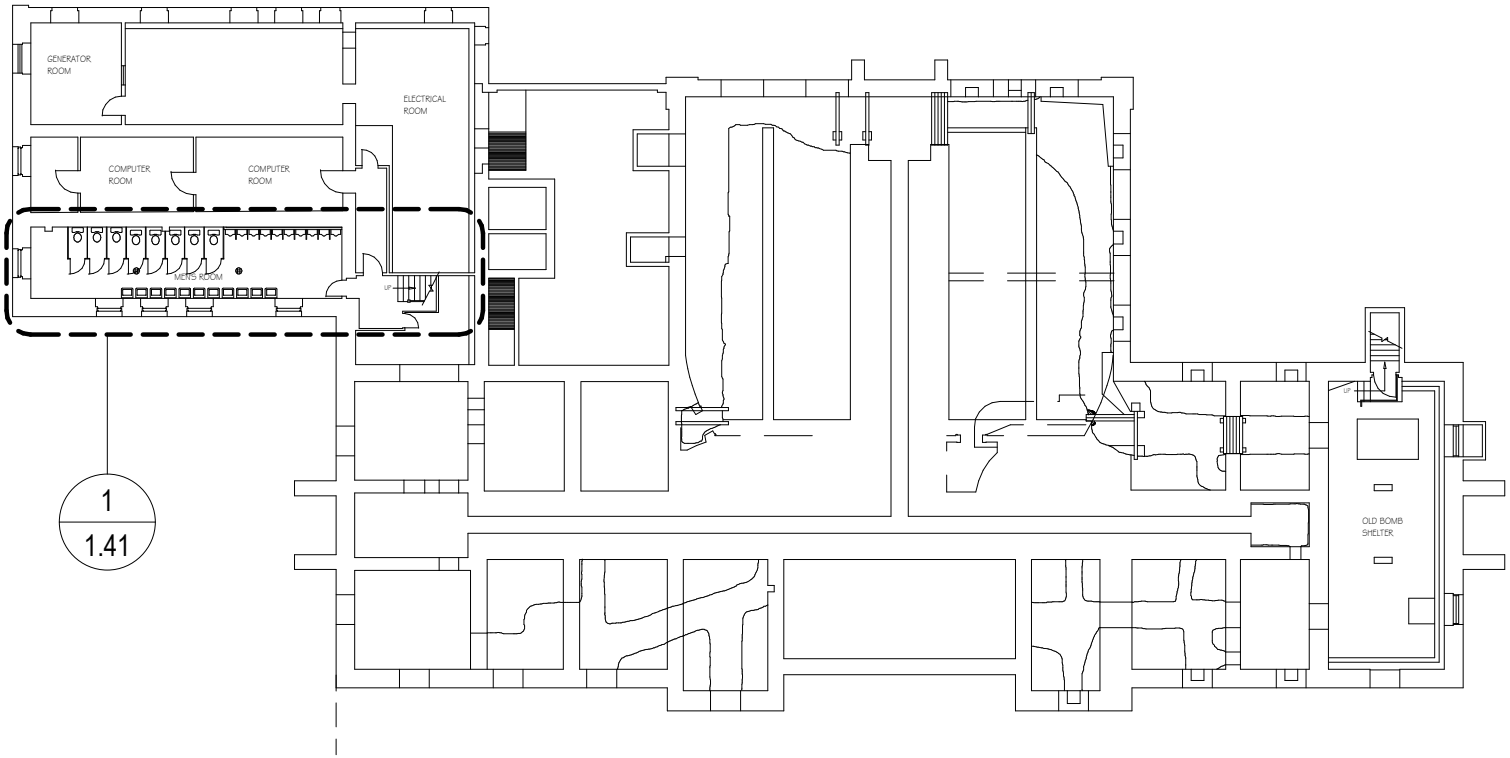


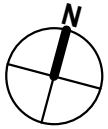
© 2020Freeman French Freeman, Inc.

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE BASEMENT PLAN**

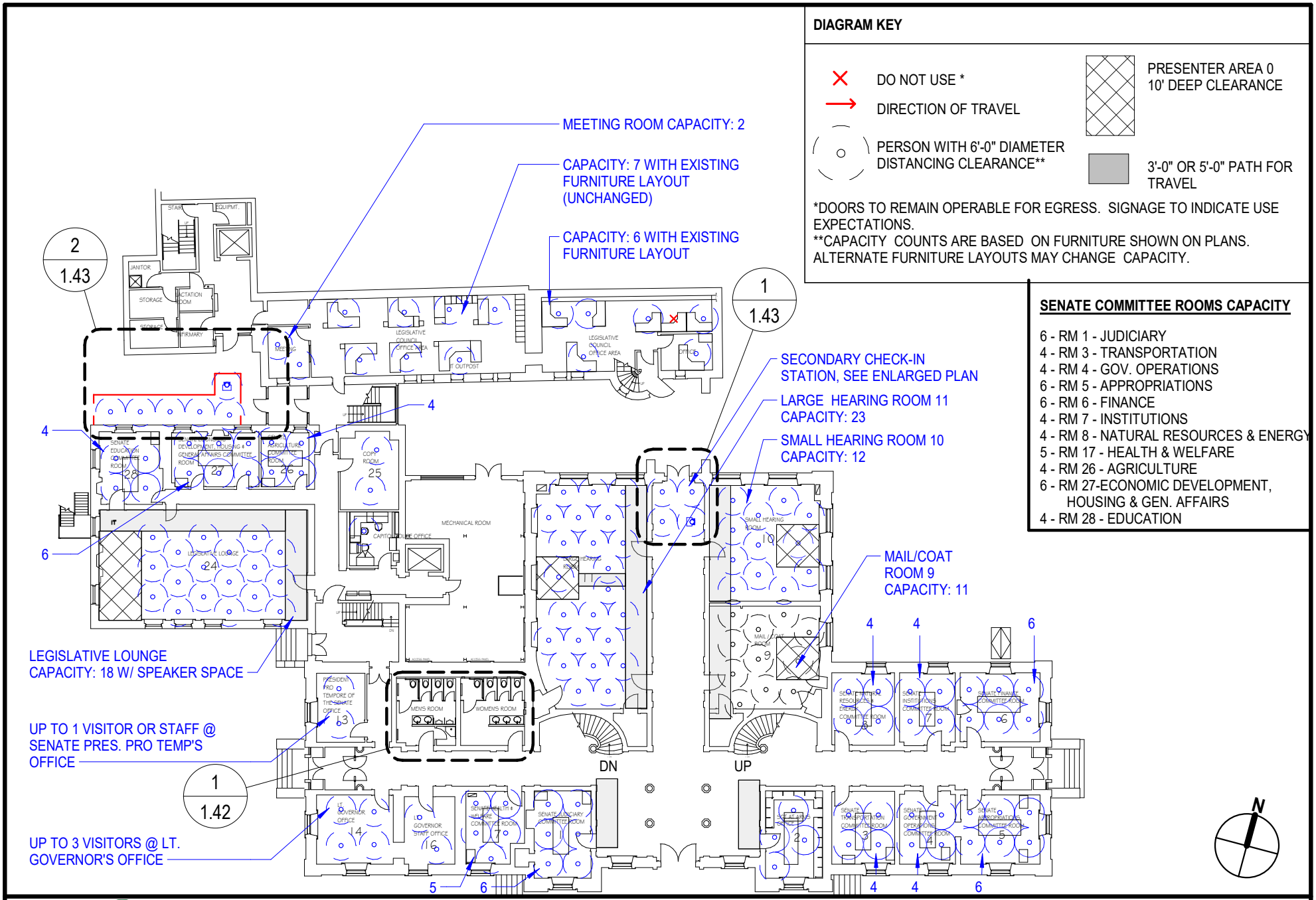
Date: 8.19.2020
Project: 2033

DRAWING # 1.01

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




# STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY

## STATEHOUSE 1ST FLOOR PLAN

Date: 8.19.2020
Project: 2033

DRAWING # 1.11

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

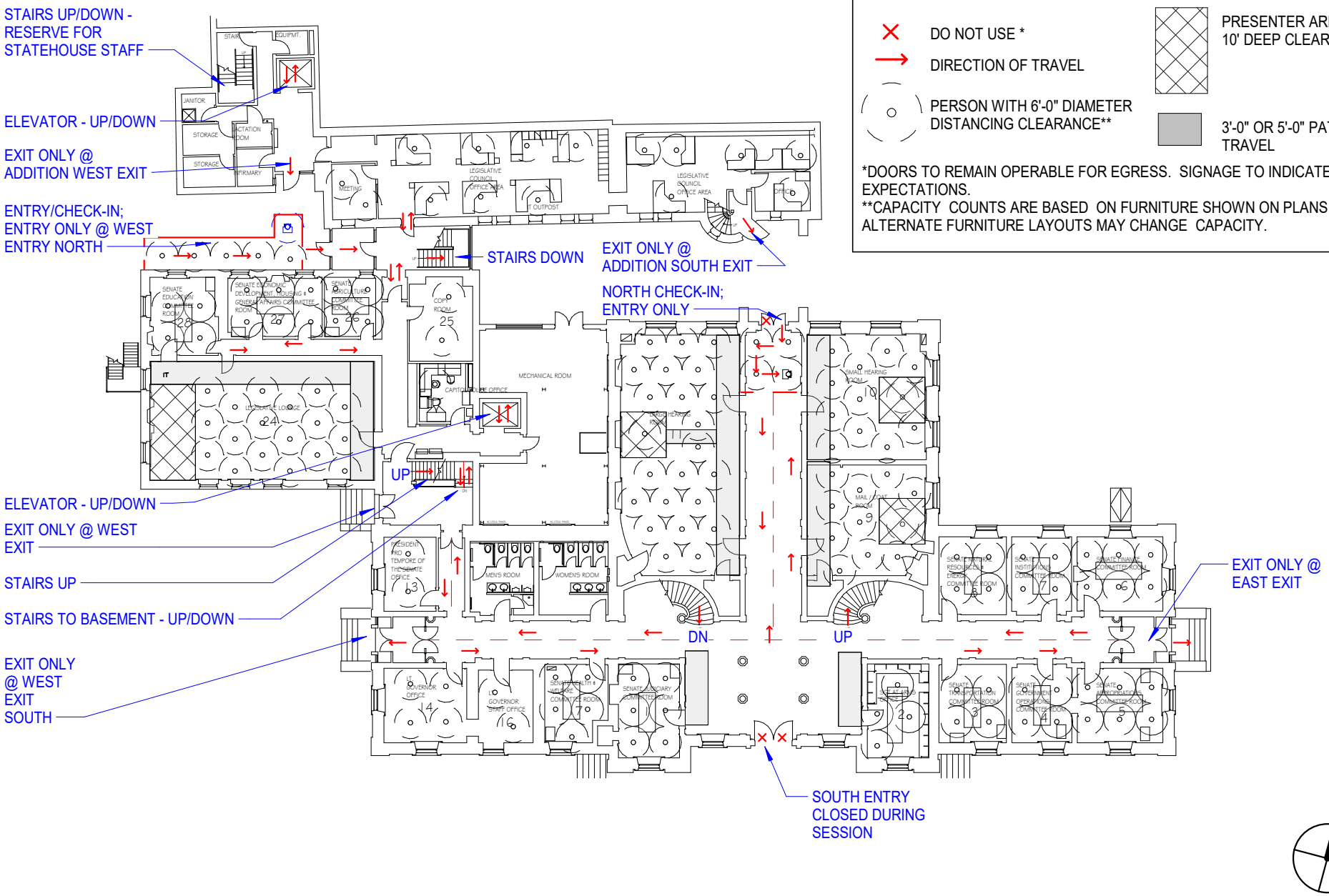



**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE 1ST FLOOR - CIRCULATION DIAGRAM**

Date: 8.19.2020
Project: 2033

DRAWING # 1.12

freeman | french | freeman

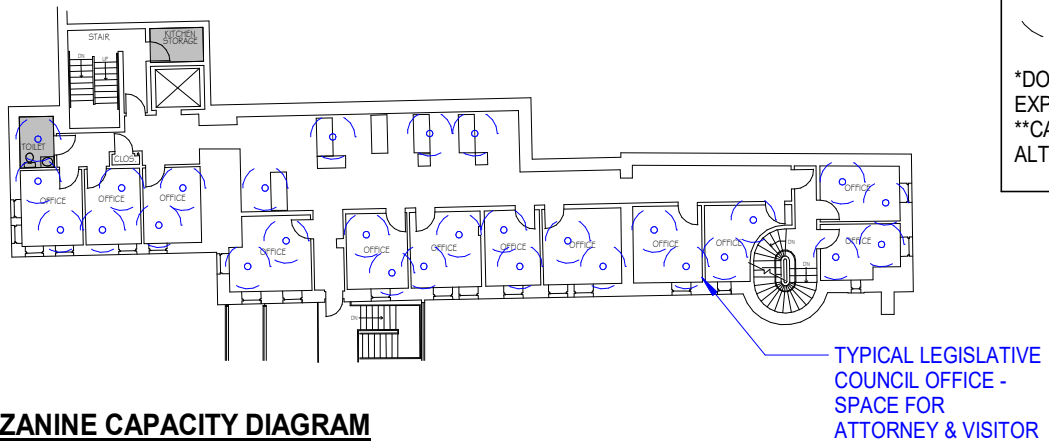


© 2020Freeman French Freeman, Inc.

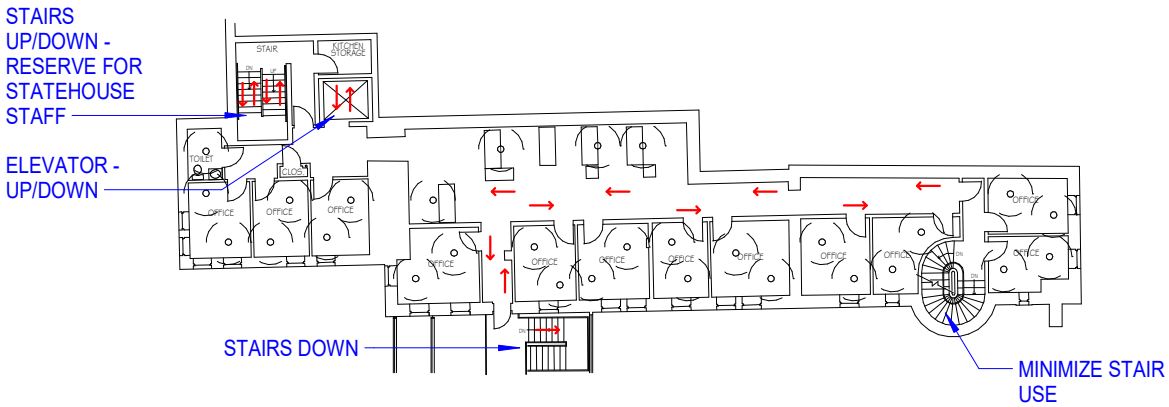
**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




## MEZZANINE CAPACITY DIAGRAM




## MEZZANINE CIRCULATION DIAGRAM

N

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE MEZZANINE PLANS - CAPACITY & CIRUCULATION**

Date: 8.19.2020
Project: 2033

DRAWING # 1.13

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

KITCHEN STAFF MAY WORK WITHIN 6'-0" OF EACH OTHER; MASKS REQUIRED

6

CAFETERIA CAPACITY: 46 (INCLUDES SOFT SEATING AREA)

UP TO 4 VISITORS AT SPEAKER'S OFFICE;
1 @ STAFF OFFICE

2
1.42

6 - INFORMAL MEETING

6

3

4

2 - CLERK'S OFFICE
4 - ASSISTANT CLERKS (NO CHANGE)

4

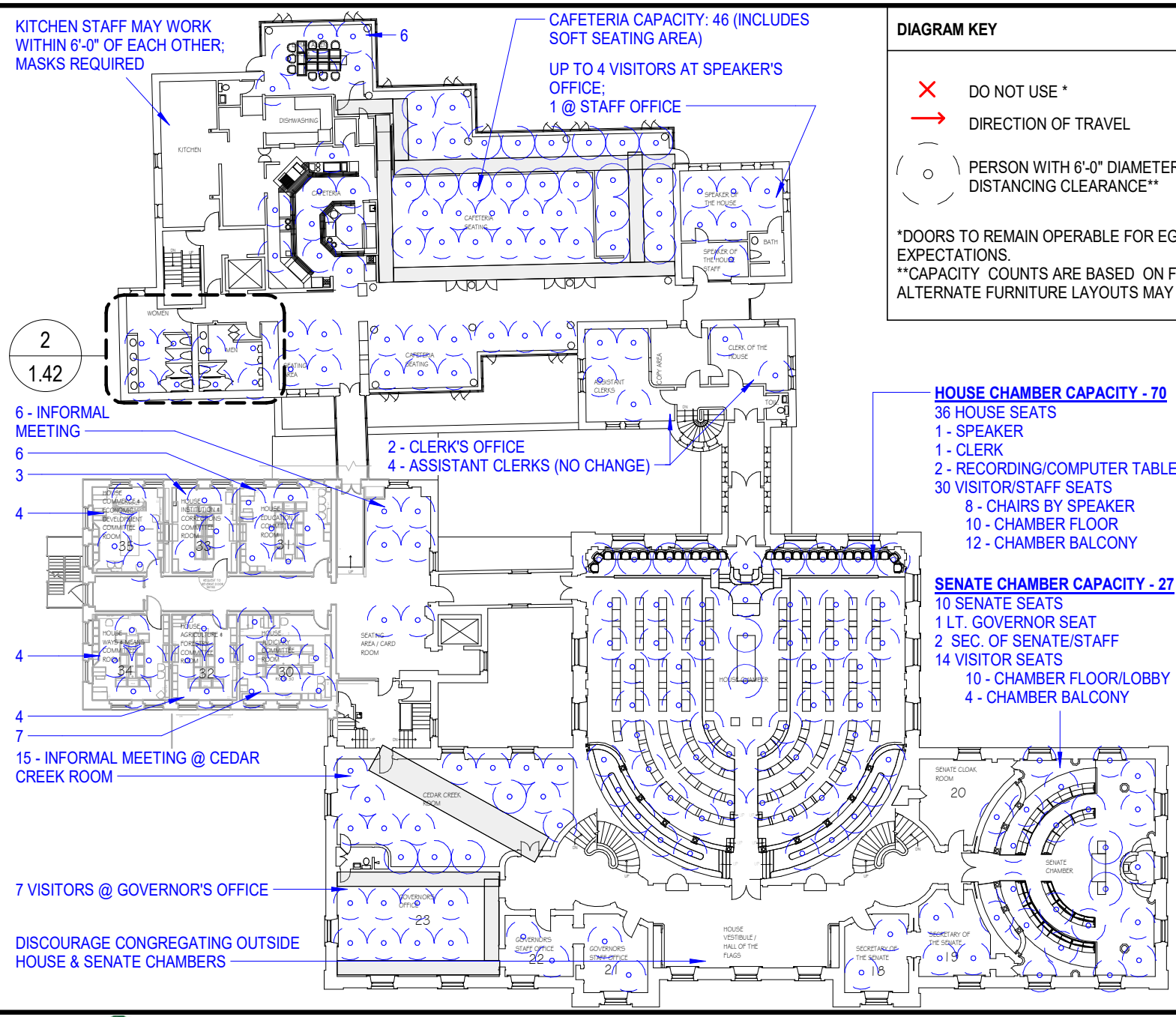
4

7

15 - INFORMAL MEETING @ CEDAR CREEK ROOM

7 VISITORS @ GOVERNOR'S OFFICE

DISCOURAGE CONGREGATING OUTSIDE HOUSE & SENATE CHAMBERS




**HOUSE CHAMBER CAPACITY - 70**

36 HOUSE SEATS
1 - SPEAKER
1 - CLERK
2 - RECORDING/COMPUTER TABLE
30 VISITOR/STAFF SEATS
- 8 - CHAIRS BY SPEAKER
- 10 - CHAMBER FLOOR
- 12 - CHAMBER BALCONY

**SENATE CHAMBER CAPACITY - 27**

10 SENATE SEATS
1 LT. GOVERNOR SEAT
2 SEC. OF SENATE/STAFF
14 VISITOR SEATS
- 10 - CHAMBER FLOOR/LOBBY
- 4 - CHAMBER BALCONY

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

**HOUSE COMMITTEE RMS CAPACITY**

7 - RM 30 - JUDICIARY
6 - RM 31 - EDUCATION
4 - RM 32 - AGRICULTURE & FORESTRY
3 - RM 33 - INSTITUTIONS & CORRECTIONS
4 - RM 34 - WAYS & MEANS
4 - RM 35 - COMMERCE & ECONOMIC DEVELOPMENT
6 - ETHAN ALLEN RM - NATURAL RESOURCES, FISH & WILDLIFE
4 - RM 41 - ENERGY & TECHNOLOGY
8 - RM 42 - APPROPRIATIONS
7 - RM 43 - TRANSPORTATION
4 - RM 44 - GENERAL, HOUSE & MILITARY AFFAIRS
8 - RM 45 - HEALTH CARE
5 - RM 46 - HUMAN SERVICES
4 - RM 47
4 - RM 48 - GOV. OPERATIONS

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE 2ND FLOOR PLAN**

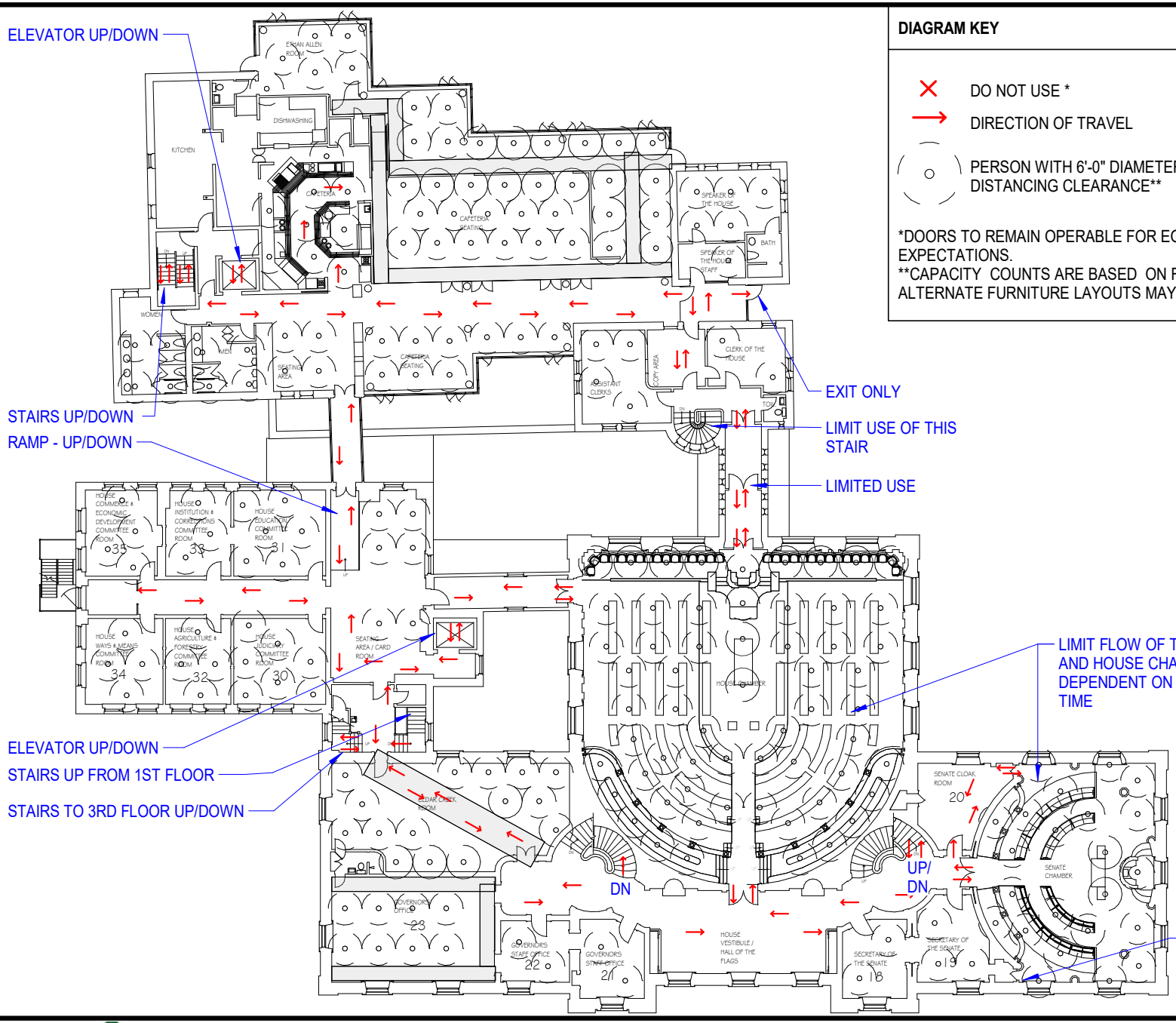
Date: 8.19.2020
Project: 2033

DRAWING # 1.21

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




## DIAGRAM KEY

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

VERMONT

# STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY

# STATEHOUSE 2ND FLOOR - CIRCULATION DIAGRAM

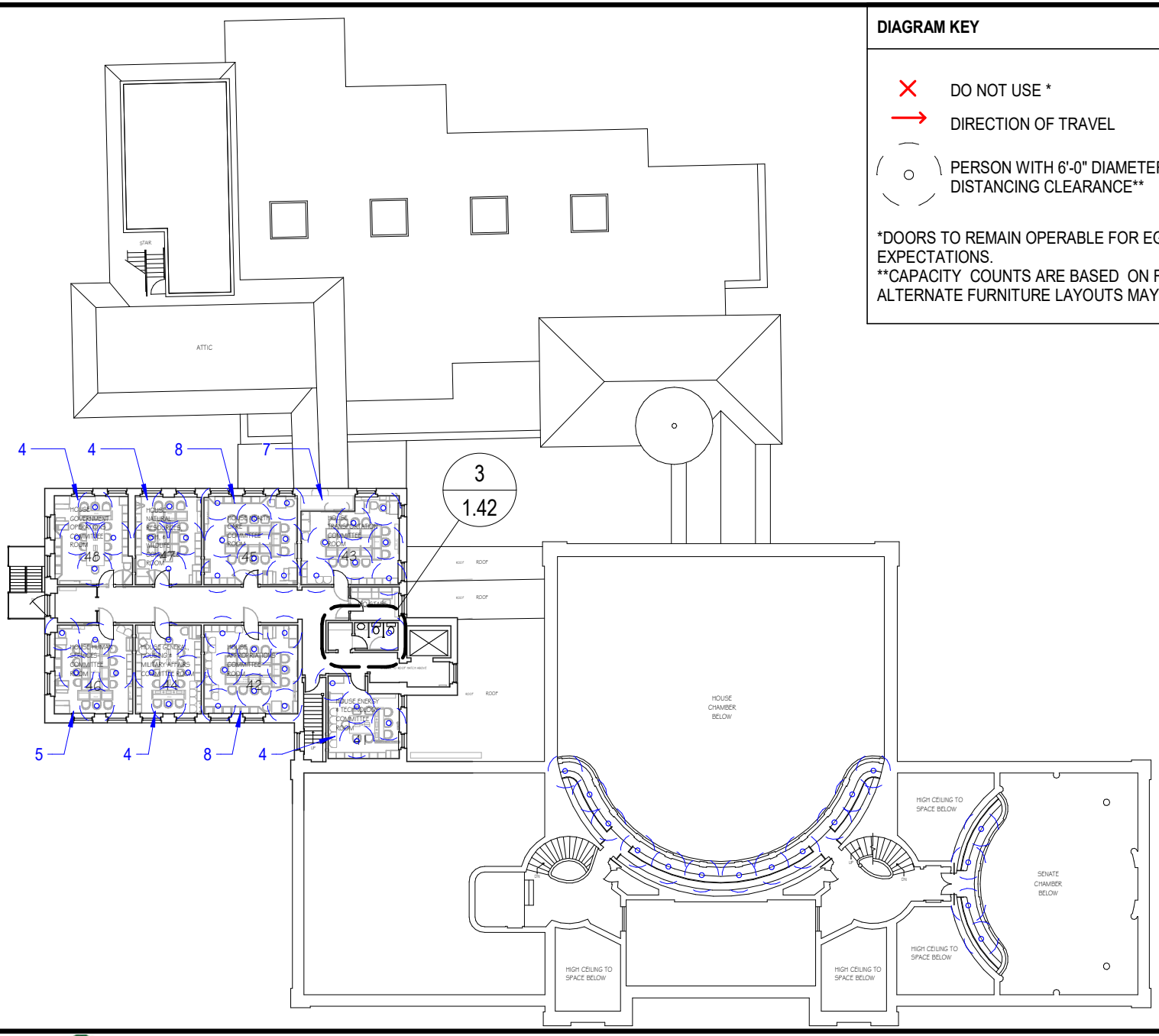
Date: 8.19.2020
Project: 2033

DRAWING # 1.22

fff freeman | french | freeman



© 2020Freeman French Freeman, Inc.




## DIAGRAM KEY

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

## HOUSE COMMITTEE RMS CAPACITY

7 - RM 30 - JUDICIARY
6 - RM 31 - EDUCATION
4 - RM 32 - AGRICULTURE & FORESTRY
3 - RM 33 - INSTITUTIONS & CORRECTIONS
4 - RM 34 - WAYS & MEANS
4 - RM 35 - COMMERCE & ECONOMIC DEVELOPMENT
6 - ETHAN ALLEN RM - NATURAL RESOURCES, FISH & WILDLIFE
4 - RM 41 - ENERGY & TECHNOLOGY
8 - RM 42 - APPROPRIATIONS
7 - RM 43 - TRANSPORTATION
4 - RM 44 - GENERAL, HOUSE & MILITARY AFFAIRS
8 - RM 45 - HEALTH CARE
5 - RM 46 - HUMAN SERVICES
4 - RM 47
4 - RM 48 - GOV. OPERATIONS

VERMONT

# STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY

# STATEHOUSE 3RD FLOOR PLAN

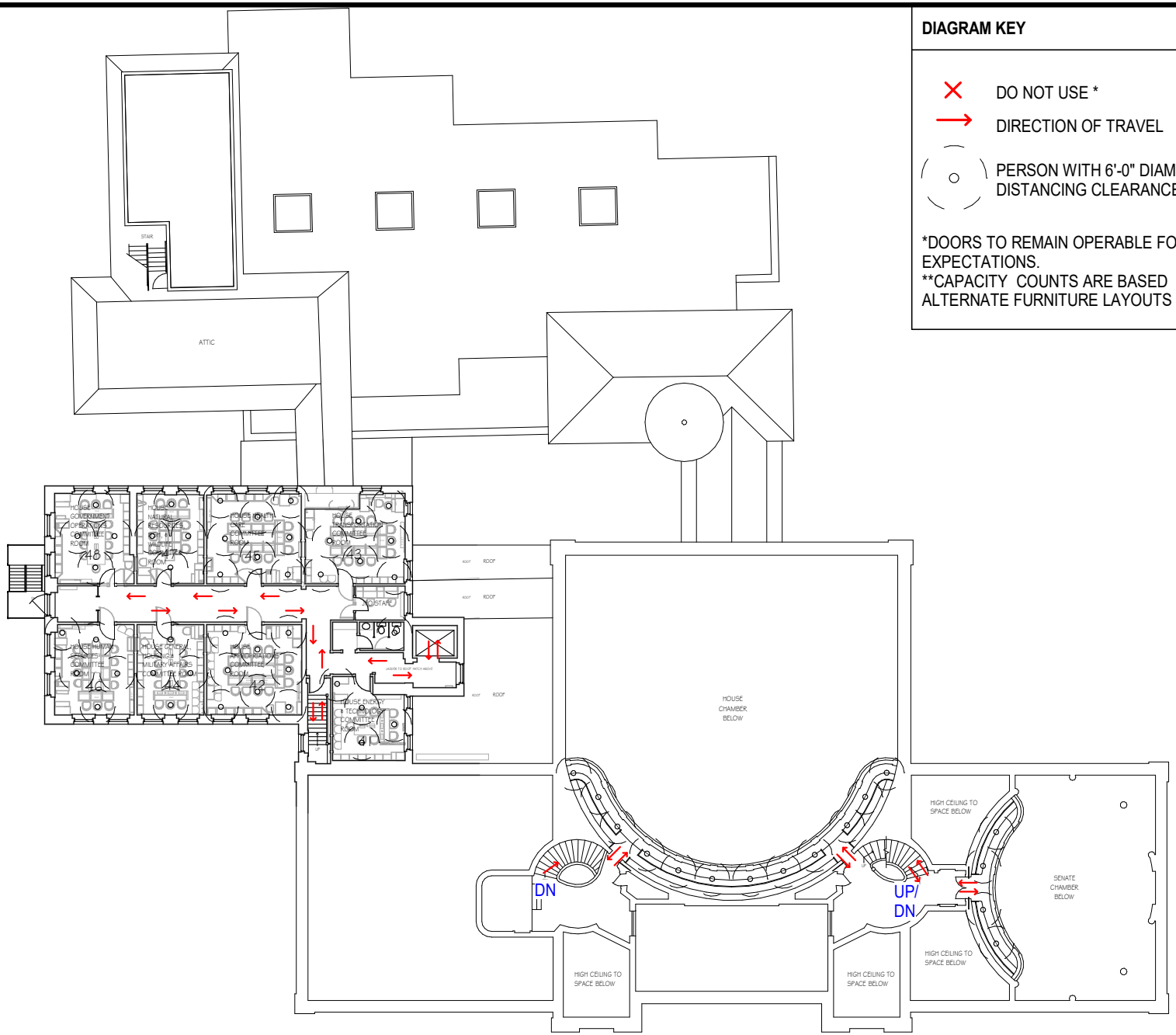
Date: 8.19.2020
Project: 2033

DRAWING # 1.31

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




## DIAGRAM KEY

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

VERMONT

# STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY

# STATEHOUSE 3RD FLOOR PLAN - CIRCULATION DIAGRAM

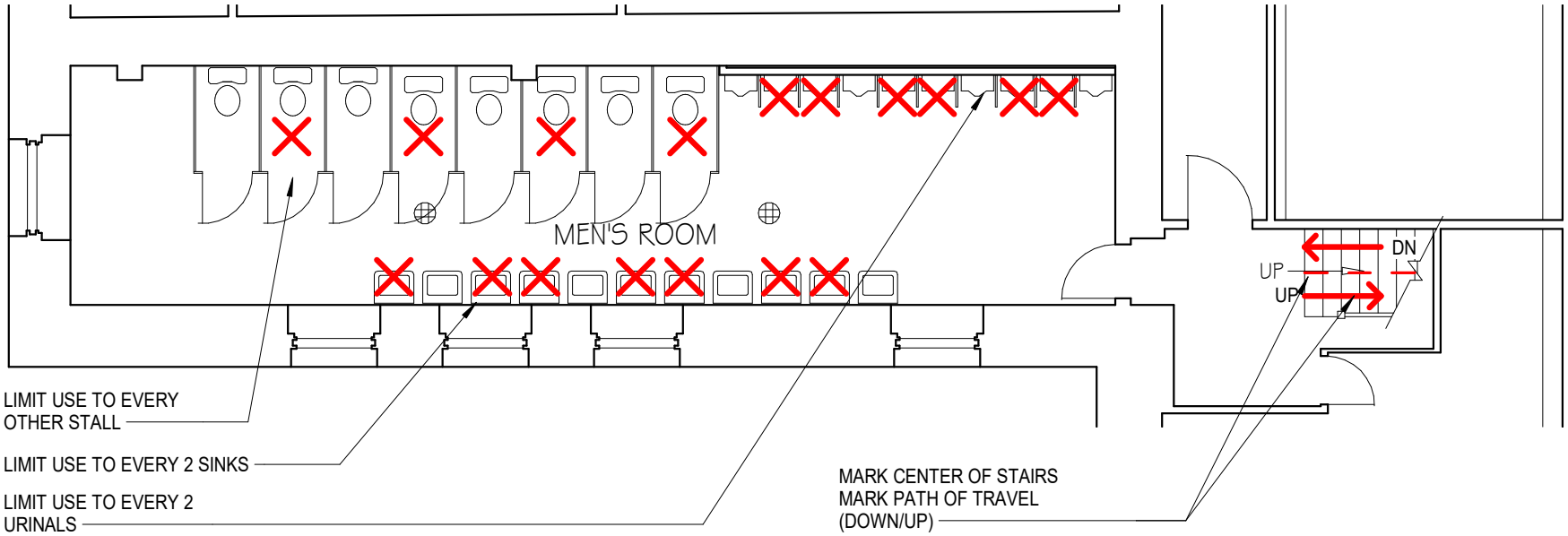
Date: 8.19.2020
Project: 2033

DRAWING # 1.32

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




1
1.41

# BASEMENT - MEN'S ROOM & CIRCULATION

SCALE: 1/8" = 1'-0"

**RESTROOM RECOMMENDATIONS**

1. INCREASE CLEANING FREQUENCY
2. MASKS REQUIRED
3. MAINTAIN SOCIAL DISTANCING OF 6' WHERE POSSIBLE
   A. SINKS - LIMIT USE TO EVERY 2 SINKS
   B. STALLS - LIMIT USE TO EVERY OTHER STALL
   C. URINALS - LIMIT USE TO EVERY 2 URINALS

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

**RESTROOM COUNT**

BASEMENT
- MENS': 4 TOILETS/4 URINALS

1ST FLOOR
- MENS': 2 TOILETS/1 URINAL
- WOMENS': 2 TOILETS
- SINGLE USE: 1

MEZZANINE
- SINGLE USE: 1

2ND FLOOR:
- MENS': 1 TOILET/2 URINALS
- WOMENS;: 2 TOILETS
- SINGLE USE: 1 (SEMI-PRIVATE NEAR HOUSE OFFICES)

3RD FLOOR:
- SINGLE USE: 1

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE BASEMENT - MENS' ROOM & CIRCULATION**

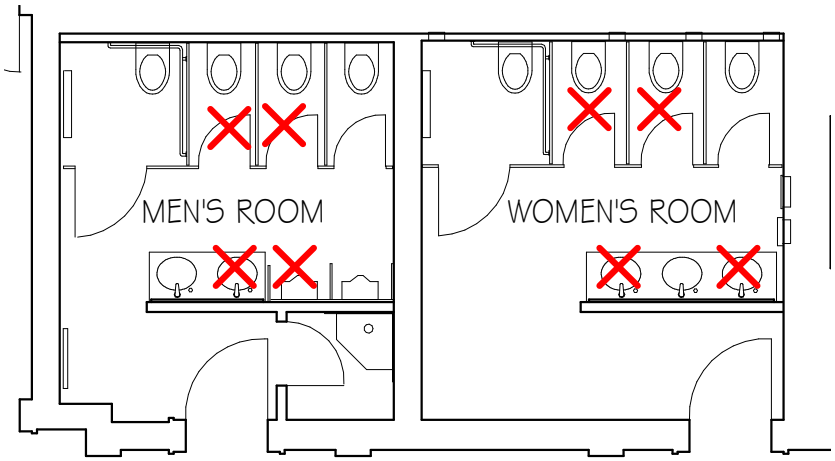
Date: 8.19.2020
Project: 2033

DRAWING # 1.41

freeman | french | freeman



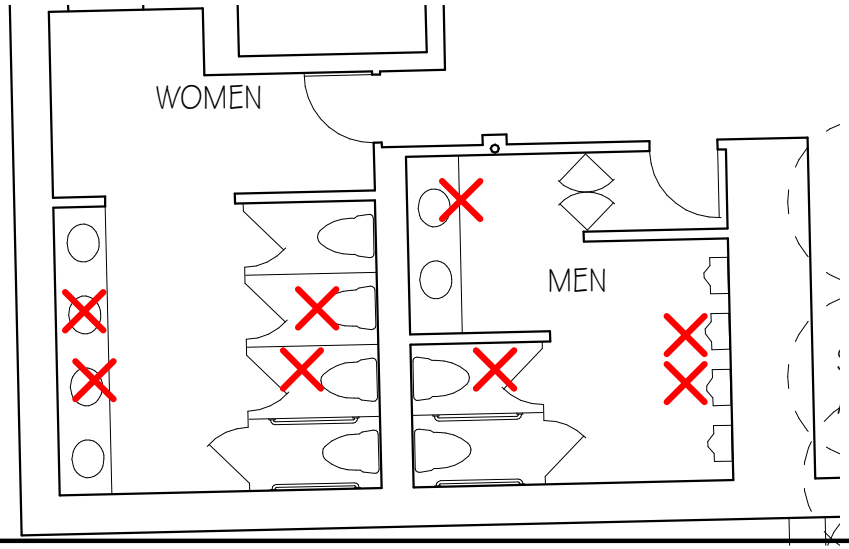
© 2020Freeman French Freeman, Inc.




1
1.42

## 1ST FLOOR RESTROOMS

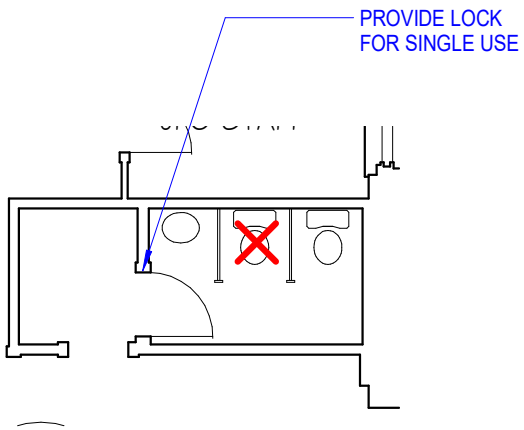
SCALE: 1/8" = 1'-0"




2
1.42

## 2ND FLOOR RESTROOMS

SCALE: 1/8" = 1'-0"




3
1.42

## 3RD FLOOR RESTROOM

SCALE: 1/8" = 1'-0"

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

**RESTROOM RECOMMENDATIONS**

1. INCREASE CLEANING FREQUENCY
2. MASKS REQUIRED
3. MAINTAIN SOCIAL DISTANCING OF 6' WHERE POSSIBLE
   - A. SINKS - LIMIT USE TO EVERY 2 SINKS
   - B. STALLS - LIMIT USE TO EVERY OTHER STALL
   - C. URINALS - LIMIT USE TO EVERY 2 URINALS

**RESTROOM COUNT**

BASEMENT
- MENS': 4 TOILETS/4 URINALS

1ST FLOOR
- MENS': 2 TOILETS/1 URINAL
- WOMENS': 2 TOILETS
- SINGLE USE: 1

MEZZANINE
- SINGLE USE: 1

2ND FLOOR:
- MENS': 1 TOILET/2 URINALS
- WOMENS;: 2 TOILETS
- SINGLE USE: 1 (SEMI-PRIVATE NEAR HOUSE OFFICES)

3RD FLOOR:
- SINGLE USE: 1

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE 1ST, 2ND, 3RD FLOOR RESTROOMS**

Date: 8.19.2020
Project: 2033

DRAWING # 1.42

freeman | french | freeman

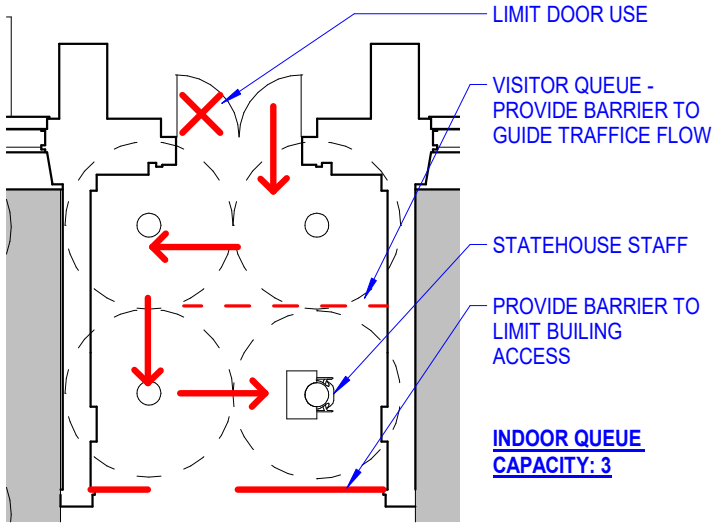


© 2020Freeman French Freeman, Inc.

**DIAGRAM KEY**

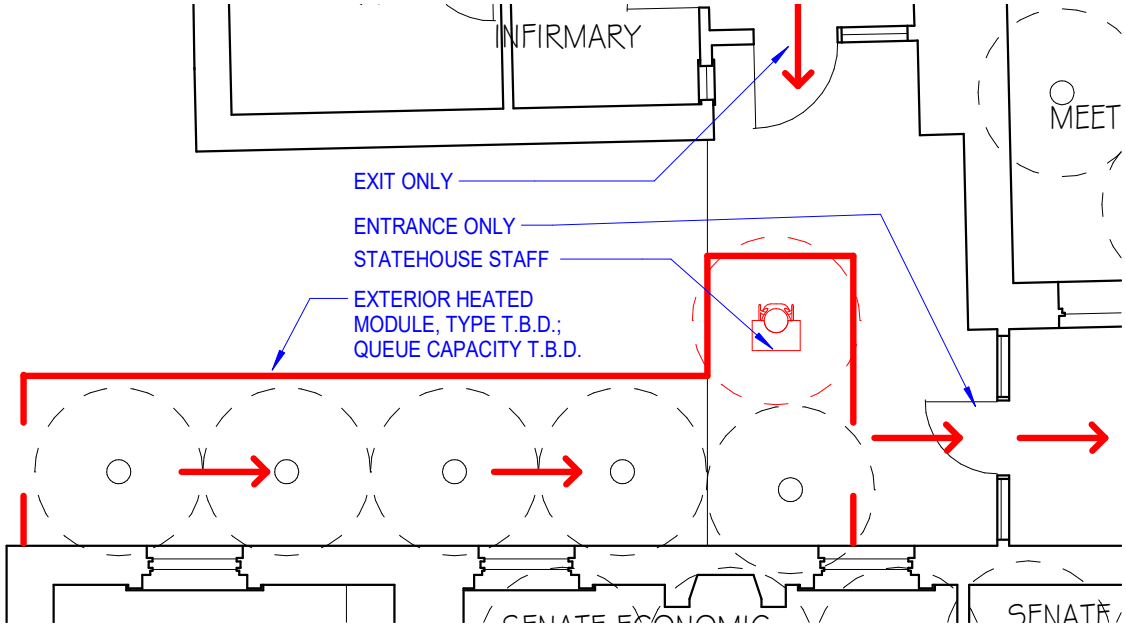
- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




1 / 1.43 STATEHOUSE - NORTH CHECK-IN

SCALE: 1/8" = 1'-0"




2 / 1.43 STATEHOUSE - WEST ENTRY-NORTH CHECK-IN

SCALE: 1/8" = 1'-0"

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**STATEHOUSE HEALTH SCREENING CHECK IN STATIONS**

Date: 8.19.2020
Project: 2033

DRAWING # 1.43

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# 133 STATE STREET CAPACITY SUMMARY

**VACANT AREA CAPACITY SUMMARY**

**(4) COMMITTEE ROOMS FOR 15 OR MORE**
**(2) COMMITTEE ROOMS FOR 11-14**
**(2) COMMITTEE ROOMS FOR 8**
**(14) MEETING ROOMS FOR 6**

**OCCUPIED AREA CAPACITY SUMMARY**

(6) COMMITTEE ROOMS FOR 15+
(7) MEETING ROOMS FOR 11-14
(4) MEETING ROOMS FOR 8-10
(7) MEETING ROOMS FOR 4-7

SPACES ON "VACANT" FLOORS (BASEMENT & 5) ARE MORE EASILY CONVERTED TO LEGISLATIVE USE. SPACES ON THE "OCCUPIED"" FLOORS 1-4 WILL REQUIRE RELOCATING STATE EMPLOYEES, FURNITURE, AND EQUIPMENT.

"**VACANT**" REFERS TO ROOMS THAT ARE NOT SET UP FOR EVERYDAY USE BY STATE WORKERS.

"**OCCUPIED**" REFERS TO AREAS THAT ARE SET UP FOR USE BY STATE EMPLOYEES AND WERE IN USE PRIOR TO MARCH 2020.

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**VACANT AREA**

**SENATE CHAMBER @ ROOM 530: 36**
**4 HOUSE COMMITTEE ROOMS**
**2 SENATE COMMITTEE ROOMS**

OCCUPIED AREA

7 HOUSE COMMITTEE ROOMS
2 SENATE COMMITTEE ROOMS

SMALLER COMMITTEE ROOMS PROVIDE AMPLE MEETING/OFFICE SPACE FOR LEGISLATORS AND SUPPORT STAFF.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- TOTAL NUMBER OF COMMITTEE ROOMS REQUIRED

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**TECHNOLOGY**
EXISTING SERVER ROOM MAY BE REPURPOSED FOR LEGISLATIVE USE

**SECURITY**
NEW SECURITY PROTOCOLS WILL NEED TO BE INSTITUTED WITHIN THE CAPITOL COMPLEX

**HEALTH SCREENING CHECK-IN**
ACCESSIBLE ENTRANCE TO BE LOCATED AT EXISTING ACCESSIBLE N ENTRY OUTSIDE BUILDING
ALTERNATE ENTRY AT N ENTRY W/ SCREENING/CHECK-IN INSIDE BUILDING MAY BE POSSIBLE
CHECK-IN LOCATION WILL NEED TO SERVE **ALL** BUILDING OCCUPANTS

**FOOD SERVICE**
EXISTING GRAB & GO CAFETERIA IN PLACE
KITCHENETTE ACCESS

**TRANSPORTATION & PARKING**
PARKING & TRANSPORTATION SIMILAR TO STATEHOUSE

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE STREET CAPACITY OVERVIEW**

Date: 8.19.2020
Project: 2033

DRAWING # 2.00

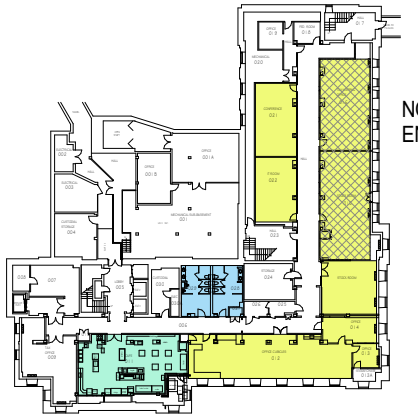
fff freeman | french | freeman



© 2020Freeman French Freeman, Inc.

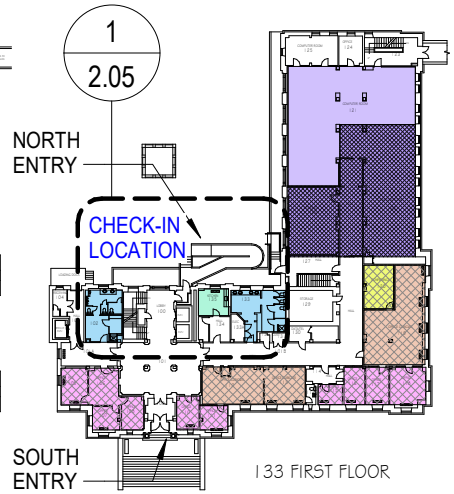
## CURRENT SPACE USE KEY

- LARGE ROOM - VACANT
- LARGE ROOM - OCCUPIED
- CUBICLES - VACANT
- CUBICLES - OCCUPIED
- SMALL ROOMS - VACANT
- SMALL ROOMS - OCCUPIED
- IT
- CAFETERIA/KITCHENETTE
- RESTROOMS
- NOT CONSIDERED FOR MODIFIED USE



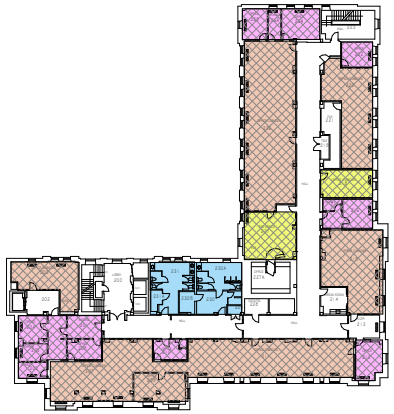
133 BASEMENT

BASEMENT FLOOR - VACANT AREAS
POTENTIAL SPACE USE - SEE 2.01



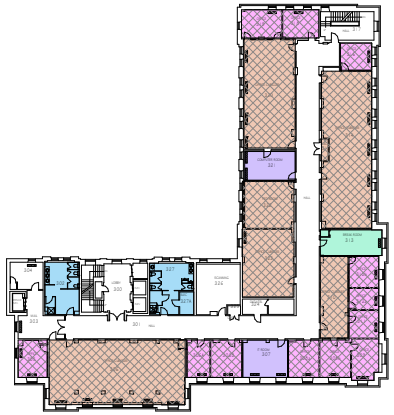

133 FIRST FLOOR

1ST FLOOR - OCCUPIED AREAS
POTENTIAL SPACE USE - SEE 2.02



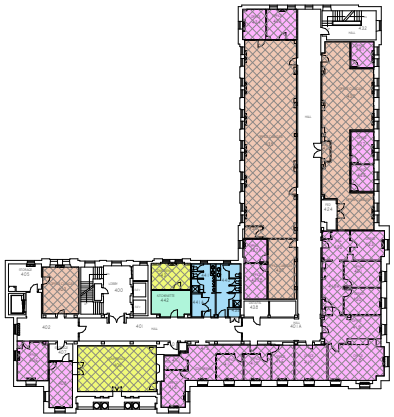
133 SECOND FLOOR

2ND FLOOR - OCCUPIED AREAS
POTENTIAL SPACE USE - SEE 2.02



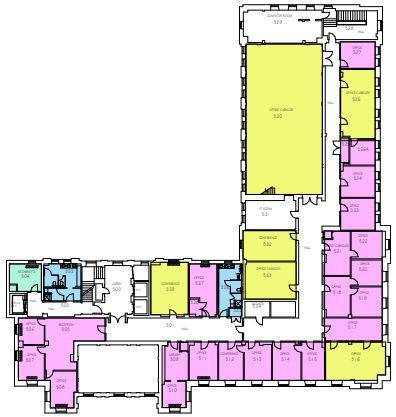
133 THIRD FLOOR

3RD FLOOR - OCCUPIED AREAS
POTENTIAL SPACE USE - SEE 2.02



133 FOURTH FLOOR

4TH FLOOR - OCCUPIED AREAS
POTENTIAL SPACE USE - SEE 2.02



133 FIFTH FLOOR

5th FLOOR - VACANT AREAS
POTENTIAL SPACE USE - SEE 2.01

SPACES ON "VACANT" FLOORS (BASEMENT & 5) ARE MORE EASILY CONVERTED TO LEGISLATIVE USE. SPACES ON THE "OCCUPIED"" FLOORS 1-4 WILL REQUIRE RELOCATING STATE EMPLOYEES AND RELOCATING CUBICLES.

"VACANT" REFERS TO ROOMS THAT ARE NOT SET UP FOR EVERYDAY USE BY STATE WORKERS.

"OCCUPIED" REFERS TO AREAS THAT ARE SET UP FOR USE BY STATE EMPLOYEES AND WERE IN USE PRIOR TO MARCH 2020.

N

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE STREET - CURRENT USE DIAGRAM**

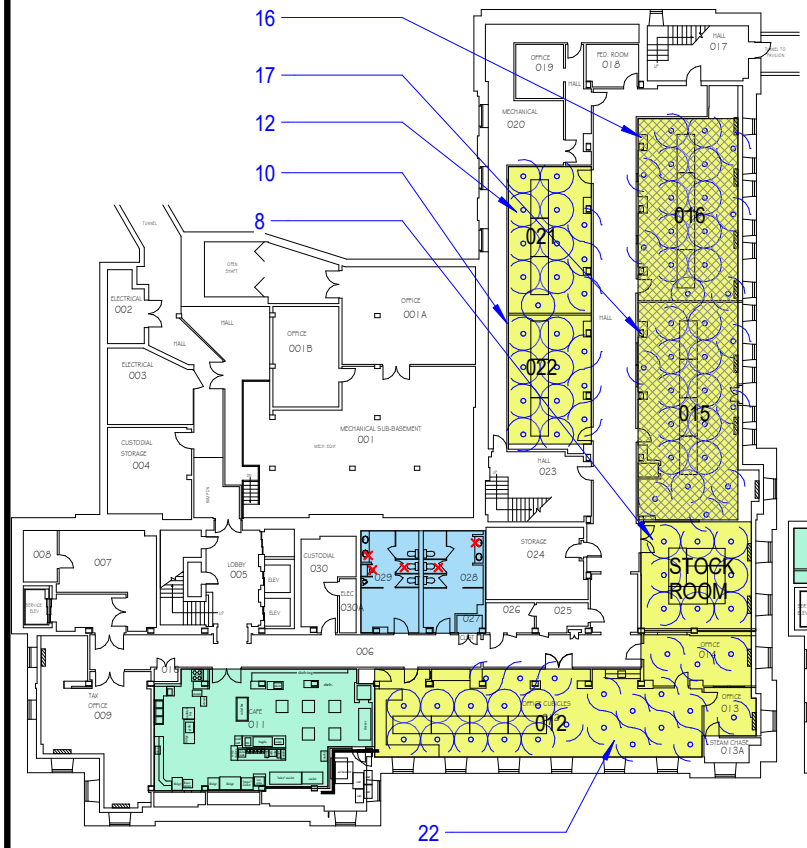
Date: 8.19.2020
Project: 2033

DRAWING # 2.01

fff freeman | french | freeman



© 2020Freeman French Freeman, Inc.




133 BASEMENT

**ALTERNATE LAYOUT - ROOM 530**

133 FIFTH FLOOR

## CURRENT SPACE USE KEY

- LARGE ROOM - VACANT
- LARGE ROOM - OCCUPIED
- CUBICLES - VACANT
- CUBICLES - OCCUPIED
- SMALL ROOMS - VACANT
- SMALL ROOMS - OCCUPIED
- IT
- CAFETERIA/KITCHENETTE
- RESTROOMS
- NOT CONSIDERED FOR MODIFIED USE

## SHORT TERM SPACE ALTERATION CONSIDERATIONS

1. SCREENING/CHECK-IN LOCATION CONSTRUCTION
2. INSTALL FLOORING (CARPET TILE)
3. PAINT
4. RELOCATE FURNITURE/PROVIDE CONFERENCE TABLES & CHAIRS
5. IT SYSTEM
6. AUDIO SYSTEM
7. VIDEO SYSTEM

## VACANT AREA CAPACITY SUMMARY

**COMMITTEE ROOMS**
**HOUSE TARGET CAPACITY:15**
**SENATE TARGET CAPACITY: 11**

(4) COMMITTEE ROOMS FOR 15 OR MORE
(2) COMMITTEE ROOMS FOR 11-14
(2) COMMITTEE ROOMS FOR 8
(14) MEETING ROOMS FOR 6

**AMENITIES**

- MANY OFFICE SPACES FOR 1-2 PEOPLE
- (4) MEETING ROOMS FOR UP TO 6
- KITCHENETTE ACCESS
- CAFETERIA SERVING LINE FOR GRAB & -GO SERVICE
- PARKING AVAILABILITY UNCHANGED FROM STATEHOUSE

**RESTROOMS**

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

## BASEMENT

**POTENTIAL COMMITTEE ROOMS**
ROOM 012 CAPACITY: ±22
ROOM 016 CAPACITY: ±16
ROOM 021 CAPACITY: ±12
ROOM 022 CAPACITY: ±11
ROOM 015 CAPACITY: ±17
STOCK ROOM (SMALL): 8

**ANCILLARY SPACES**
(2) OFFICES - CAPACITY: 1-3

**RESTROOM FIXTURE COUNT**
M - 3
W - 2

## 5TH FLOOR

**POTENTIAL COMMITTEE ROOMS**
ROOM 526 CAPACITY: 8
ROOM 530 CAPACITY: ±28

**ANCILLARY SPACES**
(4) CONFERENCE ROOMS CAPACITY: 6
(18) OFFICES - CAPACITY: 1-2

**RESTROOM FIXTURE COUNT**
M - 3
W - 2

N

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE STREET - VACANT AREAS LEGISLATIVE USE**

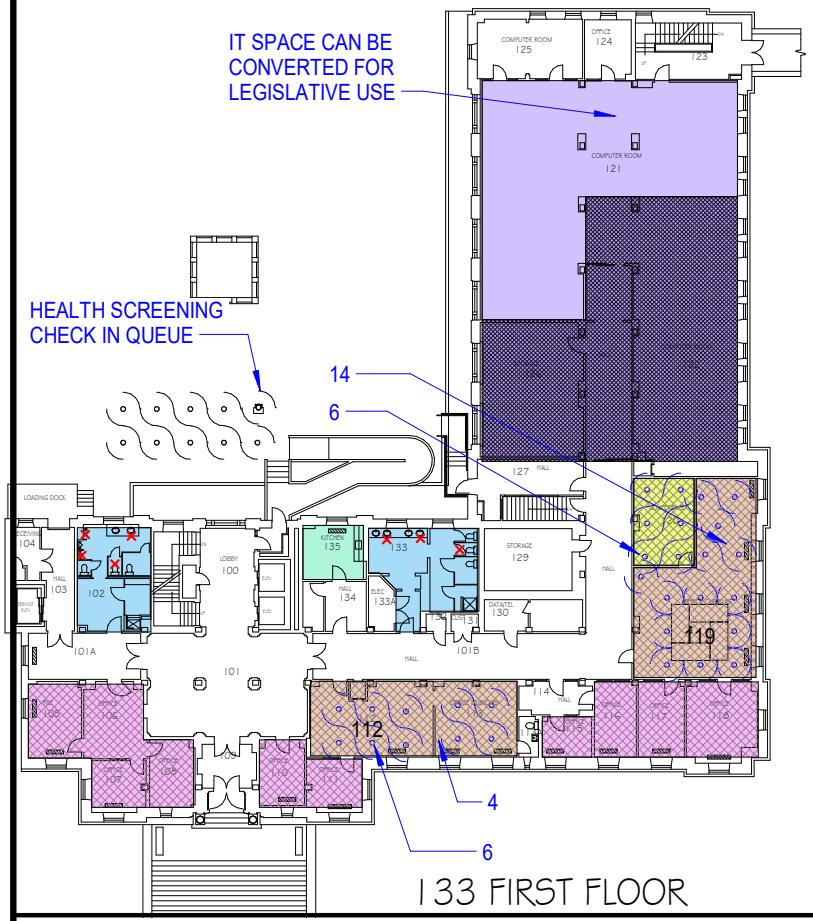
Date: 8.19.2020
Project: 2033

DRAWING # 2.02

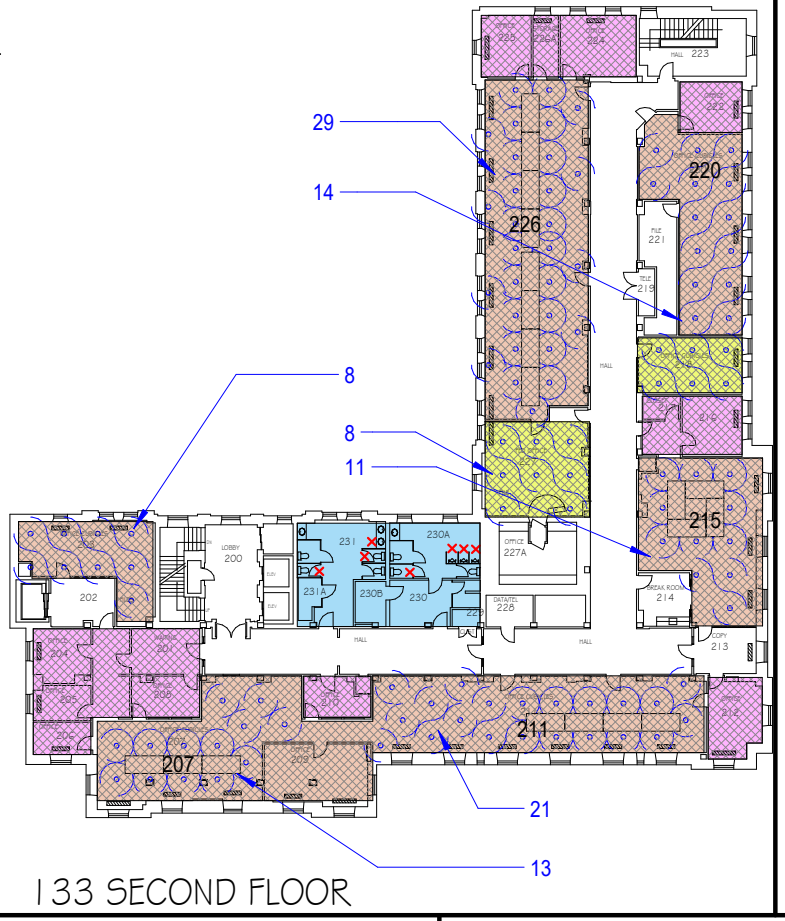
freeman | french | freeman



© 2020Freeman French Freeman, Inc.




133 FIRST FLOOR




133 SECOND FLOOR

## CURRENT SPACE USE KEY

- LARGE ROOM - VACANT
- LARGE ROOM - OCCUPIED
- CUBICLES - VACANT
- CUBICLES - OCCUPIED
- SMALL ROOMS - VACANT
- SMALL ROOMS - OCCUPIED
- IT
- CAFETERIA/KITCHENETTE
- RESTROOMS
- NOT CONSIDERED FOR MODIFIED USE

**SHORT TERM SPACE ALTERATION CONSIDERATIONS - OCCUPIED SPACES**

1. SCREENING CHECK-IN LOCATION CONSTRUCTION
2. RELOCATE CUBICLES & OTHER OFFICE FURNITURE/PROVIDE CONFERENCE TABLES & CHAIRS
3. IT SYSTEM
4. AUDIO SYSTEM
5. VIDEO SYSTEM

## OCCUPIED AREA CAPACITY SUMMARY

**COMMITTEE ROOMS**

**HOUSE TARGET CAPACITY:15**
**SENATE TARGET CAPACITY: 11**

(6) COMMITTEE ROOMS FOR 15+
(7) MEETING ROOMS FOR 11-14
(4) MEETING ROOMS FOR 8-10
(7) MEETING ROOMS FOR 4-7

**AMENITIES**

- MANY OFFICE SPACES FOR 1-2 PEOPLE
- (4) MEETING ROOMS FOR UP TO 6
- KITCHENETTE ACCESS
- CAFETERIA SERVING LINE FOR GRAB & -GO SERVICE
- PARKING AVAILABILITY UNCHANGED FROM STATEHOUSE

**RESTROOMS**

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

## 1ST FLOOR

**POTENTIAL COMMITTEE ROOMS**
ROOM 119 CAPACITY: ±14

**ANCILLARY SPACES**
(3) MEETING ROOMS CAPACITY: 4-6
(10) OFFICES - CAPACITY: 1-3

**RESTROOM FIXTURE COUNT**
M - 3
W - 2

## 2ND FLOOR

**POTENTIAL COMMITTEE ROOMS**
ROOM 226 CAPACITY: ±29
ROOM 211 CAPACITY : ±21
ROOM 220 CAPACITY : ±14
ROOM 207 CAPACITY : ±13
ROOM 215 CAPACITY: ±11

**ANCILLARY SPACES**
(2) MEETING ROOMS CAPACITY: 8-9
(11) OFFICES - CAPACITY: 1-2

**RESTROOM FIXTURE COUNT**
M - 1
W - 2

N

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE - OCCUPIED SPACE FLOORS 1 &2**

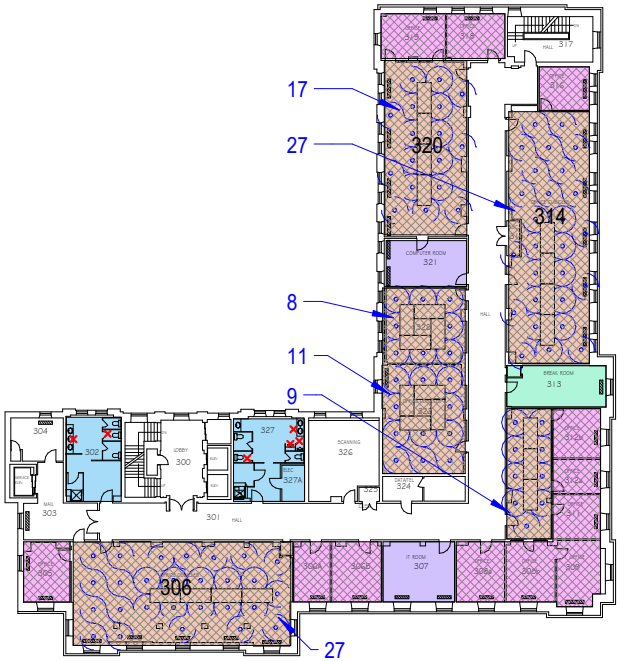
Date: 8.19.2020
Project: 2033

DRAWING # 2.03

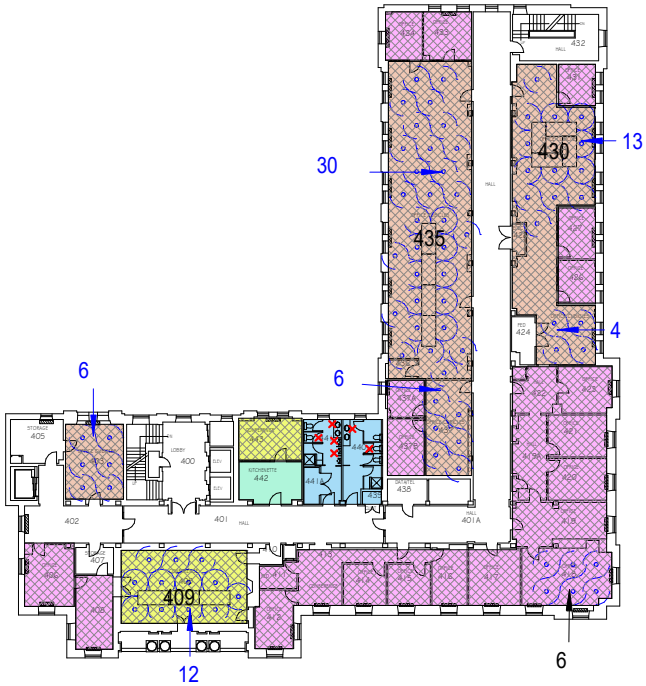
freeman | french | freeman



© 2020Freeman French Freeman, Inc.




133 THIRD FLOOR




133 FOURTH FLOOR

## CURRENT SPACE USE KEY

- LARGE ROOM - VACANT
- LARGE ROOM - OCCUPIED
- CUBICLES - VACANT
- CUBICLES - OCCUPIED
- SMALL ROOMS - VACANT
- SMALL ROOMS - OCCUPIED
- IT
- CAFETERIA/KITCHENETTE
- RESTROOMS
- NOT CONSIDERED FOR MODIFIED USE

**SHORT TERM SPACE ALTERATION CONSIDERATIONS - OCCUPIED SPACES**

1. SCREENING CHECK-IN LOCATION CONSTRUCTION
2. RELOCATE CUBICLES & OTHER OFFICE FURNITURE/PROVIDE CONFERENCE TABLES & CHAIRS
3. IT SYSTEM
4. AUDIO SYSTEM
5. VIDEO SYSTEM

## OCCUPIED AREA CAPACITY SUMMARY

**COMMITTEE ROOMS**
**HOUSE TARGET CAPACITY:15**
**SENATE TARGET CAPACITY: 11**

(6) COMMITTEE ROOMS FOR 15+
(7) MEETING ROOMS FOR 11-14
(4) MEETING ROOMS FOR 8-10
(7) MEETING ROOMS FOR 4-7

**AMENITIES**

- MANY OFFICE SPACES FOR 1-2 PEOPLE
- (4) MEETING ROOMS FOR UP TO 6
- KITCHENETTE ACCESS
- CAFETERIA SERVING LINE FOR GRAB & -GO SERVICE
- PARKING AVAILABILITY UNCHANGED FROM STATEHOUSE

**RESTROOMS**

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

## 3RD FLOOR

**POTENTIAL COMMITTEE ROOMS**
ROOM 317 CAPACITY: ±27
ROOM 320 CAPACITY: ±17
ROOM 306 CAPACITY: ±27
ROOM 323 CAPACITY: ±11

**ANCILLARY SPACES**
(2) MEETING ROOMS CAPACITY: 8-10
(12) OFFICES - CAPACITY: 1-3

**RESTROOM FIXTURE COUNT**
M - 2
W - 2

## 4TH FLOOR

**POTENTIAL COMMITTEE ROOMS**
ROOM 435 CAPACITY: ±30
ROOM 430 CAPACITY : ±13
ROOM 409 CAPACITY : ±12

**ANCILLARY SPACES**
(4) MEETING ROOMS CAPACITY: 4-6
(16) OFFICES - CAPACITY: 1-2

**RESTROOM FIXTURE COUNT**
M - 2
W - 2

N

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE - OCCUPIED SPACE FLOORS FLOORS 3&4**

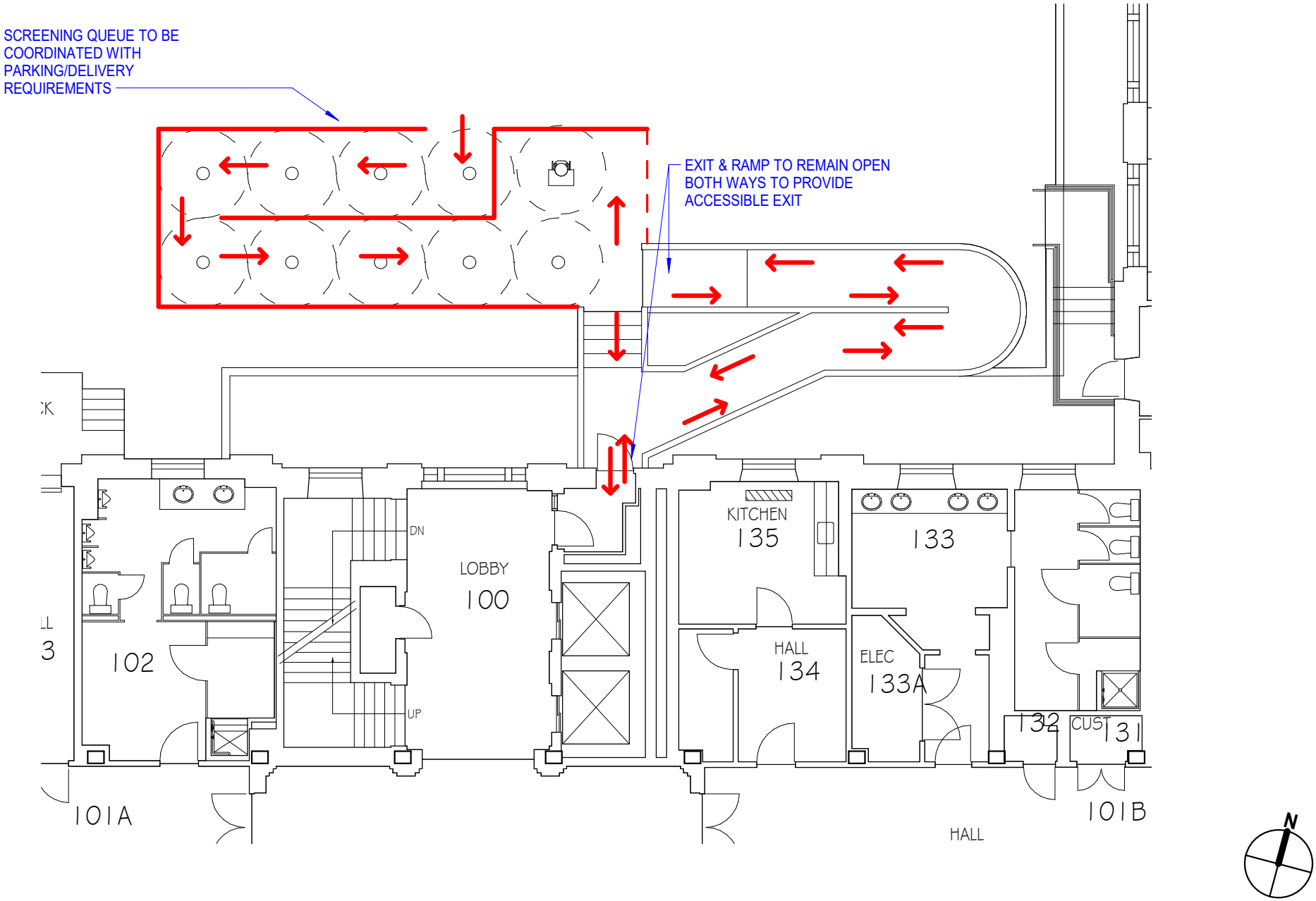
Date: 8.19.2020
Project: 2033

DRAWING # 2.04

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**133 STATE - CHECK IN LOCATION**

Date: 8.19.2020
Project: 2033

DRAWING # 2.05

fff freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# 109 STATE STREET CAPACITY SUMMARY

**CAPACITY SUMMARY**

**SNELLING ROOM: 21**

**PAVILION AUDITORIUM: 29**

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**2 HOUSE COMMITTEE ROOMS**

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- SENATE CHAMBER
- TOTAL NUMBER OF COMMITTEE ROOMS REQUIRED
- ADDITIONAL MEETING SPACES OR OFFICES

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**TECHNOLOGY**

LOCATED WITHIN CAPITOL COMPLEX; THERE WILL BE SOME INVESTMENT IN TECHNOLOGY

**SECURITY**

NEW SECURITY PROTOCOLS WILL NEED TO BE INSTITUTED WITHIN THE CAPITOL COMPLEX

**HEALTH SCREENING CHECK-IN**

ACCESSIBLE ENTRANCE TO BE LOCATED AT EXISTING ACCESSIBLE EAST ENTRY OUTSIDE BUILDING
ALTERNATE ENTRY AT NORTH ENTRY W/ SCREENING/CHECK-IN INSIDE BUILDING MAY BE POSSIBLE
A CHECK-IN LOCATION WILL NEED TO SERVE **ALL** BUILDING OCCUPANTS

**FOOD SERVICE**

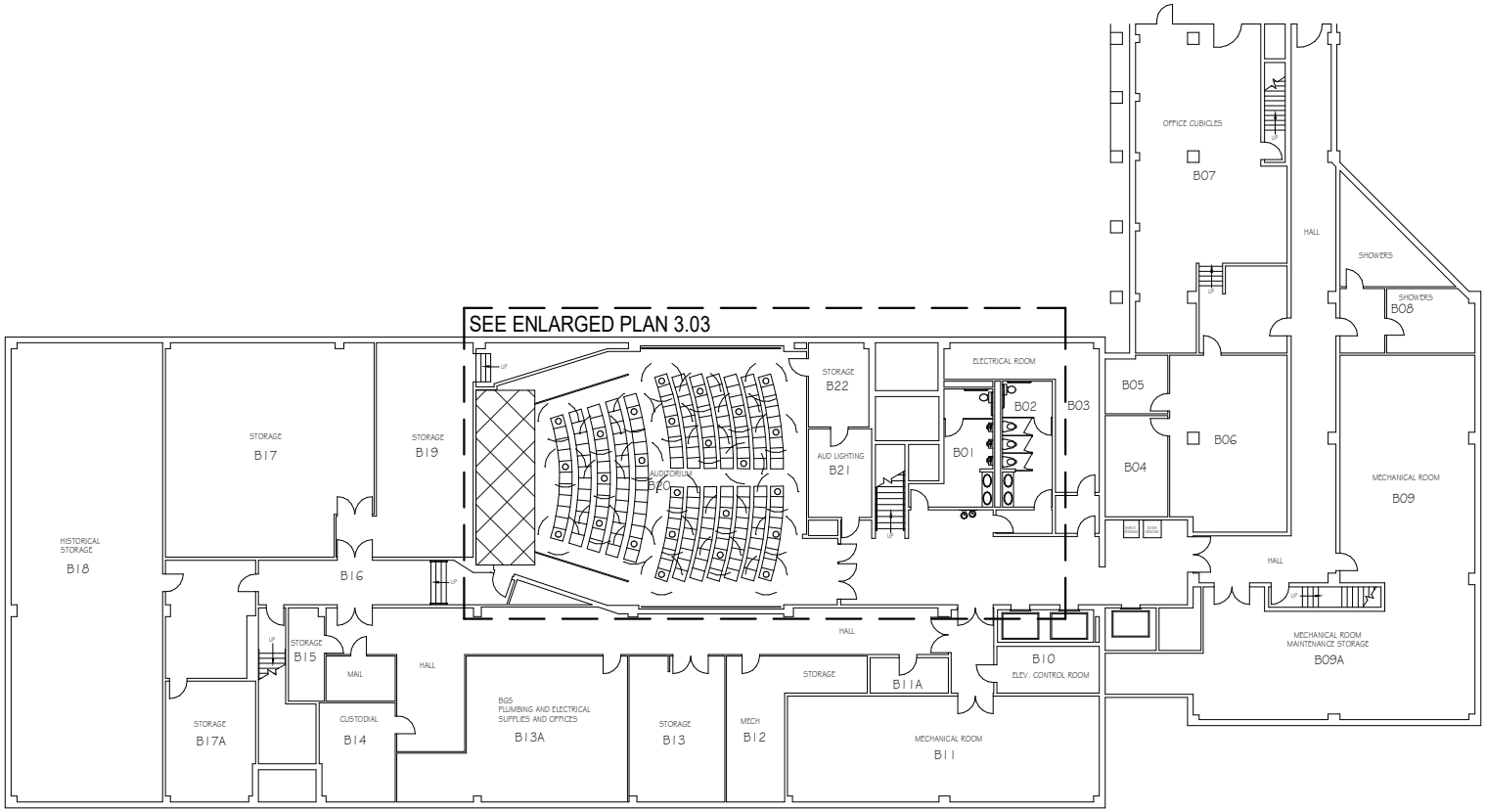
FOOD SERVICE NOT PROVIDED

**TRANSPORTATION & PARKING**

PARKING & TRANSPORTATION SIMILAR TO STATEHOUSE



© 2020Freeman French Freeman, Inc.




BASEMENT

0 5 10 20

SCALE IN FEET

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**109 STATE - PAVILION BASEMENT**

Date: 8.19.2020
Project: 2033

DRAWING # 3.01

freeman | french | freeman

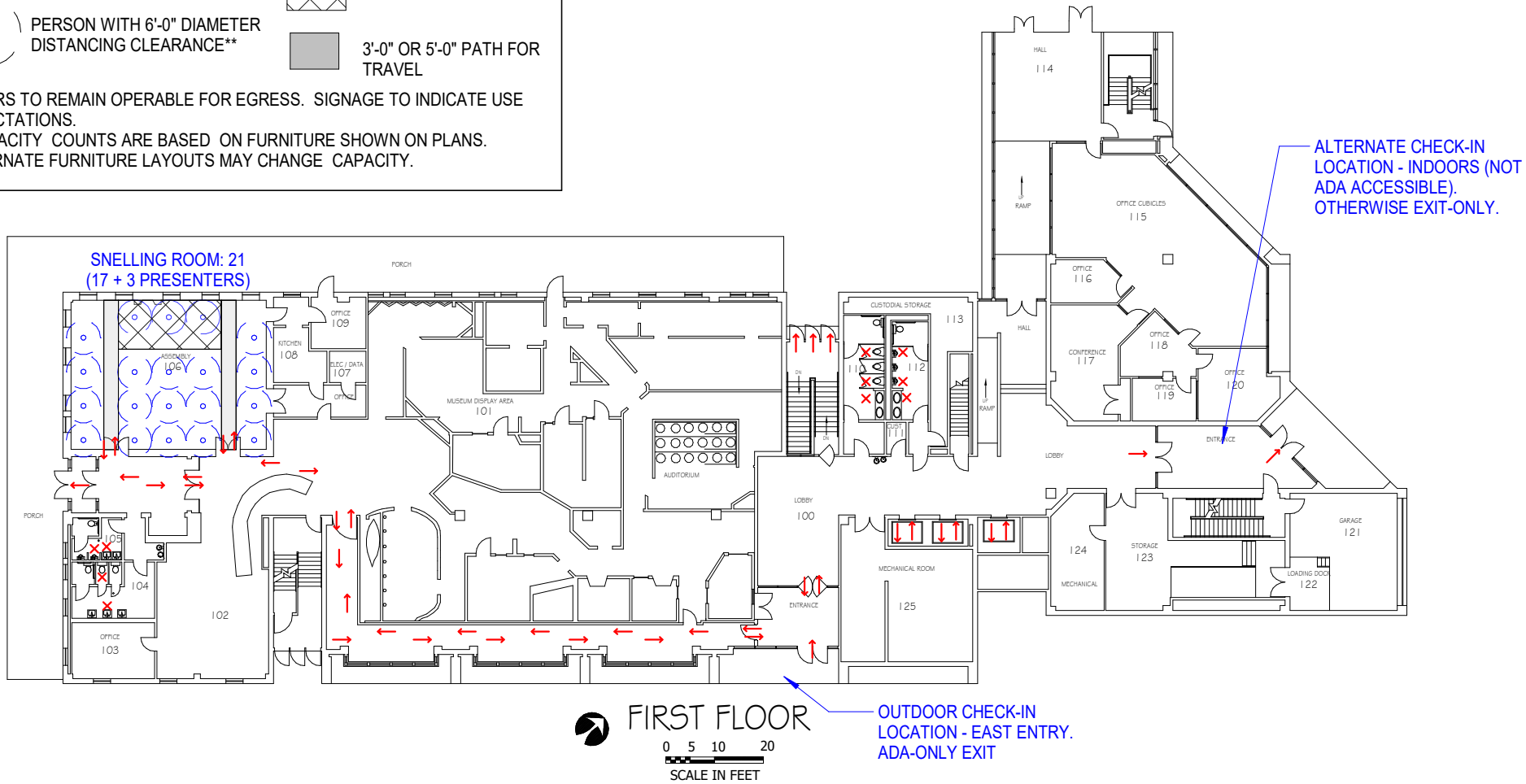


© 2020Freeman French Freeman, Inc.

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**109 STATE - PAVILION FIRST FLOOR - SNELLING ROOM**

Date: 8.19.2020
Project: 2033

DRAWING # 3.02

fff freeman | french | freeman

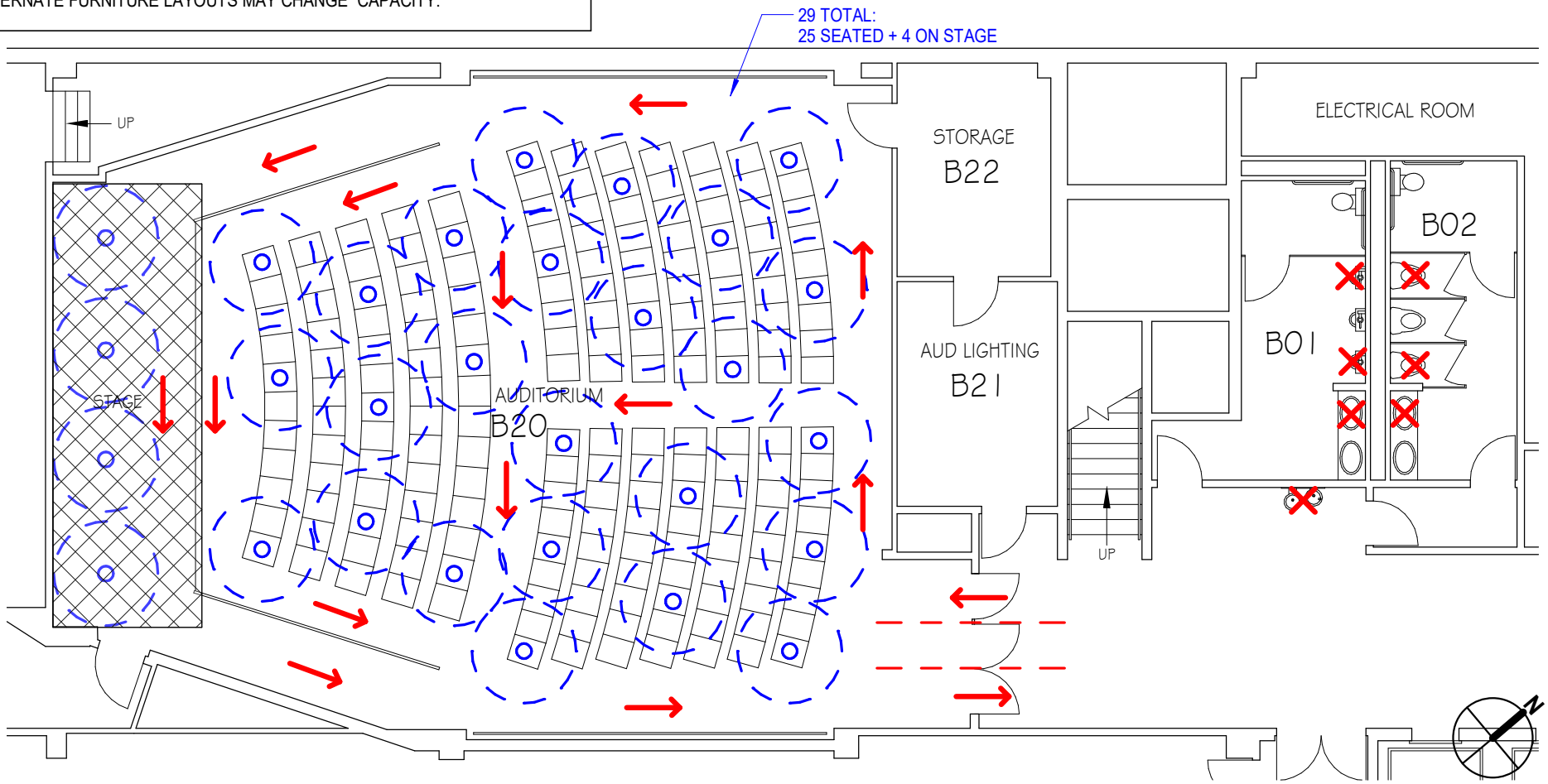


© 2020Freeman French Freeman, Inc.

**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**109 STATE - PAVILION AUDITORIUM**

Date: 8.19.2020
Project: 2033

DRAWING # 3.03

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# NATIONAL LIFE - DAVIS BUILDING CAPACITY SUMMARY

**OPEN MEETING ROOM OCCUPANCY LIMIT***

**(3) CONFERENCE ROOMS FOR 11-14**
**(2) MEETING ROOMS FOR 8-10**
**(21) MEETING ROOMS FOR 3-6**

*MEETING ROOMS THAT ARE OPEN FOR SoV RESERVATION ARE INCLUDED HERE. ADDITIONAL SPACE IS OCCUPIED BY STATE STAFF AND WAS NOT INCLUDED IN THIS STUDY.

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**3 SENATE COMMITTEE ROOMS**

SMALLER COMMITTEE ROOMS PROVIDE AMPLE MEETING/OFFICE SPACE FOR LEGISLATORS AND SUPPORT STAFF.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- SENATE CHAMBER
- HOUSE COMMITTEE ROOMS
- EXISTING NUMBER OF COMMITTEE ROOMS

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**IT**
EXISTING INFRASTRUCTURE IN PLACE FOR STATE USE; INVESTMENT WILL BE REQUIRED FOR LEGISLATIVE USE.

**SECURITY**
NEW SECURITY PROTOCOLS WILL NEED TO BE INSTITUTED FOR THE LEGISLATURE IN COORDINATION WITH NATIONAL LIFE

**HEALTH SCREENING CHECK-IN**
TO BE LOCATED AT EXISTING MAIN ENTRANCE. INDOOR SCREENING IS POSSIBLE, HOWEVER IT WILL NEED TO SERVE **ALL** BUILDING OCCUPANTS AND BE COORDINATED WITH NATIONAL LIFE.

**FOOD SERVICE**
FOOD SERVICE MAY BE PROVIDED, HOWEVER THIS WOULD NEED TO BE COORDINATED WITH NATIONAL LIFE.

**TRANSPORTATION & PARKING**
AMPLE PARKING IS AVAILABLE
PUBLIC TRANSPORTATION IS AVAILABLE TO THE SITE

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS BUILDING CAPACITY SUMMARY**

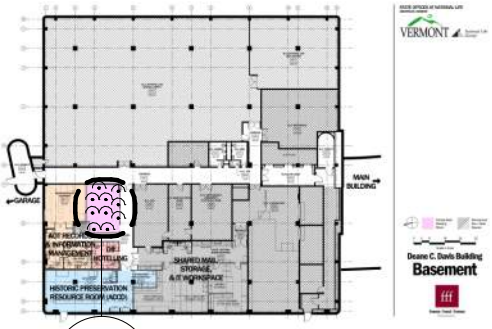
Date: 8.19.2020
Project: 2033

DRAWING # 4.0

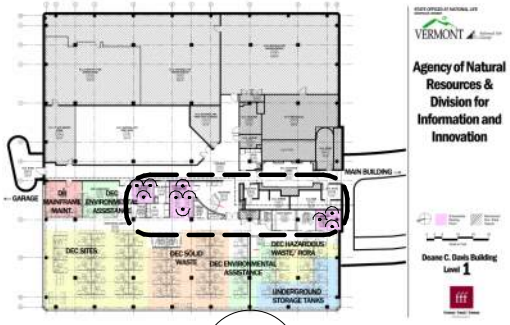
freeman | french | freeman



© 2020Freeman French Freeman, Inc.




1
4.02




2
4.02

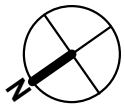
1
4.03

2
4.03

1
4.04

1
4.05

1
4.06



VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE GROUP - DAVIS BUILDING**

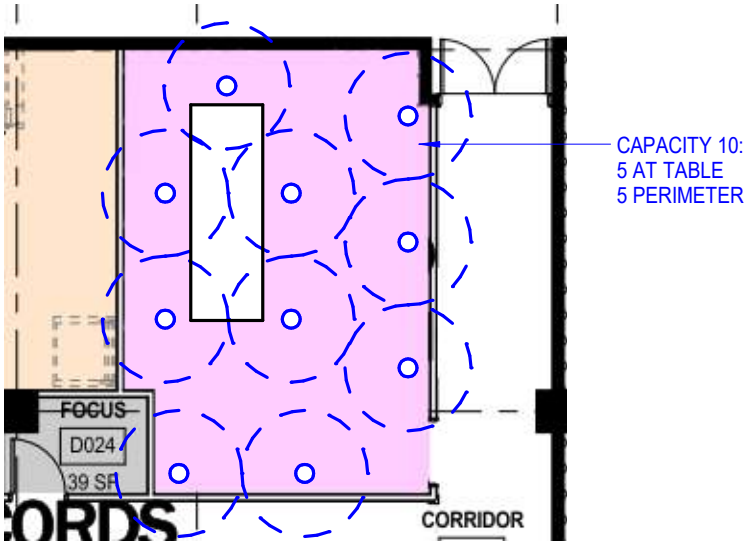
Date: 8.19.2020
Project: 2033

DRAWING # 4.01

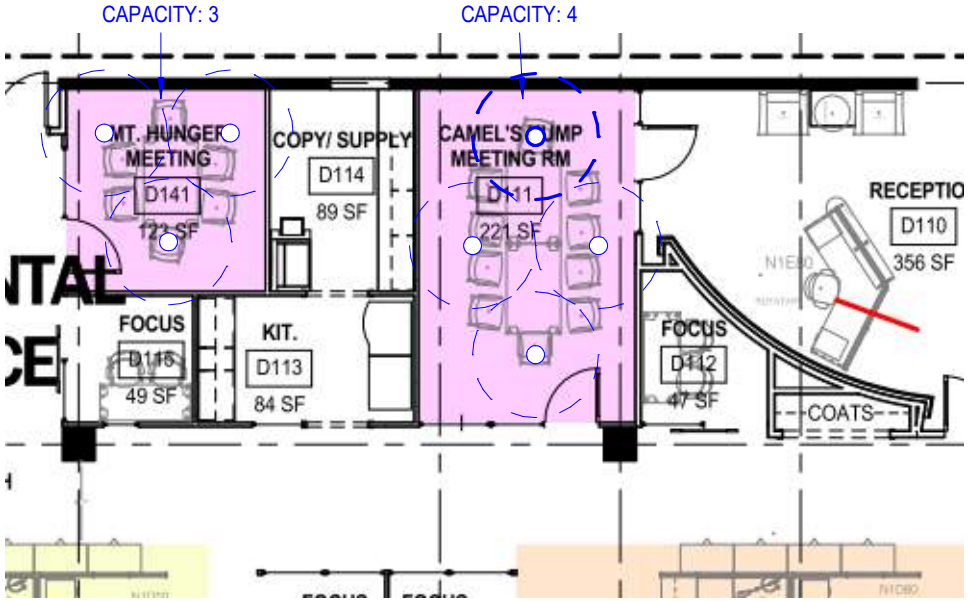
fff freeman | french | freeman

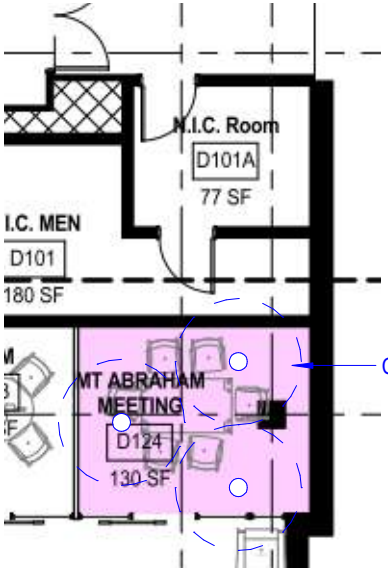


© 2020Freeman French Freeman, Inc.




## BASEMENT CONFERENCE ROOM




## LEVEL 1 MEETING ROOMS

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS BASEMENT & LEVEL 1 MEETING ROOMS**

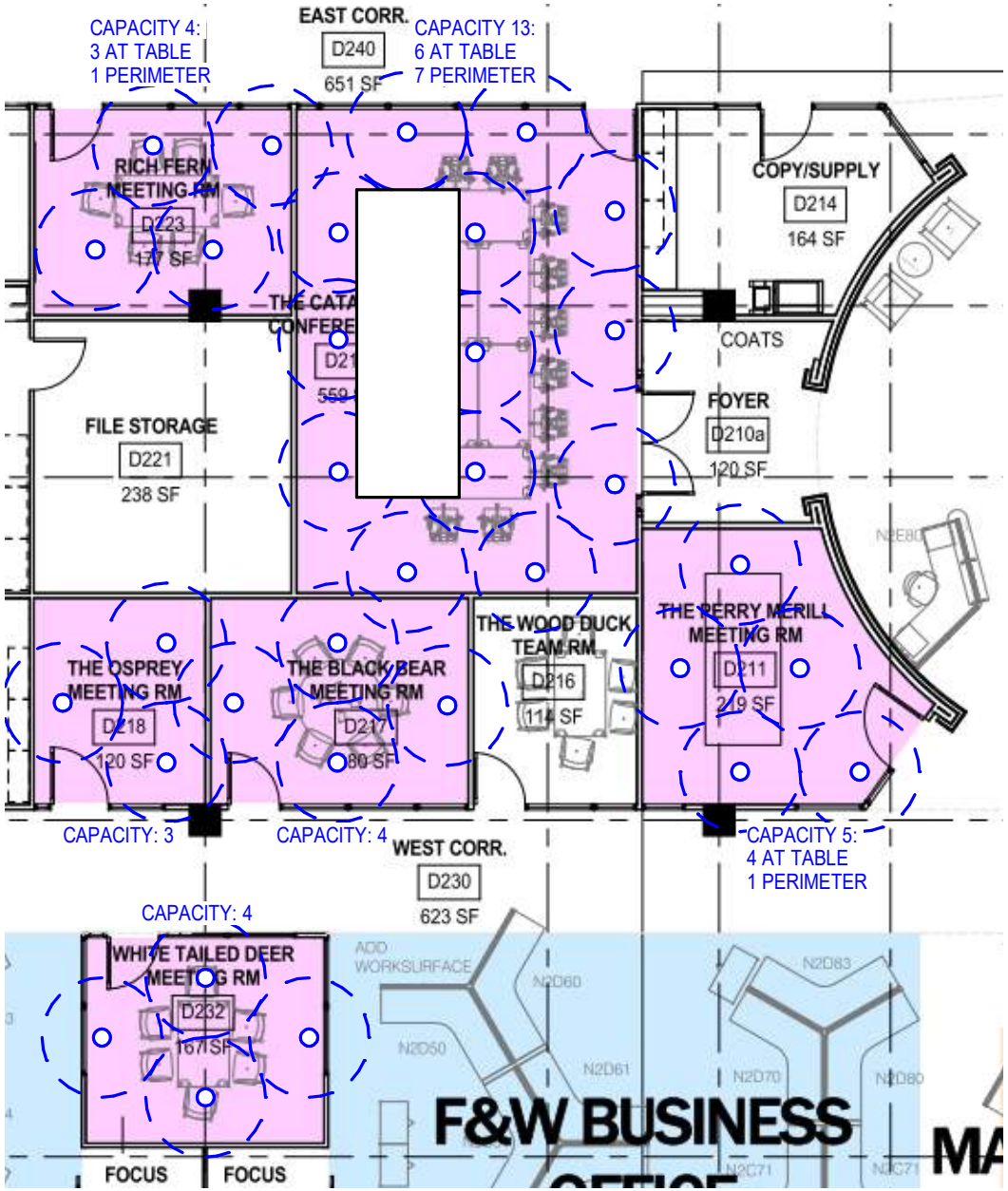
Date: 8.19.2020
Project: 2033

DRAWING # 4.02

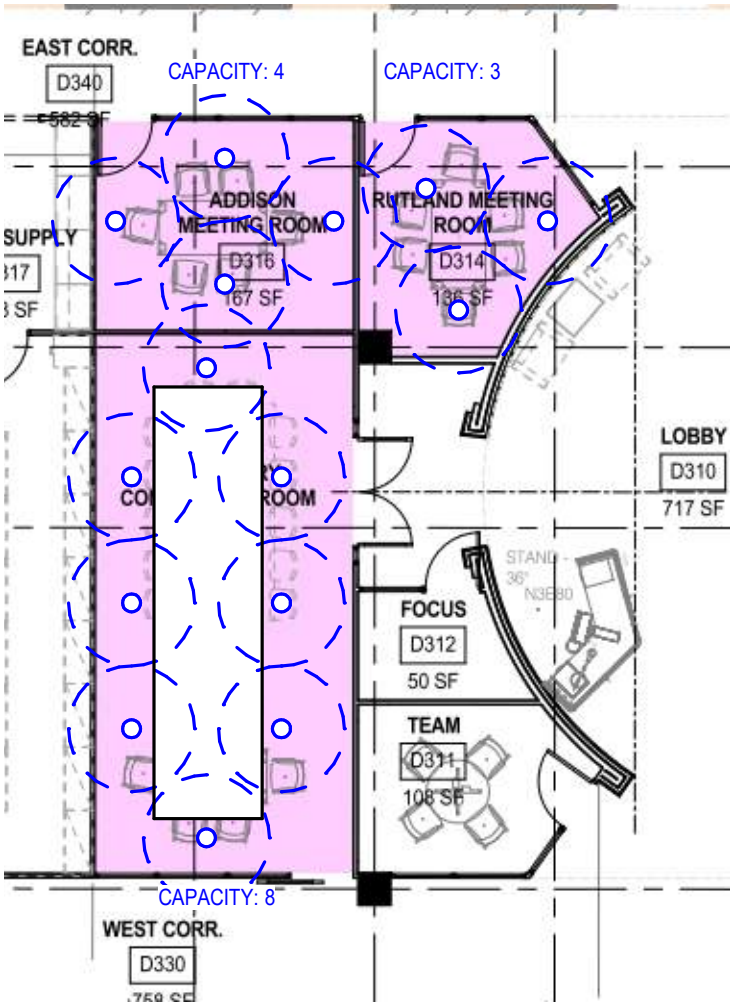
freeman | french | freeman



© 2020Freeman French Freeman, Inc.




## LEVEL 2 MEETING ROOMS




## LEVEL 3 MEETING ROOMS

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS LEVEL 2 & 3 MEETING ROOMS**

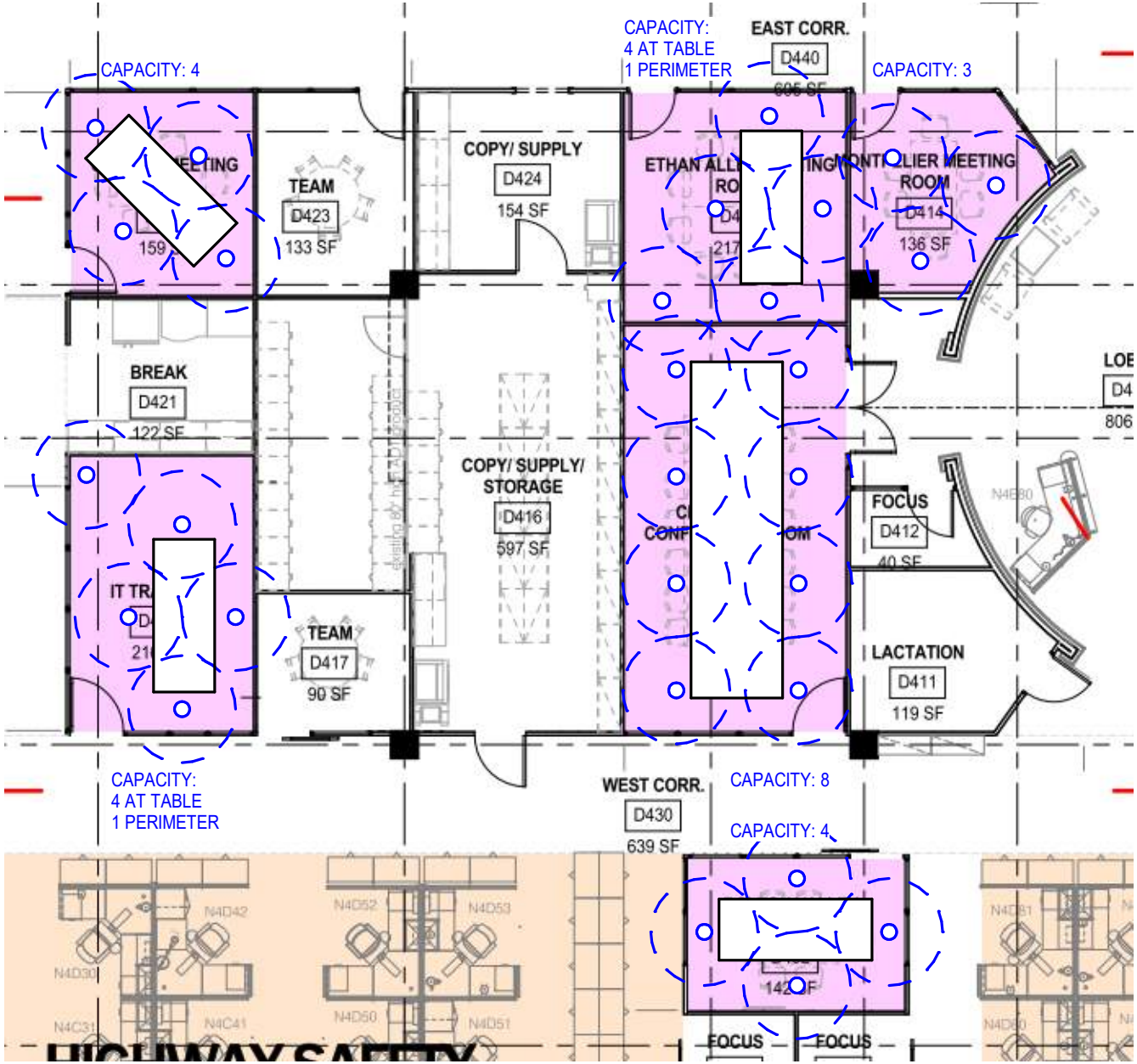
Date: 8.19.2020
Project: 2033

DRAWING # 4.03

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS LEVEL 4 MEETING ROOMS**

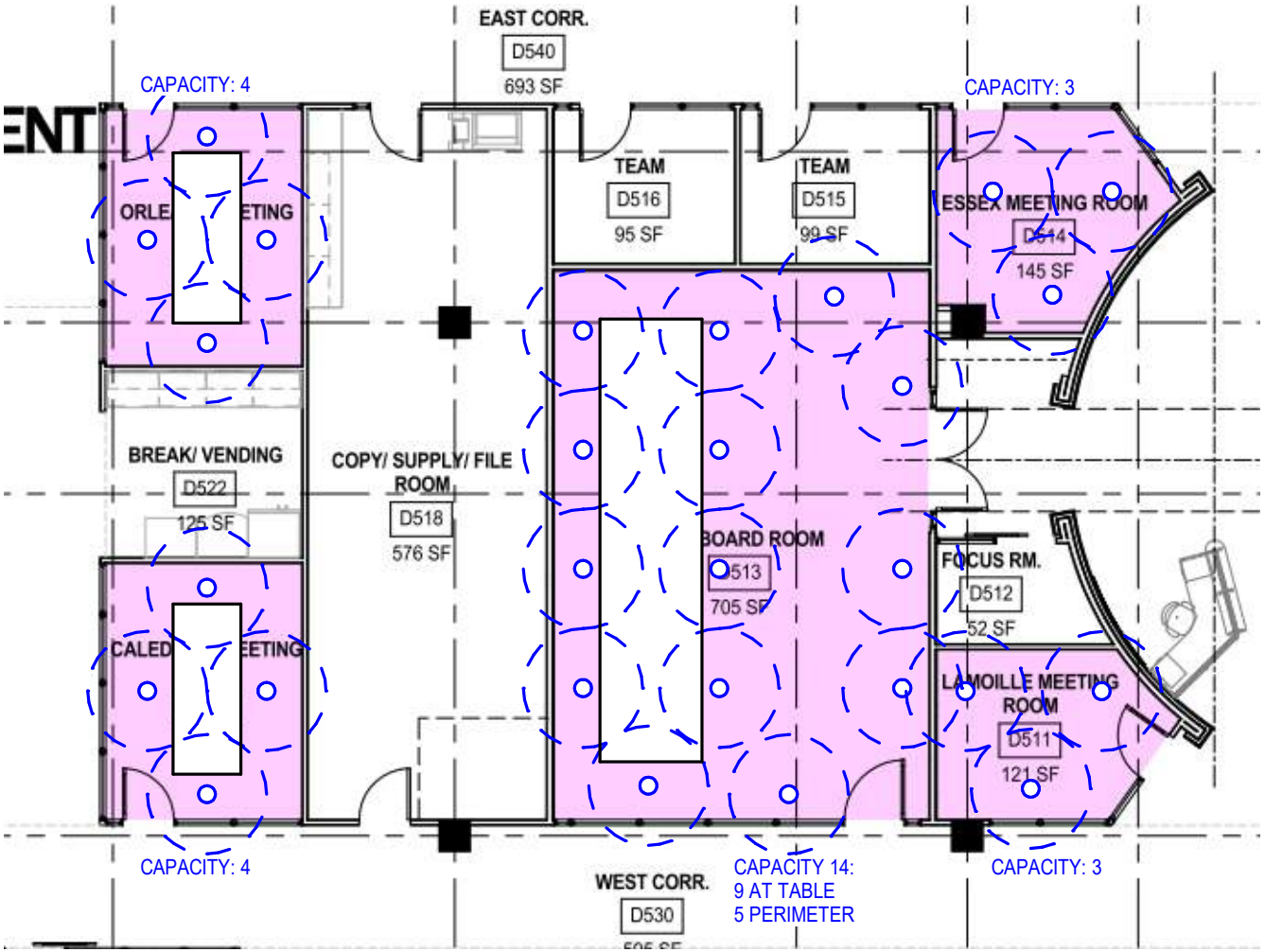
Date: 8.19.2020
Project: 2033

DRAWING # 4.04

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS LEVEL 5 MEETING ROOMS**

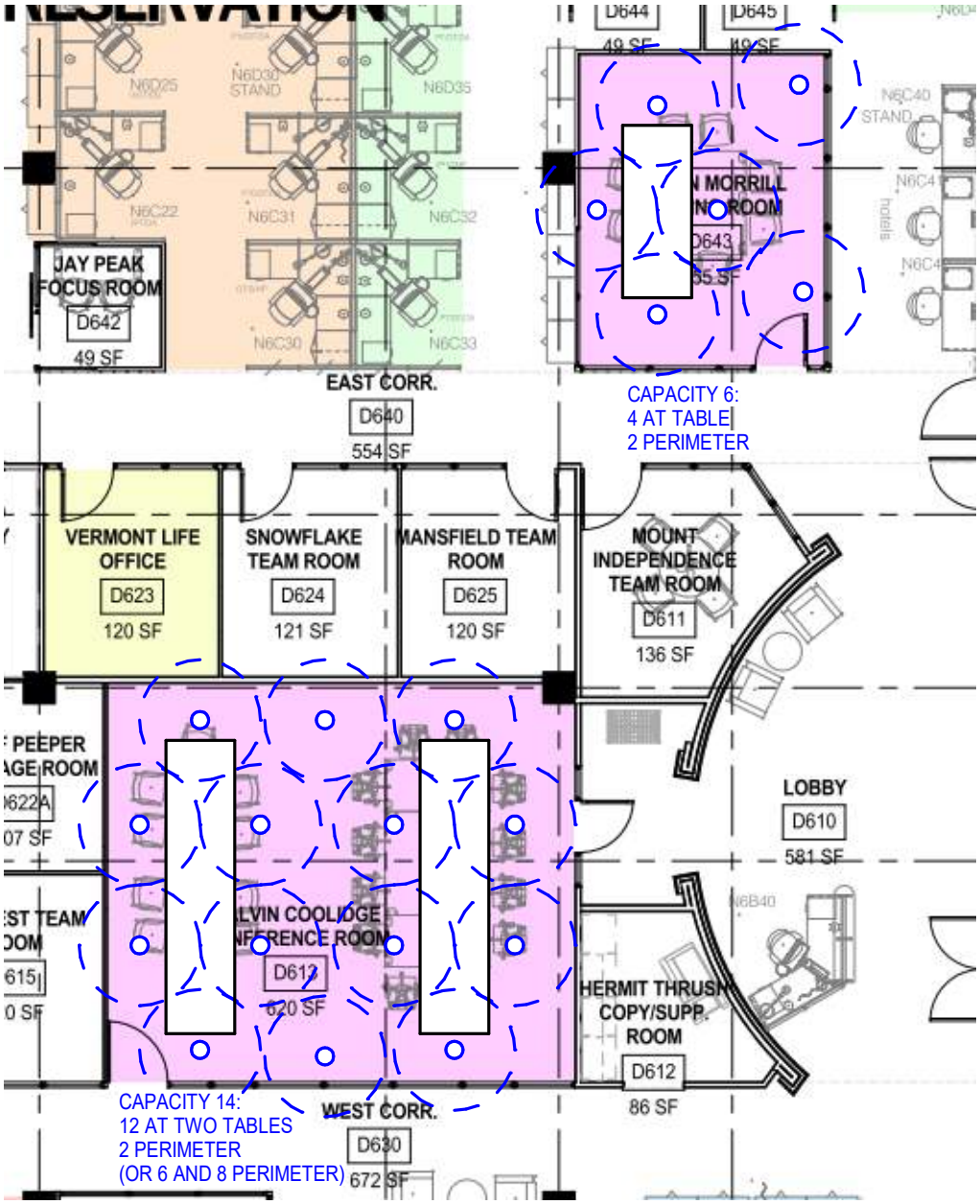
Date: 8.19.2020
Project: 2033

DRAWING # 4.05

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**NATIONAL LIFE - DAVIS LEVEL 6 MEETING ROOMS**

Date: 8.19.2020
Project: 2033

DRAWING # 4.06

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# VCFA - SCHULMAIER HALL CAPACITY SUMMARY

**VACANT AREA CAPACITY SUMMARY (LEVEL 2)**

(3) HOUSE COMMITTEE ROOMS FOR 15+
(3) SENATE COMMITTEE ROOMS FOR 12
(4) MEETING ROOMS FOR 6-8

**OCCUPIED AREA CAPACITY SUMMARY (ENTRY LEVEL)**

(1) HOUSE COMMITTEE OR HEARING ROOMS FOR 35
(2) HOUSE COMMITTEE ROOMS FOR 16
(4) MEETING ROOMS FOR 6-8

SPACES ON "VACANT" FLOORS ARE MORE EASILY CONVERTED TO LEGISLATIVE USE. SPACES ON THE "OCCUPIED" WILL REQUIRE RELOCATING STATE EMPLOYEES, FURNITURE, AND EQUIPMENT.

"**VACANT**" REFERS TO ROOMS THAT ARE NOT SET UP FOR EVERYDAY USE BY STATE WORKERS.

"**OCCUPIED**" REFERS TO AREAS THAT ARE SET UP FOR USE BY STATE EMPLOYEES AND WERE IN USE PRIOR TO MARCH 2020.

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**VACANT AREA**

**3 HOUSE COMMITTEE ROOMS**
**3 SENATE COMMITTEE ROOMS**

OCCUPIED AREA

3 HOUSE COMMITTEE ROOMS

SMALLER COMMITTEE ROOMS PROVIDE AMPLE MEETING/OFFICE SPACE FOR LEGISLATORS AND SUPPORT STAFF.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- SENATE CHAMBER
- TOTAL NUMBER OF COMMITTEE ROOMS REQUIRED

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**TECHNOLOGY**
INVESTMENT IN TECHNOLOGY WILL BE REQUIRED FOR SPACES TO BE SUITABLE FOR LEGISLATIVE USE

**SECURITY**
NEW SECURITY PROTOCOLS WILL NEED TO BE INSTITUTED FOR LEGISLATIVE USE

**HEALTH SCREENING CHECK-IN**
ACCESSIBLE ENTRANCE TO BE LOCATED AT EXISTING ACCESSIBLE SW ENTRY OUTSIDE BUILDING
ALTERNATE ENTRY AT SE ENTRY W/ SCREENING/CHECK-IN INSIDE BUILDING MAY BE POSSIBLE
CHECK-IN LOCATION WILL NEED TO SERVE **ALL** BUILDING OCCUPANTS

**FOOD SERVICE**
KITCHENETTE ACCESS

**TRANSPORTATION & PARKING**
PARKING MAY BE LIMITED
TRANSPORTATION MAY BE REQUIRED UP STATE STREET

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**VCFA - SCHULMAIER HALL CAPACITY SUMMARY**

Date: 8.19.2020
Project: 2033

DRAWING # 5a.00

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

**VCFA - SCHULMAIER CAPACITY SUMMARY**

**COMMITTEE ROOMS**
**HOUSE TARGET CAPACITY :15**
**SENATE TARGET CAPACITY :11**

(1) COMMITTEE OR HEARING ROOMS FOR 35
(5) COMMITTE OR HEARING ROOMS FOR 15-18
(3) COMMITTEE ROOMS FOR 12
(7) MEETING ROOMS FOR 6-8

**ENTRY LEVEL CAPACITY SUMMARY**

(1) HOUSE COMMITTEE OR HEARING ROOMS FOR 35
(2) HOUSE COMMITTEE OR HEARING ROOMS FOR 16
(4) MEETING ROOMS FOR 6-8

**2ND LEVEL CAPACITY SUMMARY**

**(3) HOUSE COMMITTE ROOMS FOR 15+**
**(3) SENATE COMMITTEE ROOMS FOR 12**
**(3) MEETING ROOMS FOR 6-8**

**AMENITIES**
- KITCHENETTE ACCESS
- PARKING MAY BE AVAILABLE FOR CAPACITY SHOWN

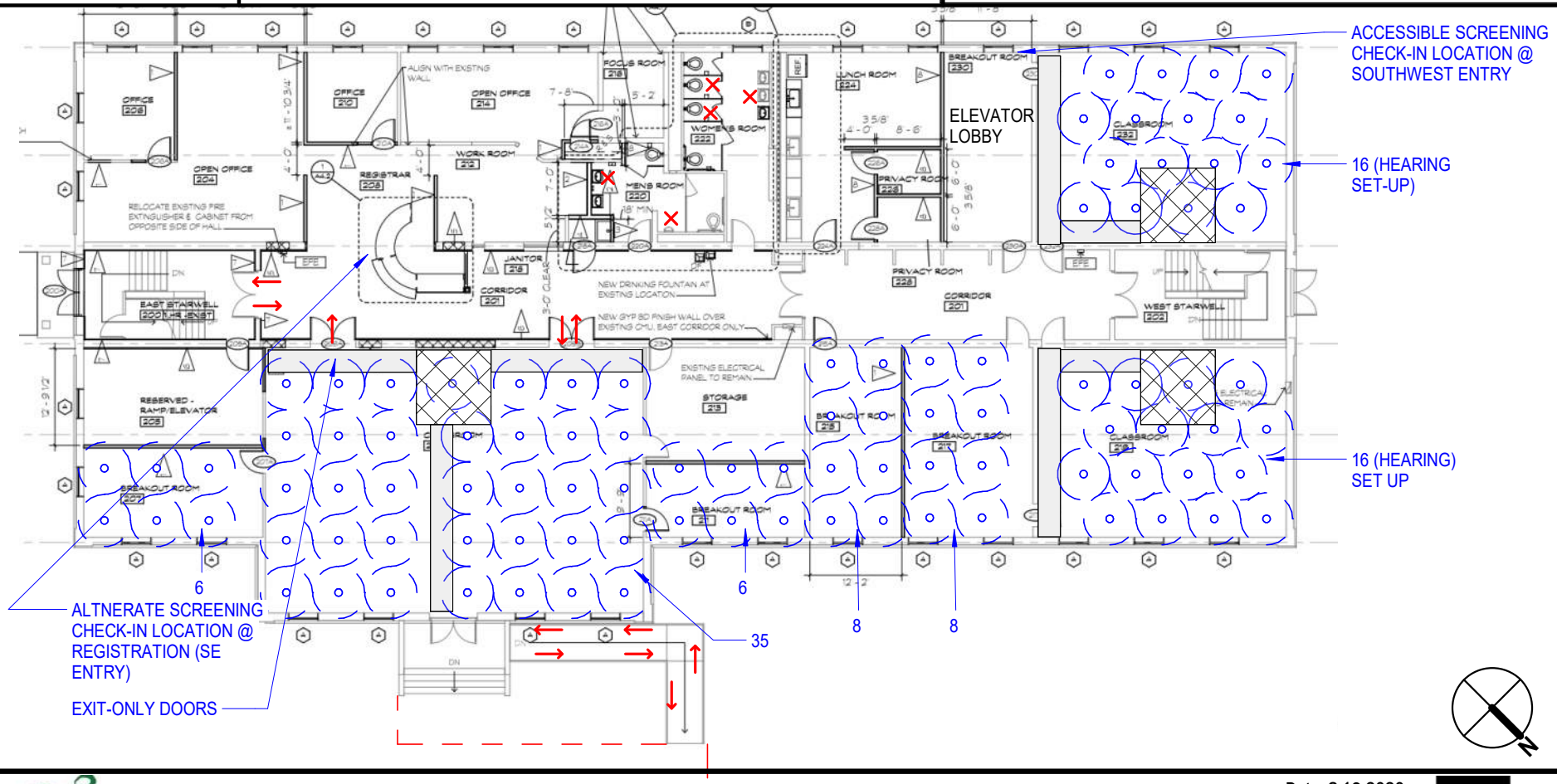
**RESTROOMS**
M - 2 FIXTURES
W - 4 FIXTURES

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

**DIAGRAM KEY**

DO NOT USE *
DIRECTION OF TRAVEL
PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
PRESENTER AREA 0 10' DEEP CLEARANCE
3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**VCFA - SCHULMAIER HALL ENTRY LEVEL**

Date: 8.19.2020
Project: 2033

DRAWING # 5a.01

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

**VCFA - SCHULMAIER CAPACITY SUMMARY**

**COMMITTEE ROOMS**
**HOUSE TARGET CAPACITY :15**
**SENATE TARGET CAPACITY :11**

(1) COMMITTEE OR HEARING ROOMS FOR 35
(5) COMMITTE OR HEARING ROOMS FOR 15-18
(3) COMMITTEE ROOMS FOR 12
(7) MEETING ROOMS FOR 6-8

**ENTRY LEVEL CAPACITY SUMMARY**

(1) HOUSE COMMITTEE OR HEARING ROOMS FOR 35
(2) HOUSE COMMITTEE OR HEARING ROOMS FOR 16
(4) MEETING ROOMS FOR 6-8

**2ND LEVEL CAPACITY SUMMARY**

**(3) HOUSE COMMITTE ROOMS FOR 15+**
**(3) SENATE COMMITTEE ROOMS FOR 12**
**(3) MEETING ROOMS FOR 6-8**

**AMENITIES**
- KITCHENETTE ACCESS
- PARKING MAY BE AVAILABLE FOR CAPACITY SHOWN

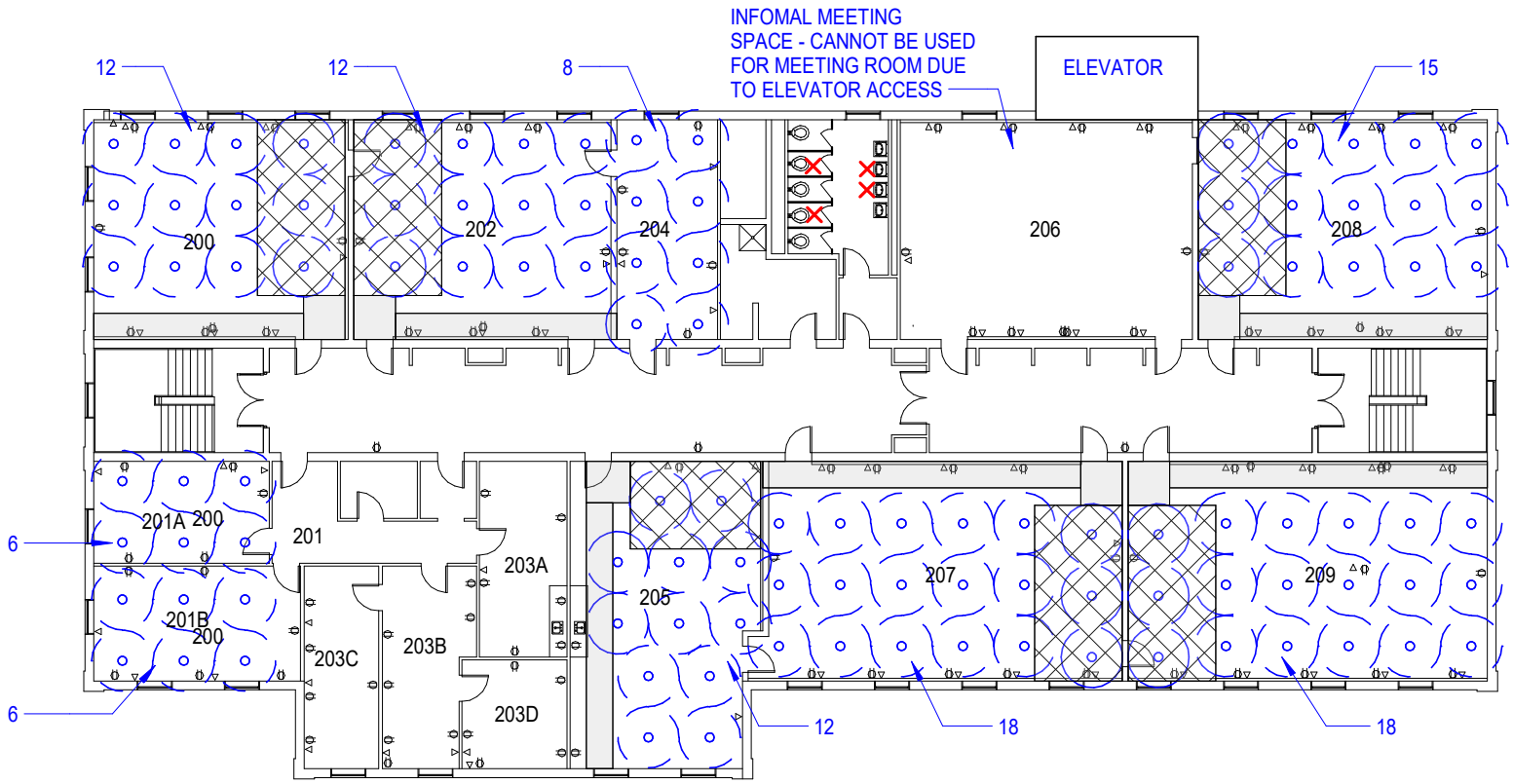
**RESTROOMS**
M - 2 FIXTURES
W - 4 FIXTURES

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

**DIAGRAM KEY**

DO NOT USE *
DIRECTION OF TRAVEL
PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
PRESENTER AREA 0 10' DEEP CLEARANCE
3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.




VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**VCFA - SCHULMAIER HALL - 2ND FLOOR**

Date: 8.19.2020
Project: 2033

DRAWING # 5a.02

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# VCFA - ALUMNI HALL CAPACITY SUMMARY

**ALUMINI HALL CAPACITY: 121**

MAIN LEVEL CAPACITY: 108
MEZZANINE CAPACITY*: 13

* MEZZANINE IS NOT ADA-ACCESSIBLE

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**ALUMNI HALL: 121**

SPACES LEASED BY THE STATE IN SCHULMAIER HALL MAY PROVIDE ADDITIONAL ANCILLARY ROOMS FOR MEETINGS AND OFFICES. (SEE DIAGRAMS 5a.0-.02

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- SENATE CHAMBER
- TOTAL NUMBER OF COMMITTEE ROOMS REQUIRED

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**TECHNOLOGY**
INVESTMENT IN TECHNOLOGY WILL BE REQUIRED FOR SPACE TO BE SUITABLE FOR LEGISLATIVE USE

**SECURITY**
NEW SECURITY PROTOCOLS WILL NEED TO BE INSTITUTED FOR LEGISLATIVE USE

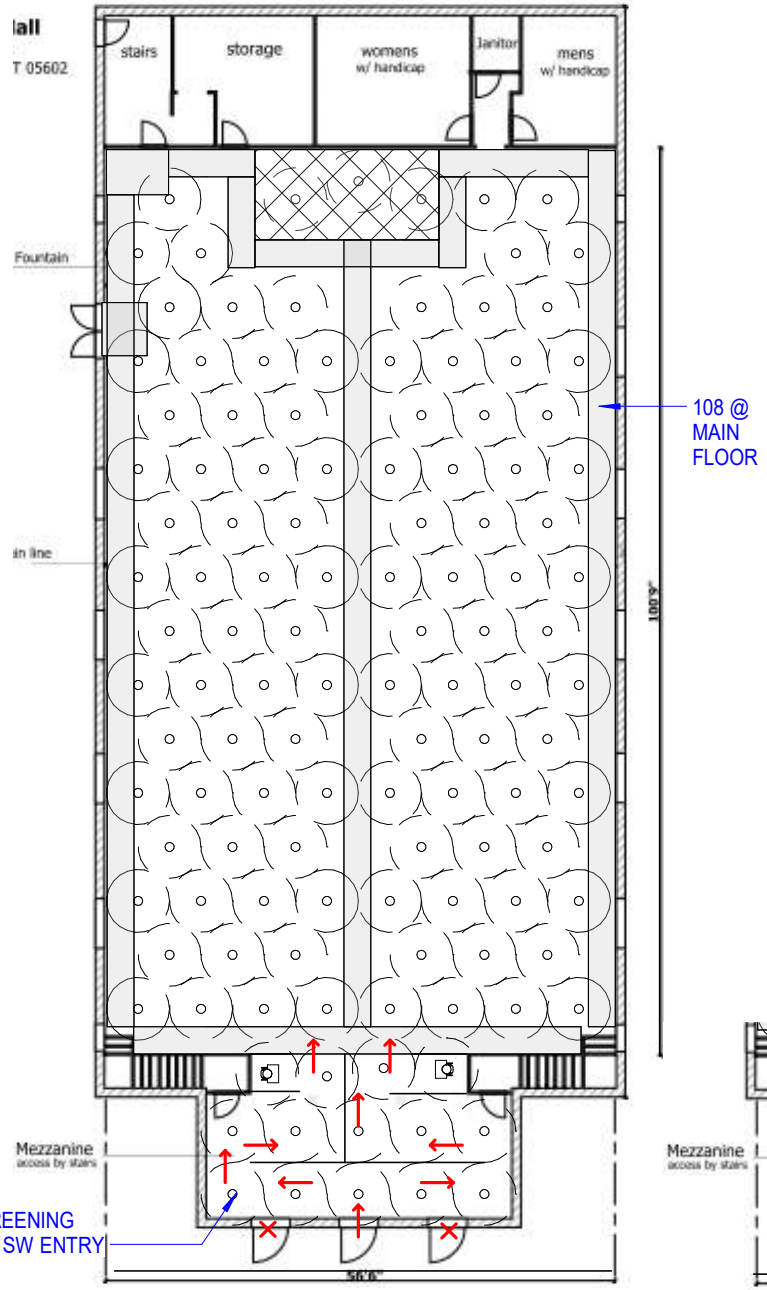
**HEALTH SCREENING CHECK-IN**
MAIN ENTRANCE (SW ENTRY) CAN ACCOMMADTE 2-3 CHECK-IN STATIONS.

**FOOD SERVICE**
NOT PROVIDED

**TRANSPORTATION & PARKING**
PARKING MAY BE LIMITED
TRANSPORTATION MAY BE REQUIRED UP STATE STREET



© 2020Freeman French Freeman, Inc.



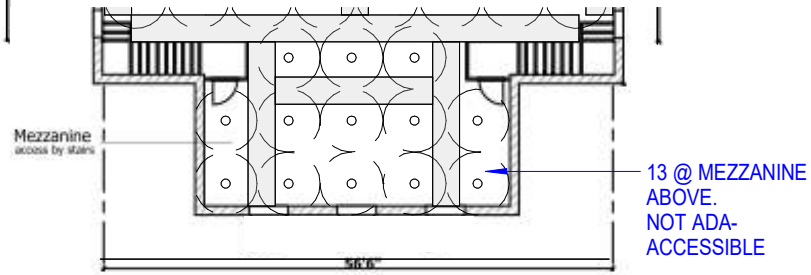




**DIAGRAM KEY**

- DO NOT USE *
- DIRECTION OF TRAVEL
- PERSON WITH 6'-0" DIAMETER DISTANCING CLEARANCE**
- PRESENTER AREA 0 10' DEEP CLEARANCE
- 3'-0" OR 5'-0" PATH FOR TRAVEL

*DOORS TO REMAIN OPERABLE FOR EGRESS. SIGNAGE TO INDICATE USE EXPECTATIONS.
**CAPACITY COUNTS ARE BASED ON FURNITURE SHOWN ON PLANS. ALTERNATE FURNITURE LAYOUTS MAY CHANGE CAPACITY.

**ALUMINI HALL CAPACITY: 121**

MAIN LEVEL CAPACITY: 108
MEZZANINE CAPACITY*: 13

* MEZZANINE IS NOT ADA-ACCESSIBLE

**AMENITIES**
PARKING MAY BE LIMITED
POSSIBLE ACCESS TO CAMPUS CAFE

**RESTROOMS**
UNKNOWN - MAY REQUIRE RENTED RESTROOMS

SUGGESTED DISTANCING MEASURE OF CLOSING OFF EVERY-OTHER STALL ACHIEVES APPROXIMATELY 4' DISTANCE AND ASSUMES MASKS WILL BE REQUIRED

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**VCFA - ALUMNI HALL**

Date: 8.19.2020
Project: 2033

DRAWING # 5b.01

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# BARRE CIVIC CENTER CAPACITY SUMMARY

**OCCUPANCY LIMITS**

**ALUMNI HALL**

2ND FLOOR
MAIN HALL: 31

3RD FLOOR
(4) MEETING ROOMS FOR 5-6

**BARRE AUDITORIUM**

MAIN HALL: 238
BASEMENT: 112

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**JOINT SESSION OR HOUSE SESSION**
BARRE AUDITORIUM
MAIN HALL: 238
BASEMENT: 112

ANCILLARY SPACES IN ALUMNI HALL CAN BE UTILIZED DURING A JOINT SESSION OR THE FIRST THREE DAYS OF SESSION.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- SPACE NOT INTENDED FOR EVENTS WITH LESS THAN 150 ATTENDEES.

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**IT**
INVESTMENT MAY BE REQUIRED FOR LIMITED USE

**SECURITY**
PROTOCOLS TO BE DETERMINED

**HEALTH SCREENING CHECK-IN**
ACCESSIBLE ENTRANCE TO BE LOCATED AT EXISTING ACCESSIBLE NW ENTRY OUTSIDE BUILDING
PRIMARY ENTRANCE TO BE LOCATED AT SE ENTRY W/ SCREENING/CHECK-IN INSIDE BUILDING.
POSSIBLE TO PROVIDE 3 CHECK-IN STATIONS AT THE PRIMARY ENTRANCE.

**FOOD SERVICE**
KITCHEN PREP AREA ON SITE

**TRANSPORTATION & PARKING**
AMPLE PARKING
TRAVEL TO BARRE REQUIRED

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**BARRE CIVIC CENTER CAPACITY SUMMARY**

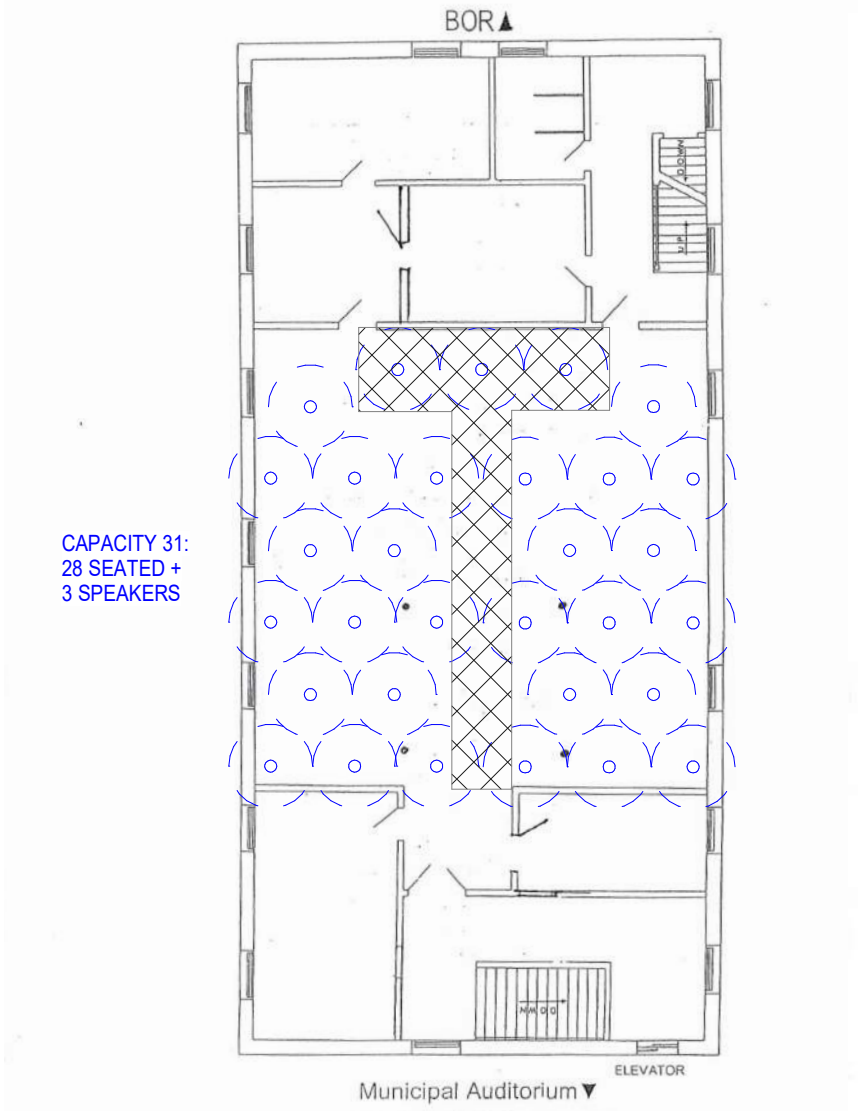
Date: 8.19.2020
Project: 2033

DRAWING # 6.0

freeman | french | freeman

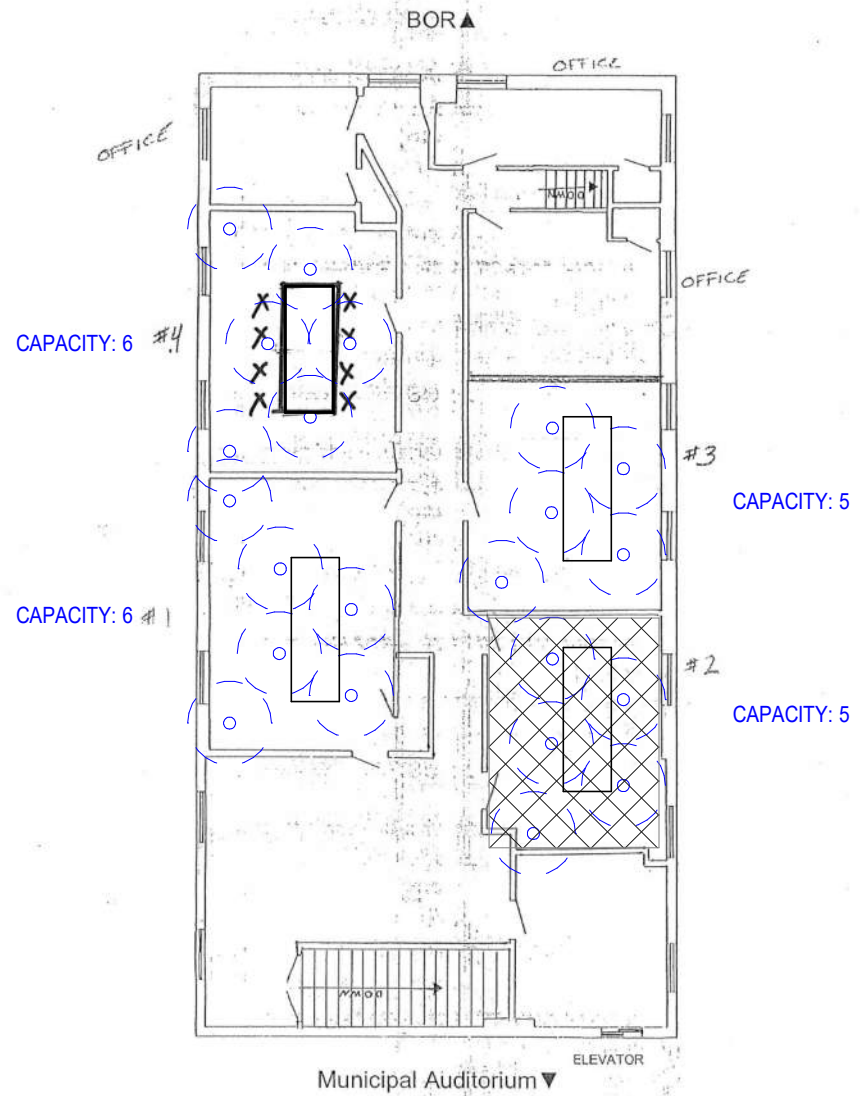


© 2020Freeman French Freeman, Inc.




BARRE CIVIC CENTER
ALUMNI HALL
SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"




BARRE CIVIC CENTER
ALUMNI HALL
THIRD FLOOR PLAN

SCALE: 1/16" = 1'-0"

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**BARRE CIVIC CENTER ALUMNI HALL**

Date: 8.19.2020
Project: 2033

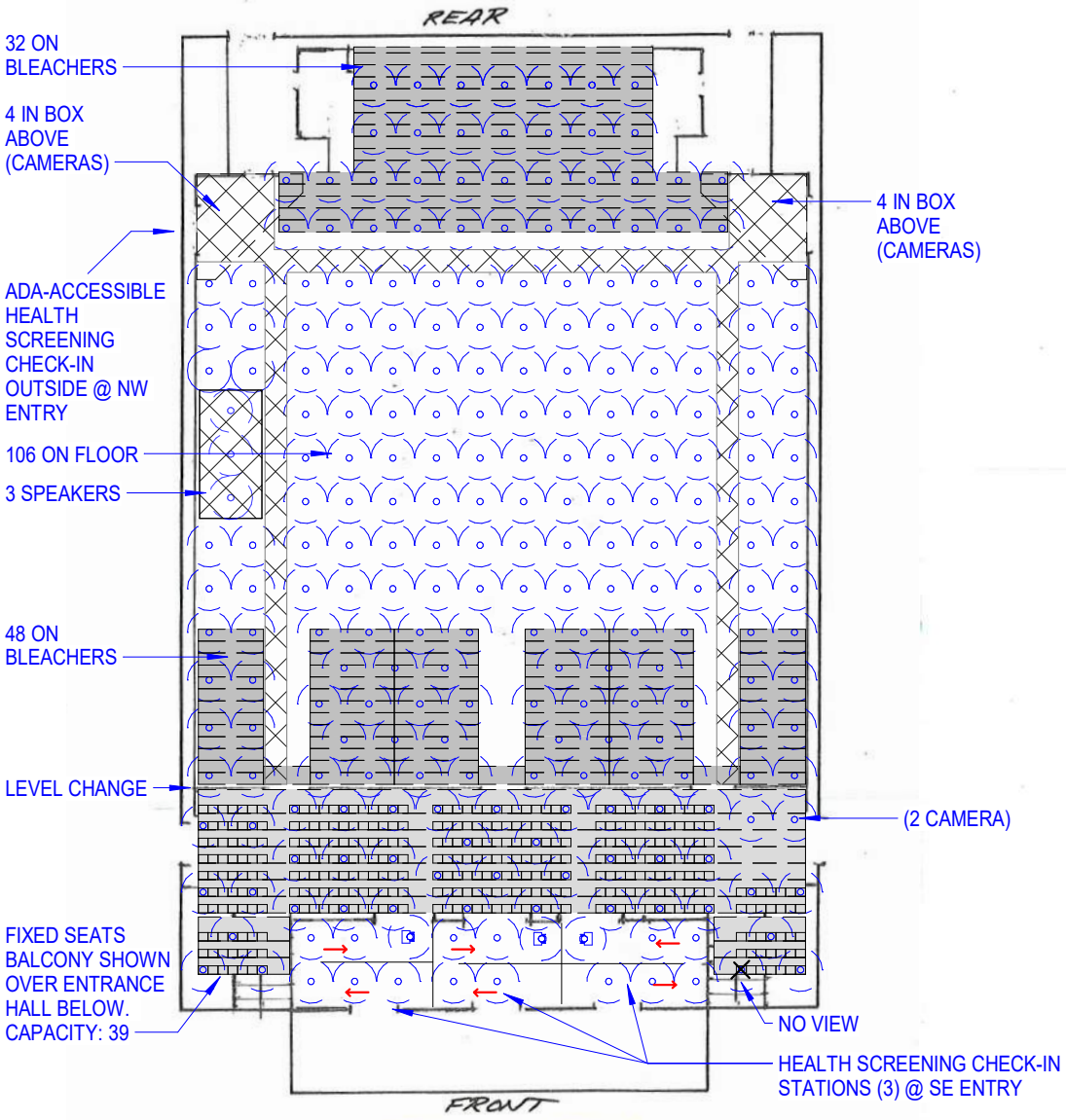
DRAWING # 6.01

freeman | french | freeman



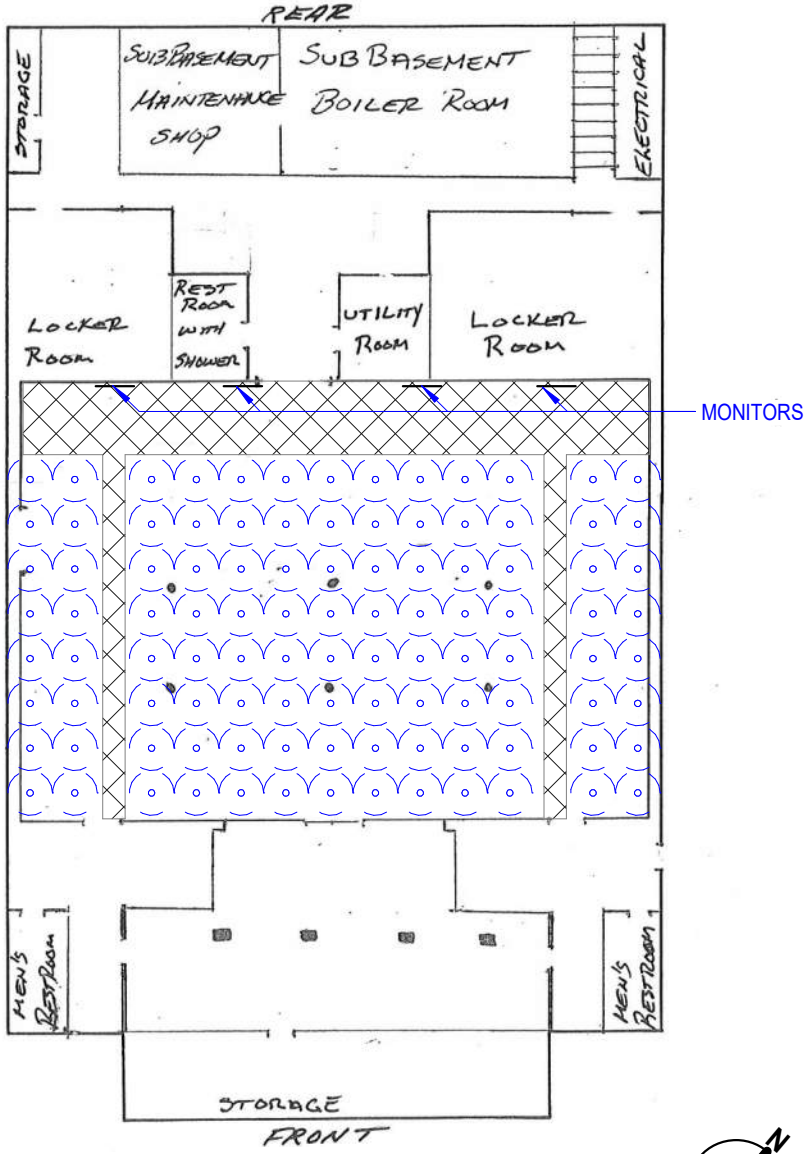
© 2020Freeman French Freeman, Inc.

## CAPACITY: 225 SEATED + 10 CAMERA + 3 SPEAKERS = 238




MAIN FLOOR
SCALE: 1" = 30'

## CAPACITY: 112 SEATED (AS SHOWN)




BASEMENT
SCALE: 1" = 30'

TOTAL IN BUILDING = 350

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**BARRE CIVIC CENTER - BARRE AUDITORIUM**

Date: 8.19.2020
Project: 2033

DRAWING # 6.02

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

# WATERBURY STATE OFFICE COMPLEX CAPACITY SUMMARY

**OCCUPANCY LIMITS - SHARED CONFERENCE ROOMS**

**HISTORIC CORE**

LEVEL 1
(2) CONFERENCE ROOMS FOR 21

**NEW OFFICE BUILDING**

LEVEL 2
(2) MEETING ROOMS FOR 20
(1) CONFERENCE ROOM FOR 24 *OR*
(2) MEETING ROOMS FOR 6 AND
(1) MEETING ROOM FOR 12

**OCCUPANCY LIMITS WILL ACCOMMODATE:**

**5 HOUSE COMMITTEE ROOMS**
***OR***
**4 HOUSE COMMITTEE ROOMS**
**1 SENATE COMMITTEE ROOM**

SMALLER COMMITTEE ROOMS PROVIDE MEETING/OFFICE SPACE FOR LEGISLATORS AND SUPPORT STAFF.

**OCCUPANCY LIMITS WILL NOT ACCOMMODATE:**

- JOINT SESSION
- HOUSE CHAMBER
- SENATE CHAMBER
- EXISTING NUMBER OF COMMITTEE ROOMS

NOTE:

HOUSE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 15+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

SENATE COMMITTEE ROOMS ARE ANTICIPATED TO REQUIRE SPACE FOR 11+ FOR THE PURPOSES OF THIS STUDY. SMALLER COMMITTEES MAY BE ABLE TO MAKE USE OF SMALLER ROOMS.

**AMENITIES & OTHER CONSIDERATIONS**

**IT**
EXISTING INFRASTRUCTURE IN PLACE; MAY REQUIRE INVESTMENT FOR LEGISLATIVE USE

**SECURITY**
EXISTING SECURITY IN PLACE; MAY REQUIRE ALTERATIONS FOR LEGISLATIVE USE

**HEALTH SCREENING CHECK-IN**
ENTRANCE TO BE LOCATED AT SW ENTRY INSIDE BUILDING

**FOOD SERVICE**
GRAB & GO CAFETERIA FACILITIES AVAILABLE

**TRANSPORTATION & PARKING**
AMPLE PARKING
TRANSPORTATION TO WATERBURY REQUIRED

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**WATERBURY STATE OFFICE COMPLEX CAPACITY SUMMARY**

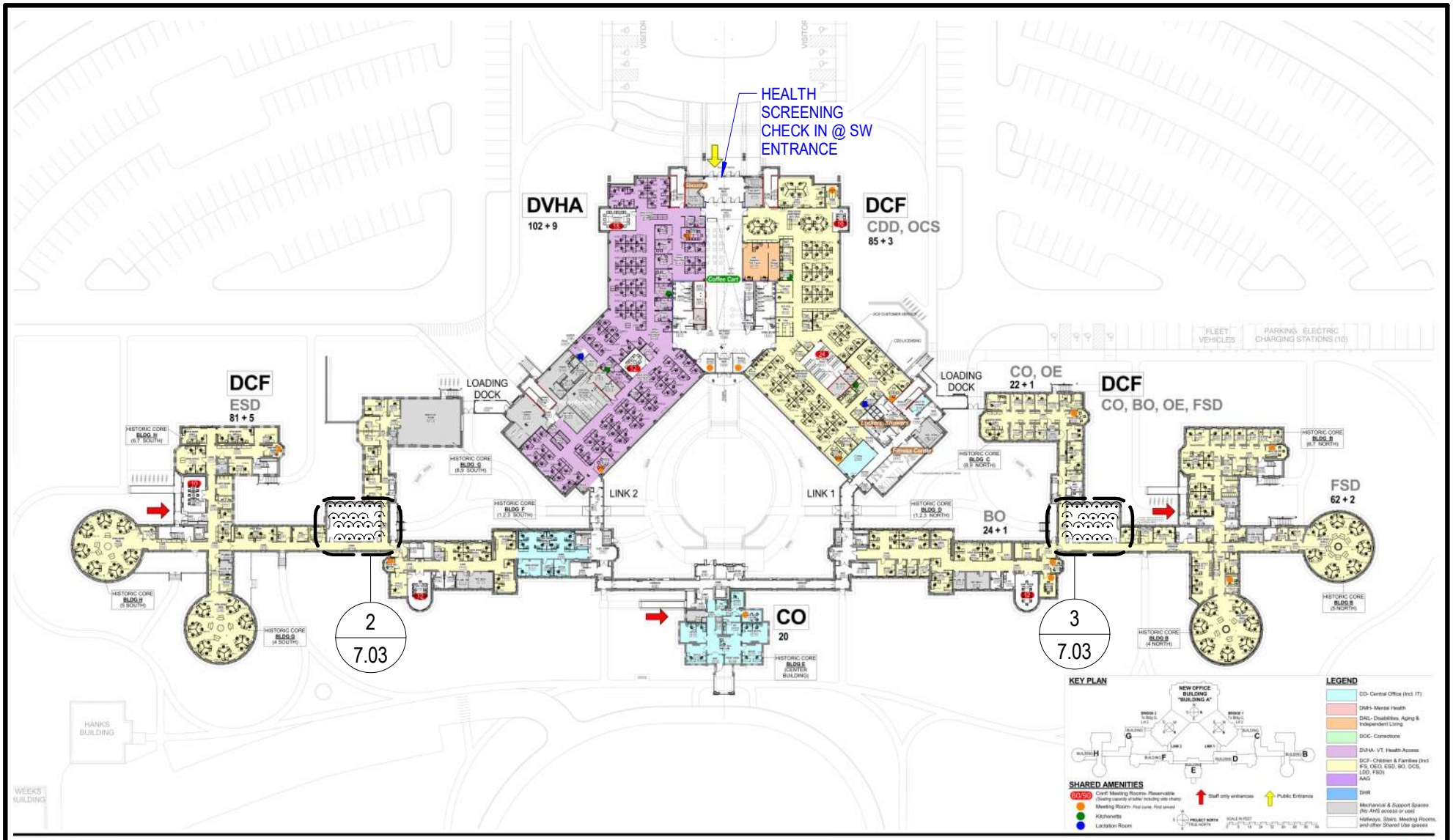
Date: 8.19.2020
Project: 2033

DRAWING # 7.0

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT
DRAFT- JULY 27, 2015
RFP A1210

WATERBURY STATE OFFICE COMPLEX- FITUP LAYOUT AND DEPARTMENTAL LOCATIONS
LEVEL 1

VERMONT

STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY

WATERBURY SOC LEVEL 1

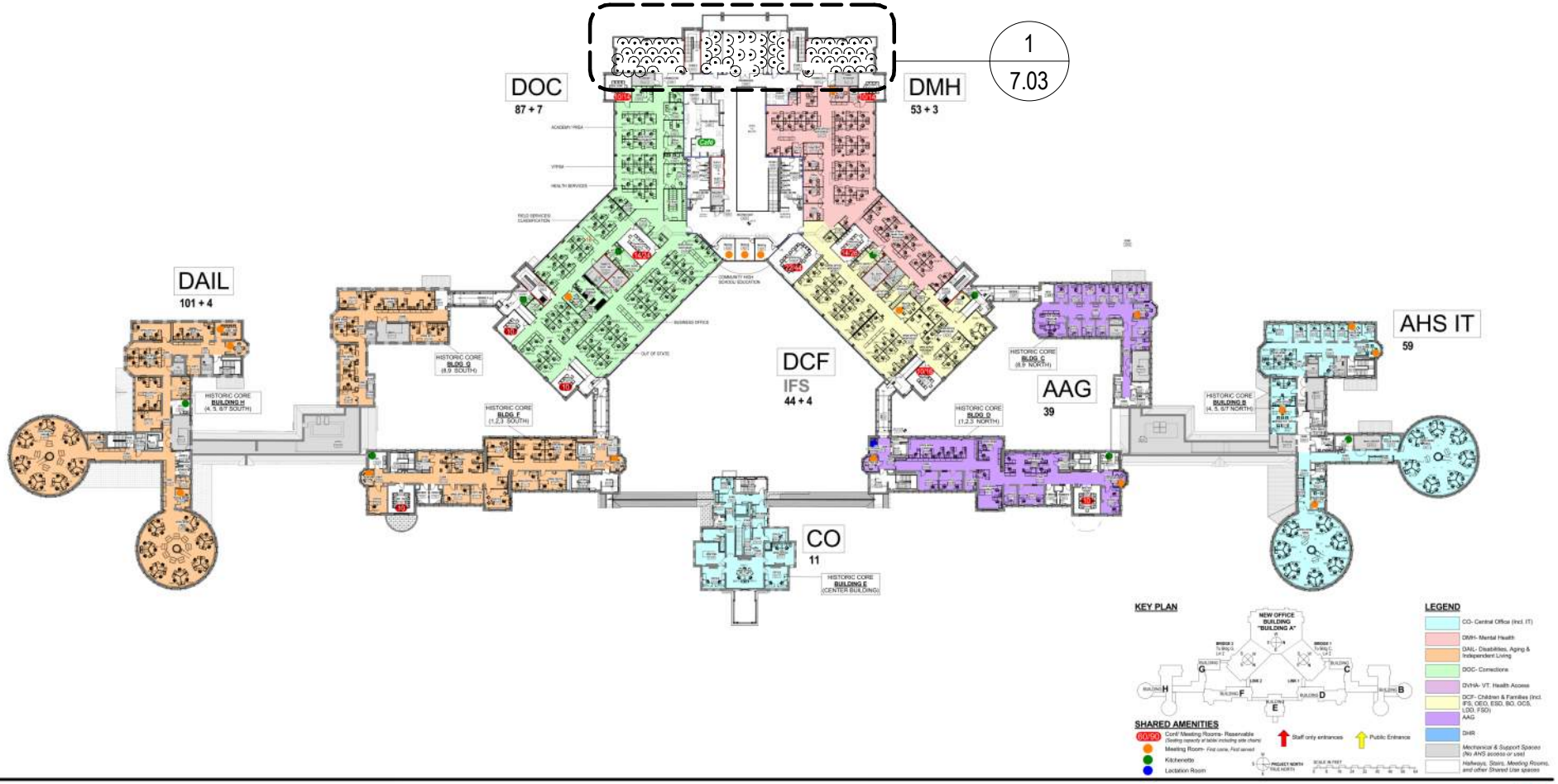
Date: 8.19.2020
Project: 2033

DRAWING # 7.01

freeman | french | freeman



© 2020Freeman French Freeman, Inc.




VERMONT
DRAFT- JULY 27, 2015
FFFA1210

WATERBURY STATE OFFICE COMPLEX- FITUP LAYOUT AND DEPARTMENTAL LOCATIONS
LEVEL 2

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**WATERBURY SOC LEVEL 2**

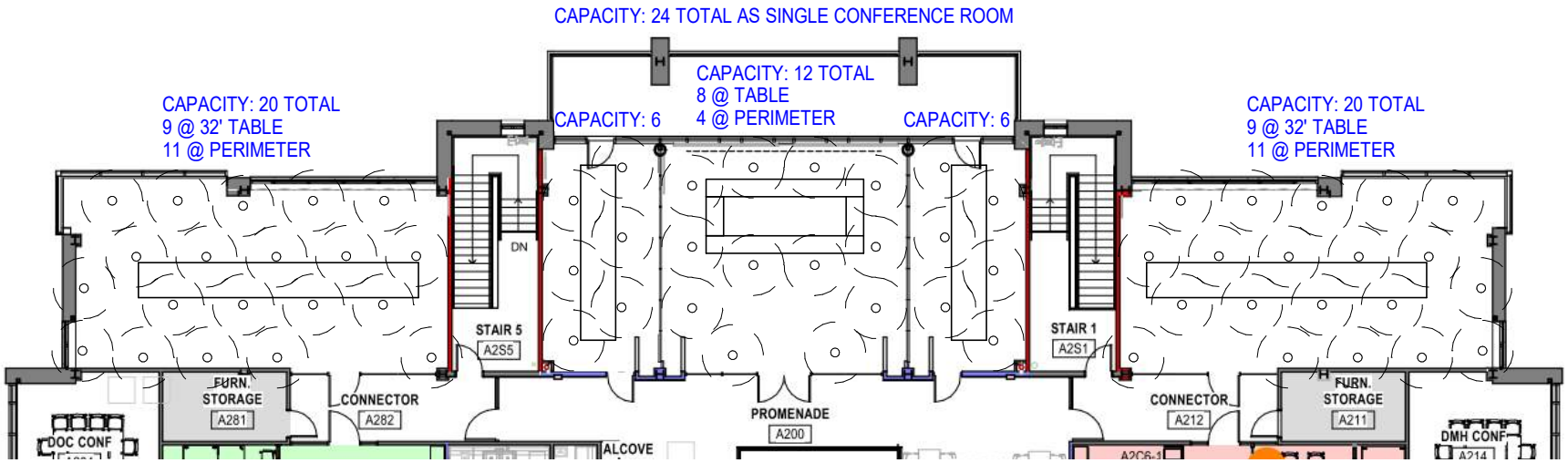
Date: 8.19.2020
Project: 2033

DRAWING # 7.02

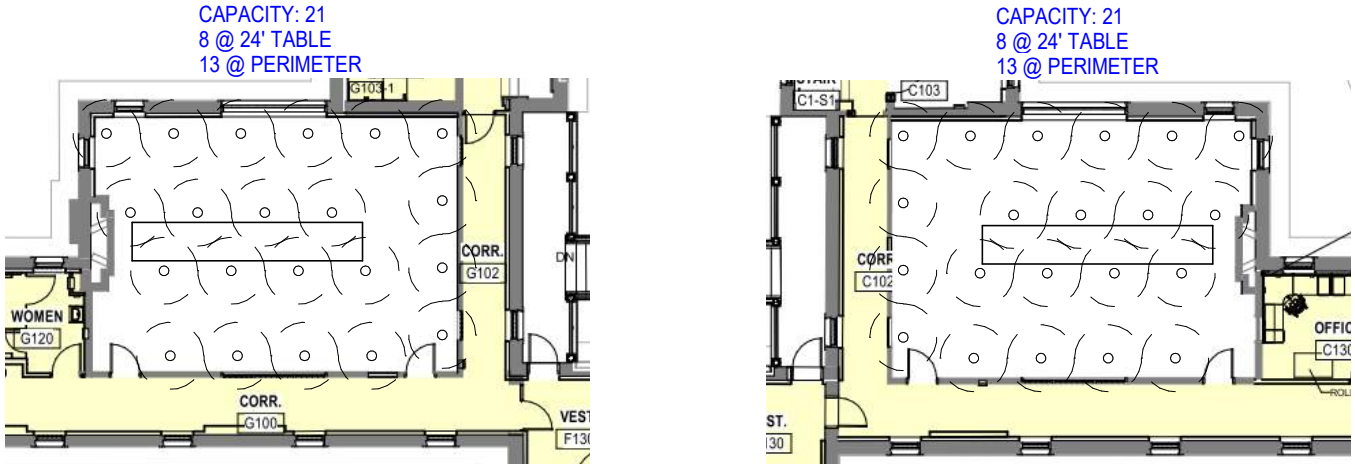
freeman | french | freeman



© 2020Freeman French Freeman, Inc.




# LEVEL 2 - NEW OFFICE BUILDING




# LEVEL 1 - HISTORIC CORE

VERMONT

**STATE OF VERMONT - LEGISLATIVE HEALTH & SAFETY STUDY**

**WATERBURY SOC CONFERENCE ROOMS**

Date: 8.19.2020
Project: 2033

DRAWING # 7.03

freeman | french | freeman



© 2020Freeman French Freeman, Inc.

## 6. COST ESTIMATES

The following estimate is to establish an order-of-magnitude understanding of the measures involved in configuring each building for the 2021 Legislative Session. It is based on a roughly four-month session, with a number of days selected to approximate the average session length over the prior five years. It does not include on-site legislative work prior to January 2021, or following a mid-May adjournment.

Each building estimate is summarized into nine categories as follows.

1. **Architecture**: Includes costs to add or remove walls, doors or finishes in order to make spaces suitable for use.
2. **Mechanical**: Includes costs for adjusting existing mechanical equipment, or addition of new mechanical equipment. This category applies to equipment which is a part of the building. This requires further study by a mechanical engineer.
3. **Electrical/IT**: Includes costs for installing new electrical systems such as lighting, security, and data. It includes information technology which requires fixed infrastructure, such as teleconferencing set-ups with monitors, cameras and microphones.
4. **FFE** (Furniture, Fixtures and Equipment): Includes non-fixed items such as workstations, tables, chairs, divider panels.
5. **Signage**: Includes temporary visual communication signs and markings along with the labor for installation. May include digital read-out signs.
6. **PPE** (Personal Protective Equipment): Includes site provided PPE measures intended to supplement and provide safety in conjunction with measures brought to the site by each building occupant. Such as masks, sanitizing wipes, gloves, temporary gates, etc.
7. **Staffing**: Includes additional staff hired to implement specific measures intended at the location. Staffing is dependent on the event and which path is selected.
8. **Check-In Station**: Includes facilities for screening and security at building entries.
9. **Other**: Other special expenses associated with the operations as diagramed at the location.
10. **Contingency**: Budgetary contingency on the above items to appropriately plan for uncertainties and changes in implementation of the basic approaches shown.

| State House | | Drawing Set 1 | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | | | | $ - | $ - |
| 2 | **Mechanical*** | New filters & maximize airflow; no new equipment | 9 | air handlers | $ 2,000 | $ 18,000 |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment (chambers/hearing rooms) | 5 | sets | $ 7,500 | $ 37,500 |
| 4 | **FFE** | Plexiglass extensions @ offices, furniture moving labor | 16 | workstations | $ 1,000 | $ 16,000 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 33 | rooms | $ 300 | $ 9,900 |
| 6 | **PPE** | Thermometers, sanitizers, wipes, masks | 132 | days | $ 50 | $ 6,600 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 95,040 | $ 95,040 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | 20x20 check-in tent with heater | 132 | days | $ 350 | $ 46,200 |
| 10 | **Contingency** | | 30 | percent | $ 2,542 | $ 76,272 |
| | | | | | **Order of Magnitude:** | **$ 330,512** |

- See report section on Mechanical, requires further engineering analysis.

# State of Vermont Legislative Space & Health & Safety Study

DATE: August 19, 2020
PROJ. No: 2033

| | 133 State St. | Drawing 2.02 (Vacant Areas Use) | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | Paint, clean existing finishes and new carpet where none | 10455 | square feet | $ 10 | $ 104,550 |
| 2 | **Mechanical*** | New filters & maximize airflow; no new equipment | 4 | air handlers | $ 2,000 | $ 8,000 |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment (committee rooms) | 8 | sets | $ 6,000 | $ 48,000 |
| 3 | **Electrical/IT** | Relocated IT - labor and some new equipment | 1 | IT relocated | $ 50,000 | $ 50,000 |
| 4 | **FFE** | New tables and chairs, furniture moving labor (committee rooms) | 8 | rooms | $ 2,500 | $ 20,000 |
| 4 | **FFE** | Relocate and reuse furniture with minor adjustments at other rooms | 14 | rooms | $ 500 | $ 7,000 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 12 | rooms | $ 300 | $ 3,600 |
| 6 | **PPE** | Thermometers, sanitizers, wipes, masks | 132 | days | $ 30 | $ 3,960 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 63,360 | $ 63,360 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | 40x20 check-in tent with heater | 132 | days | $ 525 | $ 69,300 |
| 10 | **Contingency** | | 30 | percent | $ 4,028 | $ 120,831 |
| | | | | | **Order of Magnitude:** | **$ 523,601** |
| | | **Add-on - Use Currently Occupied Space Order of Magnitude (Drawings 2.03 & 2.04):** | | | | **$ 154,908** |
| | [Add-on does not include cost for relocation of departments currently occupying the space.] | | | | | |

| | 109 State St. | Drawing Set 3 | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | | | | $ - | $ - |
| 2 | **Mechanical*** | New filters & maximize airflow; no new equipment | 2 | air handlers | $ 2,000 | $ 4,000 |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment | 2 | sets | $ 7,500 | $ 15,000 |
| 4 | **FFE** | Furniture moving/set-up | 2 | spaces | $ 250 | $ 500 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 3 | spaces | $ 300 | $ 900 |
| 6 | **PPE** | Thermometers, sanitizers, wipes, masks | 132 | days | $ 15 | $ 1,980 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 63,360 | $ 63,360 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | (Assumes check-in done within building) | | | $ - | $ - |
| 10 | **Contingency** | | 30 | percent | $ 1,107 | $ 33,222 |
| | | | | | **Order of Magnitude:** | **$ 143,962** |

| | National Life | Drawing Set 4 | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | | | | $ - | $ - |
| 2 | **Mechanical*** | | | | $ - | $ - |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment (8 or more in room) | 5 | sets | $ 7,500 | $ 37,500 |
| 4 | **FFE** | Furniture moving/set-up | 24 | spaces | $ 250 | $ 6,000 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 25 | spaces | $ 300 | $ 7,500 |
| 6 | **PPE** | (Supplement to building PPE procedures) | 132 | days | $ 50 | $ 6,600 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 63,360 | $ 63,360 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | (Assumes check-in done within building) | | | $ - | $ - |
| 10 | **Contingency** | | 30 | percent | $ 1,460 | $ 43,788 |
| | | | | | **Order of Magnitude:** | **$ 189,748** |

- See report section on Mechanical, requires further engineering analysis.

# State of Vermont Legislative Space & Health & Safety Study

DATE: August 19, 2020
PROJ. No: 2033

| | VCFA - Schulmaier | Drawing 5a.02 (Vacant Areas Use) | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | | | | $ - | $ - |
| 2 | **Mechanical*** | New filters & maximize airflow; no new equipment | 2 | air handlers | $ 2,000 | $ 4,000 |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment | 6 | sets | $ 7,500 | $ 45,000 |
| 4 | **FFE** | Furniture moving/set-up | 9 | spaces | $ 250 | $ 2,250 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 9 | spaces | $ 300 | $ 2,700 |
| 6 | **PPE** | Thermometers, sanitizers, wipes, masks | 132 | days | $ 30 | $ 3,960 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 63,360 | $ 63,360 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | 20x20 check-in tent with heater | 132 | days | $ 350 | $ 46,200 |
| 10 | **Contingency** | | 30 | percent | $ 1,925 | $ 57,741 |
| | | | | | **Order of Magnitude:** | **$ 250,211** |
| | | **Add-on - Use Currently Occupied Space Order of Magnitude (Drawing 5a.01):** | | | | **$ 64,194** |
| | [Add-on does not include cost for relocation of departments currently occupying the space.] | | | | | |

| | VCFA Alumni Hall | Drawing 5b | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | Space Rental | 4 | months | $ 6,000 | $ 24,000 |
| 2 | **Mechanical*** | | | | $ - | $ - |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment | 1 | sets | $ 10,000 | $ 10,000 |
| 4 | **FFE** | Furniture rental/moving/set-up | 160 | chairs | $ 50 | $ 8,000 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 200 | locations | $ 20 | $ 4,000 |
| 6 | **PPE** | Thermometers, sanitizers, wipes, masks | 132 | days | $ 50 | $ 6,600 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 47,520 | $ 47,520 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | (Assumes check-in done within building) | | | $ - | $ - |
| 10 | **Contingency** | | 30 | percent | $ 1,251 | $ 37,536 |
| | | | | | **Order of Magnitude:** | **$ 162,656** |

| | Barre Auditorium | Drawing 6.02 | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | Space rental (Joint session days) | 2 | days | $ 1,475 | $ 2,950 |
| 2 | **Mechanical*** | | | | $ - | $ - |
| 3 | **Electrical/IT** | Broadcast equipment set-up and removal (assumes already owned) | 1 | set-up | $ 1,000 | $ 1,000 |
| 4 | **FFE** | Podium, lecturn set-up (chairs included with rent) | 1 | set-up | $ 1,000 | $ 1,000 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 400 | locations | $ 20 | $ 8,000 |
| 6 | **PPE** | Thermometers, queuing ropes, sanitizers, wipes, masks | 2 | days | $ 300 | $ 600 |
| 7 | **Staffing** | (Not included) | | | $ - | $ - |
| 8 | **Check-in Station** | Check-in and security station | 2 | stations | $ 25,000 | $ 50,000 |
| 9 | **Other** | 20x20 check-in tent with heater (Joint session days) | 2 | days | $ 525 | $ 1,050 |
| 9 | **Other** | Barre Auditorium maintenance and police | 16 | hours | $ 123 | $ 1,968 |
| 10 | **Contingency** | | 30 | percent | $ 646 | $ 19,380 |
| | | | | | **2 Day Joint Session Order of Magnitude:** | **$ 85,948** |
| | | | | | **Add-on - 1 Day, Order of Magnitude:** | **$ 8,270** |
| | | | | | **Add-on - 4 Months @ 1 Day/Week, Order of Magnitude:** | **$ 132,319** |
| | [Use of remainder of Barre Civic Center not included. Add-on days assume break down and set-up of space for each day.] | | | | | |

- See report section on Mechanical, requires further engineering analysis.

# State of Vermont Legislative Space & Health & Safety Study

DATE: August 19, 2020
PROJ. No: 2033

| | Waterbury SOC | Drawing Set 7 | Qty | Unit | Unit Cost | Line Total |
|---|---|---|---|---|---|---|
| 1 | **Architecture** | | | | $ - | $ - |
| 2 | **Mechanical*** | | | | $ - | $ - |
| 3 | **Electrical/IT** | Broadcast/teleconference equipment | 5 | sets | $ 7,500 | $ 37,500 |
| 4 | **FFE** | Furniture moving/set-up | 7 | spaces | $ 250 | $ 1,750 |
| 5 | **Signage** | Check-in, room capacities, seat locations, distancing marks | 7 | spaces | $ 300 | $ 2,100 |
| 6 | **PPE** | (Supplement to building PPE procedures) | 132 | days | $ 15 | $ 1,980 |
| 7 | **Staffing** | Check-in and cleaning | 1 | line cost | $ 63,360 | $ 63,360 |
| 8 | **Check-in Station** | Check-in and security station | 1 | station | $ 25,000 | $ 25,000 |
| 9 | **Other** | (Assumes check-in done within building) | | | $ - | $ - |
| 10 | **Contingency** | | 30 | percent | $ 1,317 | $ 39,507 |
| | | | | | **Order of Magnitude:** | **$ 171,197** |

- See report section on Mechanical, requires further engineering analysis.

## 7. Appendix

a. Links to Additional Resources

b. Sample Health Screening Document & State of Vermont Policy

c. Meeting Minutes

i. Meeting 1: Kick-off Meeting - 7/13/2020

ii. Meeting 2: Statehouse Operations - 7/14/2020

iii. Meeting 3: Statehouse HVAC – 7/15/2020

iv. Meeting 4: House of Representatives (Clerk of the House) – 7/15/2020

v. Meeting 5: Legislative Counsel – 7/16/2020

vi. Meeting 6: Senate (Secretary of the Senate) – 7/17/2020

vii. Meeting 7: UVM Medical Center – 7/20/2020

viii. Meeting 8: Legislative Health& Safety Group – 7/27/2020

ix. Meeting 9: Legislative Health& Safety Group – 8/3/2020

a. Links to Additional Resources
The resources below that address the latest information on COVID-19 and best practices for returning to work while the pandemic remains a threat to health and wellbeing.

Centers for Disease Control
Covid-19
https://www.cdc.gov/coronavirus/2019-nCoV/index.html

Best Practices
Centers for Disease Control and Prevention (CDC) – Businesses & Workplaces

World Health Organization
Covid-19
https://www.who.int/

Vermont Department of Health
Covid-19
https://www.healthvermont.gov/response/coronavirus-covid-19

OSHA
Best Practices
https://www.osha.gov/SLTC/covid-19/

VOSHA
Best Practices
Vermont Occupational Safety and Health Administration – VOSHA

State of Vermont – BGS
Signage & Best Practices
State of Vermont Buildings & General Services Covid-19 Recovery Resources

American Institute of Architects
Best Practices
American Institute of Architects (AIA) Reopening Guidelines

**SCREENING TOOL FOR EMPLOYEES AND VISITORS ENTERING STATE FACILITIES DURING THE COVID-19 PANDEMIC**

**You are <u>required</u> to conduct the health survey prior to entering this facility** to verify that you do not have symptoms of a respiratory illness. If you answer "yes" to any of the questions, you are prohibited from entering this facility. By entering this facility, you are certifying that you have answered "no" to each of the questions listed below.

| | |
|---|---|
| In the past 14 days have you had close contact[1] with a person confirmed to have COVID-19? | Yes No |
| Today or in the past 24 hours have you had any of the following symptoms? | |
| Fever (100.4°F / 38°C or above) or felt feverish | Yes No |
| Cough | Yes No |
| Shortness of breath or difficulty breathing | Yes No |
| Fatigue | Yes No |
| Muscle or body aches | Yes No |
| Headache | Yes No |
| New loss of taste or smell | Yes No |
| Sore Throat | Yes No |
| Congestion or runny nose | Yes No |
| Nausea or vomiting | Yes No |
| Diarrhea | Yes No |

[1]15 minutes within 6 feet of a known COVID-19 infected individual.

# PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

The Agency of Administration has developed this procedure for screening employees entering state facilities. This procedure addresses the need to protect our essential State employees and the public we serve from potential exposure to the COVID-19 virus. This procedure shall not replace similar existing policies for residential, healthcare, and correctional facilities.

To be clear, this is not authorization for state employees to return to the worksite. Those employees who are currently authorized to report to a worksite, however, will be expected to comply with this protocol. Those employees who have not been authorized to return to their worksites should continue to work remotely unless otherwise instructed by their agency or department head**.**

As of Friday, June 26, 2020, the relevant mandatory COVID-19 health, and safety requirements are as follows. For the most current COVID-19 health and safety requirements, please refer to the ACCD COVID-19 page.

- *Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell).*

- *Prior to the commencement of each work shift, all employees shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations – but must be able to demonstrate, if asked by employees or state health officials, how the system ensures employees have been pre-screened for symptoms before they enter the workplace.*

- *Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.*

# PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

**Definitions**

| | |
|---|---|
| Close Contact | Recent prolonged exposure where someone has spent at least 15 minutes within 6 feet of a known COVID-19 infected individual in the past 14 days. |
| Cloth Face Covering | A loose-fitting cloth mask that covers the nose and mouth. To be worn when in the presence of others. A cloth face covering is worn primarily to reduce the spread of respiratory droplets. It is not considered Personal Protective Equipment (PPE). |
| PPE | Is equipment worn to reduce the risks associated with exposure to hazards that cause serious workplace injuries and illnesses. |

| | |
|---|---|
| Screener | A person or persons designated by the agency or department occupying a state facility in consultation with the Department of Human Resources, to ask questions and take the temperature of themselves and/or all persons entering a state facility. Screeners will receive training, appropriate PPE, and cleaning supplies to perform these duties. |
| State Facility | Is any state-owned or leased building under the jurisdiction of the Department of Buildings and General Services (BGS), Vermont Agency of Transportation (VTrans), and Agency of Natural Resources (ANR). |

# PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

**Symptoms**

People with COVID-19 have had a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Employees are encouraged to take their own temperatures at home and are directed not to come to work if they are experiencing any of the following symptoms and/or have a temperature of 100.4ºF or greater:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For a list of current COVID-19 symptoms, please refer to the Vermont Department of Health COVID-19 resource page.

**Employee Self-Screening**

Under the Governor's Executive Order 01-20 and implementation guidance, State employees are required to survey their own health prior to reporting to arriving at a worksite which may be State Facility or field.. The prescreening includes conducting a health survey and taking your temperature.

**If the answer to any of the survey questions is "yes" and/or has a temperature 100.4ºF or greater, the employee is prohibited from entering the worksite and must call their supervisor for additional guidance.**

Taking your temperature at home is the preferred method of prescreening. If the employee does not have access to a medical thermometer at home, a non-contact infrared thermometer may be provided at the worksite. The employee will then use the thermometer immediately upon arrival at the worksite.

Employees experiencing symptoms of COVID-19 should contact their healthcare provider and follow the Vermont Department of guidance and the instructions of their healthcare provider regarding quarantining. Employees with a diagnosed case of COVID-19 are required to quarantine of 14 days. More information is available at Vermont Department of Health COVID-19 resource page.

# PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

**Facility Entrance Screening**

Individual agencies and departments, or BGS, may elect to prescreen employees upon arrival at a State facility.

The location of the screening will be determined by the agency/department(s) occupying the state facility. Building access (ingress only) will be provided at a single location to be determined by the leadership at such facility and the designated facility Health Officer. In most situations, the screening location will be stationed either immediately outside or inside the designated facility access location. Where feasible, the screening location will be in an open area that provides sufficient room for social distancing and where there exists either some natural or mechanical air flow. The goal is to have one entry for each building that all employees use when entering the building.

In the case of single occupancy, non-client service state facilities, screening may be performed by a designated screener or by individual employees at the beginning of their work shift. In the case of multi-tenant and/or client service facilities, a designated screener is required during normal business hours. Employees entering any facilities outside of normal business hours may screen themselves at the beginning of their work shift.

A designated screener will ask all employees entering the facility to answer a standard set of questions. If a thermometer is available, the Screener will take the employee's or visitor's temperature using a non-contact (no touch) thermometer pointed at the forehead region. Individuals and Screeners will follow the Facility Entrance Screening protocol in Appendix A.

In accordance with Executive Order 01-20, each facility will have a designated Health Officer. The Health Officer will work with the Screener as needed to ensure this procedure is executed in accordance with the Executive Order 01-20.

**Engineering Controls and Personal Protective Equipment for Screeners**

Measures will be taken to protect designated screeners who will be interacting with state employees and members of the public. Designated screeners will be provided with Personal Protective Equipment (PPE) as follows: Cloth face mask, disposable safety gloves, and goggles or face shield. Designated screeners will be provided with alcohol-based hand sanitizer for use between glove changes. A lined trash can, surface cleaner, and PPE guidance will be provided at each screening station. Screeners will be provided training in the proper donning (putting on), doffing (removing), and cleaning of PPE.

Where practical, designated screeners may be located behind a plexiglass shield, sneeze guard, or other impermeable barrier. Designed screeners located behind such a barrier will not be required to wear goggles or a face shield.

Used disposable PPE will be discarded in the lined trash bin throughout the shift. Custodial staff will remove the trash and replace the liner daily. Reusable PPE such as goggles or face shield will be cleaned at the end of each shift and placed in a safe location where the equipment will not be disturbed until the next shift.

All frequently touched surfaces, tabletops, and barriers at the screening station will be cleaned and disinfected frequently, generally two to three times a day depending on the volume of employees and visitors entering our state facilities. This work will generally be performed by custodial staff and may be supplemented by the designated screeners using surface cleaner. Designated screeners will be responsible for cleaning shared equipment at the beginning, middle, and end of each shift, including such items as thermometers and laminated papers.

**Resources**

Vermont Health Department COVID-19 Information
https://www.healthvermont.gov/response/coronavirus-covid-19

Executive Order 01-20: Work Smart & Stay Safe -- Restart VT
https://governor.vermont.gov/document-types/executive-orders

Agency of Commerce and Community Development: COVID-19 Recovery Resource Center
https://accd.vermont.gov/covid-19

Agency of Administration: BGS COVID-19 Recovery Resource Center
https://bgs.vermont.gov/covid-19

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

# PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

## Appendix A: Facility Entrance Screening

- It is suggested that this screening tool be laminated for easy cleaning.
- Upon arrival to the facility, individual employees and designated screeners will ask a series of questions set forth in the pre-screening health survey.
- If available onsite, individual employees and designated screeners will take a temperature reading using a non-contact thermometer provided at the designated entrance into a facility.
- If an answer to **one** of the questions is YES, or a forehead temperature is equal to or exceeds 100.4°F/38°C, the associated employee or visitor is required to leave the facility. Employees that do not pass the screening protocol are required to contact their supervisors for additional guidance.
- Anyone who refuses to comply with the screening, to include the temperature check, will not be allowed entrance into the facility.
- Individual employees and designated screeners are required to disinfect shared tools and equipment between users.

###

**Legislative Space Needs**
**Kick-off Meeting**

**Attendees:**

- ☐ Catherine Benham – Joint Fiscal Offices
- ☒ Janet Miller, Sargent at Arms
- ☒ Kevin Moore – Director of IT
- ☒ Matthew Romei, Capitol Police Chief
- ☒ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF
- ☐
- ☐
- ☐

1. General
   - Short term = January session
   - Long term = future resiliency years down the road
   - Most people are working from home, though there is a desire on the part of legislators be able to meet in person
   - There are still many unknowns, so limited staff may have the ability to return in person (depending on school/daycare availability)
   - The study should explore a hybrid model, where there is a mix of in person and remote working
   - The study should also explore spaces that allow all legislators to meet in person to ensure equitable representation

2. State House
   a. FFF to provide diagrams illustrating capacity while maintaining social distancing
   b. Study to provide diagrams indicating locations of social distancing markers, PPP, etc.
   c. Specialty areas:
      i. Restrooms
      ii. Kitchen
      iii. Hallways
   d. Diagrams to recommend check-in location(s)

3. Alternate Locations
   a. Consider public/private access (i.e. different levels of security at different buildings/campuses) – some public access is desired
   b. Capacity should be determined with specialty areas in mind (i.e. restrooms)
   c. IT will need be addressed (133 State, 12 Baldwin, Barre Civic Center, and VCFA have already been vetted)

4. Drawings Requested from SoV

   a. State House

        i. FFF has base floor plans
        ii. Furniture plans requested (especially showing seating the House & Senate Chamber

    b. Capitol Complex – BGS to provide CAD files
        i. 133 State Street
        ii. Pavilion Auditorium
        iii. Snelling Room (History Museum
        iv. 12 Baldwin

    c. Regional Facilities – CAD plans to be discussed at a later date
        i. Capitol Plaza Hotel
        ii. National Life
        iii. Barre Auditorium
        iv. VCFA
        v. Barre Opera House
        vi. Montpelier HS
        vii. Barre HS
        viii. Norwich U
        ix. Waterbury State Office Complex (FFF has as-built drawings)

    d. Statewide Facilities
        i. Bennington location

5. Next Steps
    a. FFF to meet with House Clerk, Secretary of the Senate, and Statehouse Operations manager
    b. Monday 7/20 – meeting with health officials
    c. Monday 7/27 @ 11am (and every week for 4 weeks) – next regular meeting

**Legislative Space Needs**
**Meeting 2: Statehouse Operations (Mike Ferrant)**

**Attendees:**

- ☐ Catherine Benham – Joint Fiscal Offices
- ☒ Mike Ferrant, Director of Operations
- ☒ Janet Miller, Sargent at Arms
- ☐ Kevin Moore – Director of IT
- ☐ Matthew Romei, Capitol Police Chief
- ☐ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

1. Statehouse Operations
   a. 4 full-time staff: Admin Asst., Expense Coord., Supervisor, Director of Ops.
      i. can work remotely while legislature is not in session.
      ii. Prefer central location.
      iii. The current furniture set up keeps them more than 6' apart, but does not allow for visitors to keep distant.
   b. 20 – During session only - facilitate committee meetings (10-15 committees). They worked remotely this spring, though in-person is preferred.

2. Committees
   a. 180 Legislators (Senate & House)
   b. 80 Staff
   c. Timing – need a minimum of 30 minutes between sessions to allow for clean-up of previous meeting and set up for next meeting
   d. Better to have remote participation than splitting a committee up within the Statehouse (social distances rule will likely be broken)
   e. Audio concerns – masks make it difficult to hear over distances, so microphones should be used to ensure people can hear and encourage masks to stay on

3. Concerns voiced over completely remote meetings
   a. Lack of congeniality
   b. Zoom fatigue
   c. Proper attire, etc. for publicly available recordings

4. Other Concerns with return to Statehouse or Alternate Locations
   a. Public is difficult to control in Statehouse (capacity, masks, social distancing concerns)
   b. Food will need to be addressed
   c. Bathrooms will need to be addressed
   d. IT will need to be addressed

## Legislative Space Needs
## Meeting 3: HVAC

### Attendees:

- ☐ Catherine Benham – Joint Fiscal Offices
- ☐ Mike Ferrant, Director of Operations
- ☐ Janet Miller, Sargent at Arms
- ☐ Kevin Moore – Director of IT
- ☐
- ☐ Matthew Romei, Capitol Police Chief
- ☒ Teigh Southworth, BGS
- ☐ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

1. Statehouse HVAC
   a. HVAC requirements are contradictory (both museum and active Statehouse) due to Humidity and dehumidification factors. Fresh air ventilation is contingent on outside air temperature and volumes required due to occupant loading.
   b. AHU's serving House Chamber, Senate Chamber, and House Committee Rooms were installed in 1970. Over 12 AHU's service the building of differing sizes, ages, and repair.
   c. West offices share plenum with AHU that serves the House Committee rooms, so there's a possibility of cross contamination. See email to Matthew Romei from TS.
   d. Reducing capacity will effectively increase the ventilation rate per individual.

2. Air Filtration
   a. Unclear what level of MERV filter is required to filter out COVID. Adding filters drops air flow.
   b. Current system used MERV-11. Good for Bugs & Pollen.
   c. MERVE13 or 14 starts to deal with some bacteria.
   d. HEPA filters are MERV-17-20 and may stop viruses.
   e. HEPA filtering requires larger pumps, capacity's, and robust systems.
   f. BGS would need to experiment to find out if the existing system can handle a higher level of filtration above the standard MERV 11.
   g. A negative air machine (similar to those used at construction sites) and/or mobile HEPA air units may be a partial solution for filtration for larger spaces or at the point of use, however there could be noise concerns. There would need to be multiple units. TS and FFF are not familiar with the options so TS offered to explore options.

3. Next Steps
   a. TS to look into negative air machines with HEPA filtration.
   b. FFF to share Statehouse capacity numbers so air changes can be calculated based on reduced capacity.
   c. FFF will discuss HVAC recommendations with health experts on Monday 7/20.

**Legislative Space Needs**
**Meeting 4: House of Representatives**
**William MaGill, Clerk of the House**

**Attendees:**

- ☐ Catherine Benham – Joint Fiscal Offices
- ☐ Mike Ferrant, Director of Operations
- ☒ William MaGill, Clerk of the House
- ☒ Janet Miller, Sargent at Arms
- ☐ Kevin Moore – Director of IT
- ☐ Matthew Romei, Capitol Police Chief
- ☐ Teigh Southworth, BGS
- ☐ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

1. General House Considerations
   a. 150 House members
   b. Rules of the House require swearing-in, rollcall, and other first day functions to take place at the Statehouse
   c. House floor sessions – rules dictate to meet Tues-Friday, unless the House votes otherwise
   d. House Committees – meet per committee chair

2. Clerk's Office Considerations
   a. Clerk's office has complex, specialized IT requirements
   b. 6 staff (including clerk) – important for at least part of the office to be in the same location as the House Chamber

3. Preliminary Ideas to Reducing Risk at Statehouse
   a. Limit physical public access
   b. Broadcast sessions to a central location for viewing

4. Relocation Considerations
   a. If House is relocated, it's possible that the Clerk's office could be divided, with 3 people meeting with the House and 3 working in the Statehouse office
   b. Barre Auditorium – there will be significant logistical challenges to resolve for combined sessions at another location such as the Barre Auditorium

5. Next Steps
   a. Bill to confer with John Bloomer to send FFF references for location requirements for different procedures
   b. Bill to provide FFF with a weekly committee session count
   c. Bill can be contacted at 802.249.5379 or email with additional questions
   d. FFF can be contacted at 802.864.6844 or email for questions/to provide additional information

**Legislative Space Needs**
**Meeting 5: Legislative Counsel**

**Attendees:**

- ☐ Catherine Benham, Joint Fiscal Offices
- ☐ John Bloomer, Secretary of the Senate
- ☐ Mike Ferrant, Director of Operations
- ☐ William MaGill, House Clerk
- ☒ Luke Martland, Legislative Counsel
- ☒ Janet Miller, Sargent at Arms
- ☐ Kevin Moore, Director of IT
- ☐ Matthew Romei, Capitol Police Chief
- ☐ Teigh Southworth, BGS
- ☐ Rebecca Wasserman, Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

1. Legislative Counsel
   a. ±30 total (18 Attorneys)
2. Legislative Counsel Concerns
   a. Luke Martland is concerned for staff safety if the legislature returns to in person meetings January 2021. It's important to provide staff with the option to work remotely if appropriate to their situation without needing to justify their decision.
   b. Daycares may not be accessible
   c. Schools may not be conducting in person classes.
3. Legislative Counsel & Remote work
   a. While there are challenges, it is possible for Legislative Counsel staff to work remotely during session.
   b. Prior to the pandemic, staff had the option to work remotely while session is out.
   c. Editors do not need to be located near legislators to perform their jobs
   d. Attorneys can remote in to meetings
      i. Attorneys serve both Senate & House, so <u>if committee meetings were broken up they would need to work remotely to serve all their committees</u>
4. On-site requirements
   a. Need to maintain 2 workstations within the Statehouse for staff without the ability to work from home
   b. Need to maintain access to files currently located in the Statehouse
5. Long Term (post pandemic)
   a. Preference is for all Leg. Counsel staff to be located together in the same building. Doesn't have to be in the Statehouse.
   b. Work space should provide access to natural light, adequate space, and up-to-date mechanical systems that provides a safe and professional work environment.
6. Legal Issues
   a. The constitution does not restrict the General Assembly from meeting in another location
   b. There is a statute that states that the General Assembly must meet in the Statehouse unless the Governor deems the Statehouse and unsafe meeting place due to enemy attack. The legislature could address with another statute.
   c. The General Assembly is an equal branch of the state government, and as such can determine their own rules. They could establish a rule stating where they can meet that would supersede the statute above. LM will send FFF an older email that he has used with others to describe his interpretation.

**Legislative Space Needs**
**Meeting 6: Senate**

**Attendees:**

- ☐ Catherine Benham, Joint Fiscal Offices
- ☒ John Bloomer, Secretary of the Senate
- ☐ Mike Ferrant, Director of Operations
- ☐ William MaGill, House Clerk
- ☐ Luke Martland, Legislative Counsel
- ☒ Janet Miller, Sargent at Arms
- ☐ Kevin Moore, Director of IT
- ☐ Matthew Romei, Capitol Police Chief
- ☐ Teigh Southworth, BGS
- ☐ Rebecca Wasserman, Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

1. Senate Background
   a. The Senate will need to meet in person at least to start the session
   b. 2 V.SA Section 1 requires the General Assembly to meet in the State House in Montpelier. To meet off site will require statutory or session law changes.
   c. Rules will need to be established for remote meetings and statues and rules will need revisions for changing the location from the Statehouse.
   d. Senate needs a quorum present to vote- 16 for Quorum.
   e. Committees need a quorum present to meet (11 committees). The quorum is 3 to 4 depending on committee size.
   f. 11 committees meet daily. The Rules Committee does not need a committee room.
   g. Secretary of the Senate – 5 staff members. During session, these staff members need to be where the Senate Chambers are located.

2. Alternate Meeting Locations
   a. Joint Session – if held off-site, there needs to be space for the Secretary and the Clerk of the House in the room, but an office is not needed
   b. If Senate were to meet off site regularly, office space for Secretary & 4 other staff members would be needed
   c. Technically, the Senate can meet in the House Chamber, but requires permission from the House. This past spring permission was granted, but not used.
   d. If Senate meets off site, best to keep committee rooms & chamber relatively close together
   e. If the two bodies met in separate buildings for a limited time, a legal challenge to the Constitutionality of legislation would probably be unsuccessful – if proper preparation is taken. Two Constitutional provisions imply the bodies are meeting in the same building: Ch. II, Sec. 6 “Neither House during the session of the General Assembly shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two House shall be sitting; …”; Ch. II, Sec.8 “The doors of the House in which the General Assembly of this Commonwealth shall sit, shall be open …” Also, 2 V.S.A. Section 1 requires the General Assembly to meet in the State House in Montpelier (with some non-applicable exceptions).

3. Next Steps
   a. FFF to follow up if there are additional questions

**Legislative Space Needs**
**Meeting 7: UVMMC Mitigation Experiences**

**Attendees:**

- ☒ Catherine Benham, Joint Fiscal Offices
- ☒ Janet Miller, Sargent at Arms
- ☒ Kevin Moore, Director of IT
- ☒ Matthew Romei, Capitol Police Chief
- ☐
- ☐
- ☒ Dave Keelty, UVMMC
- ☒ Dr. Cindy Noyes, UVMMC
- ☒ Carolyn Terhune, UVMMC
- ☒ Jason Williams, UVMMC
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF

The phone conference was scheduled with a core group of UVMMC staff that is helping to create and implement UVMMC's COVID mitigation measures for their Healthcare Facilities. The conversations centered on what they are doing, their learned experiences, and they answered general questions asked. This represents their efforts and experiences up to this point in time.

1. General info
   a. Safe to assume social distancing will continue into spring 2021
   b. Masks will be required (1st line of defense)
   c. Assume 6' distance (2nd line of defense)
   d. Provide plexi-glass or other barrier (3rd line of defense – only if first 2 are not possible)
   e. If possible, address traffic patterns/work flow for one-way traffic
   f. Communicate that if anyone is sick, they are to stay home
   g. Refer to re-opening guidelines published by CDC and OSHA
   h. You can only mitigate risk, not achieve zero risk

2. Droplets, Air & HVAC
   a. There is ongoing debate as to the nature of COVID-19 respiratory droplets, how far they travel, and how long they stay in the air or are airborne.
   b. It is transmitted through respiratory droplets of different sizes and magnitudes still under study by the CDC and other organizations.
   c. There are possible cases of air transmission in situations where there was extremely poor ventilation (i.e. vents were completely blocked )
   d. UVMMC approach to areas of buildings with lower levels of ventilation has been to decrease occupant density and require masks. UVMMC has not installed any special equipment or HEPA filtering as a mitigation measure. They continue to research this but have not decided on any action.
   e. UVMMC has decreased density through alternating shifts and encouraging people to work from home if possible. Their approach is tailored to each location, function, and individuals' work plans.

3. Occupancy Reductions
   a. UVMMC has applied the 6' social distance area where feasible

b. Occupancy reductions at a percent of allowed occupancy has only been applied to meeting rooms and public spaces. These follow the current state guidelines.
c. Dining areas – occupancy has been calculated to maintain social distancing. The dining area has also been limited to staff and not the public.

4. Entry Safety Measures
   a. Contact tracing is important – visitors should be checked in
   b. Temperature Taking – while there is debate about it, it can be a helpful tool. Even if someone does not have Covid-19, they could have something else contagious and it would be preferable for them not to enter. Promote - if they are sick, stay home.
   c. Questions regarding other symptoms such as shortness of breath or loss of taste/smell are subjective, so it's difficult to determine if someone is symptomatic at a check in point
   d. Use the standard list of questions (see CDC/OSHA/VOSHA); also ask if visitors have been asked to quarantine by anyone.
   e. Electronic Monitoring – UVMMC does not have experience with this
   f. Provide masks, hand sanitizer, disinfecting wipes (with signage/instructions)
   g. Hand sanitizer stations should be throughout the building

5. Restrooms
   a. High-traffic areas should receive frequent cleaning
   b. Auto-dispensers, "touchless" (soap, hand sanitizer) are a helpful
   c. Have not seen transmission from fecal matter

6. Food Service
   a. Require masks
   b. Staff can work closer than 6' if necessary
   c. Face shields should only be used if others cannot wear masks
   d. Eye protection (with masks) for a higher level of protection if desired.

7. Air Purifiers & UV – UVMMC is researching these, but has not yet used these systems and is not yet sure of their efficacy

8. Quarantine
   a. If someone tests positive or comes in close contact with someone who has tested positive the Health Department steps in with guidelines & contact tracing
   b. Those instructed to quarantine should follow the Health Department guidelines regarding

9. Workstations/Cubicles
   a. UVMMC is working with their furniture vendor to analyze what they have, make recommendations for further mitigation measures, and better understand the latest recommended best practices.
   b. In cases where staff cannot wear masks (i.e. the call center, where they are constantly on the phone), they have increased the height of partitions

10. Signage
    a. UVMMC has developed signage based on VOSHA requirements and is willing to share with the Statehouse to develop appropriate signage. Will send FFF their signage standards.

11. Health Experts to Consult for information
    a. CDC
    b. WHO
    c. Vermont Department of Health

## Legislative Space Needs
## Meeting 8 – Progress Review

### Attendees:

- ☒ Catherine Benham – Joint Fiscal Offices
- ☒ Janet Miller, Sargent at Arms
- ☒ Kevin Moore – Director of IT
- ☒ Matthew Romei, Capitol Police Chief
- ☒ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF
- ☐
- ☐
- ☐

**Objective:** to review buildings under consideration, social distancing strategy, and preliminary Statehouse analysis.

1. **Buildings under consideration & status:**
   a. Statehouse – FFF has drawings & preliminary space use analysis
   b. Capitol Complex
      i. 133 State Street – FFF has drawings and will review space on 7/28 with group
         1. Potential site for committee rooms
      ii. 12 Baldwin – FFF has drawings and will review space on 7/28 with group
      iii. Pavilion Auditorium – FFF has drawings and will review space on 7/28 with group
      iv. Snelling Room (History Museum) – not discussed during the meeting; FFF does not have plans
      v. 6 Baldwin *(new to list)* – FFF has plans and will review with group on 7/28
         1. 4 Floors (Cap. Police are currently on the 3rd floor)
         2. Connects to 133 State via tunnel
   c. Regional Facilities
      i. Capitol Plaza Hotel – Governor's Ballroom - feasibility not discussed
      ii. Capitol Theatre (new to study) – seats up to 450 (feasibility not discussed)
      iii. National Life – FFF does not have drawings; their staff has been in flux with the pandemic – feasibility of use not discussed in detail
      iv. Barre Auditorium – Matt to send plans to FFF
         1. Top choice for first 3 days of session
         2. Has parking
         3. Furniture to lend or lease
         4. Kitchen
         5. Room for media
         6. State would need to reserve
      v. VCFA – Schulmaier Hall - Janet to request plans/updated plans
      vi. Barre Opera House – this location is too cramped for a joint session and does not have a ventilation system that meets the legislature's needs at this time. It will be excluded from further study
      vii. Montpelier HS – likely not an option to reduce number of people with access to the school – Janet to confirm (confirmed 7/28)
      viii. Barre HS - likely not an option to reduce number of people with access to the school – Janet to confirm

ix. Norwich U – Matt has been in discussions with NU about use for the first 3 days of session. NU is attractive because they have the largest spaces in the area, however NU is not able to commit the space at this time. Students may be arriving for the spring semester during the first 3 days of session.
x. Waterbury State Office Complex (FFF has as-built drawings)
xi. VTC – space is not large enough for joint session – FFF will not examine in detail

**2. Issues to consider in location selection**
a. Joint Session needs space for ±300
b. Parking
c. Transportation (will carpooling be an option?)

**3. Review Statehouse Capacity & Circulation Diagrams**
a. Showing 6' social distancing to establish capacity (person = 1' + 3' distancing radius)
b. Presenter zone = 10' from wall to audience, width variable
c. Restrooms – shown closing off every other stall to maintain distance. As shown capacity for approx. 400-600 (equal # of genders; Men's room in basement allows for more, but is not accessible)
d. Additional comments are noted on the attached annotated plans.

**4. Next Steps**
a. 7/28 – 133 State, other buildings at capitol campus, Statehouse furniture confirmation
b. 8/3 – next meeting/progress review

## Legislative Space Needs
## Meeting 9 – Progress Review

### Attendees:

- ☒ Catherine Benham – Joint Fiscal Offices
- ☐ Janet Miller, Sargent at Arms
- ☒ Kevin Moore – Director of IT
- ☒ Matthew Romei, Capitol Police Chief
- ☒ Rebecca Wasserman – Legislative Counsel
- ☒ Jesse Beck, FFF
- ☒ Jane Pickell, FFF
- ☐
- ☐
- ☐

**Objective:** To review buildings under review & required materials; review updates to Statehouse plans; review 133 State Street

1. **Buildings under consideration – outstanding questions**
   a. Clarify short/long term definition for the purposed of this report
      i. Short Term – modifications to be in place for 2021 session (may include minor building modifications)
      ii. Long Term – suggestions for changes to be in place for several years or permanently

   b. Review Building Spreadsheet
      i. 12 Baldwin (house) – confirm scope – Cap. Police would prefer to be relocated from this bldg. to 133 State if that becomes primarily a leg. bldg..
      ii. 6 Baldwin – long term Cap. Police prefer to be relocated either to 133 State (with leg.) or to Supreme Court/Pavilion Connector
      iii. Former State Library 111 State (stacks) – this room presents difficulties insofar as it is not ADA-accessible and would require significant effort to renovate for Legislative use.
      iv. Connector (Fishbowl) between Pavilion & 111 State – this area may present an opportunity for 1-2 committee rooms or multiple offices. Due to existing furniture, it will be more challenging to fit up for committee use.
      v. Connector between Pavilion & 111 State – Basement- if 133 State is no utilized for legislative committee rooms & offices, the spaces could house the Cap. Police & IT

   c. Regional Facilities
      i. Capitol Plaza Hotel – Governor's Ballroom – see spreadsheet
      ii. Capitol Theatre – not part of study
      iii. National Life – FFF to examine conference rooms in SoV space
      iv. Barre Opera House – see spreadsheet – will not be analyzed in depth
      v. Barre Auditorium – candidate for first 3 days of session or joint session (not for regular use during session)
      vi. Montpelier HS – school district confirmed this is not an option
      vii. Barre HS – assumed to not be an option (not confirmed by school)
      viii. Norwich U – FFF to hold on examining Kreitzburg Arena, Shapiro Fieldhouse, Plumley Armory, Andrews Gym & others pending discussions with NU
      ix. Waterbury State Office Complex – FFF to examine large meeting rooms

d. Statewide Facilities – The group has decided that the focus should be on Central Vermont due to the following reasons:

1. Central Vermont has the infrastructure in place for supporting legislators convening in one location (IT, Legal, Equipment, parking, Security, etc.). This is not readily available in other areas.
2. Central Vermont provides ease of access to a large number of legislators already having an established travel & lodging routine.
3. Staff and support departments would have to travel far and protocols and cost for this is not in place.
4. Other…?

**2. Review Updates to Statehouse Capacity & Circulation Diagrams**

a. Check-in location
b. Capacity – capacity to be illustrated in 3 groups:
   i. House Chamber; Senate Chamber
   ii. Committee Rooms
   iii. Rest of Building (includes open meeting areas & cafeteria, but does not include restrooms or corridors)
   iv. FFF will not include max. allowed capacity per fire code unless otherwise directed.

**3. Review 133 State Progress**

a. See notes in red on attached plan
b. IT space is readily able to be outfitted for Legislative use
c. Show Committee Rooms in currently occupied areas

**4. Next Steps**

a. 8/10 – next meeting
b. FFF to issue draft report early next week for review
c. 8/13 – meeting to review draft report
d. 8/19 – report due