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**COVID-19 Guidelines for In-Person Voting According to
Emergency Election Plan for July 11, 2020 and August 15, 2020 Elections**

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FROM: Sherri Hadskey, Commissioner of Elections

The following guidelines are established according to the Secretary of State's Emergency Election Plan and incorporate the latest *Recommendations for Election Polling Locations* issued by the U.S. Centers for Disease Control and Prevention (CDC).

GUIDELINES FOR ELECTION WORKERS

Personal Protective Equipment (PPE) for election workers:

All election day and early voting commissioners will be required to wear either a mask or face shield (or both) and gloves while performing their duties. They will also be required to wear a disposable protective gown over their clothes if they will have contact with the public. They should wash their hands or apply hand sanitizer after removing their gloves, and put on a fresh pair of gloves before resuming election duties.

Commissioners at each precinct and early voting site will receive the following PPE:

- A supply of gloves so that commissioners may change them throughout the day.
- Face masks for each commissioner (and a few extras, for watchers, etc.).
- Face shields for each commissioner (and a few extras).
- Protective gowns for each commissioner.
- A supply of hand sanitizer to use any time gloves are removed.

Putting on the PPE:

Before putting on the PPE, election workers should attend to any personal needs, such as using the restroom, or drinking water. When ready to put on the PPE, they should thoroughly clean their hands with soap or hand sanitizer, making certain to clean in between fingers.

Put on the PPE in the following order:

- Put on the **protective gown** with the opening to the back, and fasten all ties. You may need assistance from another commissioner.

- Put on the **face mask** by hooking the elastic bands around your ears. Adjust the metal piece to fit your nose. The face mask should extend under your chin and fit snugly to your face. Both your mouth and nose should be covered.
- Remove the protective film from the **face shield** before wearing. Put on the face shield by sliding the elastic band around the back of your head, so that the foam is against your forehead. You can clean and reuse the face shield if you remove it during the day.

Please note that election workers have the choice of wearing either the face mask or the face shield. You do not have to wear both at the same time unless you choose to do so.

- Wash your hands or apply hand sanitizer once more before putting on the **gloves**. Pull on the gloves so that they cover the wrist of the gown. When you remove or change out the gloves during the course of the day, be sure to clean your hands with soap or hand sanitizer before putting on a new pair of gloves. Do not reuse the gloves.

Taking off the PPE:

Properly removing PPE will limit opportunities of contaminating the environment. The outside front of the PPE is the area most likely to be contaminated, so election workers should exercise caution when removing it.

Remove the PPE in the following order:

- Remove the **gloves** by pinching one glove at the wrist. Peel downwards, pulling the glove inside out. Hold the removed glove in your gloved hand. With your ungloved hand, slide your finger under the wrist of your remaining glove. Again, peel downwards, turning the glove inside out. Discard the gloves. Take care so that removing the gloves does not inadvertently contaminate your hands.
- Unfasten the **gown** behind your neck first and pull away from neck and shoulders, only touching the inside of the gown. Turn the gown inside out and fold or roll it into a bundle and discard.

Be sure to clean your hands with soap or hand sanitizer before removing your face mask or shield.

- Carefully remove the **face shield** by grabbing the strap and pulling upwards and away from your head. Do not touch the front of the face shield. Remember that face shields can be sanitized and reused.
- Carefully unhook the **face mask** straps from behind yours ears and pull away from your face without touching the front. Discard the mask.

Remember to clean your hands with soap or hand sanitizer once you have removed all PPE.

Sanitizing Surfaces:

Commissioners should routinely sanitize frequently touched surfaces and items that voters may touch, including tables, computers, voter cards, voter card readers, pens, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc. Sanitizing and disinfectant products will be supplied to every precinct and early voting location (see below for supply lists).

Voter cards and pens should be sanitized after each use.

Sanitizing Voting Machines:

Commissioners must sanitize voting machines between each voter.

For the election day machines, commissioners will wipe down the plastic mylar surface of each precinct voting machine with disinfectant wipes (see below for supply lists).

For early voting machines, commissioners will spray disinfectant solution onto an electronics cleaning cloth and wipe down the touch screen (see below for supply lists). **IMPORTANT:** Do not spray disinfectant solution directly onto the voting machine touch screen. Only spray solution onto the cleaning cloth before wiping the touch screen. No other cleaners may be used on the early voting machines.

Social Distancing Setup:

Commissioners must set up the precinct and early voting location to keep all individuals at least six feet apart, or as far away from each other as the space allows.

Election day voting machines are large enough to maintain some distance between voters, but every effort should be made to separate the voting machines so that voters are at least six feet away from each other. Small cones and a tape measure will be provided to each precinct and early voting location for commissioners to measure out and mark spots for voters to stand in line.

Check-in tables must also be set up to maintain as much distance as possible between commissioners and voters, and between commissioners themselves. One suggested solution for election day check-in tables, where feasible, is to have commissioners seated at the short end of a table, have voters stand at the other short end of the table, and place the precinct register in the middle of the table.

Commissioners writing voters' names in the pink and gold poll books should be seated six feet away from the commissioner checking in voters at the precinct register. If this is not possible, commissioners should be seated as far away from each other and from voters as possible.

Commissioners should place hand sanitizer near the precinct register, near the voting machines, and near the exits.

Door control:

A commissioner should regulate the number of people entering the polling place to maintain social distancing. If too many voters attempt to enter the polling place at one time, so that it interferes with social distancing, a commissioner should instruct them to wait outside of the polling place and should not allow them to enter until a voter has exited. Voters with visible physical disabilities should notify a commissioner and be allowed entry to go to the front of the line at the next available opportunity.

Line control:

Voters should maintain a distance of at least six feet from each other while standing in a single line. Commissioners should use the tape measure and small cones provided to measure out and mark spots for voters to stand in line at six-foot intervals.

Poll watchers:

Poll watchers must wear gloves and a face mask or other face covering at all times while in the polling place, and must practice social distancing to the extent feasible.

GUIDELINES FOR VOTERS

Health protocols for voters:

Voters are highly encouraged to wear cloth face coverings over their nose and mouth while in the polling place. Hand sanitizer will be provided for voters' use and should be placed at frequently used locations, such as check-in tables and exits. Voters will be expected to wash or disinfect their hands upon entering the polling place, after interaction with election workers, poll watchers, or other individuals at the polling place and after using a voting machine.

Voters will also be expected, to the extent feasible while at the polling place, to maintain at least six feet of distance from other individuals not within the same household.

If an election worker is unable to determine the identity of a voter wearing a face covering, the voter should be prepared to lower or temporarily remove the face covering when checking in. After the voter's identity has been confirmed, the voter should wear the face covering until they leave the polling place.

Voters are encouraged to bring their own hand sanitizer and pen (to sign the precinct register), and to adopt additional protocols consistent with their specific needs and circumstances.

Voters receiving assistance:

Voters are entitled to receive assistance from anyone they choose, as long as the person providing assistance is not a candidate, the voter's employer, or the voter's union agent. Any person providing assistance should wear a face covering at all times while in the polling place, and must practice social distancing, to the extent feasible, from other individuals not within the same household.

PERSONAL PROTECTIVE EQUIPMENT (PPE), SANITIZING, AND SOCIAL DISTANCING SUPPLY LISTS

EARLY VOTING

Each early voting site will receive bags of PPE and supplies for sanitizing and social distancing. Each bag contains the following:

- Hand sanitizer
- Box of gloves
- KN-95 face masks
- Face shields
- Protective gowns
- Boxes of disinfectant wipes **NOT FOR USE ON EARLY VOTING MACHINES**
- Small cones to mark six-foot intervals for social distancing
- Six-foot measuring tape
- Blue microfiber electronics cleaning cloths
- Bottles of 70% alcohol

NOTE: The Scotch-Brite electronic cleaning cloths and 70% alcohol are the **ONLY** supplies that can be used to clean and sanitize the touchscreen early voting machines.

ELECTION DAY

Each precinct will receive one bag of PPE and supplies for sanitizing and social distancing. Each bag contains the following:

- Hand sanitizer
- Box of gloves
- KN-95 face masks
- Face shields
- Protective gowns
- Boxes of disinfectant wipes
- Small cones to mark six-foot intervals for social distancing
- Six-foot measuring tape