



# Election Day Accessibility Checklist

The purpose of this checklist is to allow you, the poll worker, to quickly assess whether your polling place has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the municipal clerk and/or your supervisor so the barrier can be addressed as soon as possible. Many barriers can be easily addressed on Election Day.\*

## PARKING

### For polling locations that have parking lots:

- The accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van-accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

### For polling locations that do NOT have parking lots:

- There is an accessible passenger drop-off area, or temporary on- or off-street accessible parking that could be designated on Election Day.

Accessible parking must be kept clear of snow, piles of leaves or other obstacles to persons with disabilities in order to be accessible.

## PATHWAYS TO THE BUILDING

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit when necessary.

*\*This checklist does not identify all barriers that a person may face at the polls. Answering positively to the checklist does not mean a polling site is in compliance with such laws as the Americans with Disabilities Act (ADA).*

## ENTRANCE TO THE BUILDING

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.
- There is signage or a greeter stationed at the entrance with information on requesting curbside voting.

## TRAVEL WITHIN THE BUILDING

- The accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to get to the voting area, there is an accessible elevator available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

## VOTING AREA

- Instructions for voting are printed in Large Print (18-point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- There is a table, counter or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the equipment.
- Polling booths that hold the accessible equipment are:
  - Housed in the same area of the room as all the other polling booths.
  - Strategically placed to ensure the privacy of the voter using the machine **AND** contain a privacy screen.
- Electronic Accessible voting equipment is turned on, tested, and in proper working order for electors to use when the polls open on Election Day.

- All accessible features are set up and working, including tactile devices and headphones.
- The polling site has the following:
  - Signature guide or ruler** to assist someone to sign their name in a straight line.
  - Communication cards or pen/paper** to communicate with someone who is deaf or hard of hearing.
  - Magnifying glass** to be used by someone with a sight impairment.
  - Extra seating** and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
  - Task lighting** at every space in the voting area.

## INTERACTIONS WITH VOTERS

- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- Poll workers are aware of the assistant process:
  - Any elector may have an assistant.** The assistant can be anyone, except the elector's union representative or employer, and the assistant does not have to be a qualified elector.
  - Electors may have an assistant **state their name and address** for them if they are unable.
  - An elector can direct an assistant to mark their ballot and insert the ballot into the ballot box or tabulator. The assistant must sign the ballot in the designated location and must also sign and provide their address in the poll book.
- Election inspectors have reviewed the Poll Worker Common Courtesy Checklist.
- There is a feasible plan in place to identify when a voter wants to vote curbside, such as having signage, a phone number, or a greeter stationed outside, and poll workers are aware of the curbside voting policy.

Your municipal or county clerk will have more detailed information about accessibility rules and laws. Additional information that may be helpful includes:

### **Wisconsin Elections Commission**

[elections.wi.gov/voters/disability](http://elections.wi.gov/voters/disability)

### **Disability Vote Coalition**

[disabilityvote.org/](http://disabilityvote.org/)

### **U.S. Department of Justice ADA Checklist for Polling Places**

[www.ada.gov/votingck.htm](http://www.ada.gov/votingck.htm)

*This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Wisconsin Elections Commission and Accessibility Advisory Committee with permission of DRW. If you have questions about this checklist or about accessibility, contact the Wisconsin Elections Commission at (608)261-2028 or DRW's Voter Hotline at 844-DIS-VOTE / 844-347-8683.*