

# Election Day and COVID-19: Poll Worker Procedures for April 7, 2020

A decorative graphic on the left side of the slide, consisting of two parallel lines that meet at a sharp angle. The inner line is bright blue, and the outer line is dark grey or black. The lines extend from the top-left towards the bottom-left, creating a stylized corner effect.

# Introductions

# Agenda

COVID-19 Background

Setting up: Polling Place Set-up, Poll Book Management

Supplies: Hand Hygiene, Surface Cleaning

Managing People: Poll workers, Voters, Observers

Process: Voter Registration, Curbside voting, Absentee Ballots

Cleaning: Voting Equipment, E Poll Book, Surfaces

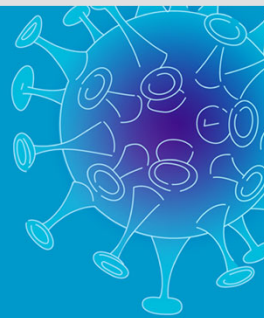
Q&A Time

Resources

Be **INFORMED**  
Be **PREPARED**  
Be **SMART**  
Be **SAFE**

Be **READY** to fight  
**#COVID19**

For the latest health advice, go to:  
[www.who.int/COVID-19](http://www.who.int/COVID-19)





First-

We are not Public Health Officials.

We are Election Officials.

We are following the lead of federal and state health officials.

The options outlined here are not universal and clerks should use procedures that will work for their polling places and available resources



# Background

Novel Coronavirus, or COVID-19, is a respiratory illness that's highly contagious

WHO Officially declared a global Pandemic as of March 11<sup>th</sup>

Vulnerable populations are elderly people and people with pre-existing medical conditions



# Wisconsin: Public Health Emergency

Governor Evers declared a Public Health Emergency on March 12th

Designated Department of Health Service as lead of crisis

Evers issued 'Safer at Home' Order in effect March 25<sup>th</sup>

DHS directed limiting public visits to nursing homes and care facilities

K-12 Schools closed indefinitely

UW campuses switching classes to online/extending spring breaks

DHS recommends all non-essential gatherings be cancelled or postponed until after the Pandemic





## How it's spread

Spread from person to person

Close contact (within 6 feet)

Extended face to face interactions longer than several minutes

Respiratory droplets from infected person via coughing or sneezing

Most contagious when most symptomatic

May spread w/out symptoms

Potentially spread by touching infected surfaces



# Symptoms

Fever

Cough

Shortness of breath

Aches and pains

Nasal Congestion

Runny Nose

Sore Throat





# The Basics

If you not feeling well, stay home!

You must wash your hands frequently throughout the day

Keep face-to-face interactions brief and from a safe distance

Avoid unnecessary handling of materials from voters

Avoid touching of your eyes, nose and mouth without cleaning your hands first!



## Polling Place Set-up

Have a station for voters to wash or hand sanitize immediately upon entering and leaving the polling place

Use volunteers to greet voters and direct them to hand washing or sanitizing areas and inform voters of procedures for voting

Have a well-ventilated polling place: Keep doors propped open, if possible, to increase air flow and eliminate unnecessary touching of doors and door handles

Potlucks and bake sales should not be offered. Communal eating such as pizza or crockpot dishes should be avoided. Pre-packaged or single serving food or snacks are acceptable



## Polling Place Set-up

Wipe down tables, door handles, pens, etc. with sanitizer regularly, or at least every 10 minutes

Ban all non-election related activities in the polling location that could promote congregation and close personal contact

Ensure dedicated observer area is at least six feet away from poll workers

Limit non-voters, such as children, from the voting area



## Greeters

Volunteers can serve as greeters and do not need to meet residency and training requirements

Greeters can be stationed at the door to screen voters for symptoms and ensure proper hand hygiene is being used before the voting process begins

Greeters can also assist with line management to ensure proper social distancing guidelines are being followed

They can also be tasked with wiping down voting booths, voting equipment and other sanitizing tasks throughout election day





# Line Management

Social distancing is essential to ensure a safe voting experience for both voters and election workers

Voters should be kept at least 6 feet apart

Voters can be staggered to limit the number of voters in a facility or voting area at the same time

# Signs and Visual Cues

Visual cues can be used to enforce social distancing standards

Signage can be used to create queues and establish waiting areas

Tape or other floor markings every 6 feet can be used to establish appropriate gaps between voters and poll workers

Sidewalk chalk can be used to establish appropriate gaps between voters who may be waiting outside a polling place entrance



# Hand and Surface Sanitizing Spray

The sanitizing spray you may have received from the State (via the county) must be used with a screw on cap with a mist setting

Voters should get a spray on both sides of each of their hands both before and after voting

The spray can be used as a surface cleaner and should be allowed to air dry.

Tables, chairs, voting booths, door handles and other areas that voters and election workers touch throughout the day should be frequently sanitized

The spray may dry out skin if used regularly so lotion should be available for use by poll workers



# Instructions and Signage

Here is a list of signs and instructions that should be presented in different areas of the polling place:

Can be posted at entrance and throughout polling place:

“HEALTH ALERT! Do not enter this building if you are experiencing any of these symptoms or have been in contact with anyone with these symptoms: shortness of breath, sore throat, achiness, fever (100.4F), nasal congestion, or cough.”

“Please exercise proper social distancing while voting by maintaining at least 6 feet between yourself and other voters and poll workers.”

# Instructions and Signage

Here is a list of signs and instructions that should be presented in different areas of the polling place:

## Voter Check-In/Registration:

“Please exercise proper social distancing while voting by maintaining at least 6 feet between yourself and other voters and poll workers.”

“Please place ID on square on table and step back behind the line.”

“Place POR and voter registration form on square on table and step back behind the line. If using phone to show POR, please zoom into area that has address and name, set down, and step back.”



# Poll Worker Health Screener

A health screening will be administered for each poll worker before their shift

If a poll worker answers yes to any of the screening questions, they should not serve that day

# Screenener Questions

Below is the list of screening questions:

Have you come in contact with a person known or suspected to have COVID-19?

Have you had a fever in the last 24 hours?

Have you had a cough in the last 24 hours?

Have you had any difficulty breathing in the last 24 hours?

Have you had any unexplained body aches in the last 24 hours?

Have you taken any medications that would reduce a fever? (Tylenol, Ibuprofen, Acetaminophen)





# Poll Workers Overall Precautions

Wash hands frequently or use hand sanitizer

If showing symptoms, inform clerk and stay home

Refer to CDC recommendations about travel and notify clerk if travel has occurred

Incorporate social distancing of 6 feet when possible





## Poll Workers Facemasks and Gloves

According to the CDC, facemasks should only be worn by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.

CDC & WI DHS focus on hand cleanliness. Covering hands with gloves just means the virus could be on the gloves. If a person wearing gloves touches their face, then they can get infected. Wearing gloves could cause a false sense of security. If gloves are used they should be changed frequently.



## Poll Workers Hand Hygiene

Poll workers should take regular breaks to wash their hands using soap and water

Hand sanitizer can be used if a facility does not have facilities available for hand washing

Poll workers should avoid physical contact with voters and other election officials



## Voters Hand Hygiene

Voters should clean their hands using soap and water or hand sanitizer upon entering and leaving the facility or voting area

Soap and water can be used if a polling place has bathrooms or portable hand washing stations

Hand sanitizer can be used if a facility does not have facilities available for hand washing

Poll workers or volunteers can help direct voters to hand washing or sanitization areas



# Observers

Clerks can require election observers to be at least 6 feet away from the voting and registration tables

Under Wis. Stat. 7.41((2)), the observation area must be within 3 to 8 feet of the table where voters are announcing their name and address or where voters are registering on election day, so it is appropriate to designate an observer area that adheres to the 6 foot CDC guidelines.

Limit observers, if necessary



The background features several stylized, grey, spherical virus particles with surface protrusions, scattered across the frame. On the left side, there is a graphic element consisting of a black diagonal line with a blue stripe running parallel to it, suggesting a path or a queue.

## Poll Book

Set up poll book to accommodate social distancing standards

Avoid handling photo IDs or provide wipes to voters to clean IDs

Limit lengthy face-to-face interactions



# Poll Book Process

## Recommended Setup:

A line should be placed on the floor using tape six feet from the poll book table

A square should be taped off on the table for voters to place their ID for review by the poll workers

Poll workers assigned to the poll book should try and sit at least six feet from one another

This will create difficulties for the poll book team to check each other's work, as required

If poll workers sit closer than 6 feet apart when working on the poll book a system where the voter checks in at each poll book may be used





# Poll Book Process

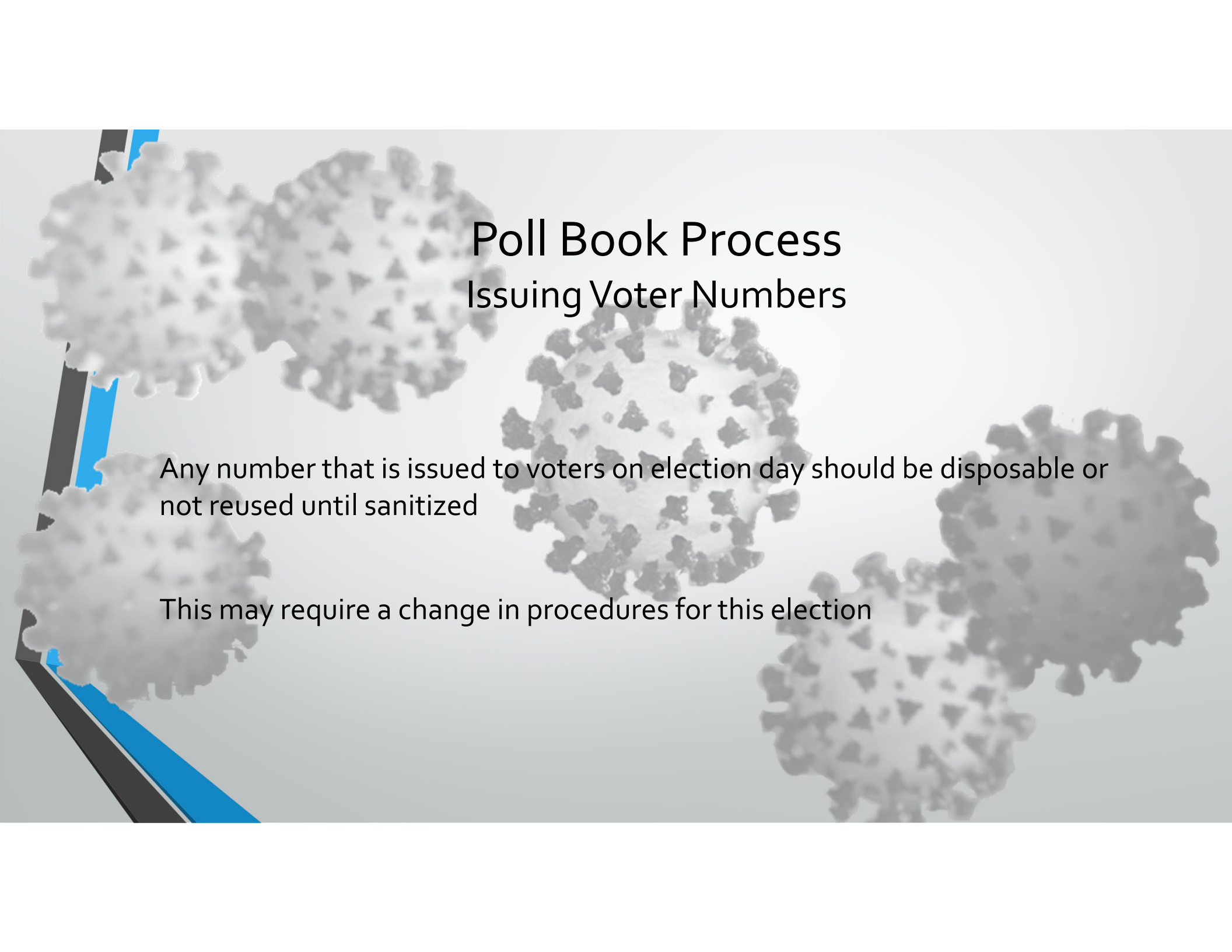
## Recommended Process:

When a voter reaches that line they should be called forward and be instructed to state their name and address and place their photo ID in the taped-off square on the table

After placing their ID on the table in the square the voter should be instructed to step back behind the six foot line

The poll worker should verify the ID and find the voter in the poll book and slide the book forward for the voter to sign

The voter should step forward and sign the book and quickly move on



## Poll Book Process Issuing Voter Numbers

Any number that is issued to voters on election day should be disposable or not reused until sanitized

This may require a change in procedures for this election



# E-Poll Book Process

## Recommended Setup:

A line should be placed on the floor using tape six feet from the e-poll book table

A square should be taped off on the table for voters to place their ID for review by the poll workers

Poll workers assigned to the e poll books should try and sit at least six feet from one another

# E-Poll Book Process

## Recommended Process:

When a voter reaches that line they should be called forward and be instructed to state their name and address and place their photo ID in the taped-off square on the table

After placing their ID on the table in the square the voter should be instructed to step back behind the six foot line

The poll worker should verify the ID and find the voter in the e-poll book, then turn the e-poll book towards the voter, and step back

The voter should step forward and sign the e poll book, select done, and turn the e-poll book back to the poll worker, and step back

Poll worker verifies signature on e-poll book, select 'Accept Signature', pull voter number from printer and set down in ID square, and step back

Voter steps up and takes number and moves along quickly



# Voter Registration Process

## **Reminder:**

Face to face interactions should remain brief and be limited throughout election day

Poll worker or Election Registration Official (ERO) should try and remain 6 feet away from voters when interacting

Voters can complete the form from a safe social distancing spot and then place the form and their proof of residence document on the table and step back behind the six foot line

Poll worker or ERO would then verify the voter registration form and proof of residence document and sign the form while the voter waits behind the six foot line