



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

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TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Elections Commission
Milwaukee County Elections Commission

FROM: Richard Rydecki, Assistant Administrator
Brianna Hanson, Elections Specialist

SUBJECT: Accessibility Reminders for the February 16, 2021 Spring Primary

1. Make a plan for snow and ice removal at your polling place.

All parking spaces and pathways, especially accessible parking spaces and accessible pathways, must be clear of ice and snow prior to the open of polls. Prepare additional plans in case it snows on Election Day to plan for periodic snow removal. It is recommended that you communicate with your public works department to create a snow and ice removal plan and remind poll workers to check the parking and pathways regularly throughout Election Day.

2. All polling places must have accessible voting equipment set up and turned on.

Accessible voting equipment is required at every polling place, regardless of your municipality's population. It must be set up and turned on and poll workers must be trained on how to use the equipment. It is strongly suggested that election officials use the accessible voting equipment at their own polling place to cast their ballot to gain experience on the equipment.

Please note that if your polling place uses the Sequoia Edge or Dominion Image Cast Evolution (ICE), your machine serves a dual purpose as an accessible voting machine and a tabulator. The Edge is a Direct Recording Equipment (DRE) machine meaning that it allows the voter to cast their ballot and automatically counts their vote as well. The ICE can pause tabulation to serve as a ballot marking device for voters. Please include training for your poll workers so they are aware of the dual purpose of the machines.

3. Curbside voting is required and important for voters with disabilities or elderly voters.

Curbside voting is required by state statute for any voter who cannot enter the polling place due a disability. The Commission believes that individuals who are immunocompromised or have symptoms of COVID-19 are eligible to curbside vote as well. Curbside voting should also be available during in-person absentee voting at the clerk's office or alternate site.

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Please prepare a plan for curbside voting at your polling place. Many clerks choose to have a sign with a phone number or a greeter outside to alert poll workers of a voter in need of curbside voting. With cold temperatures, you may want to have a greeter look out a window to watch for curbside voters or have them wait in their car.

The process for conducting curbside voting is in the Election Day Manual pages 66-67. Please remember that all voters must provide a photo ID if they vote in person and election officials can never remove the poll book from the polling place.

The WEC Accessibility Supply Program allows clerks to order accessibility supplies to assist with curbside voting and other accessible voting items such as parking signs, signature guides, wireless doorbells, and cones free of charge. Please email all supply requests at least a week in advance of the time they are needed to elections@wi.gov. To view a complete list of supplies or to order supplies, go to <https://elections.wi.gov/clerks/guidance/accessibility/new-polling-place>.

4. Create indoor waiting areas with seating.

While most polling place will not usually have long lines during the Spring Primary, it is still important to consider creating waiting areas for voters, especially during busy times. With cold temperatures, please consider having an indoor waiting area for voters with chairs that are socially distanced.

5. Face coverings may create a barrier for some voters who rely on lip reading to communicate.

We suggest having a clear face covering available for poll workers to use when communicating with voters who rely on lip reading to interact. If a clear facing covering is not available, prepare options for a voter to use written communication to interact. The election official may also consider removing or relaxing their face covering during the interaction. We recommend that these interactions take place behind a plexiglass barrier or face shield with 6 feet of social distancing.

Additional Resources:

[Polling Place Set-up Guide](#)

The polling place set-up guide outlines basic information for setting up a polling place to allow voters with disabilities to participate in the election process without necessary assistance. The guide reviews the five polling place zones with tips to make them accessible.

[Election Day Accessibility Checklist](#)

The Election Day Accessibility Checklist was created by Disability Rights Wisconsin to allow an election inspector to review the polling place quickly on Election Day to ensure that it is accessible. The checklist reviews various areas of the polling place, as well as election inspector interactions with voters.

[Quick Fix Guide](#)

The Quick Fix Guide highlights common accessibility issues and easy and/or low-cost ways to eliminate barriers. This is a great tool to use to supplement the polling place set-up guide and the election day accessibility checklist.