

This checklist was developed by the Wisconsin Elections Commission in consultation with a public health official to provide guidance on how to prepare your polling place, poll workers, and voters for Election Day.

Please go through each item to consider how you will incorporate each practice into your election day procedures.

Election Day Checklist for COVID-19 Procedures

Polling Place Facility Considerations

- Keep entrance doors open if possible. Minimize knobs, handles, etc. that voters need to touch.
- Larger rooms or facilities recommended where lines for voters to wait can form with at least 6 feet between voters.
- Larger rooms or facilities are also recommended to help with spacing out the voting process to maintain 6 feet between voters.
- Voters and poll workers should not be allowed to congregate in the building.
- Potlucks and bake sales should not be offered. Communal eating, such as pizza or crock pot dishes, should be avoided. Pre-packaged or single serving food or snacks are acceptable.

Poll Worker Considerations

- People over the age of 65 or with the following underlying health conditions are considered more at risk of serious infection from COVID-19. It is strongly suggested that individuals in these categories not serve as poll workers. Underlying conditions that make an individual susceptible include those who have chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised status (e.g., poorly controlled HIV/AIDS, cancer patients), and pregnant women.
- Poll workers should be screened on election day. They should be asked the following questions:
 1. Have you come in contact with a person known or suspected to have COVID-19?
 2. Have you had a fever in the last 24 hours?
 3. Have you had a cough in the last 24 hours?
 4. Have you had any difficulty breathing in the last 24 hours?
 5. Have you had any unexplained body aches in the last 24 hours?
 6. Have you taken any medications that would reduce a fever? (Tylenol, Ibuprofen, Acetaminophen)

If they answer 'Yes' to any of the six questions they should not be allowed to work on election day.

Signage and Line Management

- Signage should be posted outside of building or prominently displayed on a window that reads, "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." Voters who are unable to enter can be offered curbside voting, see protocols for safe curbside procedures.
- A greeter could also be used to ask voters these questions as they enter the building or voting area.

- Where lines form, use tape on the floor or other markers every 6+ feet to show where voters should stand to maintain proper social distancing.
- Signs should be placed in the polling place where lines form that reads: "Please exercise proper social distancing while voting by maintaining at least 6 feet between yourself and other voters and poll workers."
- Limit the number of people allowed in the building at once to allow for proper social distancing and avoid crowding.
- Have a greeter managing the number of people allowed in the building at any one time and then showing them how to form a line using proper social distancing spacing.
- Signs could also be used throughout the voting process; for example, signage at the poll book about the process to follow. "Place ID on square on table and step back behind the line."
- If there are children with the voter, see if there is an alternative to bringing the children in to the polling place (ex. two parents voting take turns while one stays outside with kids).

Hand Hygiene for Voters and Poll Workers

- When sanitizing product is applied to hands or surfaces, it is most effective when it is allowed to air dry and is not wiped. Do not blow on hands or surfaces to dry.
- Upon a voter entering the building, they should sanitize their hands using a hand wash station, hand sanitizer, or WEC provided alcohol spray sanitizer.
- After casting their ballot, voters should sanitize their hands using a hand wash station, hand sanitizer, or WEC provided alcohol spray sanitizer.
- Poll workers should break to wash their hands or apply sanitizer every 10 minutes, if feasible. Using soap and water to clean hands for at least 20 seconds is the preferred method.
- Poll workers should also avoid touching their eyes, nose and mouth.

Observers

- Observers should only be accommodated if capacity for the observer area has not been exceeded and social distancing standards can still be maintained.
- Observers areas should be established at least 6 feet away from voters, poll workers, and observers should be seated at least 6 feet from one another.
- Observers should be offered hand sanitizer upon entering the facility and upon leaving.
- Observers can be asked the same screening questions as those asked of poll workers.

Cleaning Surfaces

- Surfaces, such as tables, doorknobs, and voting booths should be wiped down every 10 minutes with either a 70%+ isopropyl alcohol or 60%+ ethanol alcohol cleaner.
- Touch screens on voting equipment or electronic poll books should be cleaned after each voter, or as often as feasible (every 10 minutes). Only 70%+ isopropyl cleaning wipes should be used on touch screens.
- Pens used by voters to sign the poll book and mark their ballot should either be sanitized between each use or should be taken by the voter/ disposed of.

Polling Place Process Considerations

- At the poll book table, place a taped off square on the table. Ask the voter to place their photo ID on the table in the square, then ask them to step 6 feet away to a spot marked on the floor. Both poll workers managing the poll book should look at the photo ID without touching it. When the poll workers have completed their review, they will ask the voter to step forward and retrieve their photo ID.
- The poll book should be slid forward on the table and the poll worker step back when the voter approaches to sign. Signature guides should be used to indicate where the voter signs. The guides need to be sanitized after every 10 voters.
- Voter Registration - 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 marked on the floor.
- Voter Registration - Poll worker or ERO would then verify the voter registration form and proof of residence document and complete and sign the form while the voter waits behind the six-foot line.
- Voter Registration – If proof of residence (POR) is shown electronically, the voter should place the device on the table for the poll worker or ERO to verify their POR and step back behind the 6 foot line to wait for the poll worker or ERO to complete and sign the form.
- Voters who are unable to enter can be offered curbside voting in accordance with the guidelines provided for that process.