



Wisconsin Elections Commission

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DATE: May 1, 2020

TO: County and Municipal Clerks in Congressional District 7

FROM: Meagan Wolfe
Administrator

Richard Rydecki
Assistant Administrator

SUBJECT: **WEC Extended Hours and Election Supplies
in Support of the Congressional District 7 Special Election on May 12, 2020**

Thank you to each of our municipal and county clerk partners for the incredible things you continue to do to keep elections safe during this unprecedented time. To support your efforts, the Wisconsin Elections Commission is offering extended hours to assist municipalities that will be administering the Special Election in Congressional District 7 on May 12, 2020. In addition, our staff worked with the State Emergency Operations Center to procure and disseminate supplies for each polling place.

Extended Hours

Please use the contact information provided below to contact staff during extended hours. Phone and email support will be provided on the following dates and times in addition to regular business hours:

Date	Extended Hours	Contact Information
Friday, May 8, 2020	4:30 p.m. – 6:00 p.m.	Call the WEC Help Desk at (608) 261-2028
Saturday, May 9, 2020	10:00 a.m. – 2:00 p.m.	
Sunday, May 10, 2020	10:00 a.m. – 4:00 p.m.	Email only: Please email the WEC at elections@wi.gov
Monday, May 11, 2020	6:30 a.m. – 6:00 p.m.	Call the WEC Help Desk at (608) 261-2028
Tuesday, May 12, 2020	6:00 a.m. – 10:00 p.m.	

Please do not hesitate to contact us during these extended hours with any questions that you may have. Staff will be available at the times listed above to assist with election administration questions, poll book printing issues or WisVote questions. Staff will be available on Tuesday for voter and local election official questions and WisVote support during the hours listed above. If we are aware of unresolved issues on Election Night, staff will be available after 10:00 p.m.

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

If you feel you may need additional hours of support from our office, please contact Richard Rydecki at (608) 261-2015 or richard.rydecki@wi.gov to discuss when you would like to WEC staff to be available.

Election Day Supplies

The following supplies have been distributed to each county to be provided to municipalities for each polling place. A copy of the WEC elections public health checklist is also being provided to each polling place, you can also find it here <https://elections.wi.gov/node/6787>. Please coordinate with your county as soon as possible to retrieve your allocated supplies:

- **Sanitizer Solution and Spray Bottles.** Counties will receive gallon-sized containers. We suggest transferring the solution from the gallon containers into empty plastic spray bottles for use at your polling place. The solution is an 80% alcohol antiseptic and contains the proper alcohol content recommended by the CDC. **DO NOT DILUTE SOLUTION WITH WATER OR GEL.** Adding anything to it could render it ineffective. The liquid solution is safe for hands and most surfaces.
 - **Use as Hand Sanitizer.** The sanitizer solution should be used as hand sanitizer for voters and poll workers. One spray completely wets hands and should be allowed to air dry.
 - **Use as Surface Sanitizer.** The same solution can also be sprayed on surfaces like tables. If possible, it should also be allowed to air-dry on surfaces, or it can be wiped with paper towel. This solution should not be used on voting equipment or touch screens.
 - Please note, paper towels are NOT included in the supply order!
- **Isopropyl Wipes.** To clean voting equipment and touch screens, 70% isopropyl wipes are also being provided. Please see the checklist for guidance on how often to use. Vendor specific instructions are also available here: <https://elections.wi.gov/node/6723>.
- **Masks.** Poll workers are encouraged to wear a procedural mask; however, they should remain mindful - avoid touching their faces and other people, maintain social distancing, and conduct frequent hand washing.
- **Gloves.** Poll workers may choose to wear gloves; however, they must still avoid touching their faces and other people, maintain social distancing, and conduct frequent hand washing. Poll workers wearing protective equipment must not let their guard down. It is very important to note that you can still transmit disease on gloves. Hand hygiene should remain the number one priority.
- **Signs and Printed Materials.** The public health checklist and other recommended materials are being provided for each polling place. Each packet will include one election public health checklist, two poll worker health screeners, two health alert polling place entrance signs, four social distancing signs, two poll book/photo ID signs, and two registration table signs. If more are needed for your polling place you may make additional copies.
- **Tape.** To help with marking six-foot distances in lines and at polling place tables, painters' tape is being provided. This can also be used to hang signs in your polling place and to mark designated areas at the poll book table where you would like voters to set their photo ID.
- **Pens.** If received (only being received by counties that specifically requested), the pens can be used once by each voter to sign the poll book. In jurisdictions using the ES&S DS200, ES&S M100, or Clear Ballot ClearCount as voting equipment, the voter can also use the provided pen to mark their ballot. In jurisdictions using the Insight and ICE voting equipment, they should not use the provided pens and need to instead use the vendor's approved marking device, or it may cause malfunction with the voting equipment. In these jurisdictions the vendor

approved marking device can be sanitized using the solution provided. Voters may take the provided pens with them, or they may dispose of them, but they should only be used once.

Recording of Election Day Procedures for 7th Congressional District - Q & A Session Webinar

As a reminder, WEC staff held a webinar on Thursday, April 30, 2020 at 5pm to provide clerks with an opportunity to ask how to best to adapt recommended election day procedures to fit their current circumstances. It was not a formal training presentation; however, staff provided updates regarding election day supplies, poll worker support from the Wisconsin National Guard, and information regarding available regarding resources and training to help with the upcoming election.

The session was recorded and was posted on the Webinar page of the WEC website:

<https://elections.wi.gov/publications/video/ElectionDayCD7>

If you have questions regarding the election day supplies or poll worker support, please contact the Help Desk at 608-261-2028 or elections@wi.gov.