

PLEASE PROVIDE A COPY TO EACH POLLING PLACE

These materials were 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. All of the materials provided are also on elections.wi.gov/covid-19 and incorporated in our pre-election training. We are providing copies, but please feel free to make more copies if you need them.

You will find the following in this packet:

- **Checklist.** Please go through each item to consider how you will incorporate each practice into your election day procedures. Have this checklist available at each of your polling places.
- **Screeners.** We have included 2 copies of the poll worker health screener in this packet. Please post or place on a table at each polling location and ask your poll workers these questions before they start their election day shift.
- **Entrance Signs.** You have been provided multiple signs that should be posted at the entrance of each polling place. One sign is to alert voters that they should not enter if they have COVID-19 symptoms and there are blanks at the bottom of each copy where you can enter a phone number for voters to call for a curbside ballot. There are also signs that recommend facial coverings for voters entering the facility and a warning sign about the use of latex gloves in the polling place.
- **Social Distancing Sign.** You are being provided 4 social distancing signs for each polling place. Please place them where lines form and where relevant in each polling place.
- **Poll Book/Photo ID and Registration Table Signs.** You are being provided 2 of each of these signs to place at your poll book and registration tables. Voters should follow poll worker instructions for how to maintain a safe distance.
- **Roll of Painter's Tape.** Each polling place should also receive a roll of painter's tape to be used to mark the floor every six feet where relevant, to hang signs, and to mark other relevant areas such as where a voter should set their photo ID.

Thank you to each local election official and poll worker for all of your hard work and dedication. You can find videos and other training materials on how to use this packet at elections.wi.gov/covid-19. You can also email or call the Elections Commission at elections@wi.gov or (608) 261-2028.

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 are 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. People of any age with the following conditions **are at increased risk** of severe illness from COVID-19: cancer; chronic kidney disease; COPD (chronic obstructive pulmonary disease); immunocompromised state (weakened immune system) from solid organ transplant; obesity (body mass index [BMI] of 30 or higher); serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; sickle cell disease; and type 2 diabetes mellitus.
- 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 or chills in the last 24 hours?
 3. Have you had a cough in the last 24 hours?
 4. Have you had any shortness of breath or difficulty breathing in the last 24 hours?
 5. Have you had any unexplained muscle or body aches in the last 24 hours?

6. Have you experienced a loss of taste or smell within the last 24 hours?
7. Have you had a sore throat within the last 24 hours?

If they answer “Yes” to any of the seven 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 or difficulty breathing, cough, fever ($\geq 100.4F$) or chills, muscle or body aches, new loss of taste or smell, sore throat.” Voters who are unable to enter can be offered curbside voting, see protocols for safe curbside procedures.
- Signage has been provided for that encourages masks or facial coverings for voters while inside the building or voting area. A sign which contains a warning for voters with latex allergies about the use of latex gloves inside the polling place should be posted, if applicable.
- 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.

- Any lines that form outside of the polling place or voting area should be managed to include enough room for voters to have at least 6 feet of distance between other voters and poll workers.
- 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 wash or sanitize their hands using a hand wash station, hand sanitizer, or WEC provided alcohol spray sanitizer.
- After casting their ballot, voters should wash or 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 wash their hands or 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 an alcohol solution (70%+ isopropyl alcohol or 60%+ ethanol alcohol) or other [disinfectant approved by EPA for use against the virus that causes COVID-19](#).
- ❑ 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 Set Up and Process Considerations

- ❑ Plastic or plexiglass shields or barriers can be used where interactions between voters and poll workers take place at the poll book and voter registration tables. They can also be used to provide protection between the two poll workers stationed at the poll book.
- ❑ 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 5 voters, or more frequently, if possible.

- 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 (Election Registration Official) 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.

Personal Protective Equipment (PPE)

Masks or Facial Coverings: Masks have been provided to each polling place for use by poll workers. Poll workers are also able to use their own face masks or facial coverings, if desired.

Voters cannot be required to wear masks or facial coverings as a condition of voting, but public health officials have indicated they should be encouraged to do so.

Gloves: Gloves may have been included with the supplies provided to equip your polling place on election day, but the Centers for Disease Control still does not recommend the use of gloves for poll workers. Gloves may be used when issuing ballots, checking in voters, and processing absentee ballots; however, poll workers using gloves should take care to not touch their face with their gloved hands as they could transfer virus from their gloved hand to their face.

Poll workers should wash or sanitize their hands after removing their gloves and should change gloves regularly to avoid using contaminated gloves.