

COVID-19 Polling Place Procedures for Election Workers & Voters

Important Reminders & Safety Guidelines



Face Masks

Face masks will be provided by the Elections Department and **must** be worn for your safety and the safety of our voters. Voters are encouraged to wear masks but the law does not allow us to require them. Each polling place will initially receive approximately 20 face masks. We suggest you leave 3 face masks on your qualifying table in case a voter requests one.

Face Shield

Face shields will be provided by the Elections Department and must be worn at all times throughout the day. You must wear your face mask and face shield at all times for your safety and the safety of our voters. If you have a physical issue with wearing both the mask and face shield, please contact our office so we may work with you on a solution. Also, these face shields are county property and must be returned to us at the end of the election. Please sanitize your face shield with the Germicidal Cleaner and wipes provided in your kit at the end of the night and return it in the same plastic bag.

Germicidal Cleaner

Germicidal Cleaner and paper towels will be provided to clean your qualifying table, voting systems and any election supplies, as needed.

Hand Sanitizer

Hand sanitizer will be provided for the use of our Election Workers and voters. You must sanitize your hands before and after processing each voter.

Disinfectant Spray

This is to be used as an air disinfectant. Periodically spray your voting area, but not near the poll pads or voting machines. Make it a habit to spray the voting area throughout the day, as needed and not when voters are present.

Q-Tips

Q-Tips will be dispensed one per voter to utilize when marking their selections in the ExpressVote machine and dispose of after use.

Trash Bags/Liners

Trash bags will be supplied by the Elections Department. At the end of the day or as you may see fit, change the liners and dispose of the trash. Change the liners and dispose of the trash throughout the day and during closing procedures.

ExpressVote Machine Extension Cords

The extension cords for each ExpressVote machine should be long enough to keep the 6 foot distance when daisy chaining each machine. For this election, it is recommended for all ExpressVote machines to be 6 feet apart.

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Food and Snacks

No food, snacks or drinks are allowed in the voting area or qualifying table. Water is permitted as long as it has a lid or cap and on your discretion/risk. Rovers will be supervising your polling place throughout the day. If they do see food at your qualifying table or voting area they have the right to ask you to remove or dispose of it.

Chairs for Voters

If a voter needs to sit down because of a disability or medical condition, please allow them to do so. After the voter leaves your voting area, we ask that you wipe the chair after each use with the Germicidal Cleaner and one or two paper towels.

County Supplies

All county property such as the election bag, poll pads, and COVID-19 kit must be returned at the end of the night. Items stored with ExpressVote machines and the DS200 machine should be returned where they were found. Empty out both waste bins, remove all used blue tape and if you roped or moved any equipment at your polling place make sure to return it where it was and or remove the rope.

Communication with Voters

When dealing with elderly voters or those with a hearing impairment, try to turn your ear towards them in order to hear them better rather than bringing your entire face closer.

Sanitizing Voting Area

If a voter touches something other than the voting equipment, wipe it down. A voter doesn't have to wear a mask, but it is encouraged.

Sanitize, Sanitize, Sanitize