Election Season Checklist 2020

Election Season is upon us! It's time to adapt the election process to what we have learned from all of our social distancing efforts in the workplace, restaurants, and schools. As states, cities, and towns are preparing for their local elections, here are some considerations for election polling locations and voter safety. Let's remember the goals of our previous checklists and off we go!
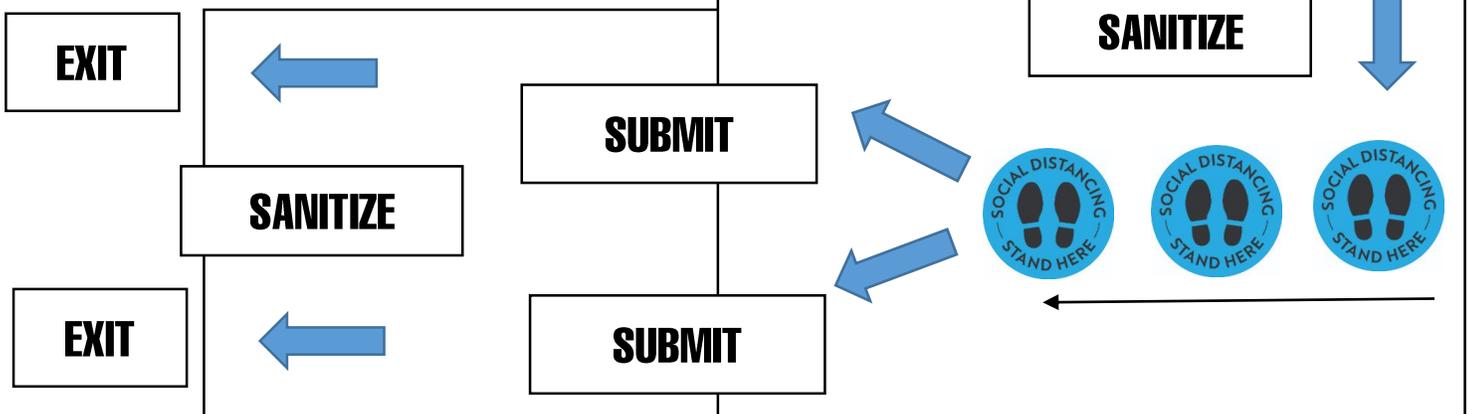
1. Let's Identify the need for PPE & General Supplies
2. Speak about Social Distancing Measures to Keep Voters and Staff Safe
3. Identify the members of the Safe Election Committee

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Suggestion #1:
Keep the Traffic Flow Moving!

The more an individual interacts with others, and the longer that interaction is, the higher the risk of COVID-19 spread. Elections with only in-person voting on a single day are higher risk for COVID-19 spread because there will be larger crowds and longer wait times. Focus your plan for this day around a simplified one direction traffic flow with ample personal protective practices and disinfecting solutions. Modify the polling location layout to allow social distancing and discuss plans to avoid bottlenecks in traffic flow, such as single doors for entry and exit. Increasing the number of mail in/drop off locations will help limit the number of in person voters.

ENTER

SOCIAL DISTANCING STAND HERE   SOCIAL DISTANCING STAND HERE   SOCIAL DISTANCING STAND HERE

REGISTER

SANITIZE

VOTE

SANITIZE

SOCIAL DISTANCING STAND HERE   SOCIAL DISTANCING STAND HERE   SOCIAL DISTANCING STAND HERE

SUBMIT

SANITIZE

EXIT

SUBMIT

EXIT

Suggestion #2: Separating Booths

Increase distance between voting booths to ensure that voters remain 6 feet apart. To ensure sufficient space for social distancing and other measures, identify larger facilities for use as future polling places. Modify the polling location layout to ensure voters move in one direction. Mark clear walking paths with tape, decals, or stanchions to prevent voters from crossing paths at close quarters. Ensure accessible voting options are available and consistent with the recommendations for slowing the spread of COVID-19.

Old

New

6ft   6ft

Suggestion #3:
Consider Multiple Sites and Extended Hours

Adding more space and fewer booths to keep our voters safe leads us to look for additional locations, days to vote, or extended hours. These solutions will create additional needs, such as increased staffing and supplies. Other alternative solutions could include scheduled voting, staggered entry to the polling location, or using an in-line ticket system which will provide voters exact times to vote versus standing in line. Increasing your drop off sites for mail-in voting will limit the number of in-person voters on November 3rd.

Suggestion #4: Polling Safety Starts from the Outside-In

Post signs in highly visible locations. Mesh Banners or Window Decals can mark entrances and exits, A-Frame signs can easily manage crowd control. Using signage as Last minute reminders to promote protective measures such as wearing a mask or washing their hands will help keep your staff and other voters safe.

Suggestion #5: Use Floor Markings to Encourage Social Distancing

Now that we are nearly half a year into social distancing it seems as if some have slipped into a bout of social distancing laziness when waiting in line at a grocery store or coffee shop. Using floor decals is the cleanest way to ensure your voters will not fall into such habits. Minimize lines as much as possible, especially tightly-spaced queues in small indoor spaces. We have seen many voting boards stenciling out clear walking paths with tape or directional arrows to keep a one directional traffic flow. Keeping windows open to circulate airflow or moving lines outdoors as much as possible.

Suggestion #6: Provide Single-Use Items

The CDC advises considering practices that reduce exposure to touched surfaces. Where possible, replace shared objects, like pens or ballot activation cards, with single-use objects. If a pen is to be reused then it would have to be disinfected following the directions on the bottle's label which would disrupt your traffic flow in the poll – our most important goal. Be certain to post and regularly empty lined waste receptacles throughout the day.

Suggestion #7: Keep Your Registration Employees Safe!

Gloves

Shields

Barriers

Wrapped Masks

Physical barriers, such as acrylic or polycarbonate shields, can be used to protect workers and voters when physical distance cannot be maintained at registration desks or even in between voting stations. Also consider placing markings or decals on the floor to remind voters to maintain at least 6 feet of space from others. Gloves are recommended. Provide extra individually wrapped disposable face masks for voters or staff. Use writing instruments and paper for when conversing with individuals who are deaf or hard of hearing to replace lip reading. It is suggested that staff members over the age of 65 and any other higher risk worker should be stationed in areas of limited contact with voters.
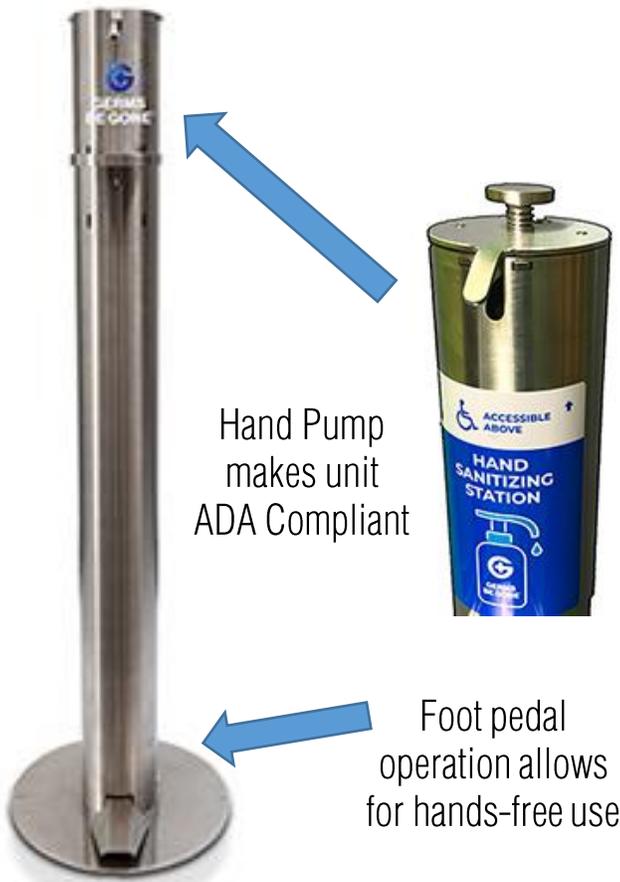
Suggestion #8: Provide Sanitizer Stands at Every Checkpoint!

Hand Pump makes unit ADA Compliant

Foot pedal operation allows for hands-free use

Regardless of what method your city or town is using for voting – electronic or hand written - Voters should use hand sanitizer before and after their voting session and be instructed to wash their hands at the first possible opportunity. Provide an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process -where voters interact with poll workers, after using the voting machine, and ballot submission. Dry your hands before handling paper ballots. Place alcohol-based hand sanitizer in each of these locations, including registration desks, where "I Voted" stickers are dispensed, and exits.

The CDC recommends 70% Alcohol wipes as an effective product to fight against the spread of COVID-19. Consider this alternative due to worldwide constraint on disinfecting wipes! The CDC recommends such Alcohol-based wipes as a solution to clean voting machine buttons and touch screens, but refer to the owner's manual when cleaning any electronic equipment. Always be sure to dry surfaces thoroughly to avoid pooling of liquids. For effective sanitizing always ensure that surfaces are clean before using wipes. If dirt is visible, clean the surface!

Remember the basics of cleaning, sanitizing, and disinfecting. Cleaners simply remove dirt and soils and are imperative to maintain a healthy workplace. Sanitizers reduce bacteria on a surface by at least 99.9% and can be effective against COVID-19. Disinfectants kill both bacteria and viruses and need to be used properly. In short, each are important in their own specific ways and vital to the overall cleanliness of your facility.

Suggestion #9: Consider Alcohol Sanitizing Wipes!

Suggestion #10: Procure Your PPE for Elections As Soon As Possible!

County Boards of Election should not wait in the procurement of PPE (gloves, masks, sanitizer, wipes, disinfectants, gowns, shields, etc.) in order to have them ready for early voting, election day and throughout the canvassing process.

The CDC does not have specific guidance for what would be considered adequate PPE and supplies within the community. CDC has developed a Personal Protective Equipment (PPE) Burn Rate Calculator for use in healthcare settings to track use of PPE and estimate how long supplies may last that may be helpful for tracking in community settings.

Train your staff to properly wear PPE and clearly label the location of your PPE station. Providing masks to voters who forgot one can help keep staff and other voters safe. Cover safety scenarios with your staff surrounding voters who refuse to wear masks.

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Face Masks ☐	Hands Free Door Openers ☐	Touchless Thermometer ☐	Gloves ☐
Hand Sanitizer & Sanitizer Stands ☐	Disinfectant Sprays, Wipes ☐	Sanitizing Misters ☐	UV Sterilizer Wand & Case ☐
Floor Decals, Marking Tape ☐	Signage/ Banners/ A-Frames ☐	Hands-free Restroom Dispensers ☐	Dilution System Floor Care/ Vacuums ☐
First Aid & Body Fluid Spill Kit ☐	Pop-up Tents ☐	Face Shields ☐	Temperature Kiosks ☐
General Office Supplies ☐	Cleaning Carts ☐	Trash Receptacles ☐	Portable Hand Washing Station ☐
Air Purifiers ☐	PPE Kits for Election Staff ☐	Traffic Barriers ☐	Crowd Control Stanchions ☐

Product Highlights

Hand Sanitizer Stand

Item: NWLCBSANITIZERSTAND

- White Corrugated Cardboard
- Hold 2 Single One Gallon Bottles
- 42 x 20 x 20
- Stores up to four one gallon bottles of sanitizer bottles beneath unit
- Also available as a single unit

Companion Item
Item: NWLGS1GALWP

Instant Hand Sanitizer w/ Pump One GL Bottle 4/CS

Rechargeable Handheld Mister

Item: NWLHANDHELDSPRAYER

- Lightweight and portable - perfect for cleaning disinfecting small areas quickly with ease
- Adjustable spout offers a variety of spray patterns from straight stream to a very fine mist
- Effortless one button operation

Companion Item
Item: NCL25529

Micro-Chem-Plus Disinfectant – 1 Gallon

Polycarbonate Countertop Shield - 8"H x 12" W Opening

24" W x 42" H - Item: BGS6979224

36" W x 42" H - Item: BGS6979236

Rolling Clear Acrylic & Polycarbonate Shield

Acrylic		
24"W x 72"H	NWL24X72ROLLING
30"W x 72"H	NWL30X72ROLLING
36"W x 72"H	NWL36X72ROLLING

Polycarbonate		
24"W x 72"H	NWLSPCR2472
30"W x 72"H	NWLSPCR3072
36"W x 72"H	NWLSPCR3672

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Election Planning

Areas of Interest

- ☐ Parking Lot
- ☐ Building Exterior
- ☐ Tented Areas
- ☐ Lines Outside of Building
- ☐ Entrances to Building
- ☐ Registration Tables
- ☐ Sanitizer Stands
- ☐ Voting Booths/Kiosks
- ☐ Ballot Submission
- ☐ Sticker Stations
- ☐ Restrooms
- ☐ Exits

Supplies Needed

- ☐ Sanitizer Stands
- ☐ Masks
- ☐ Pens/Pencils/Writing Instruments
- ☐ Highlighters
- ☐ Binders
- ☐ Sheet Protectors
- ☐ Rulers
- ☐ Legal Pads
- ☐ Note Paper
- ☐ Envelopes
- ☐ Staplers/Staples
- ☐ Rubber Bands

- ☐ Paper/Binder Clips
- ☐ Boxes
- ☐ Stampers & Ink
- ☐ Waste Receptacles
- ☐ Floor Signage/Decals
- ☐ Kiosks
- ☐ Folding Tables/Seating
- ☐ Mobile Barriers/Partitions
- ☐ Emergency Lighting
- ☐ Printers
- ☐ Toner
- ☐ Tape/Caution Tape

For additional information please reference:

https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html