



How to Plan Your Polling Site

Including Combined Precincts

New Procedures

- ★ **Voter privacy has always been the priority for setting up a polling site**
- ★ **In addition to the importance of maintaining voter privacy, two additional factors are having an impact on setting up polling locations:**
 - COVID-19 safety precautions
 - Combined polling places
- ★ **Please review this training module so you can plan in advance**



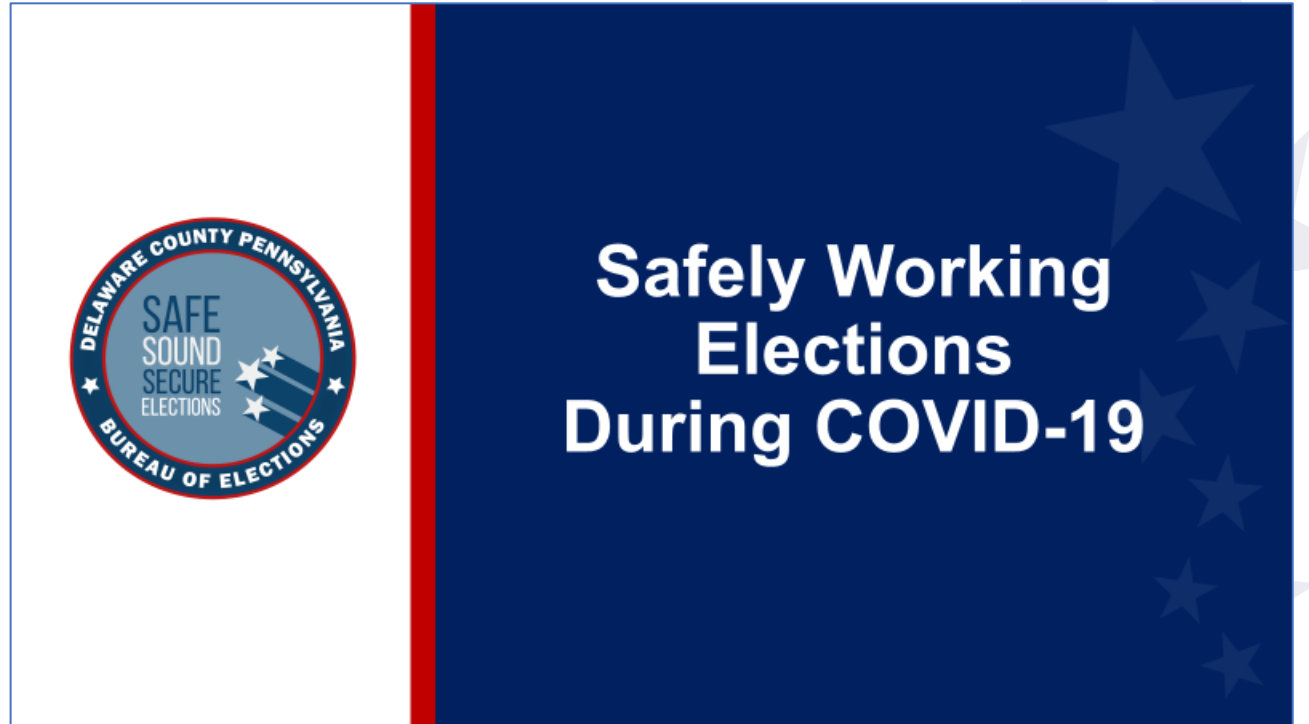
Voter Privacy

★ **REMEMBER:** It is important to ensure voter privacy at all times



COVID-19 Safety Precautions

- ★ Be sure to review the module on *Safely Working Elections During COVID-19*, which is available on the poll worker training website



<https://delcopa.gov/vote/pollworkerresources.html>



Combined Precincts

Why So Many Combined Precincts?

- ★ Due to COVID-19, many locations have now been combined and brought to one location
- ★ That's to help with the safety of the poll workers as well as the voters



Who Runs the Combined Precinct?

★ Scenario: Combined Precinct with Precinct A and Precinct B

- Each has a full board at the new location
- Each of you will run your own precinct
- BUT...



Precincts Can Also Join Together!

- ★ If Precinct A is short the number of poll workers and Precinct B has a full board, it's OK for you to join together
- ★ Those two precincts operate together as one board

You'll still be voting two unique ballots—one for each precinct—but you're working together as a board to execute that election.



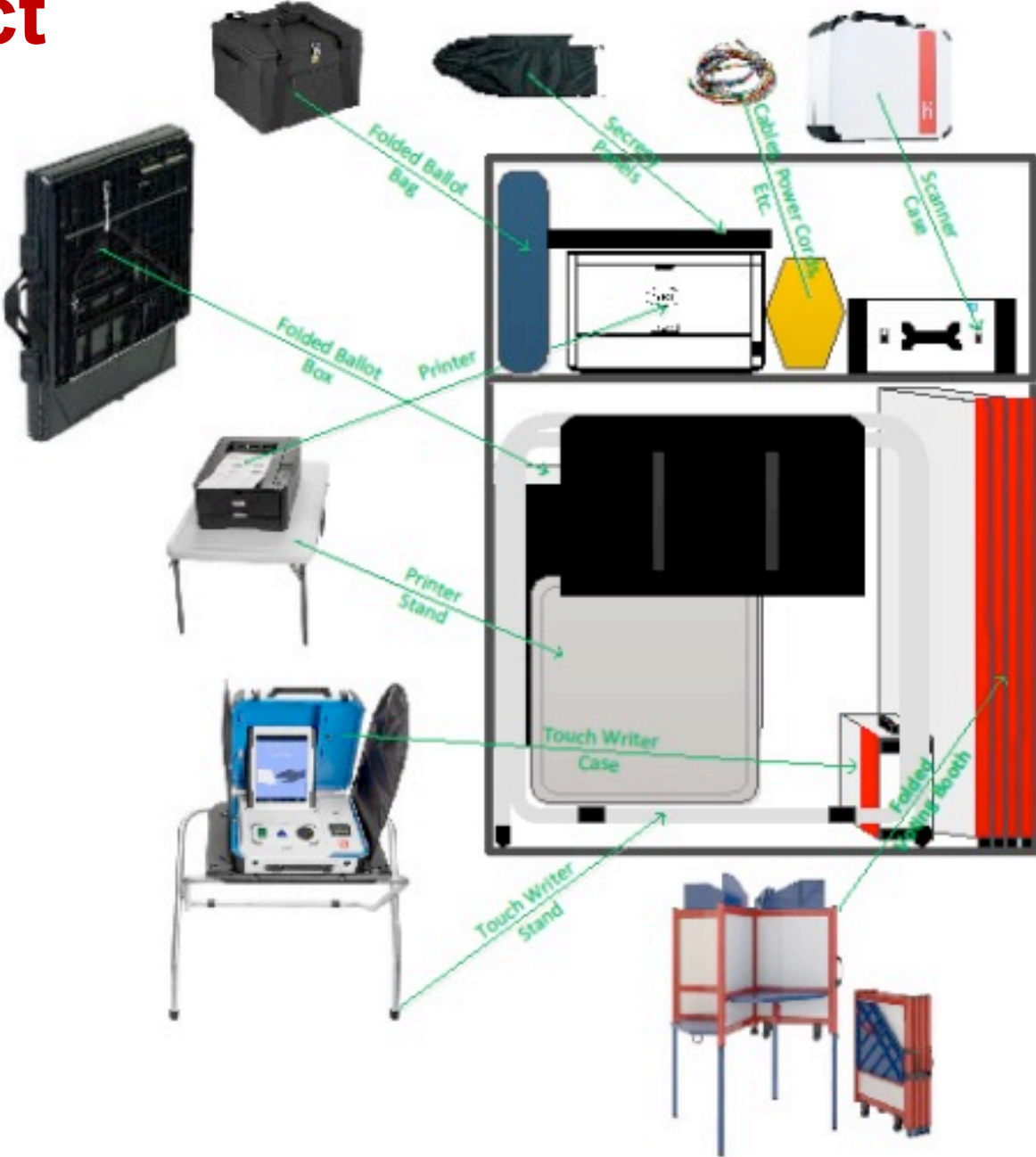
Supplies for Each Precinct

★ Each precinct will have their own cage that houses:

- Scanners
- Touch Writer
- Ballot boxes
- Printer
- Tables
- Privacy booths and screens



Single-Precinct Cage with One Scanner

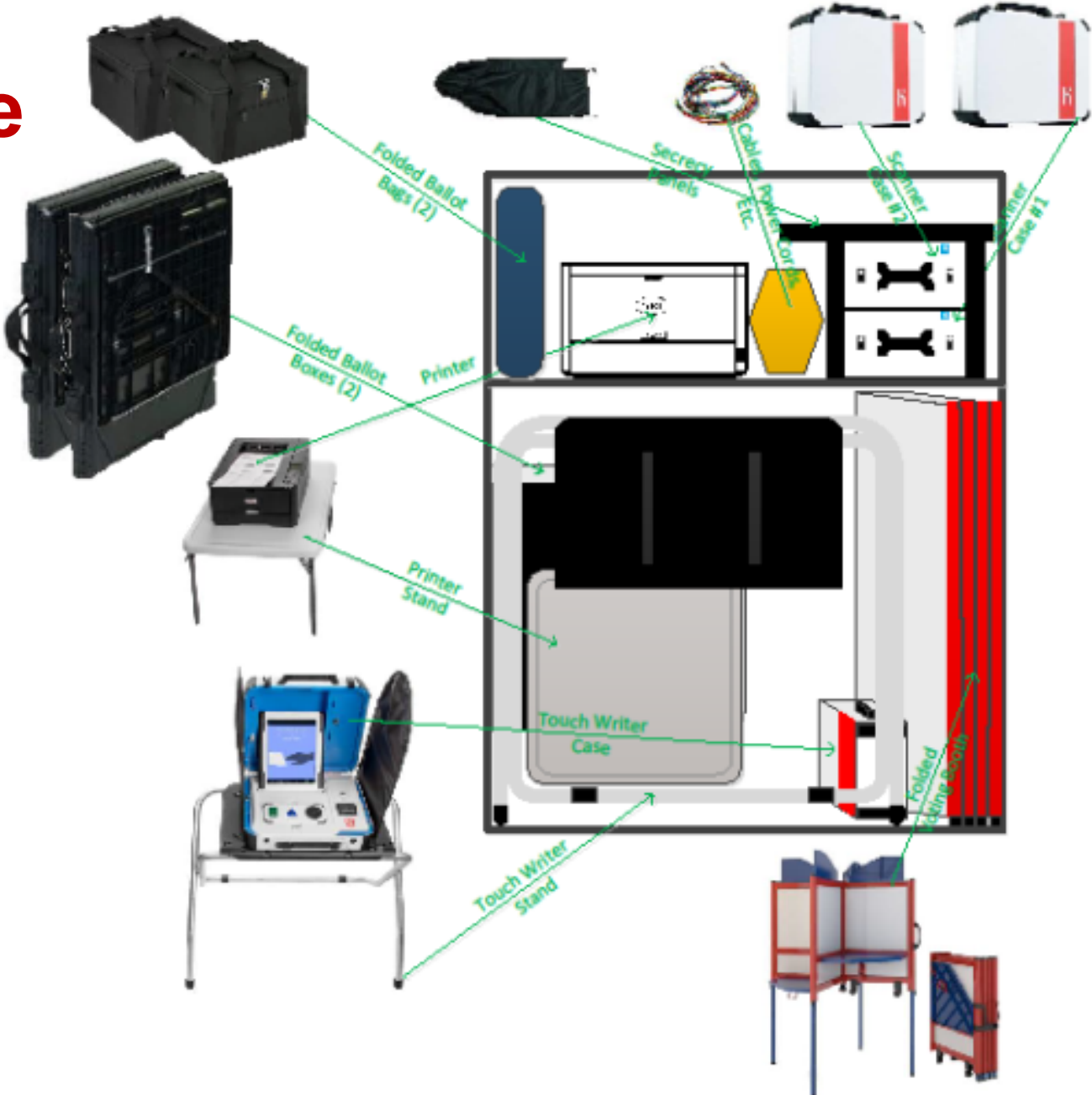


Front



Back

Precinct Cage with Two Scanners



Front



Back

White Box & Blue Bag

★ White box is handed out Saturday before the Election

- It will have 2 yellow lists of numbers

★ Blue bag delivered on Election Day

- Ballots
- Poll book
- Privacy screen for provisionals
- Pink assistance form
- Yellow affirmation form
- Red pens for poll book
- Extra bag lock for blue bag



Additional Supplies for Each Precinct

★ Each precinct will have their own:

- PPE delivered by Hughes:
 - ★ Masks, hand sanitizer, gloves, sanitizing wipes/spray
- Pens
- Tape
- Scratch paper
- Extension cords as needed
- Privacy envelopes or white paper





**General
Layout**

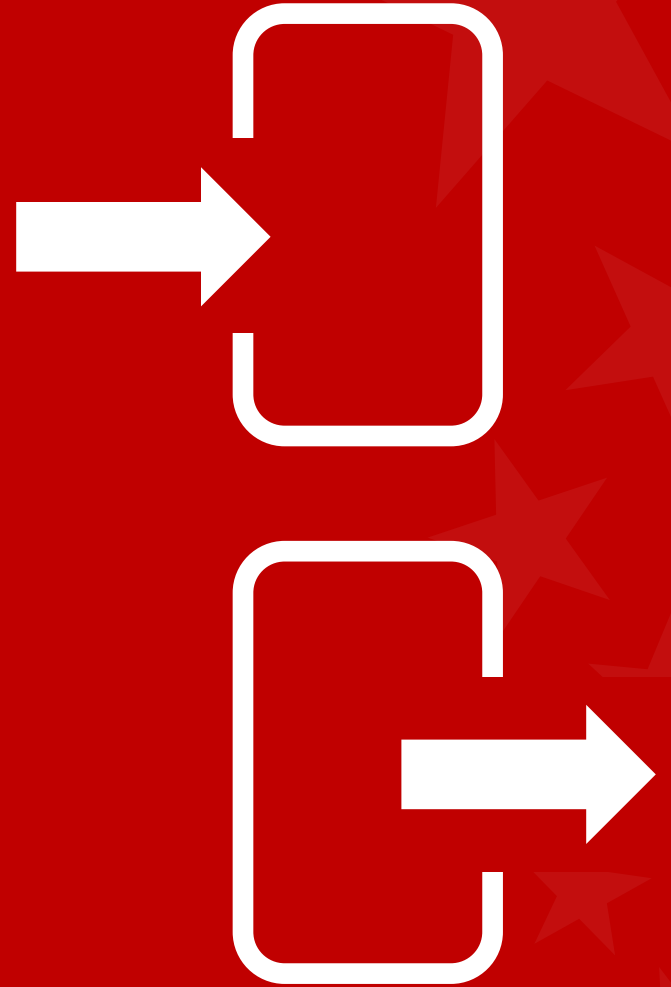
COVID-19 Precautions Greatly Affect Layout

- ★ Due to the need for physical distancing, take extra time to plan your polling site



General Layout and Preparation

- ★ Arrange the polling place to allow an orderly flow of voters throughout the voting process
- ★ If possible, have a single-direction flow of traffic: separate entrance and exit doors
- ★ Focus on arranging the polling place so voters can mark and cast their ballots privately



Plan for Voter Foot Traffic

- ★ Polls may be especially crowded this year!
- ★ Planning is especially important for combined precincts
- ★ When arranging the room, consider where exterior windows are located

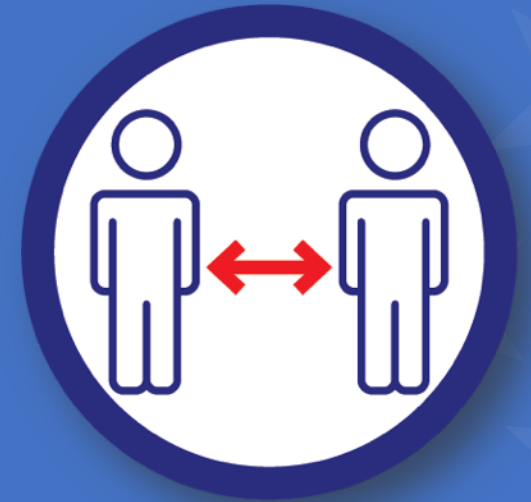


Workstations: Six Feet Apart!

- ★ Redesign the space if needed
- ★ All workstations, voting stations, check-in stations, and other stopping points should be separated by at least six (6) feet
- ★ Create distance between:
 - Check-in stations
 - Voting booths
 - Ballot box and queueing space



Recommended
Guidelines



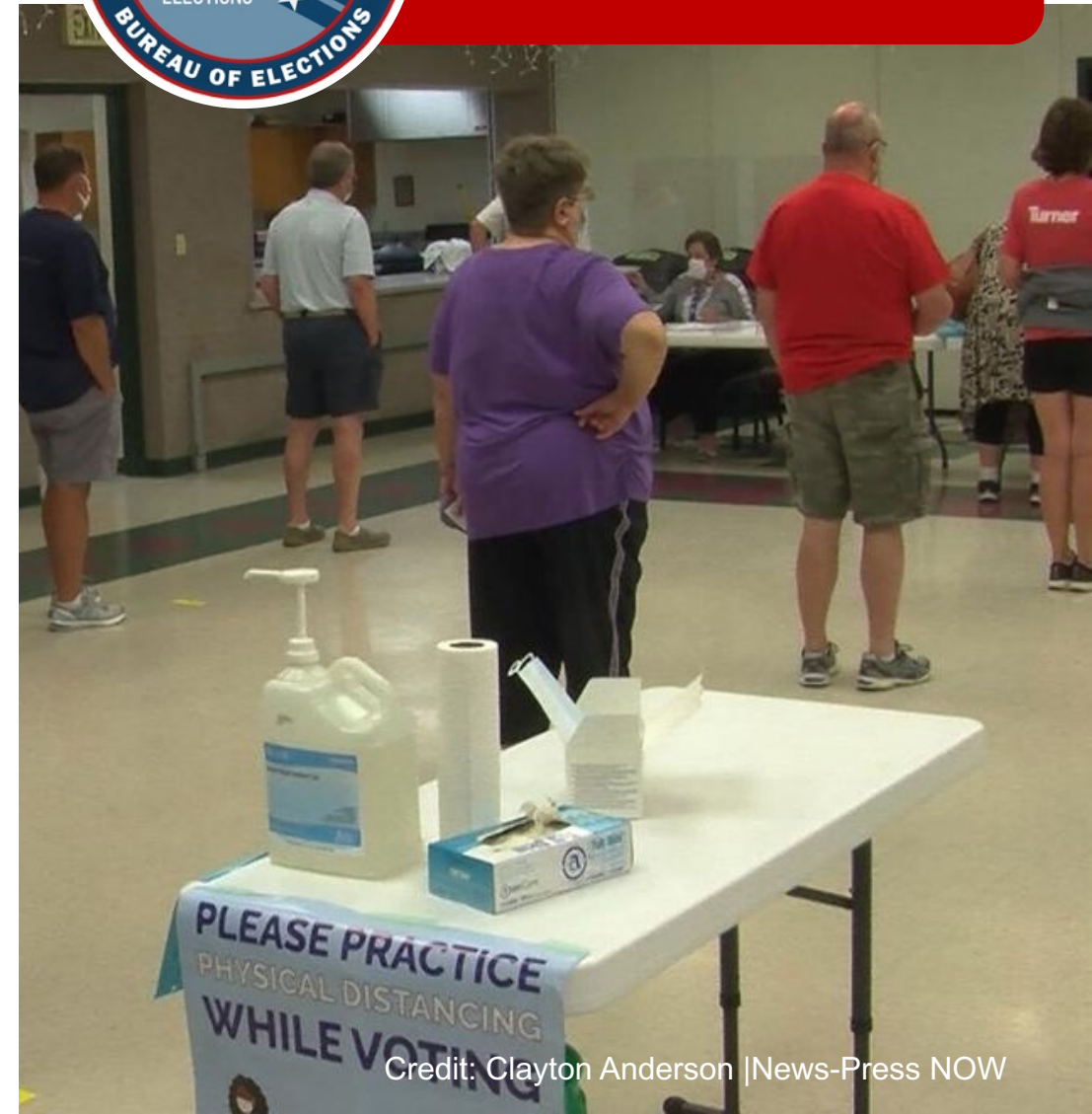
6 FEET

Entry and Check-in

- ★ **Have dedicated workers at the entrance**
 - They can explain safety procedures and direct voters to check-in stations quickly to ease entry bottlenecks
 - They can also keep observers from congregating
- ★ **Encourage voters and poll workers to avoid greeting others with physical contact**
- ★ **Hand sanitizer should be available at each check-in station and at the exit**



Recommended Guidelines

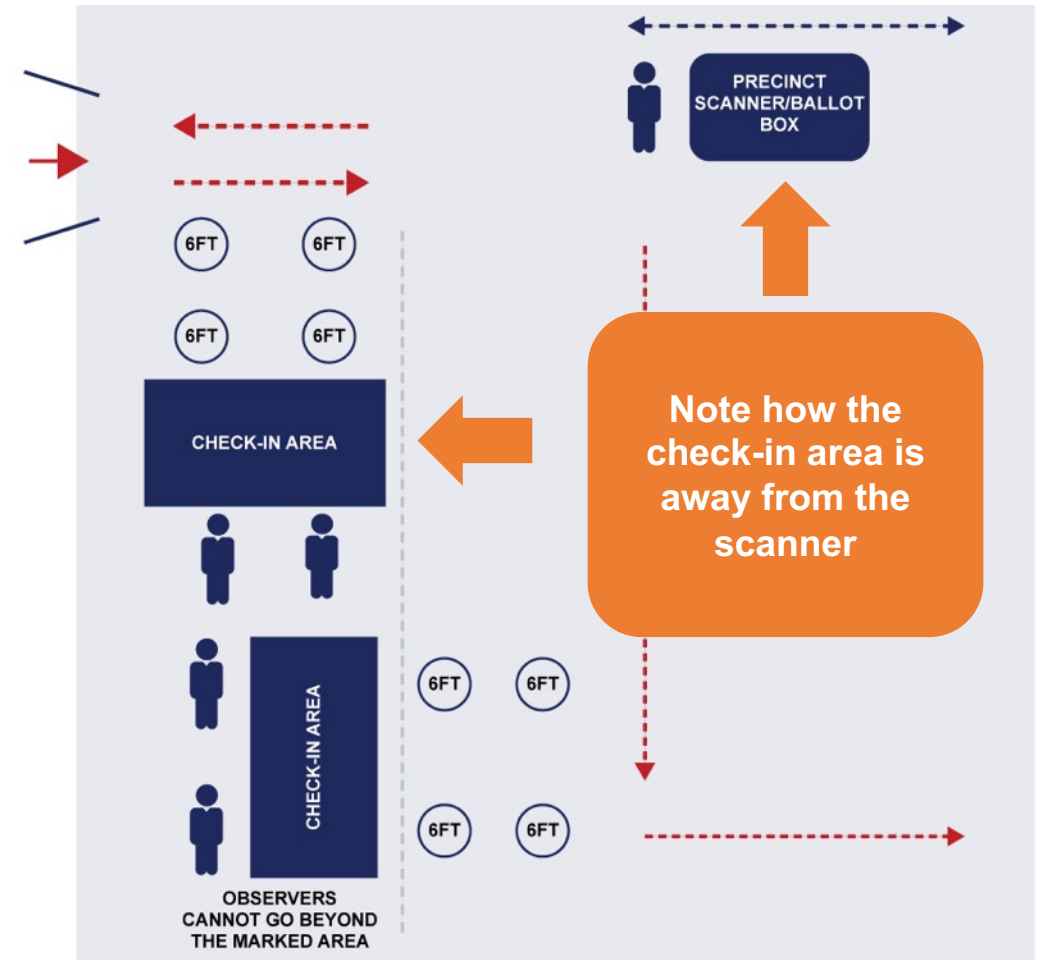


Check-in

- ★ If possible, ensure that all check-in stations are appropriately distanced and protected with barriers
 - Allows traffic flow with minimal paths crossing
- ★ To prevent lines from forming at check-in, consider setting up a few poll book stations
 - Divide the poll book by alphabet ranges where necessary
- ★ If using pens, clean pens between use, or provide each voter a pen to take after they use it



Recommended Guidelines



Scanning & Exit Stations

- ★ Precinct scanners must be positioned to allow voters to cast their ballots in secret
- ★ There must be clear signage on where voters must wait for their turn to scan their ballot

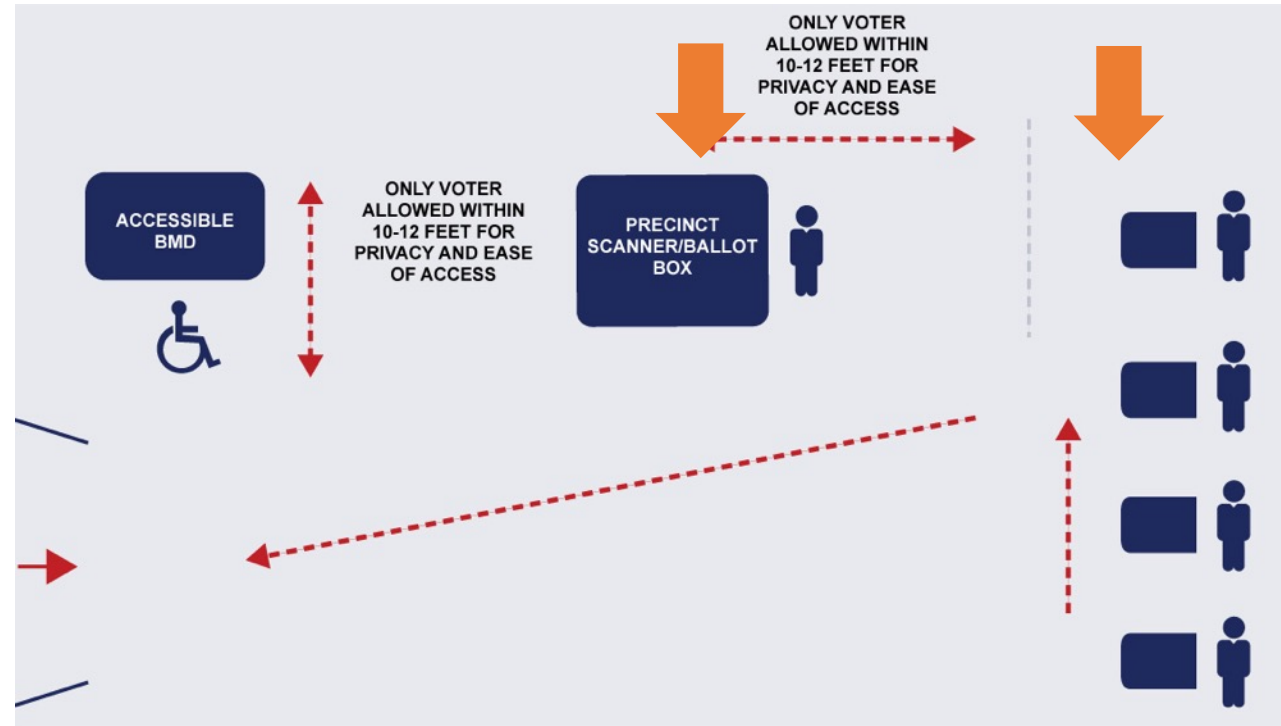


Scanning & Exit Stations

★ You must ensure that the lines for scanners will not interfere with the privacy of voters marking or casting their ballots

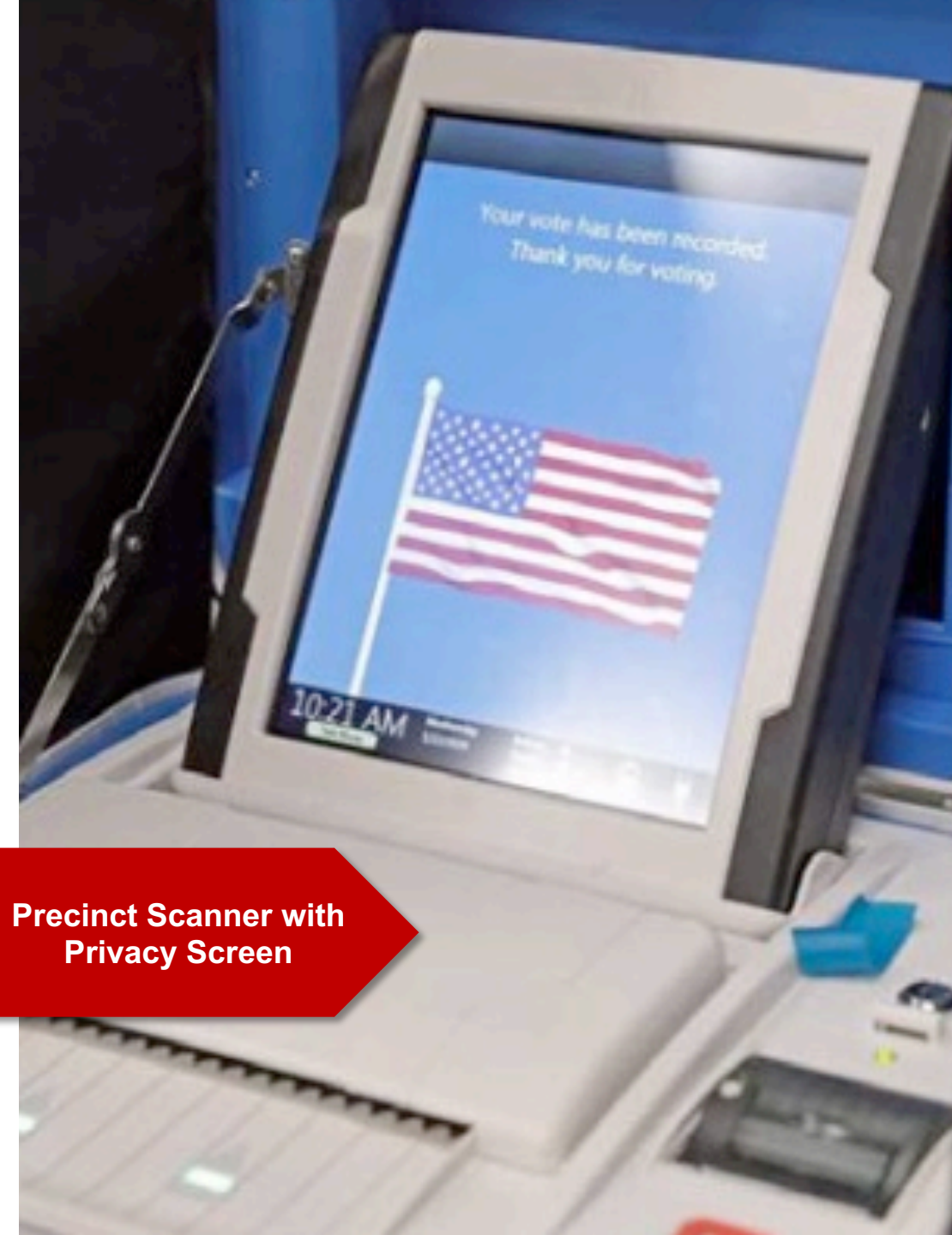
- Use the blue tape provided in your cage to clearly mark for voters where they should stand and which direction their line should form

Note how there is plenty of room between the voters, scanner, and marking device



Setting Up Scanners

- ★ Set up scanners with the privacy screens included in your cage or take other physical measures that prevent other individuals from observing how a voter has marked their ballot
- ★ Precinct scanners must be set up with at least 10 feet of clearance on the sides and the front of the device
- ★ Ensure that that the precinct scanner displays the ballot insertion prompt when the next voter is directed to a scanner to scan a ballot



Precinct Scanner with
Privacy Screen

REMEMBER

- ★ Voter privacy must always be maintained, regardless of any unexpected situation that happens at the polling place



Ballot Marking Area

- ★ The ballot marking area for individual voters must be arranged to prevent others from seeing a voter's ballot while the voter is marking their ballot

QUAD
VOTING
BOOTH

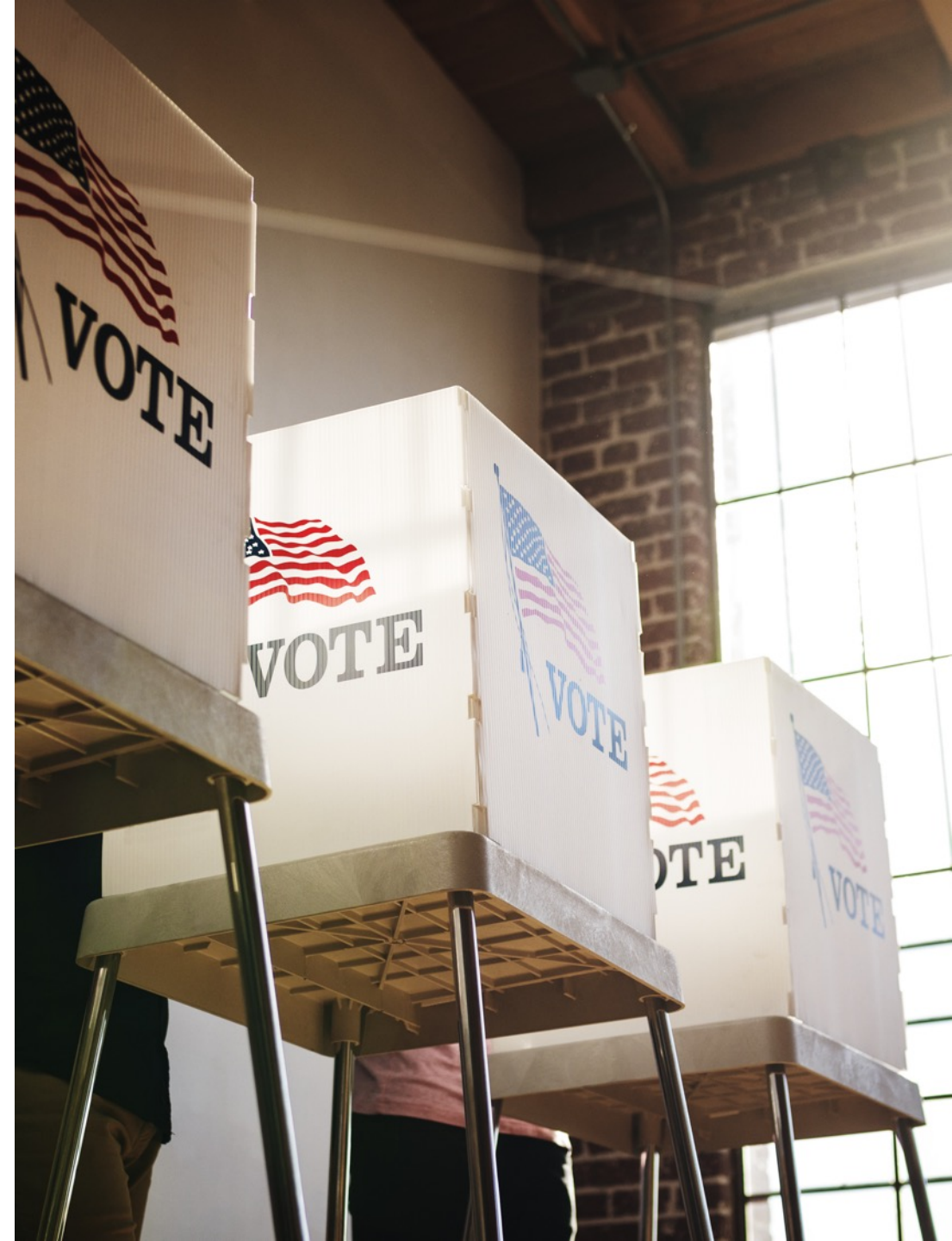


SINGLE
VOTING
BOOTH



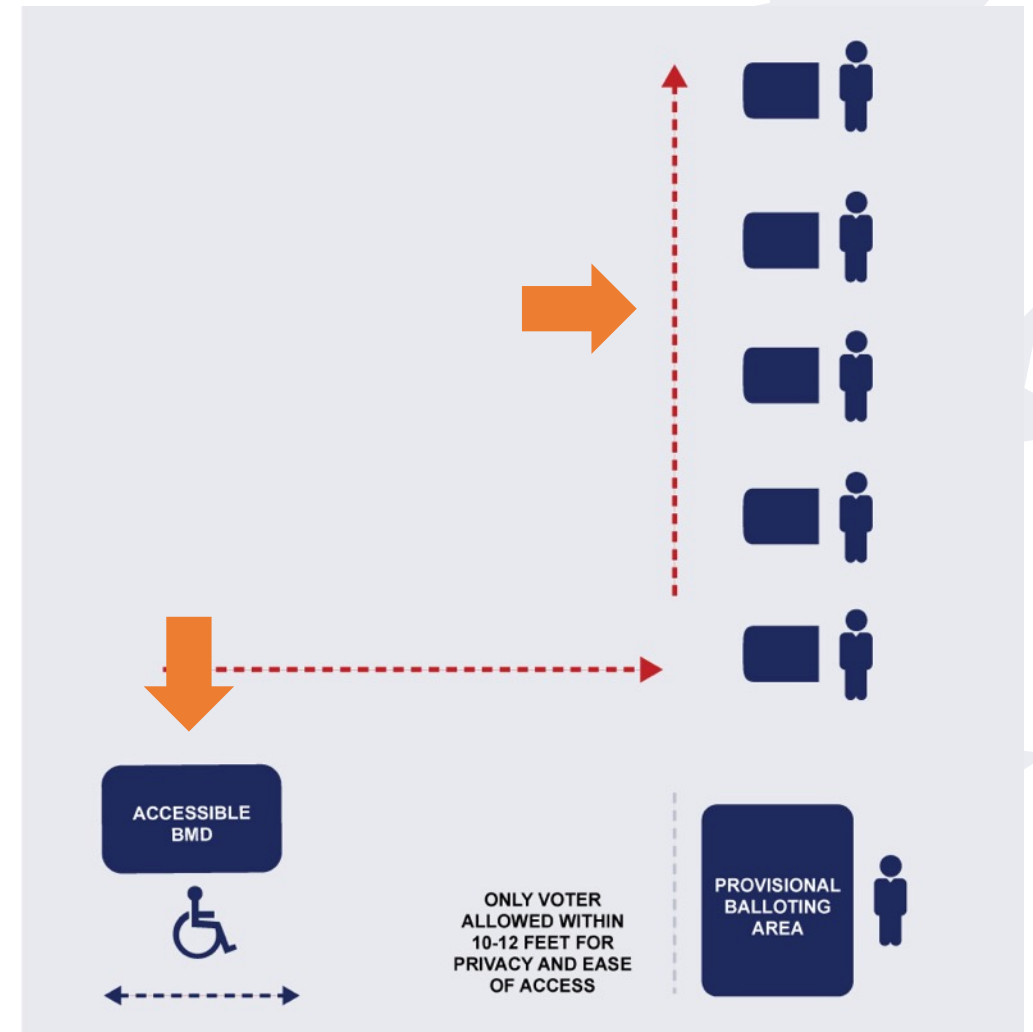
Ballot Marking Area

- ★ Wherever possible, booths and ballot marking devices should be arranged so that the voter's back faces a wall to provide for maximum voting privacy
- ★ It is best to arrange voter booths next to a wall to prevent someone from standing behind them



Ballot Marking Area

- ★ Enough space should be allowed between voting booths and ballot marking devices to permit voters to access the ballot marking areas without disturbing or impeding the privacy of other voters



Plan for Voters with Disabilities

- ★ Voters with disabilities must be able to cast their vote privately and independently
- ★ They must have ample space to allow for a potential mobility device or person accompanying the voter to provide assistance
 - The ADA polling place accessibility standards suggest a minimum of 60x60 inches
- ★ The path to the voting station or the scanner/ballot box must be clear of obstructions to ensure easy access to and from these areas
- ★ The path should include plenty of room to turn a wheelchair



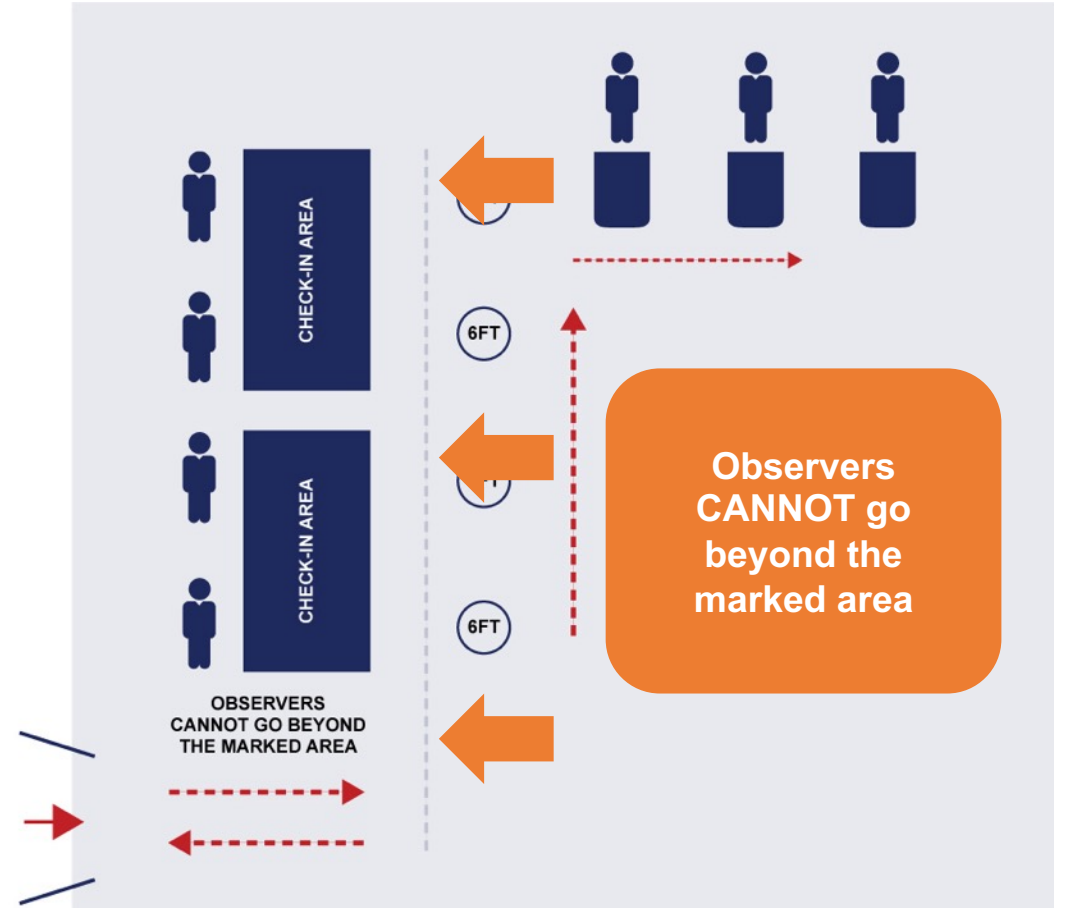
Plan for Voters with Disabilities

- ★ Voters with disabilities may have assistive technology or personal notes that they need to place within their reach
- ★ They may also need room to place the printed ballot on a flat surface when using simple personal technology, such as magnifiers



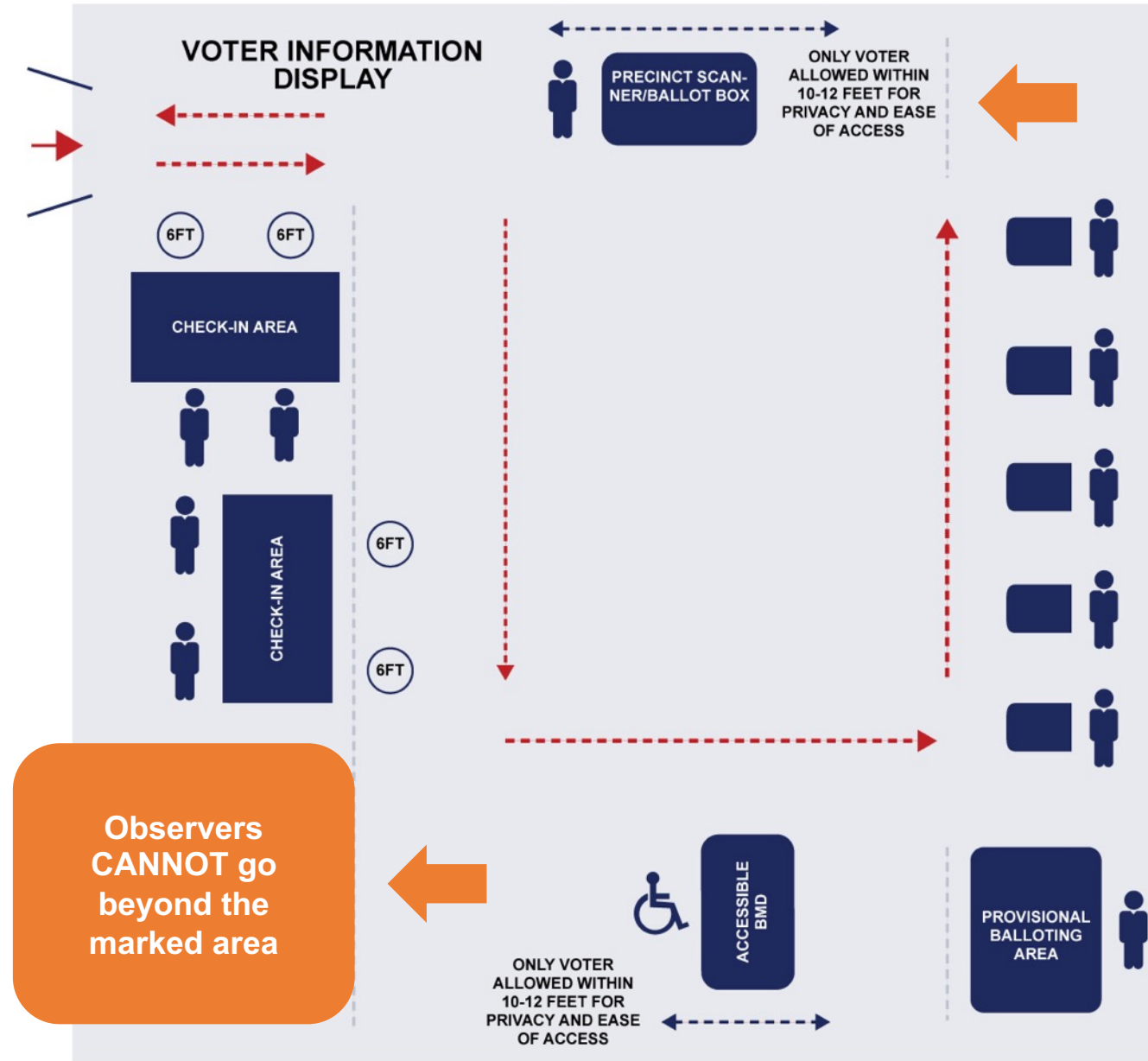
Public Area for Poll Watchers and Voters

- ★ Clearly establish a public area for poll watchers and voters waiting to be checked-in
- ★ This must be clearly separate from the voting area

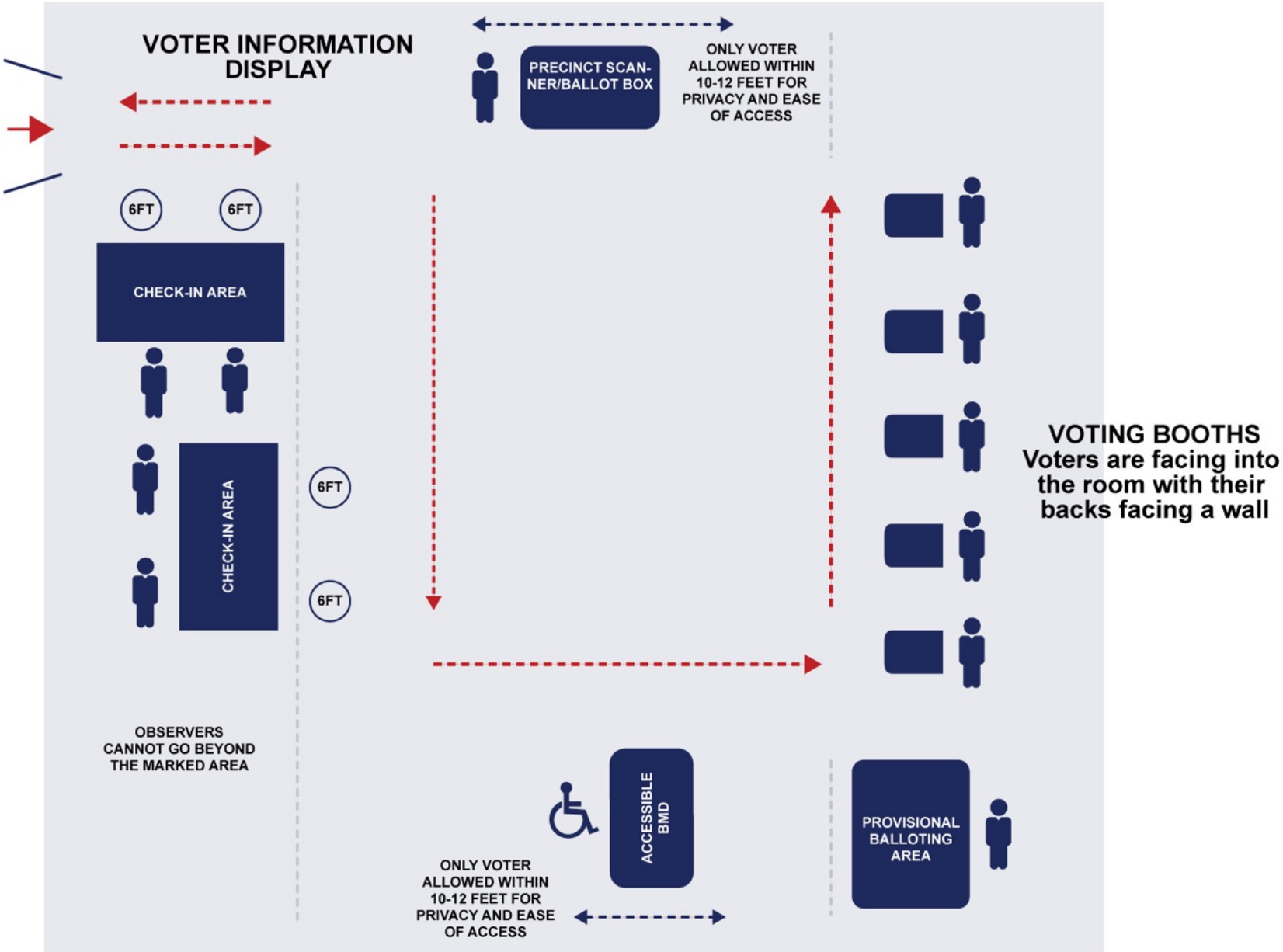


Public Area for Poll Watchers and Voters

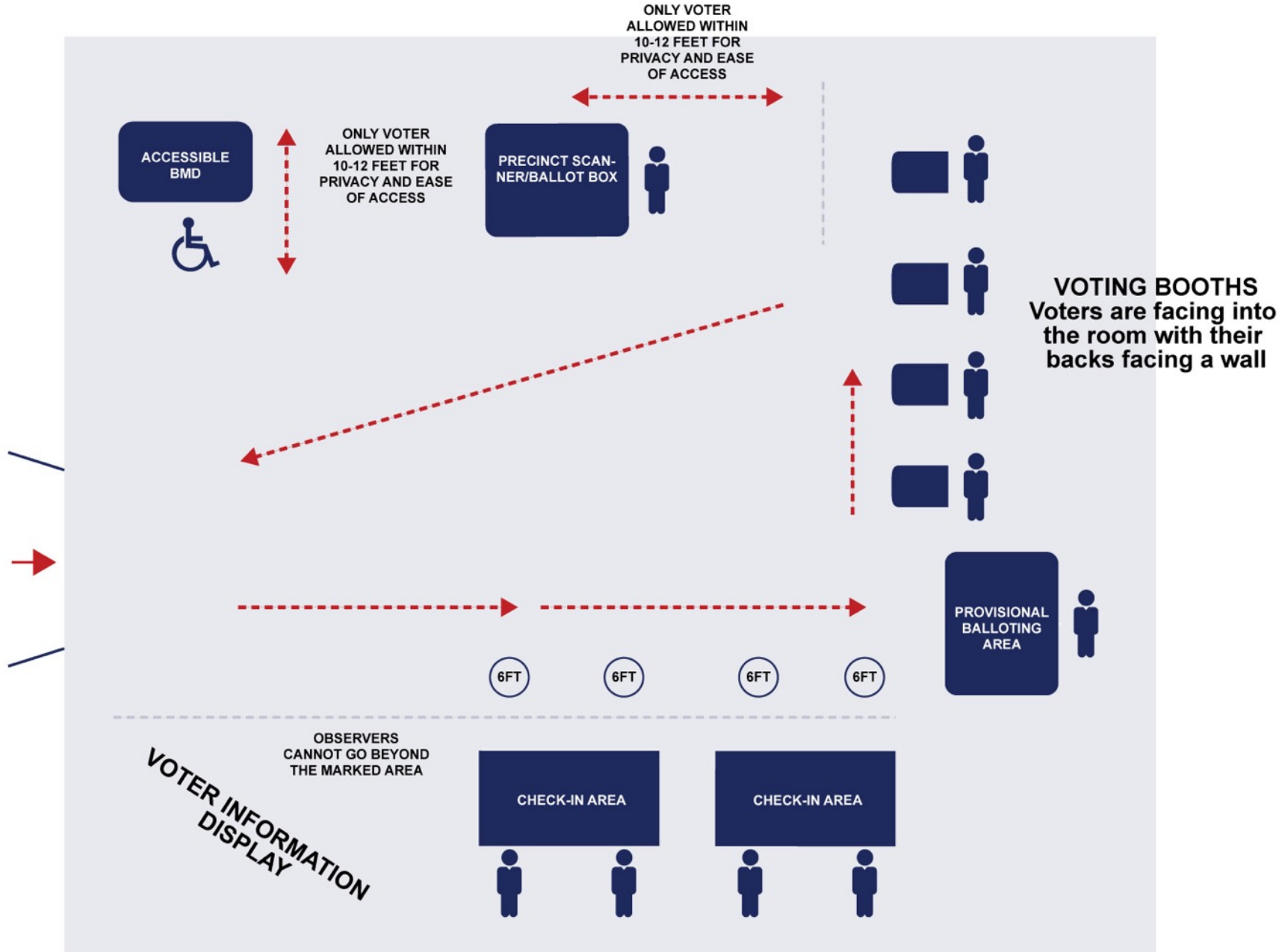
- ★ The public area must provide plenty of space to observe and wait one's turn without disrupting the voting process and without invading voter privacy



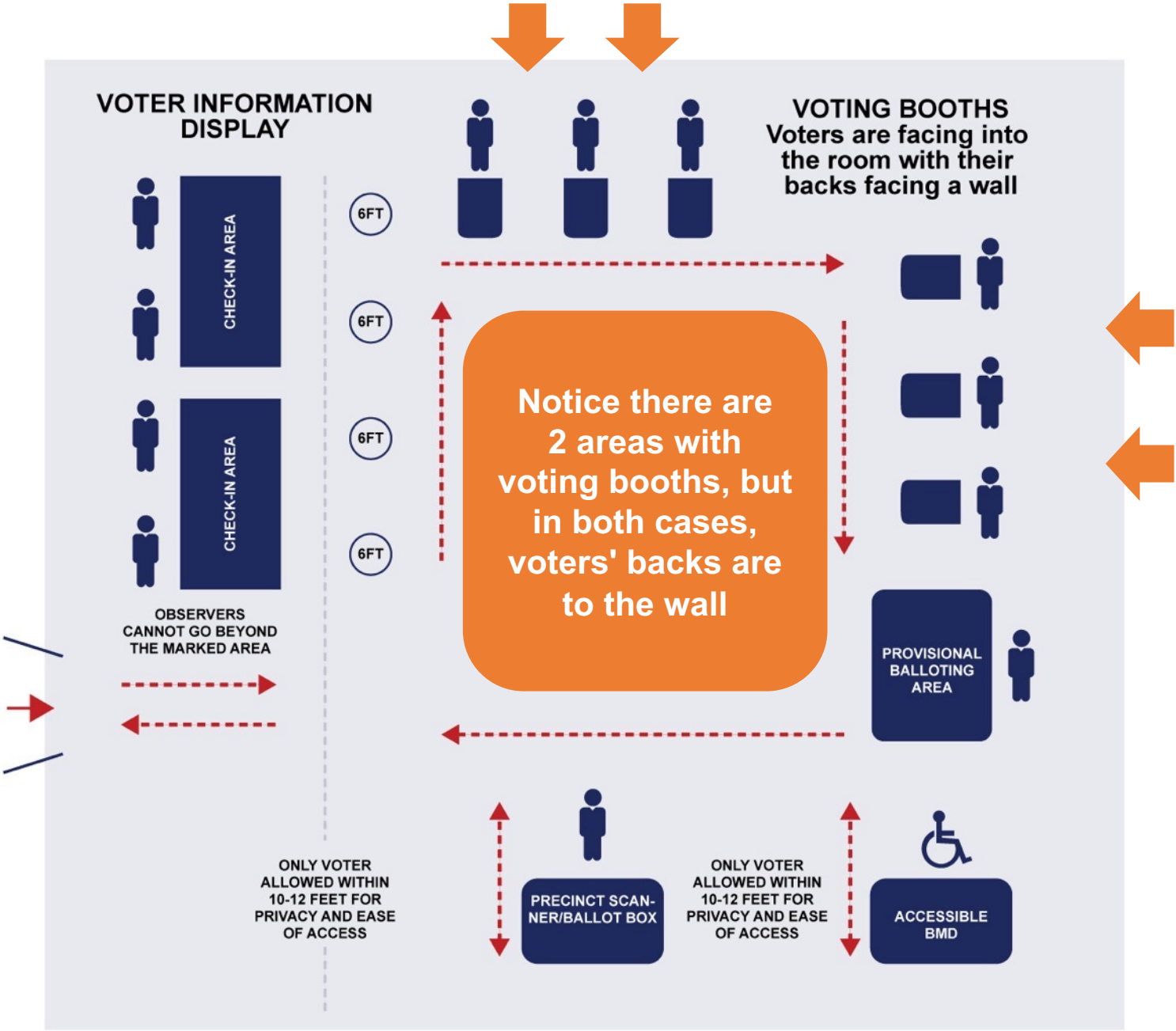
Sample Floor Plan 1



Sample Floor Plan 2



Sample Floor Plan 3



Planning Workstations for Combined Precincts

- ★ **Assess traffic flow based on the number of precincts**
- ★ **In some cases, it may be better to have check-in desks next to each other, all of the scanners next to each other, etc.**
- ★ **In locations where space allows (such as in a large gymnasium), you may be able to set up precincts at opposite ends of the room**
- ★ **Do what works best for your specific polling place!**



Partitions

- ★ **Use partitions between locations where it isn't possible to distance 6 feet**
 - Example: at the check-in table
- ★ **Consider acrylic, plexiglass, or other barriers to separate airspace**



**Recommended
Guidelines**



Credit: Nicki Kohl | Telegraph Herald

Visual Cues

- ★ Add visual cues to continuously remind workers, voters, and observers of physical distancing, face covering requirements, and updated foot traffic patterns
- ★ These can include:
 - Floor markings
 - Colored tape
 - Signs
- ★ Blue tape will be included in your cage to help you with this

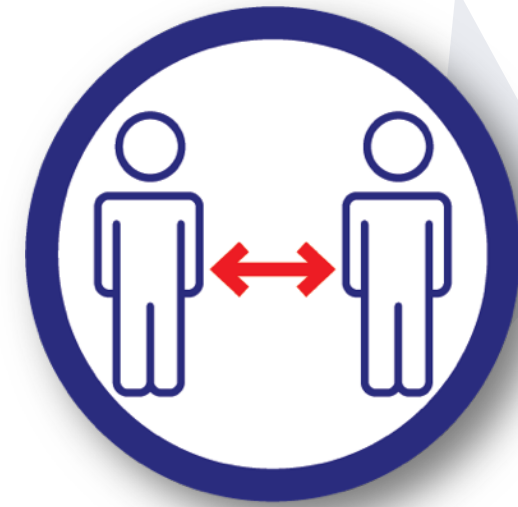


Recommended
Guidelines



Plan a Space for Poll Worker Breaks

- ★ **Plan a break room or space where 6-foot distancing can be maintained**
 - If weather permits, breaks can be taken outside
- ★ **Plan staggered breaks with your fellow poll workers**
 - This helps promote physical distancing
- ★ **Plan meals and snacks**
 - Do not share food or bring communal food/potluck meals



6 FEET



Set Up a Sanitation Station

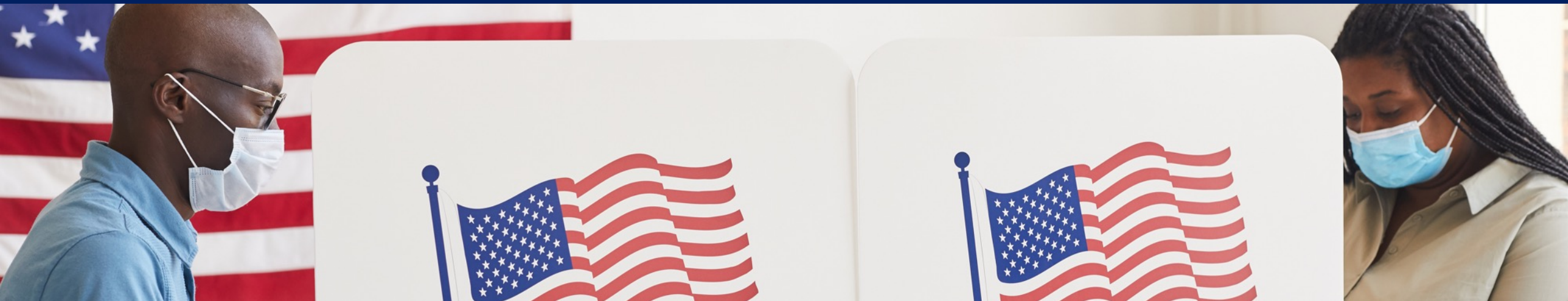
- ★ Assign a team to be in charge of staffing the sanitation station and managing supplies for the polling site
 - Make sure workers are aware of the location of supplies at your polling site and who is in charge of them
 - Instruct poll workers to communicate with the sanitation team about supply needs



Final Thoughts: Remember...

★ Planning your polling site is important for:

- Maintaining voter privacy
- Allowing for physical distancing
- Operating smoothly with combined precincts





**Thank you for ensuring a
safe, sound, and secure
election!**