Safely Working Elections During COVID-19

Safe, Sound, and Secure Elections

★ **The 2020 Fall General Election process in Delaware County is being held with new procedures, processes, and guidelines in place.**

★ **These changes are meant to ensure that:**

- every voter will feel **safe** casting their ballot,

- the voting process is **sound**,

- and all votes will be **secure**

Your Health and Safety Are Important to Us!

★ **Working this election means putting yourself at an increased risk of contracting and spreading COVID-19 due to the number of potential interactions and time in close contact with others.**

★ **This training will help you limit your personal risk and help you limit the risk for people voting in your polling place.**

Some New Procedures

★ **If you're a returning poll worker,** many procedures will be similar to what you've done in the past.

★ However, the layout and some procedures may be new or different, **which will require working differently than you have in the past.**

★ **Consistency in these COVID-19 safety practices is key.**

Some New Procedures

★ **Thousands of poll workers have worked elections under COVID-19 conditions without getting sick.**

★ **These practices are proven methods for reducing the airborne and surface transmission of coronavirus, and implementing them will help keep you and voters safe.**

Your Service Is Important and Appreciated

★ **Board workers must complete all modules of the online training and must serve on the District Election Board on November 3, 2020, to receive full pay.**

Thank you for serving in this election!

Module Outline

1 **Staying Healthy Before Election Day**

2 **Reducing Airborne Transmission in a Polling Place**

3 **Reducing Surface Transmission in a Polling Place**

4 **Potential Election Day Scenarios**

5 **Taking Care of Yourself on Election Day**

1

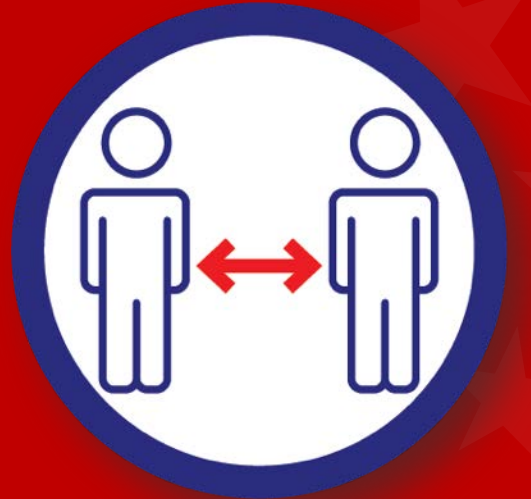**Staying Healthy Before Election Day**

How Does Coronavirus Spread?

★ **Through the air:**

- Occurs when the virus in the air gets into the body

★ **Reduce risk of spread by:**

- Wearing a face covering or mask

- Practicing physical distancing

How Does Coronavirus Spread?

★ **On surfaces:**

- Occurs when the virus on an object or surface gets into the body

★ **Reduce risk of spread by:**

- Washing or sanitizing hands

- Disinfecting objects and surfaces

Before Election Day: Keeping Yourself Healthy

★ **Avoid contact with people who are sick.**

★ **Use a face covering or mask to cover your mouth and nose.**

★ **Practice physical distancing of 6 feet any time you are in public.**

Before Election Day: Keeping Yourself Healthy

★ **Wash your hands frequently.**

- Scrub with soap and water for at least 20 seconds.

★ **Use hand sanitizer with at least 70% isopropyl alcohol.**

Know When You're Sick

★ **Don't come to work if you or someone you live with have been recently diagnosed with COVID-19.**

★ **Don't come to work if you have symptoms of COVID-19:**

FEVER OR CHILLS   **COUGH**   **DIFFICULTY BREATHING**   **FATIGUE**   **MUSCLE OR BODY ACHES**   **HEADACHE**

NEW LOSS OF SMELL OR TASTE   **SORE THROAT**   **CONGESTION OR RUNNY NOSE**   **NAUSEA OR VOMITING**   **DIARRHEA**

Know When You're Sick

★ **Screen yourself at home: take your temperature and check your symptoms.**

★ **Seek medical attention if symptoms become severe, including pain or pressure in the chest, confusion, or bluish lips or face.**

Inform your election admin ASAP if you know you cannot work.

2

Reducing Airborne Transmission in a Polling Place

Reducing Airborne Exposure with Masks & Physical Distancing

★ **You have the most control between you and other poll workers or observers.**

- You can establish and enforce boundaries.

Masks & Physical Distancing

★ **You have medium control between you and voters.**

- You can establish boundaries, but you cannot force the voter to do something they don't want to do.

Masks & Physical Distancing

★ **You have medium control between voters.**

- If voters are standing too close to each other, or not wearing masks, you can establish boundaries, but you cannot force the voter to do something they don't want to do.
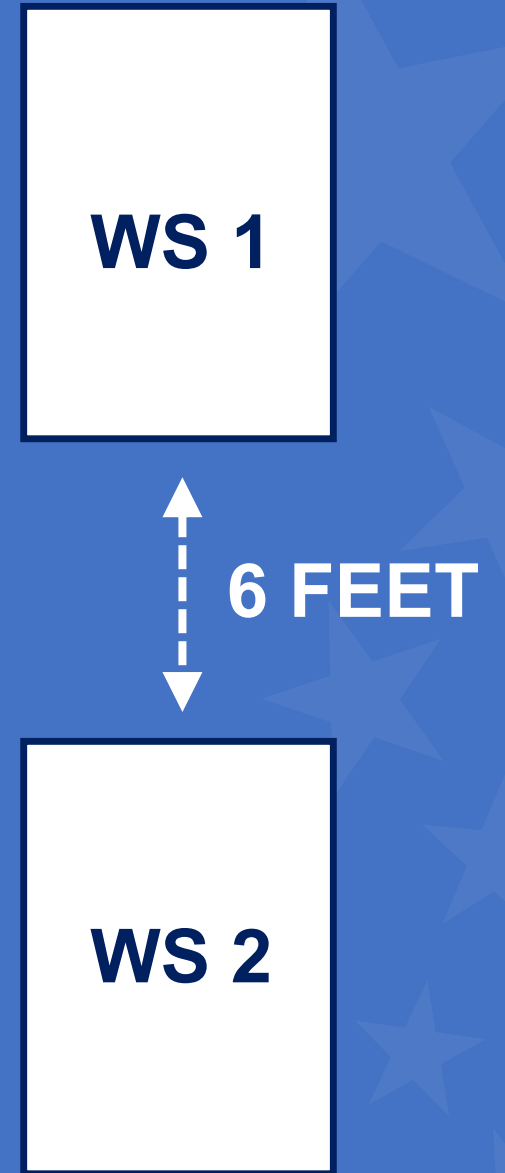
Space: You and Other Poll Workers/Observers

★ **You must balance public safety occupancy limits, observer rights, and physical distancing needs.**
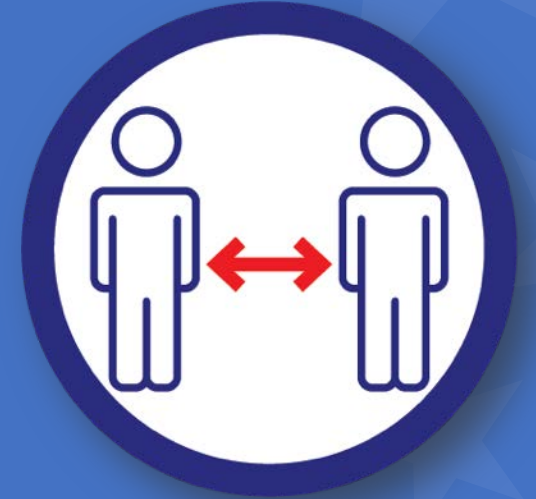
Space: Traffic Flow

★ **Set up workstations at least 6 feet apart.**

★ **Workstation setup is the same as previous elections but with increased distance.**

WS 1

6 FEET

WS 2

Space: Between People

★ **Stagger poll worker breaks and mark 6-foot zones in break areas to ensure physical distancing.**

★ **Manage observer numbers to ensure everyone has enough space to physically distance.**

6 FEET

Safe Interactions:
You & Other Poll Workers/Observers

★ **Election Day is long. Be mindful of "growing comfortable."**

- Wear masks at all times while not on break.

- Limit time within 6 feet of each other.

  ★ Keep close interactions to essential collaborative work, like troubleshooting.

- Help remind each other of the safety precautions.

Safe Interactions:
You & Voters

★ **Mark "wait here" lines 6 feet in front of workstations.**

★ **Have extended interactions between dividers (such as plexiglass).**

★ **When helping a voter, stand at least 6 feet apart, unless that prevents you from effectively assisting the voter.**

REMEMBER:

Your job is to ensure all eligible voters can vote, but you can assert your safety needs.

Interactions:
Voters & Each Other

★ **Set up voting booths/ machines 6 feet apart.**

- Setup is the same as previous elections, except the distances are greater.

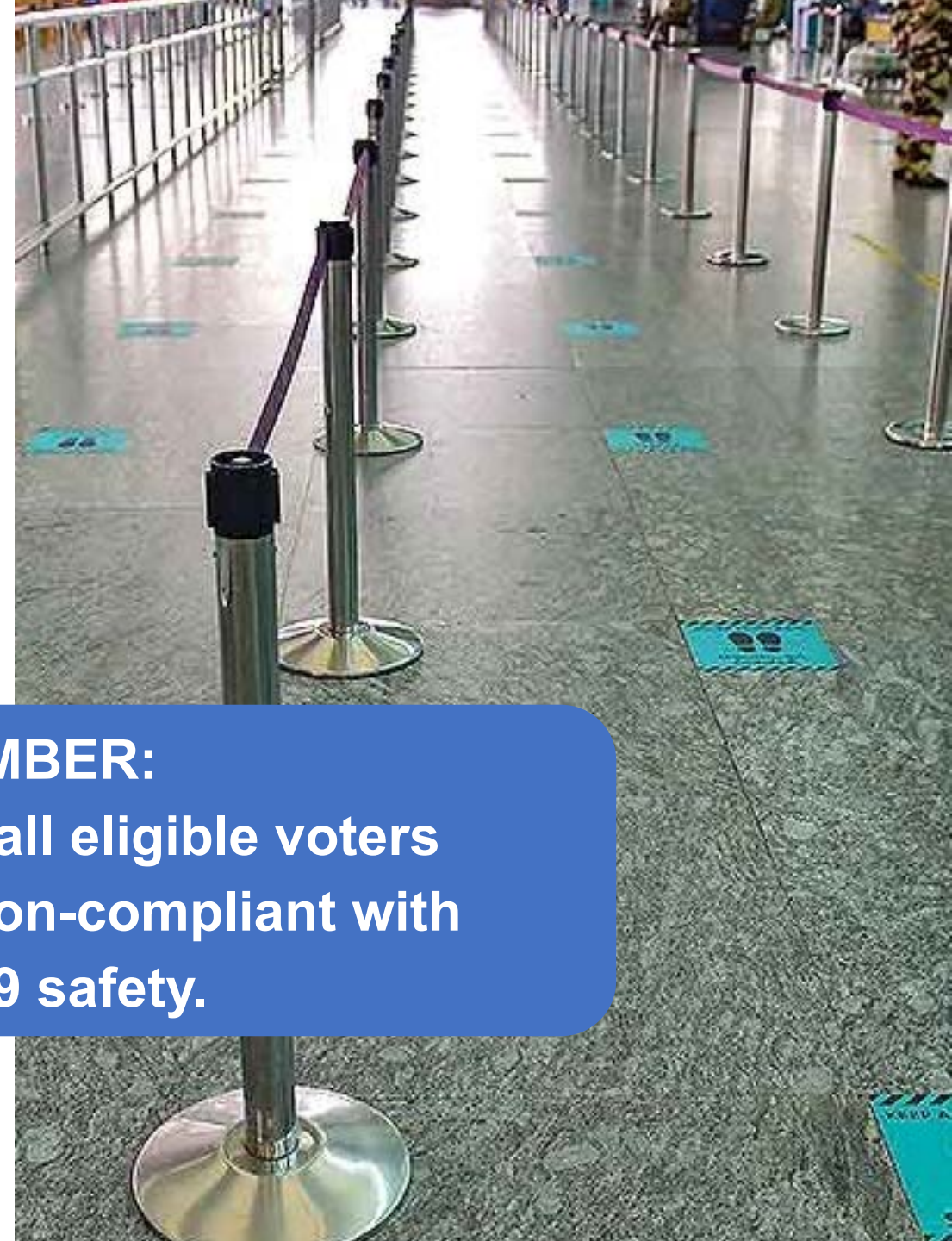# Interactions:
Voters & Each Other

★ **Create lines 6 feet apart for voters.**

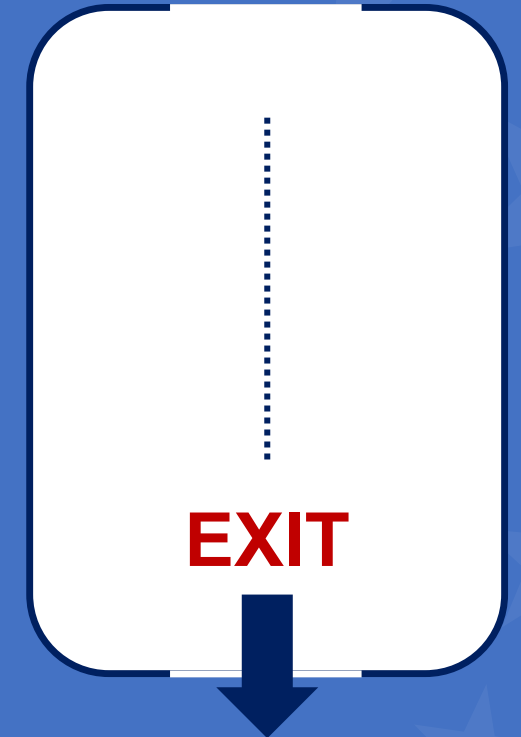- This will be just as you've seen in grocery stores and elsewhere.

REMEMBER:
You must ensure all eligible voters can vote, even if non-compliant with COVID-19 safety.

Interactions:
Voters & Each Other

★ **If possible, separate the Entrance and Exit to create a one-way flow of traffic.**
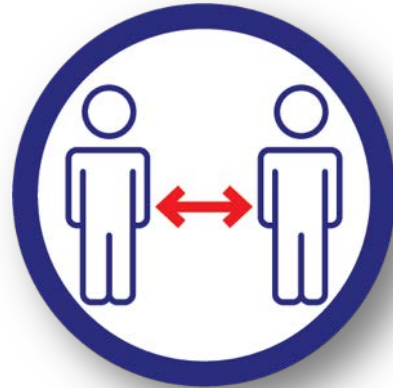
ENTER

EXIT

In General

★ **Use a face covering or mask to cover your mouth and nose.**

★ **Keep doors and windows open, if weather permits.**

★ **Practice physical distancing of 6 feet from all people.**

★ **Use barriers when physical distancing isn't possible.**

3

Reducing Surface Transmission in a Polling Place

Supplies for Cleaning, Disinfecting, and Personal Protective Equipment (PPE)

★ **Your polling place should have:**

- Hand sanitizer or handwashing stations

- Disinfecting wipes and spray

- Disposable gloves

- Masks and other face coverings

Sanitation Station

★ **One person (or a small team) may be put in charge of staffing the sanitation station and managing supplies for the polling site.**

★ **Be aware of the location of supplies at your polling site and communicate with your fellow poll workers about supply needs.**

Remember What People Touch

★ **Frequently disinfect commonly used surfaces and tools:**
  - Door handles
  - Voting booths
  - Pens and/or styluses
  - Voting equipment, including Verity Scan and Touch Writer

★ **If cotton swabs are included with your PPE, voters can use a cotton swab instead of the stylus for the Touch Writer. Discard each swab after use.**

Disinfect BEFORE voting begins and at regular intervals DURING voting.

4

Potential Election Day Scenarios

Come Prepared To Be Patient

★ **It can be harder to hear each other and understand what people are saying when masks or face coverings are being worn.**

- Masks muffle voices and distort words.

- Masks prevent people from seeing mouths/lips for additional info like lip reading and emotional cues.

★ **Voters/observers might have more questions than normal.**

★ **Stress levels may be higher.**

If Tensions Run High: Follow Existing Safety Guidelines for When to Seek Additional Help

★ **Reassure voters** that you are protecting their right to vote.

★ **Slow down** and remain calm.

★ **Repeat what you heard slowly** or ask the voter to repeat themselves, even if you heard them.

If Tensions Run High: Follow Existing Safety Guidelines for When to Seek Additional Help

★ **Check in** with fellow poll workers for advice or support.

★ **Ask for help** if you feel threatened at any point and **call the authorities** or your election administrator.

Scenario 1:
Voter Forgot PPE

How would you handle this?

★ **Reassure them they will still get to vote:**

- "Hi. I noticed you don't have a face covering. Don't worry, you will still get to vote as normal."

★ **If supplies allow, offer a face covering:**

- "We have some extras. Would you like one?"

SLOW

Do NOT force them to take a face covering.

Scenario 2:
Voter Refuses Face Cover

How would you handle this?

★ **Slow down. Take an extra moment before responding or ask for clarification:**

- "I hear that you do not want to wear a face covering."

- "No problem. You don't need a face covering to vote."

★ **Reassure them again:**

- "As I said, you will get to vote like everyone else. There is no problem."

★ **Ask them to give voters around them space:**

- "Do you mind giving voters around you a few extra feet of space?"

SLOW

Do NOT engage in a conversation around the choice to comply.

Scenario 3:
Voters Are Arguing

How would you handle this?

★ **Check in with another poll worker and ask for support, since there are multiple parties.**

★ **Talk to each voter one-on-one, separately.**

★ **Reassure each and slow them down:**

- "Don't worry, you will get to vote."

- "Can you help me understand what's happening?"

★ **Ask them to disengage:**

- "Please give each other space."

Scenario 4:
There Is a Disruption

Follow your existing safety guidelines for when to seek additional help from your election administrator or law enforcement.
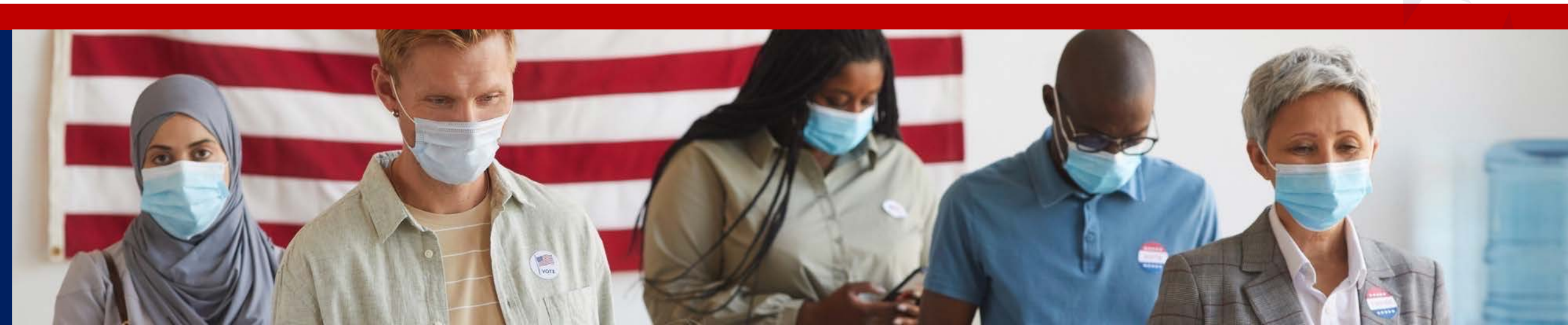
★ **COVID-19-specific examples:**

- Bullying, harassment, or intimidation regarding a voter's choice to wear or not wear PPE

- Electioneering related to COVID-19 safety practices

- Prohibiting the implementation of COVID-19 safety practices:

    ★ Not respecting physical distancing

    ★ Removing or destroying protective barriers, etc.

Remember: Millions of Voters Have Voted Peacefully Under COVID-19 Conditions

★ Mild tension should be expected, but escalation is rare.

★ We trust that you can handle most situations.

★ We are ready to support you in situations that you feel you can't handle.

5

Taking Care of Yourself on Election Day

Use of Personal Protective Equipment (PPE)

★ **Mask/face covering:**

- It should cover both your mouth and your nose.

- Wash your hands before and after use or adjustment.

- Avoid touching your eyes, nose, or mouth.

Use of Personal Protective Equipment (PPE)

★ **Gloves:**

- Wash your hands before putting gloves on and after removing them.

- Only wear gloves when cleaning or disinfecting.

How to Safely Use Bathrooms

★ **If wearing disposable gloves, throw them out, but maintain your face covering.**

★ **Wash/sanitize your hands before using the bathroom.**

★ **Use the bathroom as normal.**

  - If you have disinfecting wipes in the bathroom, wipe down surfaces you will be touching.

★ **Wash your hands thoroughly again (for at least 20 seconds) or use sanitizer.**

★ **Put new gloves on (if wearing for your specific tasks).**

Breaks

★ **Try to stagger breaks with your fellow poll workers.**

- We know the camaraderie of an election can be fun, but staggering breaks helps promote physical distancing.

★ **Do not share food or bring communal food/potluck meals.**

- We understand that this can be disappointing or inconvenient, but it helps reduce the risk of spreading coronavirus.

Breaks

★ **Take breaks in fresh air.**

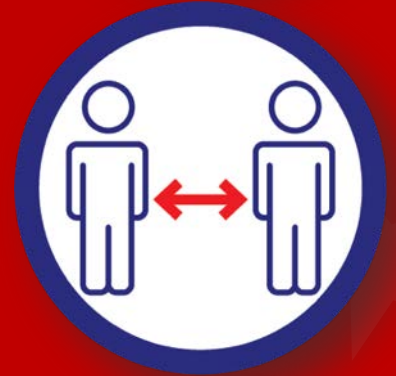 - If weather permits, go outside. If not, try to be near an open door or window.

★ **Take your protective gear off (if it's safe to do so).**

  - When safe and possible, take off your protective gear to give your body a break. Wearing a mask, gloves, or face shield for many hours can be tiring.

Final Thoughts: Remember…

★ Wear your PPE properly and consistently.

★ Maintain 6 feet of physical distancing from everyone.

★ Continually wash and/or sanitize your hands.

Take care of yourself and each other.

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