

## Lake County Elections COVID-19 Safety Protocols

The Lake County Supervisor of Elections Office will incorporate the Center for Disease Control (CDC) Recommendations for Election Polling Locations as listed below;

### Actions for elections officials in advance of election day

- **Encourage voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling stations.**
  - Encourage mail-in methods of voting as allowed in the jurisdiction.
  - Encourage early voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.
  - Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.
  - Consider additional social distancing and other measures to protect these individuals during voting.

### Preventive actions polling workers can take

- **Stay at home if you have fever, respiratory symptoms, or believe you are sick**
- **Practice hand hygiene frequently:** wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Practice routine cleaning of frequently touched surfaces:** including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- **Disinfect surfaces that may be contaminated with germs after cleaning:** Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- **Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely.** Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## **Preventive action polling stations workers can take for themselves and the general public**

Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include careful and consistent cleaning of one's hands. Therefore:

- **Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.**
- **Provide an alcohol-based hand sanitizer with at least 60% alcohol** for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.
- **Incorporate social distancing strategies, as feasible.** Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time. Polling station workers can:
  - Increase distance between voting booths.
  - Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
  - Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.
  - Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

### **In association with CDC guidelines, our office will incorporate the following practices and training;**

\*Provide hand sanitizer at all precincts. This will be available to election workers and public.

\*Provide sanitizing wipes for election workers to clean touched surfaces regularly.

\*Provide screen wipes for election workers to clean touch screens between worker changes.

\*Provide the Personal Protection Equipment (PPE) to election workers including-face shields, masks and gloves

- \*Limit the number of check-in stations to comply with crowd level (social distancing) guidelines
- \*Limit the number of privacy booths to comply with crowd level (social distancing) guidelines
- \* Reduce the number of touch points for voters and workers as practicable

**The following training strategies will be employed;**

- a. All election workers will be provided PPE and are encouraged to wear them throughout the day
- b. All election workers will be encouraged to avoid touching their face and in particular their eyes, nose and mouth
- c. All election workers will cover coughs and sneezes (into elbow with tissue)
- d. Poll Deputies to open exterior door to reduce number of persons touching handle
- e. Establish social distancing spacing between check-in stations and privacy booths
- f. Poll Deputy to monitor crowd level within precinct polling room to comply with social distancing guidelines and head count within polling room
- g. Assign an election worker to monitor precinct privacy booths and high touch areas and disinfect as recommended
- h. Encourage all workers to refrain from touching each other or voters (handshakes etc.)