

COVID-19: ELECTION DAY SAFETY PROCEDURES

Safety Supplies



Supplies Will Be Placed In A Clear Plastic Bag Inside Your Red Tote Bag.

Setting Up The Polling Place

- Use blue tape (inside Red Canvas Bag) to mark six-foot intervals on the floor where voters may stand to maintain proper social distancing.
- Make certain hand sanitation stand is located near the entrance of Polling Place.
- Locate Election Judge stations six feet apart or as far apart as possible.
- Locate Voting Booths six feet apart or as far apart as possible.
- Place sign (provided) encouraging voters to wear protective masks at entrance.
- Place personal sanitizer bottles at each Election Judge station.
- Require foot traffic to be one-directional.
- Identify a space for Election Judges to take breaks that allow for social distancing.
- Identify a separate waiting area for voters who refuse to wear a protective face covering.
See Non-Complaint Voters reverse.

Election Judge Self-Screening

- Election Judges should self-screen for symptoms of COVID-19 prior to performing their duties. Screening questions: Do you have fever, chills, runny nose, cough, shortness of breath, headache, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell, or a sore throat? Have you had contact with someone who has COVID-19 (*six feet or closer for more than 15 minutes*) in the past 14 days?
- Election Judges who have a fever greater than 100.4 degrees should be instructed to go home and seek an evaluation by a medical provider.

Safety Precautions During The Day

1. Election Judges

- **Important:** Election Judges must wear protective face coverings.
 - Wearing protective face shields (provided) is highly recommended.
 - Wearing gloves (provided) is optional.
- Wash and sanitize your hands regularly.
- Follow health protocols from CDC.
 - Wear a protective face covering.
 - Practice social distancing.
 - Cover when you cough or sneeze.
 - Avoid touching your face.

- Wipe Election Judge Stations, Voting Booths, and commonly used surfaces regularly with disinfectant wipes (provided).
- Wipe headphones and surfaces of AutoMark with disinfectant wipe after each use.
- “I Voted” stickers will not be distributed.

2. Lines

- Make every attempt to encourage social distancing and limit crowding inside the Polling Place. Encourage voters to:
 - Practice social distancing inside and outside the Polling Place.
 - Sanitize their hands at sanitizing station when entering and leaving.
- If Polling Place becomes crowded, politely instruct voters at the end of the line to wait outside where they can practice social distancing.

3. Pens

The Will County Clerk’s Office will launch a campaign encouraging voters to bring their own pens. However, many voters will arrive without pens. Follow these procedures for distributing pens provided by the Will County Clerk’s Office (*extras provided*):

- Ask voters to return pens to cup labeled “Used Pens”; collect pens from Voting Booths.
- Clean used pens with disinfectant wipe after use by each voter.
- Place disinfected pens in cup labeled “Clean Pens.”

4. Protective Masks

- Voters are strongly encouraged to wear protective masks inside Polling Place.
- Offer voters a provided mask (outside Polling Place if possible) if they do not have one.

5. Non-Compliant Voters (Voters Who Refuse to Wear Protective Masks)

“Election Authorities are prohibited from preventing a noncompliant voter from casting a ballot for refusal to wear a face covering outside or inside a polling place.” -IDPH

- Politely inform non-compliant voters you will:
 - Mark and hold their place in the line.
 - Ask them to step out of the line away from other voters.
 - Call them to the station to vote when it is their turn.
- **DO NOT** engage in discussions or arguments about wearing masks or social distancing.

IF THERE IS A DISTURBANCE;

IF ELECTION JUDGES OR OTHER VOTERS ARE THREATENED

Call the Election Judge Hotline at (815) 727-6006 for non-emergency situations.

Dial 911 in an emergency or if you are threatened.

Closing The Polling Place

- Wipe down surfaces that may have come in contact with the public at the end of the day.
- Pack unused COVID-19 items into COVID-19 bag and into the Red Canvas Bag.
- Turn off lights and pick up litter left behind before leaving your Polling Place.

For Information About This COVID-19 Prevention Plan Contact:

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