

COVID-19 SAFETY MEASURES

AS DIRECTED BY THE ILLINOIS DEPARTMENT OF
PUBLIC HEALTH

NOVEMBER 2020 | GENERAL ELECTION



To create a safe environment for poll workers and voters, please follow the guidelines in this document when setting up, maintaining and closing the polling place prior to and on Election Day.

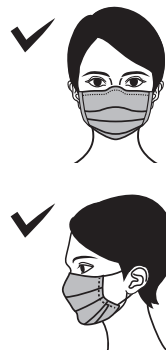
To poll workers: we thank you for your service to the City of Chicago and to voters in such an uncertain time. You are the backbone of elections and we couldn't do it without you. If you are sick, or suspect you have been exposed to someone who has COVID-19, please notify the Board of Elections immediately and do not report to the polling place on Election Day. Please also complete the self-assessment below and notify us if you answer yes to any of the questions:

1. Do you have a fever, chills, runny nose, cough, shortness of breath, headache, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell, or sore throat? If you answer yes to any of these symptoms within 14 days prior to the election, you must notify us to resign.
2. Within the 14 days prior to the election, have you had close contact (within 6 feet for greater than 15 minutes) with someone who has COVID-19? If you answer yes, you must notify us to resign.

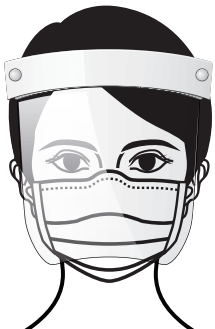
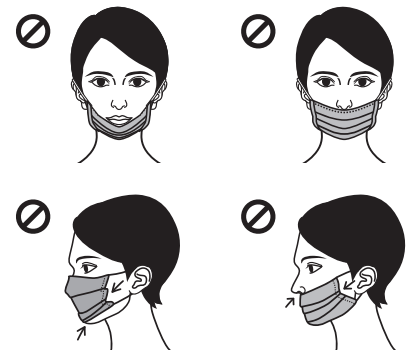
Items supplied by the Chicago Board of Elections for preventing the spread of COVID-19:

- **Face masks:** Required to be worn by each poll worker over their nose and mouth, both inside and outside of the polling place. Poll watchers are also required to wear face coverings. Voters are strongly encouraged to wear face coverings and the Board has provided extras for any voters who did not bring their own. If a voter refuses to wear a face mask, you may ask the voter to step outside to use curbside voting. (Follow instructions for curbside voting on page 70 of the Handbook.) However, no person may be denied the right to vote, either inside or outside of the polling place, due to refusing to wear a face mask.
- **Face shields:** To be worn IN ADDITION to a mask if the poll worker chooses. Face shields are primarily used to protect the eyes. This is an additional safety measure and does not replace a mask.

CORRECT

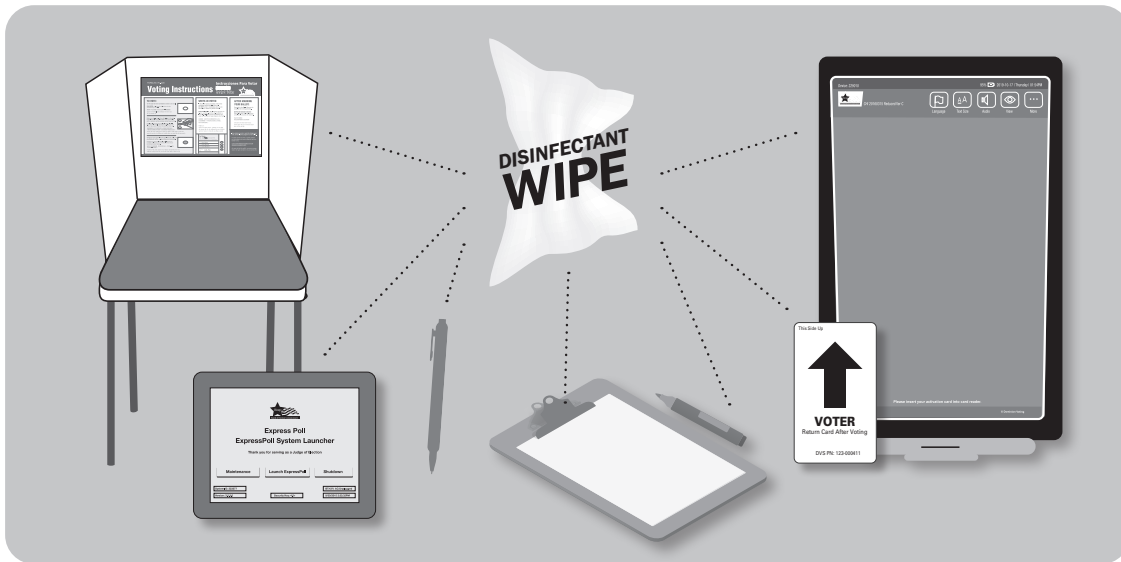


WRONG



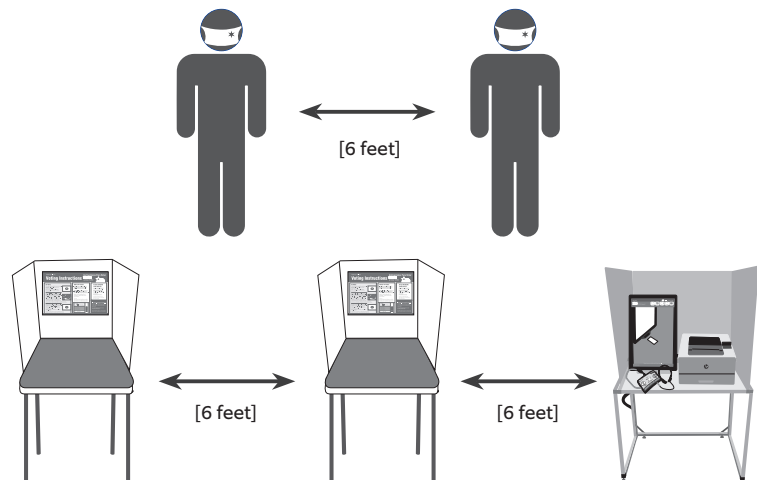
- **Hand sanitizer:** Made available to anyone in the polling place on Election Day. If there are enough poll workers in your precinct, have a poll worker greet voters at the door and offer hand sanitizer. The poll worker should also offer hand sanitizer as the voter is leaving. If there are not enough poll workers to handle this function, please place the hand sanitizer at the entrance of the room where voting is happening to make available to arriving voters. Please sanitize or wash your hands frequently. Avoid touching your face with your hands.
- **Alcohol wipes:** Use these for disinfecting clipboards, pens, markers, the touchscreen, the electronic poll book, voter cards for the touchscreen, voting booths and other frequently used items. Disinfect those items after every use. Regularly wipe door handles, the ESC key, tables and any other item throughout the day.
- **Plexiglas shields:** There are two Plexiglas shields available for each precinct on Election Day. Please set up these shields at Station 1 and the Registration Table as a barrier between the poll workers and the voters.

- **Gloves:** We have supplied a number of gloves for poll workers to use as is needed. Gloves are needed when sanitizing or washing your hands frequently is difficult or impossible. Do not sanitize or wash gloves, and do not touch your face while wearing gloves.



6 feet physical distancing

Please maintain 6 feet between all people at all times at Station 1, at the Registration Table, when setting up voting booths and the touchscreen, when working with another poll worker, while voters are in line, while completing forms, where verifying signatures, etc.



Curbside Voting

Curbside voting (page 70 of the Election Judge/Coordinator Handbook) is available to any voter who requests it and who has a disability or for COVID-19-related matters. Curbside voting is only available in the voter's home precinct on Election Day. It is not available at Early Voting locations. Voters are to call Election Central to arrange a time for curbside voting. Election Central will then call the poll workers in the precinct to notify them of the time. If the voter says that they have tested positive within the last 14 days for COVID-19, Election Judges may request that the voter go outside for curbside voting. If a voter refuses to wear a face mask inside the polling place, Election Judges may request that the voter go outside for curbside voting. However, no person may be denied the right to vote, either inside or outside of the polling place, due to refusing to wear a face mask. The Curbside Voting sign in Envelope 2 should be hung on the exterior door of the polling place or another location easily seen by voters approaching on the street.

COVID-19 Prevention Plan for Polling Places

- The Election Coordinator for each precinct is designated to ensure implementation of this plan by the election judges. If an Election Coordinator is absent, then the remaining judges shall remain responsible for implementation of this plan in their precinct. The Board's administrator of Early Voting is designated to ensure implementation of this plan by the Board's personnel in all Early Voting sites.

● **CLEANING & DISINFECTING PROTOCOLS:**

- Poll workers should routinely use all available cleaning and disinfecting supplies, including hand sanitizer, alcohol wipes (for touchscreen voting machines, electronic poll books, plexiglass shields and shared objects), sanitizing wipes (for voting booths, tables, plexiglass shields and shared objects) and sanitizing sprays.
- Shared objects (like pens, ballot activation cards, touchscreen voting machines, headphones for voters with disabilities and voting booths) should be disinfected between users.

● **PHYSICAL AND SOCIAL DISTANCING:**

- Voter traffic flow shall be established to allow for maximum social distancing (a minimum of six feet of spacing between voters, booths, election judges, poll workers, poll watchers, ballot scanners, etc.).
 - Plexiglass shields shall be positioned at voter check-in and registration areas and shall be disinfected routinely.
 - Guide voters and poll watchers with visual cues, barriers, props and signage wherever possible to help maintain social distancing outside and inside the polling place.
 - If possible, use separate entrances and exits to and from the polling place.
- Voting booths shall each be spaced at least six feet apart from each other.
- Poll workers must either use the breakroom designated by the polling place proprietor (if available) or exit the facility to allow for social distancing while eating, drinking or doing any other activity without a face mask.

● **BEHAVIORS OF POLL WORKERS AND POLL WATCHERS:**

- A face covering or face mask shall be worn at all times by all poll workers (including election judges, coordinators, EV staff, technicians, investigators and other Board of Elections personnel) and all poll watchers (including candidates, campaign and political party representatives, civic organization members, the media and law enforcement agents) while outside or inside the polling place.
- Social distancing of at least six feet shall be maintained at all times between people waiting in line and while inside the polling place.
- Poll workers and poll watchers shall self-screen for COVID-19 symptoms prior to entering the polling place

or performing any duties, and shall call Election Central (or report to their Early Voting supervisor) if they must leave the polling place due to any of the following:

- Fever, chills, runny nose, shortness of breath, headache, muscle aches, nausea, vomiting, new loss of taste or smell, and sore throat.
- A temperature of greater than 100.4°F (38°C).
- Close contact (within six feet for greater than 15 minutes) within the past 14 days with someone who has COVID-19.

- Wash hands frequently. Avoid close contact with others. Avoid touching your eyes, nose and mouth. Coughing or sneezing must be contained by an appropriate face covering or face mask.
- Dress appropriately for the weather – curbside voting must be made available at election-day precincts for voters with disabilities and for “noncompliant” voters who refuse to wear a face mask.

● **ENFORCEMENT OF SOCIAL DISTANCING AND PPE REQUIREMENTS:**

- Strongly encourage that all voters wear face coverings or face masks at all times while outside and inside the polling place.
- Every polling place has a surplus supply of face masks. Provide a face mask to any voters who forgot to bring their own.
- All voters and poll workers shall be allowed to use the hand sanitizer provided to each polling place.
- 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.
 - If a noncompliant voter refuses to wear a face mask after one has been offered to him or her, strongly encourage the voter to participate in curbside voting on Election Day at the voter's home precinct.
 - If a noncompliant voter refuses to wear a face mask while waiting in line, the poll workers may establish a separate waiting area or a separate waiting line. If a separate waiting area or line is used, track the noncompliant voter's place in the normal line and call the voter from the waiting area or separate line when it is his or her turn to vote.
 - If the noncompliant voter refuses to participate in Election Day curbside voting, then the voter must be allowed to vote inside the polling place. Maintain adequate social distancing at all times between that voter and all other people in the polling place. Send the voter to the voting booth that is furthest away from all other voters and poll workers. Sanitize the voter's booth and shared objects prior to use by any other person. The voter must exit the polling place immediately after casting the ballot.

If you have any questions about these COVID-19 prevention procedures, or if you are running low on PPE supplies in your precinct, please call Election Central at (312) 269-7870. For additional information about the Illinois Department of Public Health polling place guidelines, visit: <http://www.dph.illinois.gov/2020election>.