



Michigan Department of State  
Bureau of Elections

November 3, 2020 Election  
Polling Place Safety and Accessibility

## Guidelines for Operating Safe and Accessible Polling Locations

The Michigan Bureau of Elections appreciates the efforts election officials are taking to operate polling places to ensure elections can continue during the ongoing COVID-19 pandemic. Elections procedures must be designed to maximize the safety of election workers and voters alike, while maintaining accessibility of the voting process. To help prepare election workers, local clerks, and voters to safely navigate election day, the Bureau has compiled this reference guide for conducting safe and accessible in-person elections. This guide is based on recommendations from the Center for Disease Control (CDC) and State of Michigan Directives related to COVID-19. **This manual will be updated as new guidance and requirements are issued by federal and state authorities. The Bureau of Elections is not a public health authority. Local election officials should regularly consult local and county health authorities in addition to directives from State of Michigan health authorities and the CDC.**

Please consider that your local jurisdiction may have different circumstances, but polling locations across the State should be providing a consistent election service that observes all basic health and safety guidelines outlined within this document. In the management of precinct operations, Michigan Election Law extends election workers full authority to maintain peace, regularity and order in the polling place. (MCL 168.678)

This guide will cover:

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4. How to Manage Voters
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## General Safety and Hygiene Guidelines for Voting Locations

### COVID-19

*The following description of COVID-19 is based on documents from public health authorities. The Bureau of Elections is not a public health authority.*

- COVID-19 is a respiratory illness caused by a novel coronavirus. It is easily spread from person to person and thought to be spread in various ways:
  - From person to person
  - Through close contact with one-another (within 6 feet)
  - During prolonged face to face interactions (longer than a few minutes)
  - Via respiratory droplets from infected persons
- It is thought to be most contagious when most symptomatic, though may be spread without symptoms.
- The World Health Organization officially declared a global Pandemic as of March 11, 2020.
- Vulnerable populations include older people and people with pre-existing medical conditions.

*Below are a set of election best practices for safety and hygiene. These are based primarily on recommendations from the Centers for Disease Control and Prevention (CDC). This list will be updated periodically:*

- All workers should stay at home if they exhibit any of the following conditions: fever, respiratory symptoms, or sickness.
- 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.
- Research shows that masks can greatly reduce the chance of spreading COVID-19, especially given that approximately 40% of those who have COVID-19 may be asymptomatic.
- 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 election manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- Follow manufacture guidance on cleaning voting equipment. 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.
- Ensure bathrooms at the polling station are supplied adequately with soap/water. It is advised to close restrooms to public use and for election worker use only, unless of emergency.

- 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.
- Provide hygiene and safety equipment to workers.
- Observe social distancing – keep a distance of 6 feet or more whenever possible.

## Proper Use of Personal Protective Equipment (PPE) and Protective Supplies

These guidelines have been established according to the latest Recommendations for Election Polling Locations established by the U.S. Center for Disease Control (CDC) issued June 22, 2020, as well as information provided by the CDC to the National Association of Election Directors (NAED) on May 12, 2020.

Personal protective equipment is most effective when the wearer knows how to properly put on and remove the equipment. Clerks are encouraged to provide resources to election inspectors on how to properly utilize this equipment. Consult the links provided below for CDC guidelines, or state and county health department resources where available.

- How to wear masks:<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- When to wear gloves:<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>
- Proper donning and removal of PPE (video, includes removal of medical PPE but also useful for removal of gloves and cloth face coverings) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

**Election Workers:** All workers are required to wear masks that cover their nose and mouth [under Michigan Department of Health and Human Services Emergency Order](#) of October 9, 2020 (and any subsequent orders replacing it), (hereafter “MDHHS Order”, unless they cannot medically tolerate a face covering or meet one of the other exceptions in the order. Workers who cannot medically tolerate a face covering should wear a face shield if possible. Depending on local employment requirements and guidance, workers may be required or encouraged to wear other equipment such as gloves when performing all or some of their duties. If workers wear gloves, they should wash their hands after removing their gloves. Each precinct will receive hand sanitizer, fifty (50) masks, one (1) box of gloves, and five (5) face shields.

**Voters:** Under MDHHS Order, voters are strongly encouraged to wear face coverings in the polling place, but they are not required to wear one if they are at a polling place for purposes of voting in an election. If possible, have disposable masks available for voters who do not have one, but are willing to use one. Alternative procedures to consider for voters refusing to use face coverings is provided in subsequent pages.

**Thermometers:** Thermometers, if available, may be used to check the temperature of election workers, but not voters. Do not screen voters for temperature or any other symptoms.

**Gloves:** Depending on local employment requirement and guidance, election workers may utilize gloves made available by the BOE throughout the day.

**Face Shields:** The use of face shields is an appropriate augmentation to cloth face coverings. It may also be used as an alternative if an individual is medically unable to tolerate a cloth face covering. The use of face shields may help further mitigate the exposure to any airborne particulate. If it is necessary to remove a mask to communicate with a voter with a disability (for example, a deaf voter), a face shield should be used.

**Tabletop protective shields / Sneeze guards:** Primarily used to provide separation between election workers and voters being processed.

**Disinfectant/Sanitizer:** Ensure you have disinfectant and hand sanitizer to properly clean and disinfect surfaces and provide hand sanitation throughout the day. Consult CDC and vendor guidelines on properly cleaning and disinfecting surfaces.

**Cleaning staff or volunteers:** Staff or volunteers do NOT need to be election inspectors to be in the polling place and assist in cleaning the polling place. Consult with local government counterparts, civic organizations, and others to obtain assistance in cleaning and sanitizing the polling place. BOE is exploring additional resources that may be available on the state level.

## Precinct Set-up / Operation

Proper precinct set-up will be vital in helping to improve the ability for voters and election workers to maintain safe distances and observe proper health and safety measures.

Please consider the following recommendations when operating your precinct:

**Disinfect Surfaces:** Keep all surfaces cleared of unnecessary clutter and clean/disinfect them regularly. Utilize anti-viral disinfectant to clean surfaces after use by each voter, including voting booths and all voter processing tables.

**Clean and Disinfect Voting Equipment:** Consult your equipment vendor or county clerk's offices for proper guidance on how to clean and disinfect all voting equipment. It is recommended that all equipment is cleaned and disinfected after use by each voter. If no vendor recommendations are available, utilize lightly wetted wipes of a disinfectant solution or solution of at least 70% alcohol. It is not advised to make equipment wet to the touch when disinfecting.

**Social Distancing:** You will have to plan your precinct layouts to accommodate for recommended social distancing. Where possible, ensure that all voter processing stations are spaced 6 feet apart, all voting booths allow for 6 feet of space between them, voters are organized 6 feet apart in line, and all workers are spaced a minimum of 6 feet apart. We realize some voting areas may not allow for this in all instances, but always use best judgement in trying to come as close as possible to keeping these distances. (See diagrams below for visuals and more details)

**Limit/Disinfect Shared Objects:** Limit shared items as much as possible (i.e. pens, ballot markings devices) and attempt to disinfect all items that are required to be shared.

**Ventilation and Space:** Allow for as much space between voting booths and processing tables. Ensure that rooms have proper ventilation, and that all ventilation systems are operational and functioning if available.

**Provide Regular Breaks to Workers:** It is important to limit worker's exposure as much as possible and allow time to wash and disinfect hands. Provide regular breaks and stagger shifts when possible to ensure workers have time away from crowds.

**Physical Barriers:** Utilize physical barriers, such as plexiglass dividers and plastic shields, to keep distances and separation between voters and election workers. Where available, provide for these barriers between voters at voting booths, or around tabulation equipment.

**Consider your Location:** You may share a polling location between multiple precincts, or your precinct may be located within a school or nursing home facility. Be mindful of your space when planning your precinct operations. Ensure that lines of voters do not disrupt or expose those within the location and ensure that voters do not exit the facility in ways that endanger possible at-risk populations.

**Consider Alternative Voting Options:** If possible, voters who are at higher risk, have difficulty waiting in long lines, are symptomatic, or not masked should be accommodated by any of the following options: drive through voting; curbside voting; additional voting locations outside the polling place; isolated or distant poll booths within the polling place. It may be feasible to place a sign outside of the precinct,

near the parking facilities, directing voters that meet these conditions have the option to call the local clerk to setup curbside voting accommodations.

- If curb-side voting service is requested, two election workers of differing political parties will facilitate the following:
  - Bring Application to Vote to voter for completion and checking of photo ID or completion of Affidavit of Voter Not in Possession of Photo ID.
  - Return with completed Application to Vote to precinct and issue ballot through Electronic Pollbook using “Assisted Voter” button.
  - Return to voter with proper ballot concealed within secrecy sleeve.
  - Allow voter to complete the ballot.
  - Return with completed ballot in secrecy sleeve to the tabulator station.
  - Once tabulator accepts ballot as cast they will then return to the voter with confirmation of cast ballot (referencing public counter number) and “I Voted” sticker.
  - If the ballot is returned for any reason it must be returned to the voter in secrecy sleeve (without exposing votes) and advise voter of returned ballot and options to remedy or ballot reissuance.

**Challengers / Poll Watchers:** Challengers and poll watchers have their rights and responsibilities established under law. Challengers and poll watchers are required to wear masks that cover their nose and mouth unless they cannot medically tolerate a face covering. Challengers and poll watchers who cannot medically tolerate a face covering should wear a face shield if possible. Election workers may require that challengers and poll watchers observe proper social distancing, meaning that challengers and poll watchers should maintain at least six (6) feet of distance between themselves and election workers, as much as possible. However, challengers may stand in closer proximity to election workers to have a challenge heard, observe the poll book, or perform other tasks established under law provided that these close personal interactions are as brief as reasonably possible. Once a challenge, observation, or other permitted task is complete, challengers and poll watchers should resume remaining six (6) feet away from voters and poll workers.

**Application to Vote/pens:** If possible, each voter should receive a pen to complete their application to vote. Pens can then be disposed of in a clearly marked receptacle (Used/Sanitized) and sanitized in preparation for use by the next voter.

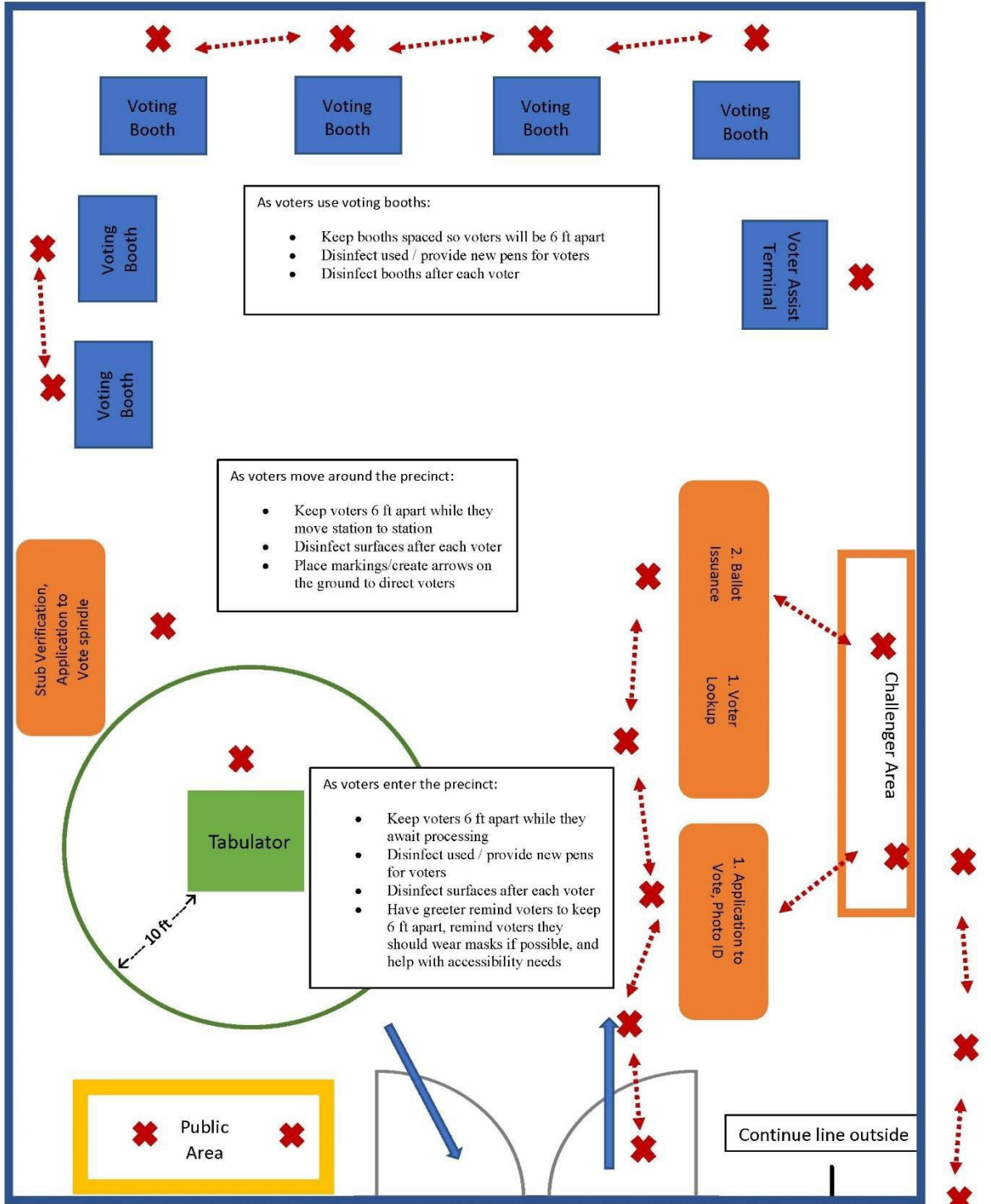
**Secrecy sleeves:** Issue the voter a sanitized secrecy sleeve with their ballot. After they have tabulated their ballot, have an election worker sanitize and prepare the secrecy sleeve for use by the next voter. If using a paper-based secrecy sleeve, attempt to attach contact paper or laminate to provide for easy wiping.



See the diagrams below for recommended Precinct and Absentee Counting Board set-up orientations:

**Safe Precinct Setup** [Use with safety/accessibility guidelines]

Updated 7/6/2020  
MI Bureau of Elections



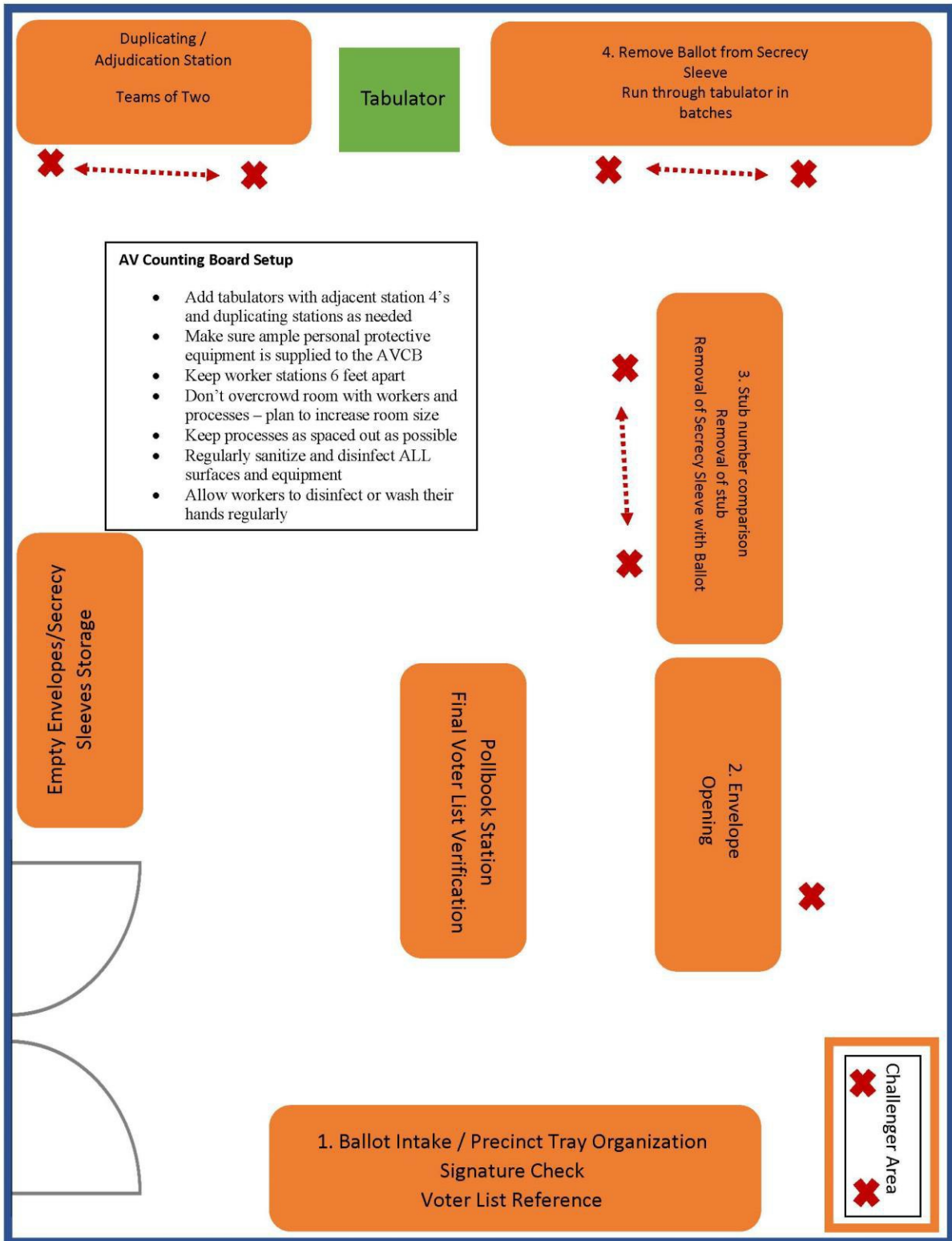
**\*\*Remember** – ensure that each station has sanitation equipment and supplies and hand sanitizer is available for public use at Stations 1 and 2.

✗ Mark spaces on the ground 6ft apart to allow for proper social distancing  
 ✗ Ensure that all stations/processes 6ft apart

*Arrange space and staff to minimize people in one area.*

Updated 7/6/2020  
MI Bureau of Elections


**Safe AVCB Setup [Use with safety guidelines]**




- AV Counting Board Setup**
- Add tabulators with adjacent station 4's and duplicating stations as needed
  - Make sure ample personal protective equipment is supplied to the AVCB
  - Keep worker stations 6 feet apart
  - Don't overcrowd room with workers and processes – plan to increase room size
  - Keep processes as spaced out as possible
  - Regularly sanitize and disinfect ALL surfaces and equipment
  - Allow workers to disinfect or wash their hands regularly

**\*\*Remember** – ensure that each station has sanitation equipment and supplies. All workers should maintain distance and utilize PPE

*Arrange space and staff to minimize number of people in one area.*

 Mark spaces on the ground 6ft apart to allow for proper social distancing

 Ensure that all stations and processes are placed 6ft apart

## How to Manage Voters

Properly preparing your precinct will help when managing your voters as they circulate through the polling location and cast their ballot. While we anticipate that the increase in absentee voters will reduce the number of voters arriving in person, you should still plan to manage lines and easing the process for voters.

See the recommendations below for managing the flow of voters:

### Manage Voter Flow into Voting Locations:

- Keep individuals, VATs, voting booths, and work stations at least 6 feet apart.
- Limit nonessential visitors to only those required or with a legal right to be on premises.
- Remind voters upon arrival to try to leave space between themselves and others.
- Limit number of voters inside voting location at same time as much as possible. Utilize outdoor line structuring if possible.
- Always limit contact between staff and voters to a few election workers if possible. Work behind sneeze guard/protective barrier. When assisting voters with VAT, maintain 6-foot distance.

**Advertise Wait Times and Provide Updates:** Lines will *appear* longer due to social distancing. It may be important to regularly update voters, both in line and who haven't arrived at the polls yet, on wait times and line status. Use municipal websites, official social media accounts, local media and news reporting to update voters on the status of the polling location and to remind them of social distancing and encouraged face covering guidance.

**Use a Greeter / Election Assistant:** The use of a Greeter or Election Assistant can help inform voters of suggested health and safety guidelines, encourage social distancing, remind voters of the suggested use of face coverings, and help ensure voters are in the correct place.

- Greeters / Line Assistants do not need to undergo election worker certification training, though it is advised that they are put under oath on file with the clerk's office acknowledging their involvement in official election work. (MCL 168.29)
- The use of the BOE Greeter App is recommended as a tool to look voters up and check their registration status / jurisdiction eligibility.
- These individuals can also be utilized in sanitizing surfaces after use by voters.

**Use of Floor Demarcations:** Minimize lines as much as possible, especially tightly spaced queues in small indoor spaces. Use floor decals and signs to remind voters to maintain social distancing while in line.

- Use markings to space voters out in line and indicate where voters should stand while waiting to be called to different voter processing stations.
- Mark where voters should stand while at the voting booth to ensure they maintain 6 feet of distance from others.
- Mark around the tabulator to ensure voters stay 6 feet apart.
- If you don't have signs or floor decals, using painter's tape to make X's is sufficient to mark off spaces.

**Share Information on Masks:** Under MDDHS Order, voters are strongly encouraged, but not required, to wear masks in the polling place. Unless an individual is voting or subject to one of the other exceptions,

MDDHS Order requires an individual to wear a face covering over his or her nose and mouth – such as a homemade mask, scarf, bandana, or handkerchief- when in any enclosed public space, unless the individual is unable medically to tolerate a face covering. The order also provides that it does not abridge protections guaranteed by the state or federal constitution.

Voters should be strongly encouraged to wear masks but cannot be denied the ability to vote because they are not wearing a mask. We recommend that polling places have extra masks available for voters who arrive without a mask. Each precinct is being provided with 50 masks by the Bureau of Elections; surplus masks can be offered to voters. If voters are not wearing masks, poll workers can encourage them to use curbside voting or direct them to voting areas that are at a greater distance from other locations within the polling place. However, voters cannot be denied the ability to vote because they are not wearing a mask. If a voter refuses to wear a mask and refuses voting alternatives such as curbside voting, election workers should facilitate the voter's ability to cast a ballot while preserving social distancing, rather than attempting to confront the voter. For example, the voter can be discretely directed to the voting station that is most isolated from other areas on the polling place

**Handling the Checking of Voter Photo ID:** Voters are required by state law to show photo ID if the voter has it, or to sign an affidavit if they do not. To prevent congestion at the EPB, this task should be completed as the application to vote is inspected. To complete this task, have a worker with a face shield take the photo ID or have the voter hold their photo ID up to the sneeze guard/plastic screen. A voter may be asked to briefly lower their masks during the ID check, but in most instances this will not be necessary.

**Checking in Voters at the EPB:** If the voter provides a driver's license as their photo ID, it can be utilized to locate them within the EPB - though this is not required. Consider using a hand scanner to scan the back of the ID through the sneeze guard to eliminate the handling shared items.

## Ensuring Accessible Voting in the Polling Place

Election workers should ensure that that polling place is accessible, that accessible entrances are clearly marked, and that Voter Assist Terminals (VATs) are properly set up. Prior to the start of voting, the polling place accessibility checklist in the appendix to this document should be completed

### How to set up the Voter Assist Terminal

The way you set up the VAT depends on which election equipment vendor your county uses.

*Placement of Equipment on Table.* The VAT should be placed on a table, with a chair, so that the equipment is accessible to voters with disabilities. Some VAT equipment comes with a vendor-provided table. If you don't have that, you can use an old AutoMARK table if you have one. If you don't have either, try to find a suitable table at an appropriate height that allows the voter to comfortably use the equipment while seated in a chair or wheelchair.

*Placement of equipment in accessible and private location.* Remember to place the VAT in an accessible location that provides privacy to the voter.

*Printer Setup.* Follow the specific printer setup instructions for your vendor equipment.

- ES&S Express Vote is single piece of equipment.
- Hart and Dominion have external printers that need to be connected.
- Make sure printers are connected to the device.
- The Hart Touch Writer requires a specific USB cord to be used to connect the device.

*Cleaning equipment.* The equipment should be cleaned after each use – including the screen, handheld controller, headphones, and any other devices used. Follow vendor-specific instructions for cleaning equipment.

### How to use the Voter Assist Terminal

Specific instructions for using the Voter Assist Terminal are available on the Michigan Secretary of State Website.

- [Dominion Voter Assist Terminal](#)
- [ES&S Voter Assist Terminal](#)
- [Hart Voter Assist Terminal](#)

All three vendor VATs are ballot marking devices that have accessible functionality that can assist the voters marking ballots which can then be printed and placed in absent voter envelopes or tabulators. These include the following features:

- Touch screen
- Headphones and hand-held accessible controllers
- Ability to zoom text and control volume

- An accessibility port that allows for other devices like Jelly-Switches and Sip-Puff to be used with the VAT
- If a visually impaired voter is using the VAT, the screen can be blacked out so others cannot see what is on the screen

Any voter who asks to use the VAT equipment can use it. A voter does not have to have a disability to use the VAT. Never deny or restrict access to the VAT.

## FAQ for Election Workers

Many election workers may have some common questions as we get closer to the elections; reference the below Frequently Asked Questions for some quick answers to common questions and concerns:

**Q: Do voters have to wear masks to be allowed to vote?**

A: No. MDDHS Order requires wearing masks in enclosed spaces unless the individual is unable medically to tolerate a face covering, but voters may not be denied the ability to cast ballots because they are not wearing a mask. You can strongly encourage the use of face coverings, remind voters of this recommendation as they wait in line, and offer alternative voting options such as curbside voting for voters not wearing masks.

**Q: Can we check voters' temperature?**

A: No, you cannot require voters to take a temperature check in order to vote. If permitted or mandated by your local employment policies, workers can be screened prior to or as they begin their shift.

**Q: Can we prohibit voters from entering the polling location if they refuse to use PPE or are displaying symptoms?**

A: No, voters cannot be turned away or prohibited from casting a ballot for any reason other than those explicitly explained in law (i.e., purposefully exposing their ballot, malicious disruption of the voting process). We encourage clerks to have procedures in place to accommodate voters who may not wish to comply with established health and safety standards, such as curbside voting and separate voting booths that may be thoroughly disinfected.

**Q: Can we use donated one-time-use pens from businesses?**

A: While disposable/one-time use pens are encouraged, utilizing private business provided pens may be perceived as advertising in the polling place and should be avoided if there is any written material on the pen.

**Q: Can we utilize curb-side voting?**

A: Yes. Refer to guidance provided within the Polling Place Safety and Accessibility document.

**Q: Can we utilize drive-through voting?**

A: Yes, as long as other voting options are available. Drive-through voting could potentially be an option if conducted appropriately, however the voting process must still be accessible for individuals without a vehicle and be a completely transparent process still accessible to challengers and poll watches.

**Q: Can we post notices in the polling locations, regarding masks and social distancing?**

A: Yes. Approved language will be supplied by BOE that can be utilized as extra instruction for voters.

**Q: Can we require voters to call-in to gain access to the polling location?**

A: No. The polling location needs to be open, barrier free, for all voters to access. Voters can be encouraged to call the clerk to receive curb-side voting service.

**Q: Can we have security/local law enforcement onsite for voters not willing to comply with health and safety guidelines?**

A: No. While local law enforcement may be called upon to enforce certain election law offenses, they should not maintain a constant presence. Election workers maintain authority to maintain peace, regularity and order in the polling place. (MCL 168.678) You may contact law enforcement at your discretion if necessary to maintain peace, regularity and order in the polling place but police should not be stationed on site.

**Q: Can voters still bring their children into the polling place?**

A: Yes. Voters are still allowed to bring children and minors into the polling location, and they are allowed to accompany them into the voting booth. These individuals should still observe social distancing recommendations.



## **APPENDIX**

Please use the below forms and images to help provide guidance and implement new procedures on election day.

## **Examples of Acceptable Election Worker Screening Questions**

*Below are examples of questions that could be asked to screen election workers if permitted or required by local employment policies to potentially screen out election workers based on symptoms. These questions are not recommended or required to be asked by the Bureau of Elections. Consult your local health and legal authorities on employee screening policies.*

1. Have you come in contact with a person known or suspected to have COVID-19?
2. Have you had a fever in the last 24 hours?
3. Have you had a cough in the last 24 hours?
4. Have you had any difficulty breathing in the last 24 hours?
5. Have you had any unexplained body aches in the last 24 hours?
6. Have you taken any medications that would reduce a fever?(Tylenol, Ibuprofen, Acetaminophen)

# Facemask Do's and Don'ts

For Healthcare Personnel

## When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

## When wearing a facemask, don't do the following:



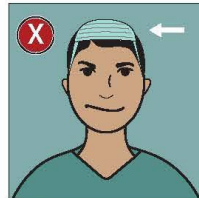
DON'T wear your facemask under your nose or mouth.



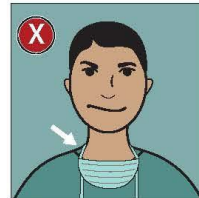
DON'T allow a strap to hang down. DON'T cross the straps.



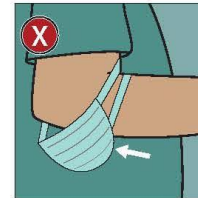
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

## When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



CS 316480A June 2, 2020 11:30 AM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Help Protect Yourself and Others from COVID-19

## Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

## And Wear a Cloth Face Covering



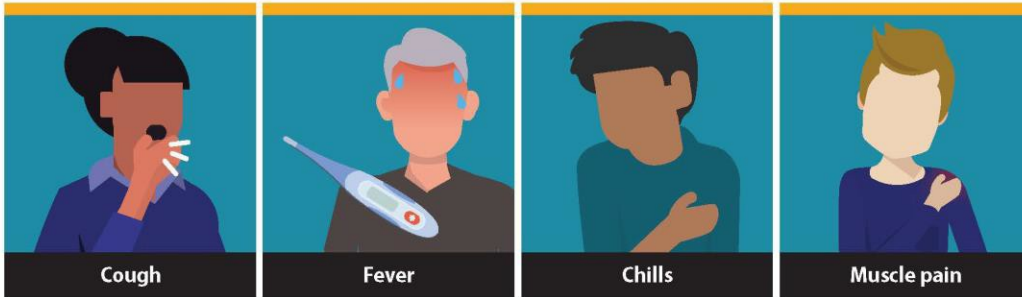
Be sure it covers your nose and mouth to help protect others.  
You could be infected and not have symptoms.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### **Sample Script for Election Workers Talking to Voters About Masks**

Please keep a distance of at least 6 feet from other people whenever possible. You have the right to vote whether or not you're wearing a mask, but you are strongly encouraged to wear a mask. Wearing a mask helps protect election workers and voters from the potential spread of COVID-19. If you don't have a mask but would like one, we may have extra masks available. If you are not wearing a mask or are experiencing flu-like symptoms, please consider voting outside the polling place using curbside voting.



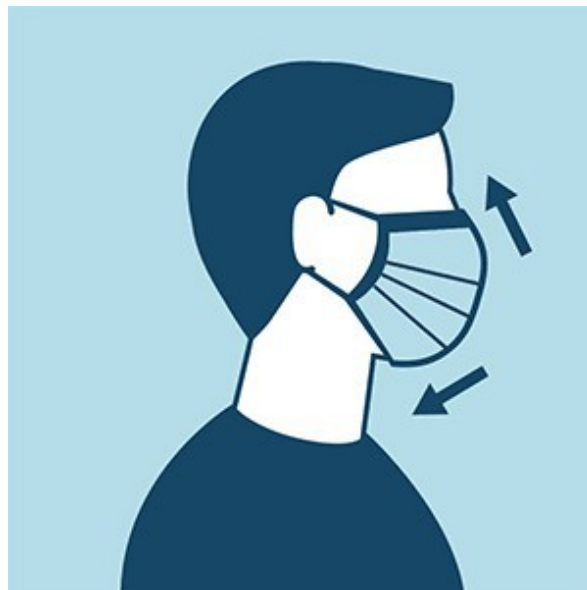
**Voters are strongly encouraged to wear a mask or cloth face covering.** You have the right to vote if you are not wearing a mask. If you don't have a mask but would like one, please ask a poll worker. Extra masks may be available.

**Please stay at least 6 feet apart while waiting in line and within the polling place.** Follow poll worker instructions and marked signs to help maintain social distance. Please wash your hands or use hand sanitizer before and after voting.

**Curbside voting is available.** Please consider using curbside voting if you're not wearing a mask or have flu-like symptoms. Ask a poll worker about how to vote outside the polling place.



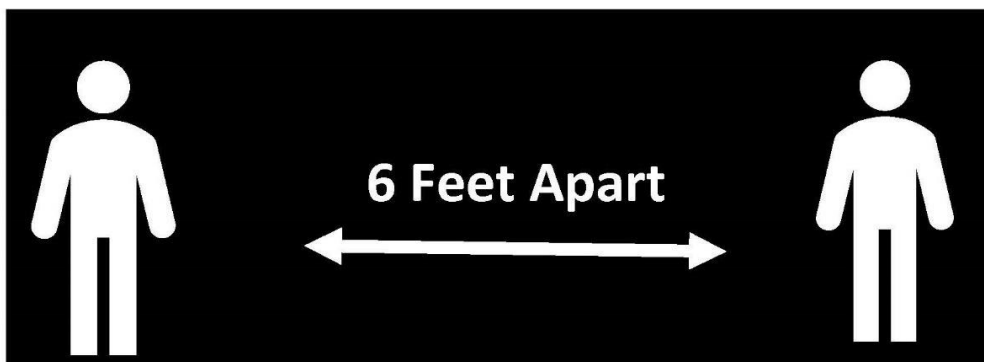
**Voters are strongly encouraged to wear a mask or cloth face covering.** You have the right to vote if you are not wearing a mask. If you don't have a mask but would like one, please ask a poll worker. Extra masks may be available.







**Please stay at least 6 feet apart while waiting in line and within the polling place.** Follow poll worker instructions and marked signs to help maintain social distance. Please wash your hands or use hand sanitizer before and after voting.





**Curbside voting is available.** Please consider using curbside voting if you're not wearing a mask or have flu-like symptoms. Ask a poll worker about how to vote outside the polling place.

**To vote curbside, call:**

(     ) \_\_\_\_\_-\_\_\_\_\_

County: \_\_\_\_\_  
City: \_\_\_\_\_  
Precinct number: \_\_\_\_\_  
Type of facility:

**POLLING PLACE ACCESSIBILITY CHECKLIST**

*Instructions: Complete this accessibility checklist for the polling place before voting begins. If the answers to any questions are no, contact the clerk and correct the condition or improve it as much as possible before voting begins.*

- Apartment
- Business
- Church/Place of Worship
- Club/Lodge
- Other non-public building: \_\_\_\_\_
- Other public building: \_\_\_\_\_
- Library
- Private residence
- School
- Senior facility

Completed by: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

OUTSIDE	Y	N	DATA / MODIFICATIONS / NOTES
Does this location have on-site parking?			
Is there least one van-accessible parking spot (a spot with an adjacent, paved 4ft buffer zone for wheelchair ramp) within 200 feet of the entrance?			
How many total accessible ("handicapped") spots are there?			
Is the path from the accessible parking spots to the entrance firm, slip resistant, obstruction-free, stair-free, and at least 36in wide at all times?			
Is the path marked with tactile surface indicators to help visually-impaired people self-navigate to entrance?			
Do voters with mobility disabilities have to use a separate entrance? If so, is it clearly marked?			
Is there a place to set up a call button for voters with disabilities who require curbside voting?			

INSIDE	Y	N	DATA / MODIFICATIONS / NOTES
Are all entrance ways, doors at least 36in wide?			
Is there enough space for a path throughout the voting process that is firm, slip resistant, obstruction-free, stair-free, and 36in wide at all times?			
If applicable, is the elevator or wheelchair lift operational?			
Is there a working, accessible bathroom (a stall with a 36in door that opens out) that will be available for use on election day?			
Is there a working electrical outlet sufficiently close to the placement of the VAT?			

## **Vendor guidelines for cleaning voting equipment**

EAC (Includes Dominion: <https://www.essvote.com/faqs/covid-19-and-a-clean-voting-environment/>)

Hart <https://www.hartintercivic.com/covid-19-and-clean-equipment/>

ES&S: <https://www.essvote.com/faqs/covid-19-and-a-clean-voting-environment/>