



ELECTION OPERATIONS HEALTH & SAFETY PLAN

November 3, 2020 Presidential General Election

SUPER POLL LOCATION:

116 CARRILLO ELEM SCHOOL-MPR
2875 POINSETTIA LN
CARLSBAD 92009

SITE MANAGER:

SITE MANAGER: RUTA CALDWELL

PRECINCT INSPECTOR: JANE BEVERIDGE

EXAMPLE



COVID-19



Last Updated 9-14-2020

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In recent Executive Orders, Governor Gavin Newsom addressed the impact of coronavirus disease 2019 (COVID-19) on the General Election. Legislation now states that all counties in California will issue mail ballots to registered voters with an active status as well as provide in-person voting opportunities to ensure that every eligible voter can cast their ballot. The orders also continue to require access to voter services, observer opportunities and election worker training. Mailing a ballot to every voter with active voter registration status is the first step to ensure that California voters do not have to choose between exercising their right to vote and protecting their health. The Registrar of Voters is taking strong safety measures to ensure all in-person voters have a safe experience when voting.

The San Diego Registrar of Voters and election officials have worked closely with public health officials to identify solutions to allow for safer voting in the COVID-19 environment. ***This document provides guidance on actions that should be taken to ensure a safe environment for poll workers and voters.***

When to Stay Home

In order to increase the prevention of COVID-19, workers who are sick, have tested positive for COVID-19, exhibit new symptoms as stated below, or have a temperature of 100.0°F or higher should stay home. A worker who receives a COVID-19 diagnosis can return to work only if at least 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 24 hours.

Workers who exhibit new symptoms listed below OR have a temperature of 100.0°F or higher, should stay home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



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Prevention

All employees will be screened for temperature and will self-screen for symptoms at the beginning of each shift. Actions will be taken as follows:

1. If the temperature reads below 100.0°F and the employee has no COVID-related symptoms, the employee may proceed to work.
2. If temperature is 100.0°F or higher, wait 5 minutes and re-scan temperature.
3. If second temperature reading is below 100.0°F and the employee has no COVID-related symptoms, employee may proceed to work.
4. If second temperature reading is 100.0°F or higher, the employee must ensure they are donning a face covering, report to their supervisor, by phone when possible, and isolate immediately.

If this situation occurs, the supervisor must notify Human Resources as soon as possible to discuss that the worker displays a temperature of 100.0°F or higher. Workers who are 100.0°F or higher or exhibiting symptoms will be asked to go home.

Workers who are supervising screenings will also self-screen for symptoms and will conduct self-temperature check. All staff must confirm self-screening on worker sign-in forms, by answering the following questions.

1. Have you been in close contact (within 6 feet) with someone who has laboratory confirmed or clinically diagnosed COVID-19 in the past 14 days?
2. Do you have a fever greater than 100.0°F?
3. Have you recently experienced new symptoms such as cough, shortness of breath, difficulty breathing, or sore throat, fever or chills, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea?

Social Distancing

All people within the location need to leave space between themselves and others. Voters, observers, and workers are instructed to stay at least 6 feet apart whenever possible. Floor markings will be used as visual cues to help voters and workers remember this. Voter lines will not be in the voting area and will be outside where feasible. In order to manage the physical distancing, voters will be allowed to enter the voting area only when there is a vacant check-in station. Floor markings will be placed outside as well as at each of the check-in and checkout/ballot return stations. Voting equipment and voting booths will be set up throughout the site in compliance with the six-feet physical distancing requirements. Voters and workers are discouraged from greeting others with physical contact (e.g., handshakes).



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Face Coverings

The use of face coverings is mandatory for all staff. Voters, observers, and the public will be expected to wear face coverings, as well. Face coverings are most essential in times when physical distancing is difficult and should be worn whenever a worker is near another person. Face shields or other physical barriers, in addition to face coverings, are provided for workers in positions where it may be difficult to maintain physical distancing and are provided at all check-in and checkout/ballot return stations.

Proper use of face coverings requires:

- Coverage of the mouth and nose.
- Washing hands before and after use or adjustment.
- Washing or replacing them after each shift.
- Avoiding touching the eyes, nose, or mouth.
- Avoiding touching the front of the mask when putting it on, adjusting it, or removing it.

Face coverings can make it more difficult for people who are deaf or hard-of-hearing to lip-read, hear, or understand what people are saying. Communication can be supported with written communication, posting information/instructions, and decreasing background noise when possible. Lip reading can be supported with face shields, or plexiglass barriers without the use of a face covering.

Note: Face coverings should not be placed on anyone who has trouble breathing or otherwise unable to remove the cloth face covering without assistance.

Inappropriate Face Coverings

Some voters may come into the voting location wearing face coverings that promote a candidate or ballot measure. This is considered electioneering and is not allowed. If this occurs the worker will politely request that the voter use a different face covering, or in the alternative, provide another face covering, if available. If voter refuses these options, the curbside voting procedure will be implemented for this voter.

Voter Rights

Voters will not be turned away for lack of a face covering. The right to vote takes precedence. In such circumstances, workers will offer a face covering, consider additional physical distancing and avoid confrontation. Among other considerations, intense conversation and shouting increase the volume of exhalations and may increase risk. Additionally, election workers will not turn away observers and other visitors not using a face covering.



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For those who refuse or are unable to wear a face covering, alternate plans are in place. Voters will remain outside of the poll and workers will implement and assist those voters through the curbside voting procedure. These voters will vote on a ballot marking device which can be rolled to an outside position. Additional instructions will be provided on assisting voters through curbside voting.

Observers refusing to wear a mask will be escorted to a designated Observer area where they will be allowed to remain for 10-minute intervals. Once that time has expired, the Observer will be asked to leave the area and must wait in line and re-sign in prior to returning to the Observer area.

Hand Hygiene and Respiratory Etiquette

All workers are instructed to wash hands frequently (e.g., before entering the work location, before and after breaks or shifts, after touching or handling cloth face coverings or PPE, after using the restroom) with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol provided by the ROV. Workers are also instructed when coughing or sneezing without masks, to do so into their elbow, not their hands, if tissues are not available.

Alcohol-based hand sanitizer will be available at the entrance of the facility and at each check-in station for use after touching shared surfaces and items such as the ePollbook, a clip board, pen, or stylus. Voters will be asked to use hand sanitizer when leaving the check-in station before they go to the voting booth.

Hand sanitizer will also be provided at the exit for use after touching the ballot marking device, voting booth surfaces and casting a ballot, as the final step in the voting process.

Maintain a Healthy Work Environment

Alcohol-based hand sanitizers will be placed in visible, frequently used locations, including the entrance and exits and on every check-in and check-out station. Supplies, including disinfectant wipes and no-touch trash cans, will be provided at each site. Signage will be appropriately placed inside the site as a reminder to everyone using the facility to wash hands, wear masks, and keep a six-feet distance.

Gloves

Gloves are not a substitute for hand washing. The best way to keep hands clean and germ-free is to wash them frequently with soap and water or use hand sanitizer, when the former is not available. Gloves can help keep hands clean, so a person would not come into direct contact with germs, such as the COVID-19 virus. Voters will be offered disposable gloves for use after sanitizing their hands with the alcohol hand sanitizer prior to coming in contact with items others have touched, such as the voting booths and additional contact surfaces. Workers will be provided with disposable gloves for use while sanitizing the supplies and equipment. While wearing gloves, workers and voters should not touch their mouth, nose, eyes, or face covering, and should wash hands or use hand sanitizer before putting gloves



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on and after removing them. Gloves should be replaced after washing hands, after using the restroom, eating or drinking, or any other activities that may contaminate the gloves, including touching unsanitized items.

Removing Disposable Gloves

Pull at the outside of one glove at the wrist without touching your skin. Peel the glove away from your body, pulling it inside out, then hold the glove you just removed in your gloved hand. You can peel off the second glove by putting your fingers inside the glove at the top of your wrist then turn the second glove inside out. While pulling the glove away from your body, wrap the first glove inside the second glove. The result should be your two gloves wrapped in a ball. Dispose of the gloves in the garbage.

Signs and Messages

Signs with proper health messaging will be posted in highly visible locations. This includes entrances, restrooms, and areas throughout the site. This action promotes everyday protective measures against the spread of COVID-19.

Disinfect Surfaces

Surfaces that are frequently touched by multiple people (e.g., door handles, check-in tables, pens, clipboards) will be disinfected frequently using proper disinfectant products. Manufacturer's instructions will be followed for all cleaning and disinfection products and protocols. If the surface is dirty, it should be cleaned before disinfecting. After the location closes, facility areas and items including tables, chairs, and door handles used by staff or voters should be thoroughly cleaned and disinfected.

Clean and Disinfect Voting-associated Equipment

Ballot marking devices, ePollbooks, laptops, tablets, keyboards, ballot activation cards, and other reusable items will be disinfected routinely. To prevent damage to the equipment, signage will be posted near voting equipment discouraging voters from disinfecting the equipment with their own wipes or touching the equipment with hands that are still wet with hand sanitizer.

Specific approved COVID-19 vendor supplies will be provided along with alcohol-based wipes or spray containing at least 70% alcohol to clean electronic devices, buttons, keypads, and touch screens. Dry all surfaces thoroughly to avoid pooling of liquids. After the location closes, all equipment and transport cases will be cleaned and disinfected following the manufacturer's instructions.

Shared Objects

Shared objects like clipboards, ballot markers, pens or styluses will be disinfected on a regular interval and will not be used by multiple people prior to cleaning. Headphones for voters with disabilities will have one-time-use ear coverings.



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	ADA BMD Voting		Greeter
	BMD Voting Booth		Greeter Table
	Check-In Station		Cardboard Voting Booth
	Ballot Table		Hand Sanitizer Stand
	Checkout Station		Observer Area
	Site Manager Table		

6'
Six Feet



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