



**COVID-19 Prevention
Reference Guide**

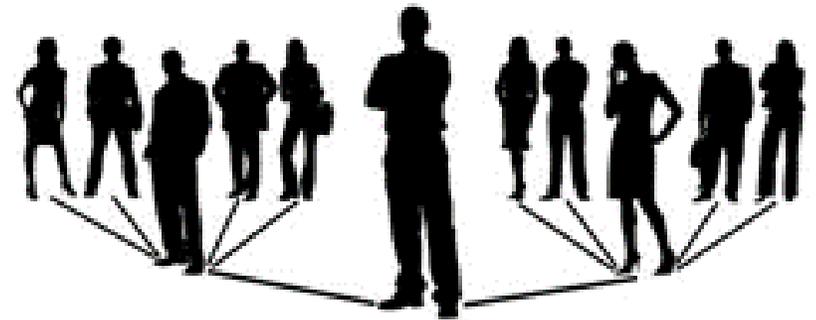
Preface

The COVID-19 Prevention Reference Guide is to be used a quick reference to the CDC and EAC recommendations to help prevent the spread of the COVID-19 virus. This reference guide includes prevention tips, PPE information, suggestions for poll workers, social distancing tips, and ways to sanitize and disinfect the voting equipment.



How COVID-19 Spreads

- Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person.
- The virus is thought to spread mainly:
 - Between people who are in close contact with one another within 6 feet.
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths and noses of people who are nearby or possibly be inhaled into the lungs.
 - COVID-19 can be spread by people who are not showing symptoms.



COVID-19 Symptoms

- The symptoms may appear within 2-14 days after exposure. The Symptoms include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- The emergency warning signs for COVID-19 require immediate medical attention. The emergency warning signs include:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face



CDC Prevention Tips

Clean your hands often

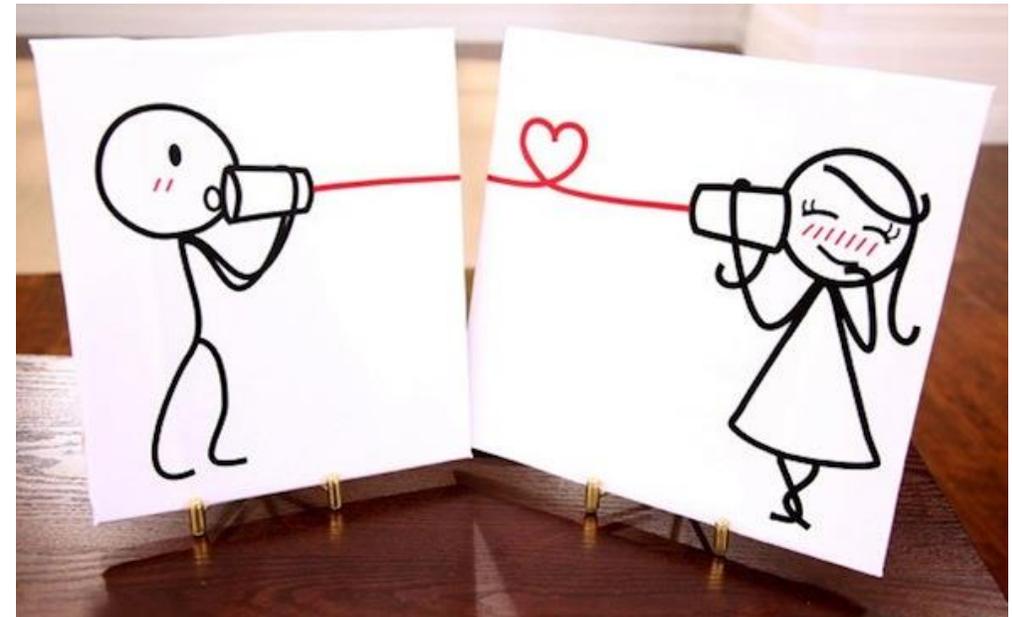
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



CDC Prevention Tips

Avoid close contact

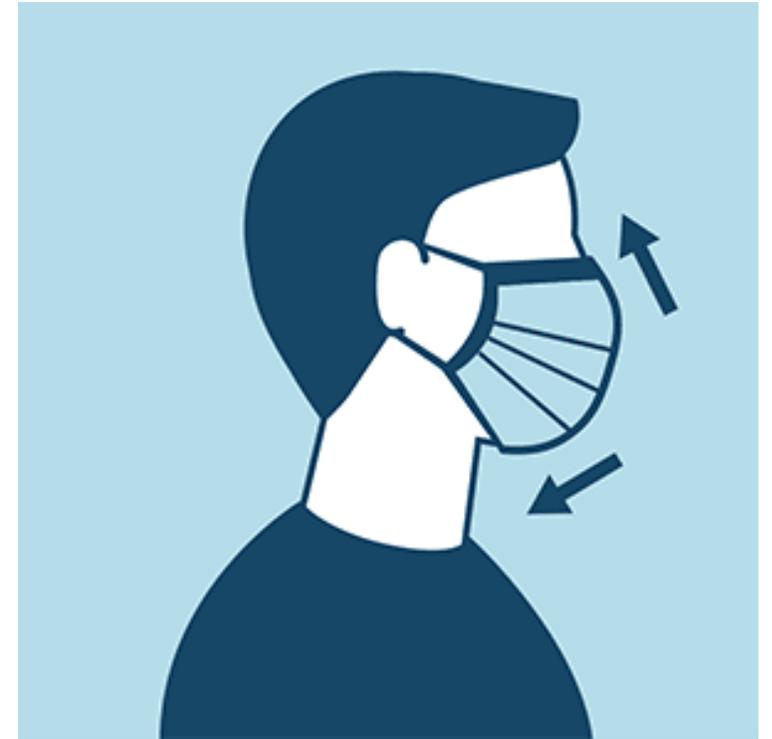
- Avoid close contact with people who are sick
- Put distance between yourself and other people.
 - Remember some people without symptoms may be able to spread virus.
- To practice social distancing:
 - Stay at least 6 feet (2 meters) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings.



CDC Prevention Tips

Cover your mouth and nose with a cloth face cover when around others

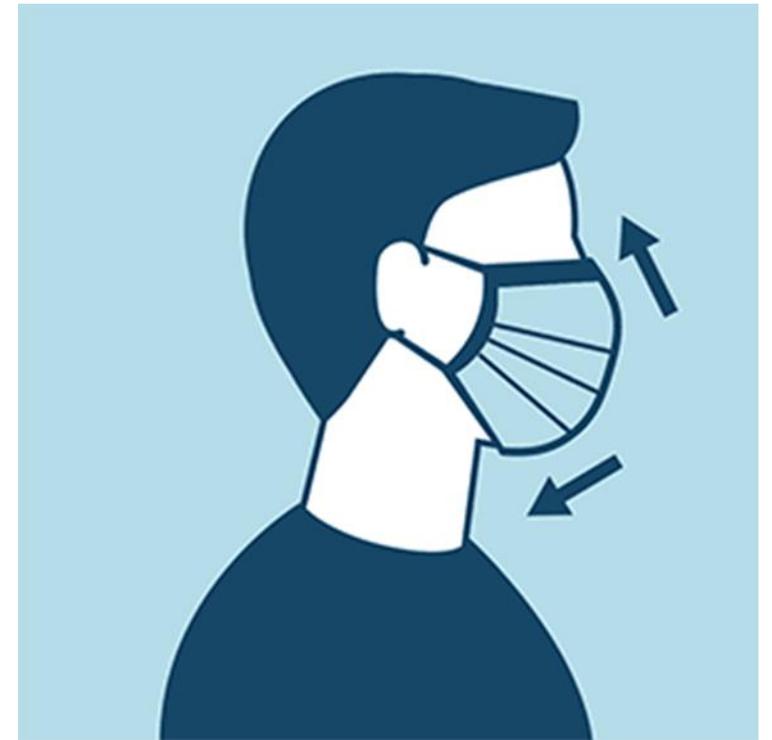
- The cloth face cover is meant to protect other people in case you are infected.
- CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.
 - For Example: Grocery Stores, Pharmacies, etc.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.



CDC Prevention Tips

Cloth face coverings should -

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- Homemade cloth face cover guide:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



CDC Prevention Tips

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Most common way to spread the virus.



CDC Prevention Tips

Clean and disinfect

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Use detergent or soap and water prior to disinfection.



Personal Protective Equipment (PPE)

- Personal Protective Equipment (PPE) helps protect from potentially infectious people and materials, toxic medications, and other potentially dangerous substances. PPE includes:
 - Gloves
 - Facemasks
 - Sanitizers & disinfectants
 - Ventilators
 - Eye Protection
 - Isolation Gowns, etc.
- There are shortages of PPE and it should be used and distributed properly.

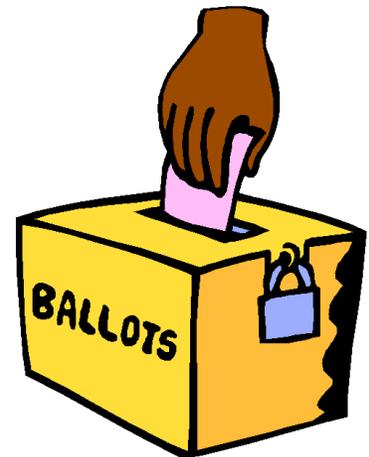


Personal Protective Equipment (PPE)

- PPE Burn Rate Calculator
 - The CDC has provided a spreadsheet-based model that will help healthcare facilities plan and optimize the use of PPE for response to COVID-19.
 - The tool will calculate the average consumption rate for each type of PPE entered in the spreadsheet.
 - This information can then be used to estimate how long the remaining supply of PPE will last, based on the average consumption rate. Using the calculator can help facilities make order projections for future needs.
- PPE Burn Rate Calculator:
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html>

Advance Voting/Election Day

- The EAC is encouraging voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling locations. More voters are using mail ballots across the country and the COVID-19 pandemic has increased the need to explore other vote by mail opportunities. Given the ongoing situation with COVID-19, certain precautions should be taken to protect voters and poll workers.
- For example:
 - Early or advance voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.
 - Encouraging 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 this information in advance to the community.
 - Consider additional social distancing and other measures to protect these individuals during voting.
- Voters may not be turned away from voting based on the result of any type of screening, but counties may be able to set up a different area in the polling place that can be used for voters in any high-risk categories. Any measures taken to protect public health at polling places should not have an adverse effect on voters casting their vote or impose any additional burdens on voters while voting.



Poll Workers

- Poll workers should wear appropriate Personal Protective Equipment (PPE) as specified by public health professionals while working, including masks.
- Discourage poll workers from greeting others with physical contact.
 - For example: Handshakes, Hugs, etc.
- Post reminders about social distancing in the polling place.
- Limit non-essential people in the polling place.
 - For example: Children, grandchildren, etc.
- Poll workers who are sick, exhibiting symptoms of COVID-19, or who know they have been exposed to COVID-19 should alert their County Supervisor and not work until cleared by appropriate medical/public health professional's guidelines.
- Counties should be recruiting additional poll workers and alternate poll workers.
- Due to the COVID-19 virus, you may need to recruit new poll workers from other sources. We suggest reaching out to teachers, college students, military, people who have lost their jobs, etc.
 - Email info@fairelectionscenter.org for more information about getting your county listed to attract potential poll workers on a nationwide website. www.workelections.com



Social Distancing

- Social distancing increases the space between individuals and decreases the frequency of contact among individuals to reduce the risk of spreading the virus.
- It is ideal for voters to remain at least 6 feet apart. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. This will depend on the space available in the polling place and the number of voters who arrive at one time.
- Increase distance between voting booths.
- Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart, if possible.
- Manage waiting lines as best as possible to encourage social distancing.
- Be prepared to direct voters to specific equipment that should be utilized so that social distancing can be maintained.
- Use cones, barriers, tape, etc. to manage wait lines and flow of voting.
- Poll workers may limit which voting equipment can be used at a time to ensure voters do not use voting equipment that is next to each other.

Sanitizing and Disinfecting Voting Equipment

- Voting equipment that is touched by voters and other shared surfaces (i.e. door handles, barcode readers, etc.) should be cleaned frequently.
- Poll workers assigned to the enclosed space should be equipped with cleaning equipment.
- There is a lot of potential for fingerprints, germs, and bacteria to be collected by the voting equipment while being used by the voters.
- To sanitize the BMD Touchscreens & Poll Pads
 - Use Isopropyl alcohol on a lint-free cloth meant for cleaning LCD screen such as (3MTM Scotch-Brite® Electronics Cleaning Cloth) to clean and disinfect the LCD touch screens.
 - To do so, apply a small amount of isopropyl alcohol to a soft, lint-free cloth.
 - Do not apply the isopropyl alcohol directly to the voting equipment.
 - Do NOT use Clorox, Lysol, or other cleaners or wipes on the BMD screens.
 - Avoid getting moisture in openings.



Things to Remember

- Take the necessary steps to protect yourself and others.
- Listen and follow the directions of your state and local authorities.
- The virus is thought to spread mainly from person-to-person. The best way to prevent illness is to avoid being exposed to this virus.
- Continue to submit your CARES grant applications for reimbursement of PPE expenses.
- Please continue to send your liaisons and Chris Harvey any specific challenges your county is facing in this crisis.
 - Poll Worker/Staff Resignations
 - Polling Place Losses
 - Shortages in supply chain items needed to conduct the election
 - Any other challenges