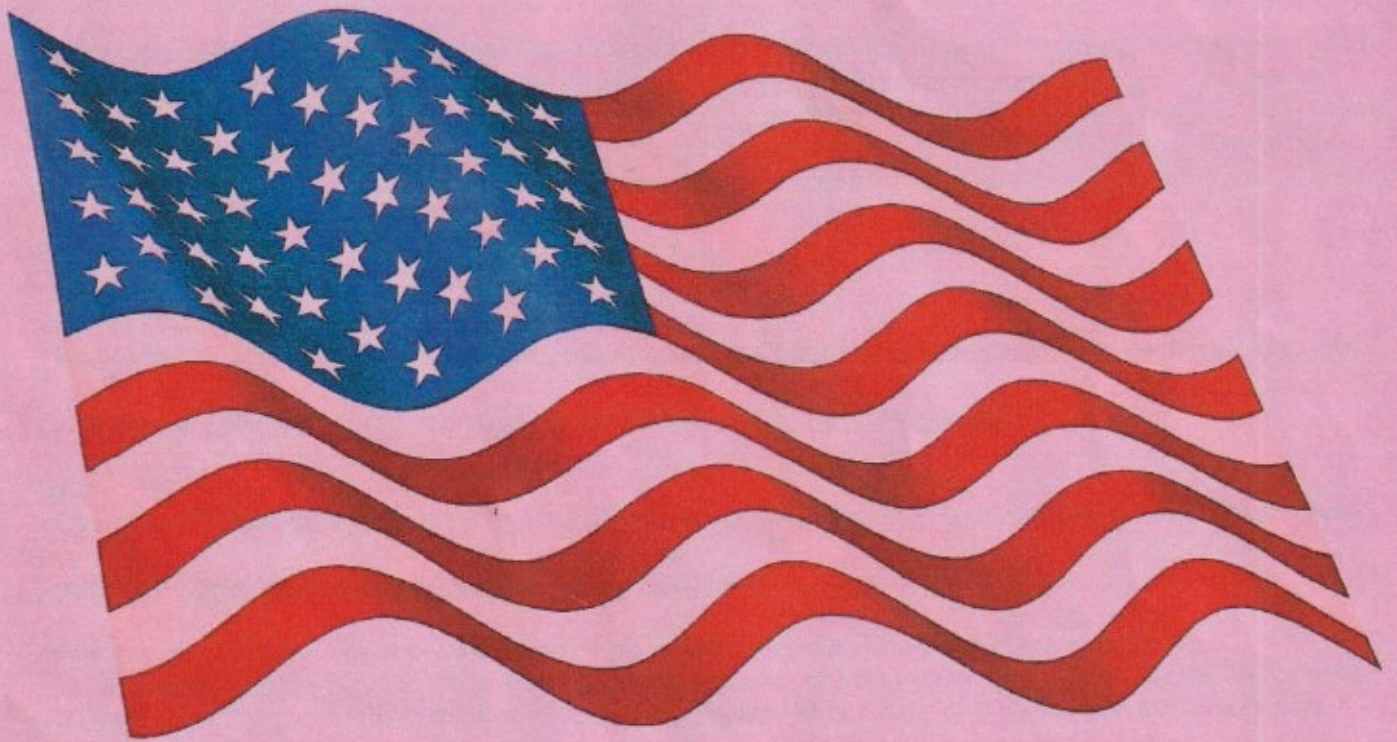


**POLLING LOCATION  
PANDEMIC PROCEDURES  
2022**



Charlotte County, Florida  
Supervisor of Elections



Charlotte County Supervisor of Elections  
POLLING LOCATION PROCEDURES DURING A PANDEMIC

**WHAT WE WILL DO FOR YOU**

- Provide the citizens of Charlotte County with clean voting locations;
- Clean/disinfect/sanitize voter check-in areas and voting booths;
- Provide hand sanitizer to all voters entering and leaving the polling location;
- Provide masks for those without;
- Provide contact-free check-in at all polling locations;
- Keep the lines moving while enforcing social distancing;
- Set up voting booths so that every other one is the opposite direction of its neighbor.

**WHAT WE EXPECT OUR VOTERS TO DO FOR OUR COMMUNITY**

- If you have moved since you last voted, contact our office to ensure we have the correct address on record;
- Make sure to review your sample ballot (available: on request, on our website and in the local newspaper), mark it and bring it with you so you will be able to cast your vote in less than (max) 10 minutes;
- Arrive with sanitized hands and a face mask;
- Do not touch your face or mouth while inside the polling room so as to maintain sanitized hands as you move through the voting process;
- Limit discussions inside the polling room to protect all in the room;
- Maintain safe distancing in line. It is expected and will be enforced for the protection of you and others;
- Arrive at the location, receive your ballot, go directly to a voting booth, complete your ballot, insert your ballot in the tabulator, acquire your sticker and leave the polling room.

**IT IS OUR MISSION TO CONDUCT OUR ELECTIONS IN SUCH A WAY AS TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT FOR OUR COMMUNITY DURING A PANDEMIC.**

**IN ORDER TO PROVIDE THAT SAFE ENVIRONMENT WE MUST CALL UPON YOU, OUR VOTERS, THE RESIDENTS OF CHARLOTTE COUNTY, TO HELP BY FOLLOWING THESE PROCEDURES.**

Thank you,

Paul A. Stamoulis  
Charlotte County Supervisor of Elections



## PANDEMIC PROCEDURES

The Coronavirus has caused us to make changes in our normal practices at the polling locations. We realize that some changes may be an inconvenience, but they **MUST** be enforced.

### MASKS

Our mask policy is subject to change contingent on the latest advisory from the CDC.

Due to the fact that there currently are no state, county or city policies mandating masks we can only advise that wearing a mask is *recommended* for the health and safety of yourself and others.

Should the CDC make changes after this goes to print updates will be distributed.

### CHANGES DURING COVID

The first change is the set up of the polling location. Refer to your Covid Floor Plans (black folder). ALL workers are to be stationed and must maintain a distance of 6' of each other. If there are two (or more) Scan Inspectors the DS200's are not to be side-by-side so that the inspectors are 6' apart as well;

Clerks, Assistant Clerks and EViD operators are to sit (with EViD's) 6' apart;

Voting privacy shields (new instead of booths) will be set up with every other one facing the opposite direction;

There will be signs posted advising everyone to respect the 6' social distancing;

Two (2) pieces of 6' rope will be provided (one for the Clerk and one for the Deputy) to be used to enforce social distancing.

#### Deputies:

Each location will be provided with a thermometer. Deputies stationed at the entry to the polling location will be responsible for that thermometer throughout the day. First thing in the morning (just before reading the Oath) and halfway through the day (around 1 pm) you will take the temp of all workers. A worker with a temp of 100 or above and/or is not feeling well is referred to the Clerk immediately to arrange for a possible replacement and to send the worker home after calling Kelly, your Election Worker Director, at 941-833-5404.

You will also use the thermometer on individuals wishing to enter the polling location to vote. This is where the Alternate Voting Instruction Sheets come into play. **PLEASE Read & Apply as they are written!**

**EVERYONE WISHING TO ENTER A POLLING LOCATION IS TO HAVE HIS OR HER TEMP CHECKED** (kids, assistants, poll watchers, etc).

**NOTE ABOUT THERMOMETERS AND TEMPS:** Thermometers need to be kept out of the sun in order to avoid false reads. If a temperature records 100 or above please have the individual stand aside (in the shade or the air conditioning) for a moment to cool down before retaking the temp. If the temp remains at 100 or above OR if the voter refuses the temp or retake the voter must use alternate voting (information on alternate voting attached).



### **Deputies (cont'd):**

You are to make sure that the 6' social distancing is recognized and adhered to AT ALL TIMES.

There will be extra blue tape in the Deputy Box. This is to be used on the floors where you will make an "X" out of the tape and measure it out beginning at the entrance to the polling room.

You are only to let in (one at a time) the number of voters equal to the number of available booths at your location.

If you are not able to keep the door to the voting room open, please make sure you are wiping down the handle with a disinfectant wipe as voters enter/leave.

### **Rovers (or other worker designated by Clerk):**

EViD operators are to give each voter a stylus/pen for his or her use while in the polling room. The stylus part is used to sign the EViD screen and the pen part is for completing his or her ballot. The "used" pens are to be deposited into the "USED" solo cup located near the DS200's. Throughout the day the USED PENS are to be sanitized and placed back into the SANITIZED cup (located at the EViD's)

### **Clerks:**

Be diligent throughout the day to ensure all precautions are being applied. Contact Linda at 941-833-5411 with any Covid issues you may have initially or may encounter at any time throughout the day. (Potential problems: running low on supplies, upset individuals, etc.)

## **ALTERNATE VOTING**

**Clerks, Assistant Clerk, Early Voting EViD Operators and Deputies:** This is for Early Voting and Election Day. Please read and review the instructions. THIS MUST BE DONE AS INDICATED.

SEE NEXT PAGE FOR ALTERNATE VOTING INSTRUCTIONS



## ALTERNATE VOTING IN A PANDEMIC

A voter approaches the deputy and either:

- 1) has a temp of 100 or above;
- 2) claims to be uncomfortable entering the location;
- 3) claims to be or feel ill and does not want to enter the polling location; or,
- 4) refuses to have their temp taken.

### **What do you do?**

### **DEPUTY AND CLERK RESPONSIBILITIES:**

- The Deputy alerts the Clerk of the situation;
- The Clerk will come to the voter (wearing a face mask and single use gloves);
- The Clerk will explain the Alternate Voting process, request the voter's photo/signature identification and inform voter they will be right back;
- The Clerk will take the identification and check in the voter on his or her EViD, accepting the signature [although you haven't seen one yet] in order to print a Voting Pass;
- The Clerk then returns to the voter with the voter identification, Voting Pass, Signature Slip, Secrecy Sleeve and Ballot;
- Have the voter sign the Signature Card and compare it to the (ID);
- If the signature is good:
  - 1) give the voter the ballot (in the secrecy sleeve);
  - 2) direct the voter to the (outside) voting booth to complete his or her ballot; and,
  - 3) inform the voter to let the Deputy know when they have completed the ballot.

#### **DEPUTIES: VOTERS ARE NOT TO LEAVE THE AREA**

The Deputy should keep an eye on the Voter to ensure he or she does not leave with the ballot and is not approached by a third person;

- The Clerk returns to his or station, staples the Signature Card to the Voting Pass and places it with his or her other Voting Passes;
  - The Deputy calls the Clerk when voter is done and informs the voter the Clerk will be returning;
- DEPUTIES: DO NOT TOUCH THE BALLOT OR SLEEVE.**
- The Clerk addresses the voter to explain we are recording the delivery of his or her ballot to the DS200 (if the voter agrees) for him or her to verify the ballot was cast.
  - While the Assistant Clerk records on the provided recording device, the Clerk takes the ballot from the voter (keeping it in the secrecy sleeve);
  - The Assistant Clerk records the ballot going from the voter to insertion in the DS200;
  - The Clerk then returns to show the voter the video that their ballot was tabulated;
  - Once the voter sees the video it is deleted (in front of the voter).

#### **ALTERNATE COVID-19 VOTING**

**ELECTION DAY Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Registered Voter

\_\_\_\_\_  
Signature of Clerk who verified Voter

(sample signature slip)

#### **REMINDER**

Any time you use the Alternate Voting Method, use gloves and dispose of the gloves after you have completed the process.

Additionally, when using the Alternate Voting method the Clerk/Assistant Clerk are responsible for completing an incident report.



## **CDC RECOMMENDATIONS**

(as of 4/1/2022)

COVID-19 most commonly spreads between people who are in close contact through respiratory droplets or small particles produced when an infected person coughs, talks, or breathes. Growing evidence shows that droplets can remain suspended in the air and travel distances beyond six feet, according to the CDC. Indoor environments with poor ventilation increase the risk of transmission.

**To prevent infection and to slow transmission of COVID-19, do the following:**

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub.
- Cover your mouth and nose with a mask when in public settings or around others.
- Maintain at least six feet distance between you and people coughing or sneezing.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.

The Charlotte County Supervisor of Elections will continue to exercise precautions to prevent the spread of the ever changing pandemic in order to decrease the risk of Covid-19 (and all of its variants) at our offices and polling locations.

CDC recommendations can change daily, therefore, each individual is requested to monitor for changes frequently throughout this election season.

**NOTE:**

Restrictions presented to the elections office by a polling location will be honored, respected and adhered to.

**THE SUPERVISOR OF ELECTIONS IS THE FINAL AUTHORITY WHEN IT COMES TO DECISIONS SURROUNDING COVID IN OUR OFFICES AND POLLING LOCATIONS.**

**THE SUPERVISOR TAKES INTO CONSIDERATION THE CDC AND DEPARTMENT OF HEALTH RECOMMENDATIONS AS WELL AS LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN DETERMINING PROTOCOLS DURING THE PANDEMIC.**