COVID-19 SAFETY

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GUIDELINES TO PREVENT TRANSMISSION

Supplies Needed:

Visual cues for 6-feet spacing – chalk, tape, signs
Hand Sanitizer X2
Disinfectant – ideally ready to use wipes
Gloves – any time using disinfectant or handling submitted ballots
Fabric face coverings or masks – worn by individuals running/staffing the event
Eye protection for counting ballots
Pens
Collection container for pens – something that can be cleaned/disinfected
Outside the Building:

Visual reminders of expectations and encourage the use of fabric face covering

Mark sidewalk with 6 feet distancing spacing

Door propped open so door handles are not touched

One door to enter and separate door to leave

Spacing entry to limit the number of individuals in any given location
GUIDELINES TO PREVENT TRANSMISSION

Inside Setting Up:

Access to bathrooms
Any doors will be propped open
Limit to 10 or less individuals at a time
Check In Table

- Minimally 6 feet from point of entry
- Six foot spacing with visual cues
- Scanner set up so no need to touch any items or check in without touching each other or card
- Non-touch greeting and interactions
- Hand sanitizer used before picking up ballot and pen
GUIDELINES TO PREVENT TRANSMISSION

Voting

- Six foot spacing with visual cues
- After place ballot in box, pen goes into container to be clean/disinfected
- Participant uses hand sanitizer after dropping off pen
- Directions posted on how to exit
GUIDELINES TO PREVENT TRANSMISSION

Clean/disinfect (gloves worn)
- Voting booth after each use
- Clean pens taken back to check in table
GUIDELINES TO PREVENT TRANSMISSION

Tabulation:
- Election committee will clean hands and apply gloves
- 6-foot rule still in effect
- Fabric face covering or masks will be worn
- Eye protection will be worn
- Place all ballots into a plastic folder or sleeve
- After tabulation is complete, clean/disinfect:
  - Pens
  - Hard surfaces
  - Plastic folder
- Remove gloves and clean hands
RESOURCES - HTTPS://NORTHCOUNTRYCARPENTER.ORG/CORONAVIRUS-UPDATES-FOR-NCSRCC-MEMBERS/
RESOURCES - [HTTPS://YOUTUBE.COM/8WK4LXYJZC0](HTTPS://YOUTUBE.COM/8WK4LXYJZC0)

Tips for Staying Healthy: Cleaning and Disinfecting

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QUESTIONS