

# Polling Place Emergency Protocols

## Before 7 AM

A social distancing guide will be marked with tape or some other means 6 feet from the Election Official's table(s) to limit poll worker's exposure. (CDC recommended distance).

A Stop Sign will be placed at the 6 foot mark. **(STOP Please wait until called forward and Have ID ready)**

Voting booths will be placed 6 feet apart if feasible. If not, voters will be directed to alternate in booths and not to stand side by side.

Officials will be seated 6 feet apart and 6 feet from the voting machine, if possible.

Voting equipment will be wiped down with alcohol wipes before and after voting machine startup, but before voters are present.

The State Election Board has provided masks, eye protection, and gloves for poll workers for their protection.

Poll workers should wash their hands and/or hand sanitizer should be used frequently, if available, throughout the day.



Poll workers should avoid contact with each other and with voters. (i.e. shaking hands, touching IDs)

## Once voting begins



Social distancing protocols (6 ft. spacing) should be strictly maintained throughout the day by poll workers and voters.

The voter should stop at this sign that is placed behind the designated area that is approximately 6 feet from the poll worker's table. **(STOP Please maintain 6 ft. spacing social distancing protocols while Inside the Polling Place)**



Voters in line are encouraged to keep space (6 ft. spacing) between themselves and the person in front of and behind them.

State election officials and our partners at OU Health Sciences Center strongly recommend that election workers and voters wear masks or cloth face coverings at in-person voting sites.



When called forward, the voter will be asked to place their ID on the table for inspection by the judge. The judge should avoid touching the ID.

Once the ID is determined to be valid, the voter signs the precinct registry.

The judge alerts the clerk as to which ballot the voter should receive. The clerk then tears off the ballot and the voter will be asked to pick it up from the table.

The clerk should avoid touching the voter when handing them the ballot.



The voter proceeds to the voting booth.

The next voter can then be processed.

Voters are processed one at a time. Other voters should remain behind the 6 foot line.

Voters should **not** be processed unless there is a voting booth for them to mark their ballot.

Poll workers should wipe down voting equipment with alcohol wipes only every hour.

Common surfaces such as voting booths and tables should be disinfected more frequently.

If the Audio Tactile Interface device is used, it must be disinfected immediately, and the earphone covers discarded.



These precautions should be used for In-person voting also.

### **For provisional voting:**

The judge will complete the Provisional Voucher and leave it on the table for the voter to pick up and take to the Provisional Voting Officer. The voter should leave the voucher on the Inspector's table and sit in the designated provisional voter chair, which will be at least 6 feet away from the poll workers, the voting machine, and other voters. The Provisional Voting Officer will complete the affidavit and all documentation using the Provisional Voucher.

The Provisional Voting Officer will complete the entire affidavit except for Proof of ID provisional affidavits (in which the voter would need to complete 12 a, b, and c). A clipboard should be provided for the voter to complete and or sign the affidavit if a table is not available.

The Provisional Voting Officer will take the affidavit to be signed and the Provisional Ballot Roster together to the voter to be signed so as to minimize contact. At that time the voter will also be given the Provisional Information Sheet.

The voter will be given the ballot inside the ballot envelope. Once the voter has cast their ballot and returned it to the ballot envelope, the poll worker will seal the envelope with tape in front of the voter at the PVO table.