June 2, 2020 Presidential Preference Primary
In-Person Voting Preliminary Covid-19 Response Plan

June 2
Polling Places to open statewide: 47 (+1 for 6/2 Providence Ward 1 Special Election)
Pollworkers: 700
Estimate Voters: 39,100

Use of PPE and Supplies
These guidelines have been established according to the latest Recommendations for Election Polling Locations established by the U.S. Center for Disease Control (CDC) issued March 27, 2020 (attached), as well as information provided by the CDC to the National Association of Election Directors (NASED) on May 12, 2020.

Pollworkers: All workers will be required to wear masks and gloves while performing their duties. They should wash their hands after removing their gloves. Each pollworker will receive at least five (5) pairs of gloves so they may change them throughout the day for breaks etc. They will also each receive two (2) disposable face masks, and one (1) 4 oz. bottle of hand sanitizer.

Voters: Voters will be highly encouraged to wear face coverings, but they will not be required to wear one. One Hundred (100) masks will be supplied to each polling place for voters who request one. Voters will not be turned away for not wearing a face covering.

Thermometers: Thermometers will not be supplied to the polling places. Voters will not be screened for fever.

Face Shields: The BOE will provide three (3) personal face shields for pollworkers at each location.

Tabletop Protective shields / Sneeze guards: The BOE will not be providing these to polling places, however some local BOCs will be providing these for Supervisor and Clerk stations.

Electronic pollbook stylus/pen: Each voter will receive a one-time use stylus/pen combination device to check-in on the e-pollbook and to mark their ballot while in the voting booth. The voter may dispose of the device in the appropriate receptacle after

May 14, 2020
voting or keep it. After the primary these devices will be sanitized by the BOE. Pollworkers will be instructed to use the same stylus/pen the entire day and not share it with anyone.

**Privacy sleeves:** Voters will be issued paper privacy sleeves upon request only. If a privacy sleeve is requested, the voter will be instructed to discard it in an appropriate receptacle after voting. After the primary, these will be disposed of by the BOE.

**Tables:** In order to maintain separation, two (2) 6-8 ft tables will be placed together along their long edge at each Supervisor/Clerk workstation to allow pollworkers to be seated on one side and voters to approach on the other side. The e-pollbook will be placed in the center of the two tables between the Supervisor and the voter and can be swiveled towards either individual when interaction with the e-pollbook is necessary. Alternatively, some local boards may supply plexiglass “sneeze guards” with a cutout and placed in the center of the table which would allow the e-pollbook to be slid through during check-in. In this case, two tables would not be needed.

**Voting Equipment at the Polling Place**

**E-Pollbooks:** Electronic Pollbooks (e-pollbooks) are iPads used to check-in voters. Each location may have up to six (6) of these devices. Voters will be instructed to not touch the iPad screen directly, and instead use the stylus/pen device to make their selections and sign the screen. These devices will be sanitized by the Sanitizer worker or Supervisors after any direct touch interaction with the touchscreen by a voter.

**Voting Booth:** Where voters mark their ballots in privacy. Each location may have up to fifteen (15) of these devices. These will be sanitized at least once per hour by the Sanitizer worker(s). At least two (2) accessible voting booths will be provided per location.

**AutoMARK:** A ballot marking device with a touchscreen, buttons with Braille labels, and headphones used by voters who have difficulty marking the ballot on their own. One-time use protective headphone covers will be provided. Each location may have up to two (2) of these devices. These will be sanitized by the Sanitizer worker after each use by a voter.

**DS-200:** The ballot scanner with a touch screen that tabulates each voter’s ballot after it has been marked. The voter may interact with the touch screen if a marking error is detected. Each location may have up to three (3) of these devices. These will be sanitized by the Sanitizer worker or Moderator after any direct interaction with the touchscreen by a voter.

**Positions at the Polling Place**

**Supervisor**
The Supervisors work in bipartisan pairs. They look up each voter in the e-pollbook, verify the voter’s identification, and issues the voter a ballot. There may be up to eight (8) Supervisors in a polling place.

Clerk
The Clerk maintains control of all ballots inside the supplies. The Clerk processes provisional ballots for voters, assists with party disaffiliation, and assists voters with the Voter Affirmation process, which is mostly about change-of-address or a name change. There may be up to two (2) Clerks in a polling place.

Moderator
Known as Wardens in Providence, this worker supervises the operation of the polling place. The Moderator handles the DS-200 ballot scanner and AutoMark device and helps voters with the devices when needed. The Moderator is also responsible for reporting any violations to the local Board of Canvassers. There may be up to two (2) Moderators in a polling place.

Police Officer
A police officer is not required by law to be present at each polling place. However, it is recommended that the Board of Canvassers arrange for a police officer offer to be present at each location due to the numerous Covid-19 precautions being taken and the potential for long lines to form, especially during peak periods.

Additional Positions Created Due to Covid-19

Interior Line Control worker: Remind voters inside the room to maintain 6 ft distance while in line and to have ID ready.

Door Control worker: Regulates number of voters allowed into building to comply with Covid-19 restrictions. A maximum 20% of fire code are allowed inside the building.

Exterior Line Control worker: Reminds voters in line at exterior of building to maintain 6 ft distance while in line.

Sanitizer worker: Will frequently wipe down tables, booths, and other contact surfaces with cleaning supplies.

Line Control Procedures

Entrance/Exits: All voters should enter and exit from the same exterior doorways so the number of voters in the building to be regulated properly by the Door Control worker. However, ideally a separate exit can be used, as long as the Door control worker is still able to accurately track when voters are exiting and entering the building.
so the number of individuals within the polling remain below 20% of the maximum room capacity.

**Door control:** The Door Control worker will regulate the number of people entering the building. Once the room where the polling place is located has reached 20% of the occupancy limit, the Door Control worker will not allow anyone to enter until a voter has exited. Voters with difficulty standing in line or election officials working to conduct the election should notify the Door Monitor and be allowed entry at the next available opportunity.

**Exterior Lines:** Once the interior room where the polling place is located has reached 20% of the occupancy limit, the line should form at the exterior entrance to the building. Voters should maintain a distance of 6 ft from each other while waiting in line. We recommend the Board of Canvasser use orange cones to mark the 6 ft recommended distance between voters in the exterior line. An Exterior Line Control worker will remind voters that they should maintain a distance of 6 ft from one another while in line and have their identification ready. **Note:** If rain is expected on June 2, the BOC may use their discretion to move the exterior line to an interior hallway or foyer within the building if there is adequate space to conform to social distancing requirements.

**Interior Lines:** The room where the polling place is located may only allow 20% of the maximum fire capacity for that room. This maximum number will include pollworkers and voters. Voters should maintain a distance of at least 6 ft. from each other while in line. The BOE is supplying fifteen (15) social distancing floor decal reminders to each polling place for this purpose. The Interior Line Control worker will remind voters that they should maintain a distance of 6 ft from one another while waiting in line and have their identification ready. Once the maximum number of voters allowed in the room as been reached, any additional voters must wait at the exterior entrance to the building.

**Polling Place Arrangements**

Polling places will be setup to allow for a minimum of six (6) feet between everyone in the polling place at all times. There may be up to four (4) pairs of Supervisors manning up to four (4) check-in stations. Each station should have their own table and allow for them to remain at least six (6) feet apart while seated and conducting their duties. One end of each table(s) will seat the Supervisor with the e-pollbook, and the other end will seat the Supervisor with the official blank ballots to be issued to voters.
The BOE will provide five (5) wall signs containing social distancing reminders. Voters will form a single line for all available e-pollbook check-in stations. The local Board of Canvassers should provide a sign or floor marking at least six (6) feet in front of the check-in tables to indicate where the next voter in line should wait for the next available voter check-in station.

There may be up to two (2) Clerks assigned to a polling place. Each Clerk should have their own table to conduct their duties (i.e. provisional voting) and remain at least six (6) feet apart from the other Clerk.

Voting booths will be setup in a non-traditional fashion to allow for social distancing of at least six (6) between each voting booth and during voter transit from their voting booth to the ballot scanner (pictured). See attached diagram for more information. Booths will not be plugged-in to power avoid a possible tripping hazard.

Each DS-200 ballot scanner will be placed at least six (6) feet apart. A single line should form for all ballot scanners. The local Board of Canvassers should provide a sign or floor marking at least six (6) feet in front of the scanners to indicate where the next voter in line should wait for the next available scanner.

**Voting Procedures**

**Checking-in:** During voting, a bipartisan pair of Supervisors is required to ask the voter to state their name and address, verify the voter’s identification, and confirm their eligibility on the e-pollbook. The bipartisan pair of Supervisors will not be able to be seated directly next to each other due to social distancing guidelines. Therefore, one Supervisor in the pair will control the e-pollbook, and the other Supervisor will be seated six (6) feet away and control the ballots.

The voter will receive a single-use combination stylus/pen device to interact with the e-pollbook, and subsequently mark their ballot. When a voter is checking-in, the second Supervisor will confirm the voter has stated his/her name and address, presented identification, and signed the e-pollbook. With the approval of the 2\textsuperscript{nd} Supervisor, the 1\textsuperscript{st} Supervisor will initial the e-pollbook with the initials of both Supervisors. The voter will then proceed to the 2\textsuperscript{nd} Supervisor to receive their ballot. If both Supervisors do not approve of allowing the voter to be issued a ballot, the voter will be directed to the Clerk to vote a provisional Ballot. The voter will receive a paper privacy sleeve only if they request it. The Sanitizer worker should wipe down all check-in tables and e-pollbooks regularly.
**Voting:** The voter will proceed with their ballot to an available voting booth. Once they have marked their ballot with the single-use pen, they will proceed to the DS-200 ballot scanner. If a voter requires assistance marking their ballot, they may use the AutoMark, or bring in a person of their choice in with them to assist. The Sanitizer worker will wipe down each voting booth at least once per hour. The PPP ballot is one-sided, and the voter may shield their selections by holding the ballot facing toward their body. The voter will insert their ballot into one of up to three (3) DS-200 ballot scanners available in the polling place. The Warden/Moderator will be stationed more than six (6) feet from the ballot scanner.

If the DS-200 indicates an error on a voter’s ballot, the voter should view the instructions on the ballot scanner LCD display and choose to accept the ballot as indicated or return it. If they require additional assistance, the Warden/Moderator will instruct the voter to move at least six (6) feet from the scanner so he/she may read the error and explain to the voter their available options. The Warden/Moderator will then move more than six (6) feet from the scanner to allow the voter to complete the voting process.

Once the voter has successfully cast their ballot into the ballot scanner, they will discard the one-time use stylus/pen into the designated receptacle, as well as the privacy sleeve if they requested one.

**Pre-Election/Post Election Sanitization**

All tables and other contact surfaces with the polling place will be sanitized by the Sanitizer worker after the close of the polls.

All voting equipment will be sanitized with vendor recommended cleaning solutions after testing and before shipment to the polling places.

All equipment will be sanitized with vendor recommended cleaning solution immediately when returned to the BOE after the primary.
Polling Place Diagram

Precinct #  Sample
City/Town: Social Distancing layout
Polling Place Name:

Designated voter entrance to building =

Comments:
1. Two 3-prong (grounded) extension cords (1 for DS 200’s) and (1 for automark & booths), and one power strip (for automark & booths) needed for most locations.
2. Position AutoMARK so that it is handicap accessible, out of the path of voters and user has privacy.
3. Actual number of voting booths sent will vary.
4. Diagrams are not to scale.

KEY:

= Electrical Outlet
= Extension Cord
= Path of Voters
S = Supervisor
C = Clerk
M = Moderator
PC = Party Checkers
LC = Line Control

I attest that I have set this polling place up according to this diagram

______________________________

Return to the Board of Canvassers
Signed