



Adams County Elections

2020 Primary Election

COVID-19 Guidelines

Election Office

Personal Protective Equipment (PPE)

- All employees are provided with PPE and will be worn as required.
 - Face masks
 - Face shield
 - Gloves
 - Hand sanitizer
- Employees will enter the central designated employee entrance at the Government Center, unless there is an ADA accommodation where their temperature will be taken each time, they enter the building.
- Hand sanitizer station will be placed in the front office.
- Sanitizing supplies are placed:
 - In each bathroom
 - At each copy machine
 - In each breakroom



Social Distancing

- Plexiglass is placed in front of customer facing stations.
- 6 feet apart stickers are placed in lobby area.
- Staff breakroom gathering is not permitted but appliances may be utilized with social distancing and sanitizing guidelines.
- A large election worker breakroom will be available.
 - Tables will be 6 feet apart
 - One person permitted per table
 - Tables and chairs must be sanitized after each use
- Providing curbside replacement mail ballots at the election office. This will allow a voter to request a mail ballot and the election worker will bring the replacement mail ballot to the voter's car.

Positive air flow in the HVAC system

- The Government Center utilizes a 100% outside air system with two stages of evaporative cooling and a high efficiency heat wheel recovery system. All air entering each area does not contain air returned from other spaces.

Voter Service and Polling Centers (VSPC)

Personal Protective Equipment

- All election workers will be provided with PPE and will be worn as required.
 - Face masks
 - Face shield
 - Gloves
 - Aprons for each worker with needed supplies such as pens and an individual hand sanitizer that will not be shared.
- Face masks will be provided for election watchers and media observers.
- Voter are encouraged to wear face masks but will not be turned away for lack of face covering.
- Each VSPC will be provided with an infrared thermometer and election workers will have their temperatures taken each time they enter the building.
 - If an election worker shows a temperature reading of 100 or above, they will be sent home and asked to monitor their symptoms and communicate with the election office before potentially returning to work.
- Voter's temperatures will **NOT** be taken.
- A dedicated election worker will sanitize door handles, voting booths, ballot marking devices, tables, and chairs after each voter.
- Hand sanitizer will be available at each VSPC for voters and election watchers.



Social Distancing and Sanitizing

- Larger facilities to allow for social distancing.
- Plexiglass will be placed between Computer stations.
- Election workers stations will be spaced out from each other to help with social distancing.
- 6 feet apart stickers are placed on the floor between voters.
- Election workers will ensure their hands are dry before handling ballots and will advise voters to do the same.
- Ballot marking devices will have glass protection tape that will be replaced after each voter.
- Providing one-time disposable pens for voters.
- VSPCs will be professionally sanitized after Election Day.
- Providing curbside replacement mail ballots at the Voter Service and Polling Centers. This will allow a voter to request a mail ballot and the election worker will bring the replacement mail ballot to the voter's car.

VSPC Training

- Online remote training.
- Required in-person practice lab with minimal trainees on site for social distancing.
 - Only one VSPC location will train in-person at a time.
 - Will use support staff as practice voters.
 - Will practice sanitizing during training simulations.

Ballot Processing

Personal Protective Equipment

- All election workers will be provided with PPE and will be worn as required.
 - Face masks
 - Face shield
 - Gloves
 - Aprons for each worker with needed supplies such as pens and an individual hand sanitizer that will not be shared.
- Face masks will be provided for election watchers and media observers.
- Each election worker will have their temperatures taken each time they enter the building.
 - If an election worker shows a temperature reading of 100 or above, they will be sent home and asked to monitor their symptoms and communicate with the election office before potentially returning to work.

Social Distancing and Sanitizing

- Mobile plexiglass and tabletop plexiglass are placed between election workers required to work in pairs.
- Election worker stations are spaced 6 feet apart.
- Each processing area will be sanitized multiple times a day.
- Every other scanning station will be utilized.
- One worker will transport ballots to different processing rooms while a second worker follows 6 feet behind.
- One Admin worker will distribute ballot trays for processing.

Ballot Security Teams

- Ballot Security Teams will travel in separate cars picking up ballots daily.
 - One car will carry the secured transfer ballot bags in the back of their vehicle and the other car will follow closely behind.
 - The integrity of the ballot boxes is maintained by keeping an electronic detailed chain of custody log.
- At the 24-hour box, one election worker will empty the 24-hour box contents into the secure transfer bag while the other election worker observes 6 feet away.
- Designated drive-through location at the election office for Receiving Teams to collect the transfer bags from the Ballot Security Teams car.

Training

- Online remote training for Signature Verification.
- All other training is on the job training.

