

## Forsyth County Polling Place COVID-19 Safety Plan

The purpose of the Polling Place COVID-19 Safety Plan is to outline guidelines and procedures for Poll Workers during a Novel Coronavirus Pandemic (COVID-19) and to eliminate or minimize an employees' exposure to the disease and to prevent the spread of the disease by poll workers and voters.

Please review the entire Forsyth County COVID-19 Safety Plan as posted to the Voter Registrations and Elections Departments webpage. The *Forsyth County* COVID-19 Safety Plan is focused on full time/part time county employees (for example, the option of working from home/remotely); however, **ALL** Forsyth County Poll Workers are responsible for having read and reviewed the Plan as posted. Please be advised that as seasonal county employees Poll Workers are responsible for following these policies and procedures as outlined in both the Forsyth County and Polling Place COVID-19 Safety Plan.

### **Wearing Masks:**

- ALL Poll Workers **MUST** wear a mask at ALL times while performing their duties as a poll worker. This includes poll workers who are stationed to work outside the polling room.
- Poll Workers who are unable to maintain a minimum of 6 feet of social distancing with other poll workers and/or voters are encouraged to wear face shields in addition to the required face mask to provide the maximum protection of exposure.
- Voters are **NOT** required to wear masks.

### **Social Distancing:**

- Social Distancing of a minimum of 6 feet between all persons – this includes other poll workers and voters -- should always be maintained, when possible.

### **Temperature Screenings:**

- Each morning *before* Poll Workers take Oaths and start opening procedures the Poll Manager or designated Assistant Manager shall perform a temperature screening of each poll worker in attendance.
  - The temperatures of Poll Workers will NOT be recorded in any way. This is simply a screening. The Manager/Assistant Manager will verify on the thermometer screen that the number shown is not above 100.4 degrees.

- Any poll worker with a temperature of 100.4 degrees or greater will need to be asked to leave the poll immediately.
- The Poll Manager should call the Hotline to report that a poll worker has been asked to leave and that a replacement may be needed.
- At approximately 2pm, repeat temperature screening of each poll worker.
- Voters are **NOT** to have temperature screenings.

### **Signs of Sickness:**

- Any Poll Worker who may begin to feel sick or start exhibiting signs of contagious symptoms or sickness are to report that to the Poll Manager or designee. The Poll Manager/designee should contact the Hotline immediately with this information.
- Any Poll Worker who feels sick or is exhibiting signs of contagious symptoms or sickness prior to reporting to the poll for work are **NOT** to report to work. They should contact their Poll Manager and/or the Office to inform them that they will not be attending work today.

### **Handwashing and Personal Sanitizing:**

- Frequent handwashing with soap and water for at least twenty (20) seconds should be performed after being in a public place, sneezing, coughing, or touching your eyes, nose or mouth. If soap and water is not available use of hand sanitizer may be used. Ensure that hand sanitizer is available at or near each station in the polling place for use by poll workers and voters.
- Avoid touching your eyes, nose and mouth with unwashed hands.

### **Sanitizing/Cleaning the Polling Place and Equipment:**

- All areas of the polling place that includes frequently touched services must be cleaned and sanitized frequently:
  - after each use by a voter and
  - in between each time a different poll worker is assigned to that station
- Use of disposable gloves is encouraged, especially at the Greeter Station, ID Check Station, and Laptop/Poll Pad station where there is frequent transfer of documents. Hand sanitizing is also acceptable. Hand sanitizer may also be used on disposable gloves.