# Tennessee Election
# COVID-19 Contingency Plan

### prepared by the
### Tennessee Division of Elections

### April 23, 2020

**Background**

This plan is drafted under current Tennessee laws for the purpose of preparing for and administering an election with the coronavirus disease (COVID-19) still a public health issue. This plan may evolve not only by the day but by the hour as we learn more about the epidemic and its effects. This plan was developed after vast research regarding not only elections but the current state of healthcare as well as working with state and county election officials within Tennessee and conference calls with Secretaries of State and Election Directors nationwide. The document incorporates ideas, information and best practices from federal, state and county partners. Tennessee has five (5) voting machine vendors who also participated in working group meetings. Any county Administrators of Elections (AOEs) who volunteered to serve on a working group served on a committee. Their suggestions and assistance have been critical to the development of this working plan. Our sincerest hope is that we would enter the election period having overprepared for a worst-case scenario but knowing that Tennesseans are counting on us to ensure they are able to safely cast their votes as well as instill confidence in the integrity of the process.

Tennessee's next statewide election is August 6. This gives the election officials time to bring public awareness about safety procedures being taken and who is eligible to vote absentee by-mail. Conducting an election under current circumstances will be a difficult challenge. We recognize the need for the intense preparation and training required to give Tennessee voters the best election experience they deserve available under these less than ideal circumstances.

Success for the August and November election cycle has already started by devoting a significant amount of time to develop a comprehensive uniform plan. AOEs will need to master the processes and procedures in this plan. It is presumed that Tennessee will see a significant increase in absentee by-mail ballots. This increase will complicate election preparation and is not simple to plan for. Less than 2.5% of Tennessee voters historically voted absentee by-mail. In conversations with Washington (a vote-by-mail state) they have shared that unless you are currently voting 60% absentee, a conversion for all voters to vote-by-mail period needs to be about five years. Washington Secretary of Secretary Kim Wyman shared that "trying to flip the switch by November would be a heavy lift and could have catastrophic results." Her statements highlight the challenges of preparing for increased vote by-mail preparation. Tennessee election officials have designed election preparation around the habits of the 97.5% of Tennessee voters who vote in-person. Preparing for the increased absentee mail-in ballots will be an extreme challenge. Tennesseans are used to getting results soon after polls close. With the anticipation of a substantial increase in absentee by-mail ballots, voters should be prepared to understand results may be delayed for days. The overall goal of this plan is to be prepared, confident and competent in administering an election in extreme circumstances.

**Poll Workers**

Recruiting enough poll officials will require local election commissions to devote significant time in order to have enough workers at polling locations. In addition, an increase in absentee by-mail ballots is expected requiring additional absentee by-mail counting board members.

Furthermore, the election commission should have a replacement pool of poll workers who can be deployed to any polling location in the county in order to replace poll workers who are unable to work or to alleviate overburdened polling locations. Getting enough election workers will be a challenge. A recruitment campaign will be conducted jointly by state and local election officials as detailed in another section of the plan. A sample release is included at the end of this section.

**Recruiting**

To ensure you have enough poll officials and backups, start now! The EAC has some great tips for recruiting poll officials located here: https://www.eac.gov/election-officials/poll-worker-resources.

Fortunately, the General Assembly has expanded the pool of poll officials by making the following changes:

- Federal employees can serve as poll officials. Any federal employee wanting to work should check with their HR department to ensure they are eligible.
- County or municipal government employees can serve as poll officials if they do not work directly under the supervision of an elected official who is on the ballot. AOEs should work with county finance officials to make sure county employees can receive payment for their work.
- The minimum age for poll official is lowered from 17 to 16.
- The election commission can hire poll officials (except for the officer of elections) for only part of Election Day. Now poll officials can work in shifts.

Here are some additional tips on recruiting:

- Develop a timeline for contacting existing poll officials to see if they will work.
    - If you think they may say no if you contact them now, wait a few more weeks to see how the situation continues to develop, but do not wait too long.
- Use good judgment in appointing poll officials. If you have poll officials who would typically work but are at a higher risk due to underlying conditions, see if you can find a replacement for this election cycle. We love our poll officials and care about their health.
- Please share with potential poll workers that the State and county are taking measures for their safety, including providing gloves, gowns, face shields and masks to all poll officials. Ask them what additional measures would help them feel more comfortable working.
- Don't overlook potential sources for additional workers:
    - Work with unemployment offices to get additional workers.
    - Contact area colleges and high schools
    - Recruit on social media - Facebook, Instagram, Twitter, etc.
    - We are looking into the National Dislocated Worker Grant, and if we can utilize this resource it will help tremendously – https://www.dol.gov/agencies/eta/dislocated-workers
        - This is a federal grant administered through the Tennessee Department of Labor on a county-by-county application basis.
        - This is a great resource to tap into for staff, and the grant covers all employment costs.
- Federal funds may be available to offset the cost for *additional* poll officials. Caution: this only applies to extra poll officials in response to COVID-19. The funds are not meant to cover expenses you would have already incurred.
- Review the number of poll officials your county used in the last presidential election in 2016 listed below and use the number to create a plan for the number of poll officials you will need.
    - Consider any additional poll officials you will need to help prepare, receive, process, and count the substantial increase in absentee ballots.
    - Additionally, you must have a list of extra/backup poll workers to replace any that become sick or report a fever within two weeks of the elections.

| County | Poll Officials | County | Poll Officials | County | Poll Officials |
|---|---|---|---|---|---|
| Anderson | 218 | Hamilton | 964 | Morgan | 78 |
| Bedford | 101 | Hancock | 43 | Obion | 75 |
| Benton | 46 | Hardeman | 102 | Overton | 77 |
| Bledsoe | 75 | Hardin | 124 | Perry | 41 |
| Blount | 362 | Hawkins | 249 | Pickett | 41 |
| Bradley | 194 | Haywood | 55 | Polk | 70 |
| Campbell | 140 | Henderson | 90 | Putnam | 253 |
| Cannon | 60 | Henry | 64 | Rhea | 100 |
| Carroll | 119 | Hickman | 80 | Roane | 151 |
| Carter | 193 | Houston | 36 | Robertson | 214 |
| Cheatham | 111 | Humphreys | 70 | Rutherford | 386 |
| Chester | 65 | Jackson | 80 | Scott | 90 |
| Claiborne | 126 | Jefferson | 94 | Sequatchie | 60 |
| Clay | 38 | Johnson | 75 | Sevier | 260 |
| Cocke | 116 | Knox | 735 | Shelby | 1,490 |
| Coffee | 178 | Lake | 14 | Smith | 78 |
| Crockett | 79 | Lauderdale | 110 | Stewart | 32 |
| Cumberland | 191 | Lawrence | 150 | Sullivan | 255 |
| Davidson | 1,813 | Lewis | 59 | Sumner | 307 |
| Decatur | 73 | Lincoln | 167 | Tipton | 201 |
| DeKalb | 100 | Loudon | 157 | Trousdale | 49 |
| Dickson | 113 | Macon | 50 | Unicoi | 68 |
| Dyer | 112 | Madison | 287 | Union | 84 |
| Fayette | 203 | Marion | 104 | Van Buren | 46 |
| Fentress | 76 | Marshall | 86 | Warren | 110 |
| Franklin | 125 | Maury | 228 | Washington | 359 |
| Gibson | 179 | McMinn | 133 | Wayne | 70 |
| Giles | 130 | McNairy | 88 | Weakley | 112 |
| Grainger | 69 | Meigs | 51 | White | 119 |
| Greene | 160 | Monroe | 83 | Williamson | 609 |
| Grundy | 60 | Montgomery | 478 | Wilson | 291 |
| Hamblen | 142 | Moore | 24 | **Total** | **17,073** |

FOR IMMEDIATE RELEASE:

FOR MORE INFORMATION, CONTACT:          AOE's name
May --, -----

<center>[County] Needs Poll Workers!</center>

[County, TN] – [AOE] is calling on residents of [county] willing to serve as poll workers for the [date] election. Due to a recent law change more people than ever before are eligible to work as a poll official.

[County] needs approximately [number] poll workers, who serve at polling places. "We need the people of [county] to step up and help out," said [AOE]. "If you are a state, county or municipal employee, a teacher, a student or someone who is looking for temporary work, we need your help."

In Tennessee, poll officials are appointed at the county level. Anyone who is interested in working should call or email [contact information].

The county election commission will provide training for any new poll official before the election. A new law allows poll officials to work a partial day on Election Day.

"Poll officials are extremely important in ensuring Tennessee elections are fair, accurate, and efficient. By working as a poll official you will make a positive impact on the election process," said Tennessee Secretary of State Tre Hargett.

Additional workers will also be needed to process absentee by-mail absentee ballots.

**What are the responsibilities of a poll worker?**

Poll workers conduct assigned duties at a polling site on Election Day. Duties can include processing voters, monitoring the voting equipment, explaining how to [mark a ballot or] use the voting equipment, or counting votes. Other positions at a polling place include a greeter who assists with answering questions and directing voters to the voting area.

**What are the hours of work?**

Polling places are open from [insert hours]. Poll workers can work a full day, or half of the day. Generally, the hours are [insert] until approximately [insert] or later in the case of November elections.

**Are poll workers paid or volunteers?**

Poll workers are compensated for working at polling places at a rate determined by the county election commission and are also compensated for attending any required training sessions. Poll workers may also choose to volunteer their services, but most are paid.

**What are the training requirements for poll workers?**

County Election Commissions are required by state law to provide training. This training provides all the necessary information and knowledge to be a successful poll worker.

**Where will I be assigned?**

Every effort is made to assign a poll worker to their neighborhood voting site. However, poll workers must be willing to be flexible and consider assignments at other sites in the county based on need.

**What are the qualifications to be a poll worker?**

To be a poll worker, a person must:

- Be able to read and write in the English language
- Not be a candidate
- Be 16 years or older
- Not work directly under the supervision of a county or municipal elected official who is on the ballot
- Not be a close relative of a candidate. Close relatives are defined as the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece of a candidate on the ballot or a write-in candidate

A poll worker may also:

- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator

**How do I become a poll worker?**

If you are interested in becoming a poll worker, you should apply by contacting [insert].

**May state employees become poll workers?**  Yes

**Poll Worker Safety**

- The State is coordinating efforts to procure and distribute personal protective equipment for all election commissioners, staff, and poll officials for the August and November 2020 elections.
    - The State has a commitment of 100,000 masks and 300,000 pairs of gloves by mid-June.
    - The State is also working to secure face shields, gowns, and hand sanitizer.
- Poll officials will be required at a minimum to wear masks.
- Signage will be designed to encourage all voters to wear masks.
- The State is acquiring safety equipment for each county based on the number of poll officials in 2016 listed above, number of office staff, and election commissioners, with extra in anticipation of more working to count absentee by-mail ballots.

**Training**

- Currently, to comply with CDC guidelines, poll official training must be
    - Online; and/or
    - Labs or workshops in small groups.

- To accommodate training in smaller groups and training backups, start training as soon as possible.
- Use remote training opportunities when available. Look into live platforms like WebEx or similar alternatives but be mindful of security settings to prevent unwanted interruptions.
- Determine who needs to be trained. The law gives you the authority to limit attendance to only those who are inexperienced or otherwise need the training. Because of the new procedures most will require some type of training.
- Training must cover COVID-19 measures, including
    - Frequent handwashing,
    - Gloves and masks must be worn within polling site,
    - The correct way to wear masks,
    - The correct way to remove gloves,
    - Voting machine cleaning, and
    - Voter distance.
- Create and update your training materials immediately.
- Some counties have videos available that you may be able to use or recreate for your own purposes.

**Poll Workers Best Practices Quick List**

- Communicate with your poll workers who have worked in the past about their willingness to work in the upcoming elections.
- Inform poll workers that precautions will be taken to ensure that they work in a safe and healthy work environment. They will have gloves, masks, gowns, face shields and access to soap and water to wash their hands regularly.
- Train on how to avoid cross-contamination when wearing gloves, how to correctly remove gloves, and how not to reuse gloves. Also train that they are not to touch their faces, even while wearing gloves.
- To recruit poll workers:
    - Reach out to the TN Department of Labor and Workforce and/or your local unemployment office and let them know about paid positions for early voting, election day and counting board positions.
    - Work with Guidance Counselors at the high schools to recruit 16 and 17-year-old workers (Remember to get parental consent.)
    - Use Social media such as Facebook, Twitter, YouTube, etc., to advertise positions.
    - Advertise on Google, Yahoo, Indeed, or other web-based job sites.
    - Get local media to run public service announcements.
    - Contact colleges to recruit college students.
    - Reach out to corporate programs to help recruit tech-savvy workers.
    - Ask corporate organizations to list poll worker jobs on HR department posts, or Intranet.
    - Ask corporate organizations to create a link on their website to the recruiting section of your website.
    - Work with your HR department to recruit recently retired government workers.
- Train more workers than you may use.
- Use video training.
- Rotate election day workers responsibilities during early voting shifts to help with training.
- Poll workers should be screened on Election Day each early voting day. They should be asked the following questions:
    1. Have you come in contact with a person known or suspected to have COVID-19?

2. Have you had a fever in the last 24 hours?
3. Have you had a cough in the last 24 hours?
4. Have you had any difficulty breathing in the last 24 hours?
5. Have you had any unexplained body aches in the last 24 hours?
6. Have you taken any medications that would reduce a fever? (Tylenol, Ibuprofen, Acetaminophen)

- If they answer 'Yes' to any of the six questions they should not be allowed to work, and you must be prepared to fill the vacancy.
- Cross-training staff and poll officials enables shifting resources as necessary to mitigate or avoid bottlenecks. Sometime during the week before, send out a questionnaire to all poll workers regarding whether they've had a fever in the past 2 weeks. If a poll worker has been sick or had a fever within past 2 weeks, you must tell them not to come in. Call in backups.
- Prepare an additional PowerPoint training for backup/emergency workers for quick training.

**Absentee Ballots**

AOEs must prepare for an increase in the number of voters who vote by absentee ballots for the August and November elections. We are in uncharted territory regarding trying to predict the number of individuals who will vote absentee by-mail. It is better to be overprepared than underprepared. At a minimum, we anticipate many voters who are over the age of 60 who are eligible to vote absentee by-mail who have typically voted in person will choose to vote absentee by-mail instead.

While unlikely, in order to be prepared, we suggest you plan for 100% of voters over the age of 60 voting absentee by-mail. The Division of Elections has ordered four million each of mailing envelopes, return envelopes, and ballot envelopes. We have also arranged for storage of the 12 million envelopes which is over 150 pallets. The mailing envelopes will be self-adhesive. The return envelope and ballot envelope will not be self-adhesive.

Assuming there will not be any logistics or supply chain issues envelopes are scheduled to be delivered mid-May. The 80,000 envelopes that we had ordered for a normal election cycle are being distributed now. Obviously, this is an enormous increase in supplies and storage requirements.

Regarding the mailing of the applications for ballots and the ballots themselves, communicate with your local post office about the increase in volume and coordinate on making sure you receive requests and voted ballots timely. This may involve a combination of delivery to your office and picking up mail at the post office.

Because our voters are used to voting in person and getting an "I Voted" sticker we strongly encourage including an "I Voted" sticker with the absentee ballot supplies to help ease the transition to voting absentee by-mail. The chart below shows the number of currently registered voters who will be 60 or older by the August and November elections by county.

| County | By August 6 | By November 3 |
|---|---|---|
| Anderson | 18,526 | 18,751 |
| Bedford | 8,660 | 8,757 |
| Benton | 4,618 | 4,672 |
| Bledsoe | 3,244 | 3,295 |

| County | By August 6 | By November 3 |
|---|---|---|
| Blount | 32,511 | 32,911 |
| Bradley | 23,485 | 23,806 |
| Campbell | 9,357 | 9,455 |
| Cannon | 3,206 | 3,259 |
| Carroll | 6,532 | 6,607 |
| Carter | 13,681 | 13,819 |
| Cheatham | 8,255 | 8,381 |
| Chester | 3,624 | 3,681 |
| Claiborne | 7,098 | 7,191 |
| Clay | 2,290 | 2,311 |
| Cocke | 9,104 | 9,208 |
| Coffee | 11,826 | 11,982 |
| Crockett | 3,016 | 3,067 |
| Cumberland | 23,804 | 23,979 |
| Davidson | 114,159 | 115,926 |
| Decatur | 3,119 | 3,161 |
| DeKalb | 4,538 | 4,597 |
| Dickson | 11,617 | 11,784 |
| Dyer | 7,610 | 7,716 |
| Fayette | 11,574 | 11,740 |
| Fentress | 4,975 | 5,044 |
| Franklin | 10,120 | 10,243 |
| Gibson | 10,477 | 10,614 |
| Giles | 6,929 | 7,023 |
| Grainger | 5,429 | 5,498 |
| Greene | 15,609 | 15,799 |
| Grundy | 3,040 | 3,075 |
| Hamblen | 13,552 | 13,745 |
| Hamilton | 79,221 | 80,255 |
| Hancock | 1,734 | 1,761 |
| Hardeman | 5,605 | 5,671 |
| Hardin | 6,607 | 6,685 |
| Hawkins | 12,783 | 12,950 |
| Haywood | 3,901 | 3,949 |
| Henderson | 5,949 | 6,032 |
| Henry | 8,650 | 8,761 |

| County | By August 6 | By November 3 |
|---|---|---|
| Hickman | 5,172 | 5,246 |
| Houston | 1,994 | 2,021 |
| Humphreys | 4,657 | 4,707 |
| Jackson | 3,193 | 3,230 |
| Jefferson | 12,311 | 12,450 |
| Johnson | 4,679 | 4,721 |
| Knox | 90,604 | 91,825 |
| Lake | 1,305 | 1,323 |
| Lauderdale | 4,647 | 4,706 |
| Lawrence | 8,724 | 8,842 |
| Lewis | 3,158 | 3,204 |
| Lincoln | 7,759 | 7,864 |
| Loudon | 18,128 | 18,294 |
| McMinn | 11,376 | 11,504 |
| McNairy | 5,983 | 6,052 |
| Macon | 4,371 | 4,420 |
| Madison | 21,196 | 21,516 |
| Marion | 6,815 | 6,895 |
| Marshall | 6,505 | 6,592 |
| Maury | 20,762 | 21,039 |
| Meigs | 2,917 | 2,951 |
| Monroe | 12,289 | 12,460 |
| Montgomery | 26,770 | 27,252 |
| Moore | 1,958 | 1,975 |
| Morgan | 4,130 | 4,184 |
| Obion | 7,460 | 7,544 |
| Overton | 5,322 | 5,387 |
| Perry | 2,162 | 2,194 |
| Pickett | 1,800 | 1,820 |
| Polk | 5,185 | 5,244 |
| Putnam | 15,900 | 16,074 |
| Rhea | 7,602 | 7,693 |
| Roane | 13,883 | 14,050 |
| Robertson | 14,024 | 14,263 |
| Rutherford | 44,889 | 45,647 |
| Scott | 4,623 | 4,667 |

| County | By August 6 | By November 3 |
|---|---|---|
| Sequatchie | 4,121 | 4,178 |
| Sevier | 25,913 | 26,246 |
| Shelby | 171,803 | 174,330 |
| Smith | 4,095 | 4,156 |
| Stewart | 3,289 | 3,336 |
| Sullivan | 39,239 | 39,710 |
| Sumner | 37,311 | 37,857 |
| Tipton | 11,729 | 11,908 |
| Trousdale | 1,833 | 1,856 |
| Unicoi | 4,564 | 4,616 |
| Union | 4,306 | 4,370 |
| Van Buren | 2,001 | 2,030 |
| Warren | 8,098 | 8,200 |
| Washington | 28,251 | 28,592 |
| Wayne | 3,478 | 3,520 |
| Weakley | 6,643 | 6,736 |
| White | 6,258 | 6,316 |
| Williamson | 47,639 | 48,479 |
| Wilson | 28,674 | 29,098 |
| **Total** | **1,393,533** | **1,412,551** |

**Who is eligible to vote absentee by-mail in Tennessee?**

In Tennessee, in order to vote absentee by-mail, a voter must have a qualifying reason. The following categories describe the voters who can absentee vote by-mail:

1. The voter will be outside the county of registration during the early voting period and all day on Election Day;
2. The voter or the voter's spouse is enrolled as a full-time student in an accredited college or university outside the county of registration;
3. The voter's licensed physician has filed a statement with the county election commission stating that, in the physician's judgment, the voter is medically unable to vote in person. The statement must be filed not less than seven (7) days before the election and signed under the penalty of perjury;
4. The voter resides in a licensed facility providing relatively permanent domiciliary care, other than a penal institution, outside the voter's county of residence;
5. The voter will be unable to vote in person due to service as a juror for a federal or state court;
6. The voter is sixty (60) years of age or older;
7. The voter has a physical disability and the voter's polling place is inaccessible
8. The voter is hospitalized, ill, or physically disabled and because of such condition, cannot vote in person;

9. The voter is a caretaker of a person who is hospitalized, ill, or disabled;
10. The voter is a candidate for office in the election;
11. The voter serves as an Election Day official or as a member or employee of the election commission;
12. The voter's observance of a religious holiday prevents him or her from voting in person during the early voting period and on Election Day;
13. The voter or the voter's spouse possesses a valid commercial driver's license (CDL) or the voter possesses a valid Transportation Worker Identification Credential (TWIC) card and certifies that he or she will be working outside the state or county of registration during the open hours of early voting and Election Day, and has no specific out-of-county or out-of-state address to which mail may be sent or received during such time.
14. The voter is a member of the military or is an overseas citizen.

Specifically, regarding those who may vote absentee by-mail due to illness, there are two categories – 1) voters who have an ongoing illness that prevents them from voting in-person on a more permanent basis, and 2) voters who are hospitalized, ill, or physically disabled and because of such condition, cannot vote in-person during a particular election cycle.

For the voter who has an ongoing illness that keeps the person from being able to vote in-person, the voter may have a doctor file a physician's statement. The statement says that, in the physician's judgment, the voter is medically unable to vote in-person. The election commission places these voters on a permanent absentee voting list and sends these voters an application for absentee ballot for each election in which the voter is eligible to vote.

For voters who have an illness and only need to vote absentee by-mail in a specific election, they are eligible to request an absentee by-mail ballot for that election. These voters may be hospitalized, ill, or physically disabled, or they may be the caretaker of a voter who is hospitalized, ill, or disabled. A physician's statement is not required to allow these voters to vote absentee by-mail. However, the voter must request an absentee ballot for each election in which the voter wants to participate. A person who is quarantined because of a potential exposure or who has tested positive to COVID-19 should vote absentee by-mail as a person who is ill.

The chart below demonstrates the small percentage of voters who voted absentee by-mail in the last Presidential election.

| County | Total Voters | Absentee By-Mail Voters | Percent of By-Mail Votes |
|--------|--------------|-------------------------|--------------------------|
| Anderson | 30,509 | 1,050 | 3.44% |
| Bedford | 15,489 | 282 | 1.82% |
| Benton | 6,388 | 163 | 2.55% |
| Bledsoe | 4,755 | 163 | 3.43% |
| Blount | 53,303 | 1,510 | 2.83% |
| Bradley | 39,062 | 766 | 1.96% |
| Campbell | 12,808 | 307 | 2.40% |
| Cannon | 5,359 | 133 | 2.48% |
| Carroll | 10,555 | 251 | 2.38% |

| County | Total Voters | Absentee By-Mail Voters | Percent of By-Mail Votes |
|---|---|---|---|
| Carter | 21,319 | 648 | 3.04% |
| Cheatham | 16,173 | 329 | 2.03% |
| Chester | 6,629 | 177 | 2.67% |
| Claiborne | 10,940 | 307 | 2.81% |
| Clay | 2,951 | 94 | 3.19% |
| Cocke | 12,273 | 324 | 2.64% |
| Coffee | 20,172 | 409 | 2.03% |
| Crockett | 5,458 | 92 | 1.69% |
| Cumberland | 26,694 | 1,060 | 3.97% |
| Davidson | 252,830 | 5,571 | 2.20% |
| Decatur | 4,639 | 139 | 3.00% |
| DeKalb | 7,015 | 205 | 2.92% |
| Dickson | 19,007 | 610 | 3.21% |
| Dyer | 13,428 | 217 | 1.62% |
| Fayette | 19,554 | 307 | 1.57% |
| Fentress | 7,466 | 200 | 2.68% |
| Franklin | 16,556 | 445 | 2.69% |
| Gibson | 19,715 | 324 | 1.64% |
| Giles | 11,213 | 244 | 2.18% |
| Grainger | 8,163 | 244 | 2.99% |
| Greene | 23,833 | 762 | 3.20% |
| Grundy | 4,847 | 104 | 2.15% |
| Hamblen | 20,907 | 484 | 2.32% |
| Hamilton | 145,049 | 4,035 | 2.78% |
| Hancock | 2,290 | 77 | 3.36% |
| Hardeman | 9,405 | 462 | 4.91% |
| Hardin | 10,053 | 222 | 2.21% |
| Hawkins | 21,004 | 481 | 2.29% |
| Haywood | 6,964 | 337 | 4.84% |
| Henderson | 10,393 | 233 | 2.24% |
| Henry | 13,042 | 340 | 2.61% |
| Hickman | 7,944 | 194 | 2.44% |
| Houston | 3,250 | 165 | 5.08% |
| Humphreys | 7,320 | 243 | 3.32% |
| Jackson | 4,511 | 139 | 3.08% |
| Jefferson | 19,312 | 856 | 4.43% |

| County | Total Voters | Absentee By-Mail Voters | Percent of By-Mail Votes |
|---|---|---|---|
| Johnson | 6,643 | 239 | 3.60% |
| Knox | 184,843 | 5,235 | 2.83% |
| Lake | 1,994 | 59 | 2.96% |
| Lauderdale | 8,131 | 317 | 3.90% |
| Lawrence | 15,834 | 271 | 1.71% |
| Lewis | 4,677 | 129 | 2.76% |
| Lincoln | 13,494 | 310 | 2.30% |
| Loudon | 23,861 | 1,304 | 5.46% |
| Macon | 7,562 | 124 | 1.64% |
| Madison | 38,868 | 1,137 | 2.93% |
| Marion | 11,016 | 291 | 2.64% |
| Marshall | 11,570 | 227 | 1.96% |
| Maury | 35,727 | 658 | 1.84% |
| McMinn | 19,134 | 450 | 2.35% |
| McNairy | 10,156 | 244 | 2.40% |
| Meigs | 4,355 | 119 | 2.73% |
| Monroe | 17,445 | 937 | 5.37% |
| Montgomery | 58,286 | 2,699 | 4.63% |
| Moore | 2,956 | 55 | 1.86% |
| Morgan | 6,839 | 193 | 2.82% |
| Obion | 12,355 | 308 | 2.49% |
| Overton | 8,356 | 208 | 2.49% |
| Perry | 2,881 | 72 | 2.50% |
| Pickett | 2,662 | 115 | 4.32% |
| Polk | 7,107 | 209 | 2.94% |
| Putnam | 27,500 | 696 | 2.53% |
| Rhea | 11,290 | 325 | 2.88% |
| Roane | 22,143 | 665 | 3.00% |
| Robertson | 27,374 | 477 | 1.74% |
| Rutherford | 108,612 | 1,826 | 1.68% |
| Scott | 7,203 | 260 | 3.61% |
| Sequatchie | 5,748 | 92 | 1.60% |
| Sevier | 36,655 | 981 | 2.68% |
| Shelby | 341,731 | 5,883 | 1.72% |
| Smith | 7,505 | 135 | 1.80% |
| Stewart | 5,336 | 234 | 4.39% |

| County | Total Voters | Absentee By-Mail Voters | Percent of By-Mail Votes |
|---|---|---|---|
| Sullivan | 63,449 | 2,101 | 3.31% |
| Sumner | 72,251 | 1,811 | 2.51% |
| Tipton | 23,687 | 367 | 1.55% |
| Trousdale | 3,203 | 70 | 2.19% |
| Unicoi | 7,282 | 214 | 2.94% |
| Union | 6,306 | 300 | 4.76% |
| Van Buren | 2,447 | 51 | 2.08% |
| Warren | 13,844 | 203 | 1.47% |
| Washington | 50,432 | 1,418 | 2.81% |
| Wayne | 5,893 | 150 | 2.55% |
| Weakley | 12,365 | 305 | 2.47% |
| White | 10,016 | 255 | 2.55% |
| Williamson | 108,234 | 2,762 | 2.55% |
| Wilson | 57,466 | 1,003 | 1.75% |
| **Total** | **2,545,271** | **64,199** | **2.52%** |

By looking at the chart you can visualize the incredible challenge ahead. Outreach and trusted information will be important. In addition to the state's engagement efforts detailed in another section of the plan, start immediately engaging your voters regarding election deadlines, dates and who is eligible to vote absentee by-mail. The following steps can be taken to achieve this goal:

- Use social media and the press for outreach to make sure voters are informed and understand what to expect during the absentee by-mail ballot process.
- Encourage voters to submit absentee ballot requests as early as possible before the deadline.
- Encourage voters to send back completed ballots as early as possible prior to Election Day.
- Have simple instructions for requesting and returning absentee ballots on your website and as handouts.
- Use visuals, highlights and color on your forms and instructions.
- Reach out to trusted community groups to help spread the message about absentee by-mail voting.

The following information provides guidance on steps that AOEs need to take to prepare for the demands of the upcoming elections.

**Create a Streamlined Process for Timely Processing**

- Think about the "flow" of the process from beginning to end.
  - Make a **timeline** of when you will mail out, receive, open and process ballot requests, applications for ballot and ballots.
  - Look at the **physical space** for how requests, applications and ballots will be mailed out, received, opened and processed.
  - **Plan the "path" of the ballots** – signature checking, opening envelopes, preparing for counting, etc.

- Prepare all different forms and envelopes you will be using.
  - If you have any questions about what forms to use, the envelope size/design, postage, etc., check with the State.
  - Double check that the instructions sent with the ballots are very clear to the voter.
- Check with the local Post Office you plan to use and work out all details, including whether you are using correct postage for the weight of the ballots supplies, etc.
- For those on the permanent absentee list, have all the envelopes prepared and mail them out on day 92.
  - This will maximize usage of the full 90 days by getting those requests in the pipeline from the beginning, before the influx of over 60+ requests.

**Third Party Vendors**

For those considering outsourcing absentee ballot request fulfillment, you should:

- Make sure any vendor you work with has quality controls in place and they can validate that the right ballot gets put in the right packet.
- Ask about their experience with election mail.
- Ask whether they have the proper equipment to do data matching to make sure the right ballot goes in the right envelope.
- Make sure they can handle the data – addressing, working with USPS, etc.
- Ask them about their quality control for printing. If everything is not printed in-house, you will have two different vendors. When print and mail gets separated you need to make sure that those entities have worked together successfully because you need them to maintain the chain of custody.
- Make sure they have controls on the quality of the paper – with junk mail, variations in the quality of the paper does not really matter, but in elections, it is not just about keeping costs low –you must make sure that the paper works with the tabulator. Many mail shops are not used to their packets being so important.
- Make sure you're asking about physical storage. They cannot leave ballots on pallets by themselves in an unsecured manner.
- Ask them about whether they are certified by any tabulation vendors. For a list of vendors, contact Coordinator Goins.

**Sending Ballot Requests**

- Be prepared to take information needed to mail requests over the phone. Most AOEs will need additional help to answer calls, process requests, and respond to questions about ballot processing status.
- Put a fillable PDF version of the form on your website so the form can be filled out legibly and easily printed.
- Take advantage of Voter Central's ability to prepopulate the request form for requests received over the phone.
- Highlight required fields to help guide the voter through the form and minimize need for follow-up with the voter. This will be particularly important for the party selection field for August.
- Have a plan for how you will efficiently alert applicants of any deficiencies with their application. Make sure you have a letter template available for quick communication.

**Processing Absentee Requests**

- Make every step as streamlined and automated as possible.
    - Use barcoding whenever possible.
    - Consider Voter Central data entry.
    - Consider UOCAVA voters and special issues.
    - Place an "I Voted" sticker in every ballot that you mail out. For those using the commemorative 19th Amendment state provided "I Voted Sticker," the State will distribute some pre-cut stickers for you to include.
- **<u>Do not get behind on mailing out requests, applications or ballots.</u>**
    - Process and send requests received that day.
    - Process and send applications received that day.
    - Process and send ballot supplies received that day.
- The first day to receive requests for absentee ballots is 90 days before Election Day (May 8 for August and August 5 for November).
- For MicroVote counties, obtain enough ballot cards. MicroVote is stocking up and should have adequate supplies available. You can buy extra ballot cards now and whatever is not used may be used in November. For other counties, ensure you have enough printed ballots.
- Have step-by-step instructions available for those who will be processing requests.
- Make it harder for voters to make mistakes
    - Example: For Social Security number, print with blanks for each individual number and dashes included, so voters know they cannot just put the last 4 digits.
- Validating signatures
    - Check the quality of the signature you have. Make sure everyone verifying signatures has completed validating signature training provided by the State.
- Include your county's email address on ballot request forms.
- Use a system that works best for your county (letting the same people handle the process from A to Z, bubbling cards (MicroVote) with precinct codes in advance, pre-stuffing envelopes, etc.).
- Do you want to outsource any part of the process? See the Third Party Vendor section above. If this is a possibility for your county, contact vendors quickly.
- Make sure first-time voters who registered by-mail understand their options:
    - When you mail the registration card to a first-time by-mail registrant, make it clear that they will need to vote in-person unless they convert their registration to an in-person registration.
    - If a first-time voter who registered by-mail requests an absentee ballot, let them know they can convert their registration to in-person by presenting a valid photo ID in-person to the county election commission office.
- File the applications in a way that ensures none are overlooked and that they are easily accessible for the counting process.

**Tracking Absentee Ballots**

- The State plans to replicate the tracking information available for UOCAVA voters for all absentee voters.
- We are working with Embry Consulting to modify the data extracted from Voter Central, so the data will be sent automatically with your transfers.
- Assuming we can get the necessary IT work completed in time for the August election, voters will

be able to check when their ballot was sent and when it has been received at https://tnmap.tn.gov/voterlookup/. At a minimum this service will be available by November. At this point, you should prepare for adequate staffing as though this service is not available for the August election.

**Receiving Absentee Ballots**

- AOEs need to find a secure place to store ballots as they are returned. Evaluate whether you have enough ballot boxes and locks available.
- Determine what steps you can take when ballots are returned to minimize the amount of time your absentee counting boards must spend sorting ballots.
  - Use multiple ballot boxes to presort ballots as they are received.
  - Organize returned absentee ballots in a way that will help your absentee counting board process ballots as quickly and efficiently as possible. This can include sorting ballots alphabetically by precinct so they can be quickly found in the voting records. You may also choose to sort by primary, or the combination of precinct and primary. If not sorting by precinct, write it prominently on the back of the envelope so it can be easily identified.
  - Keep UOCAVA ballots separate since they will require extra steps.
- To speed up the process, some counties may consider buying one or multiple automated envelope slicers. Ensure that the machine does not slice any ballots. Test a batch of 50 ballots and envelopes beforehand. **Caution:** If you use self-adhesive return envelopes, they might get stuck and jam the envelope slicer.
- Determine how many ballots fit in the ballot boxes you use. (Depending on the size of the ballot box, the number typically ranges from 250 – 500.) Based on the number, figure out how many ballot boxes are needed to handle the number of potential absentee ballots you may receive. If you do not have enough ballot boxes, order the number needed from the State.
- Order the number of locks needed for additional ballot boxes.
- With respect to scanning ballots, work with vendors to ensure you have the appropriate number of absentee ballot scanners, large enough space to handle the increased number of scanners, and an increased number of people to do the actual scanning.
- Have ample number of gloves for absentee counting board members to use.
- Have poll workers practice hand hygiene frequently.
  Davidson County and Shelby County have the most experience in processing large amounts of absentee by-mail ballots. Shown below are some helpful tips shared by Davidson County for absentee by-mail preparation:

**Preparation for Mailing Out Absentee Ballots**
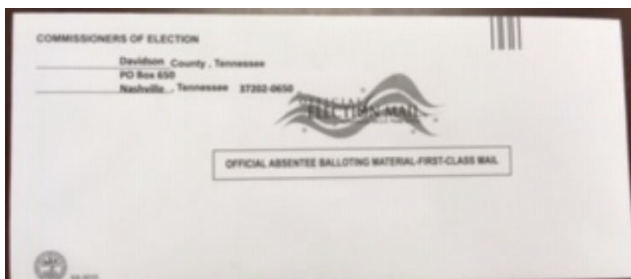


**3015 Envelopes**

- County's return address is printed on them. After being sent to the printer, it takes between 1 and 2 weeks. For smaller numbers, these can be printed in the office. On an office printer, it takes about an hour to print a box of 500, feeding just a few at a time to keep from jamming the printer.



**3013 Envelopes**

- Office address is pre-printed on them.
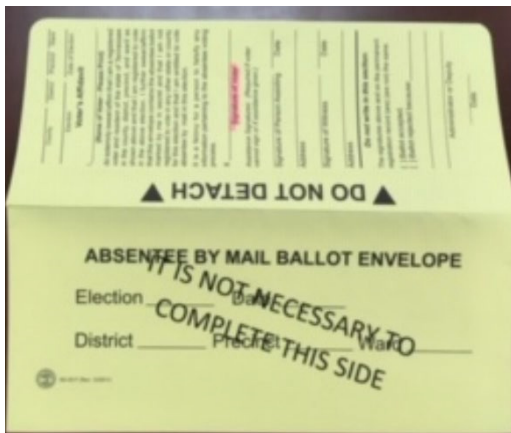


**3017 Affidavit Envelopes**

- Print or put a label on the back (IT IS NOT NECESSARY TO COMPLETE THIS SIDE). The data base system provides that information and the voter's name on a label. Without this message, county will receive a multitude of phone calls.
- Fold the envelopes.
- Highlight the signature line so the voter does not forget to sign.
- If it is a primary and general, label all envelopes with R, D, and General.
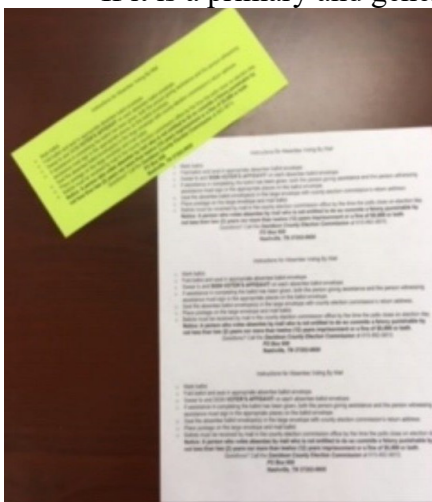
**Instructions to the voter**

- Print 3 sets of instructions per page on bright paper. Cut the instructions. Insert the instructions in the affidavit envelope.
- The **military/overseas materials** need the same preparation but since most of those ballots are emailed, the numbers are not as overwhelming.

**Considerations for Absentee Counting Board**

Absentee ballots can be counted starting when the polls open on Election Day. Although the law allows you to wait until two hours before the close of polls in August and four hours before the close of polls in November, plan now to start earlier to ensure the timely counting of your absentee ballots.

- Determine how many counting boards you will need.
  - AOEs may want to consider having a counting board that will just handle UOCAVA ballots or one that will just handle ballots that need to be remade or other special circumstances.
  - This will allow most of the boards to focus exclusively on getting the rest of the ballots counted without having to slow down to handle exceptions.
- Determine where your counting boards will meet.
  - Spread out enough to reduce confusion in duties and enable counting board members to focus on their tasks without interfering with another person's duties.
  - Plan for enough space to maintain social distancing.
  - Ensure access to scanner and computer.
- Estimate how much time it will take to scan your ballots. Check with your vendor for scanning capacity.
  - For example, MicroVote says the certified scanners are capable of scanning 400 ballots per hour. To estimate how much time, it will take to scan your ballots, use the following formula:

| | |
|---|---|
| 1. Estimated number of absentee ballots: | _____ |
| 2. Divide by 400 (ballots per hour): | _____ |
| 3. How many scanners will you use? | _____ |
| 4. Divide your answer to #2 by your answer to #3: | _____ |

  - This number is how many hours it will take to scan your ballots. This total does not include the time needed to sort, review, and open the ballots. Scanning will most likely be the easy part. Sorting, reviewing, and opening ballots is typically the most time-consuming part of the process.
- Count the number of ballots to be scanned in a batch to ensure all ballots are counted. If you count out 100 ballots, verify the counter shows 100 were scanned when the batch is complete.
- How many additional scanners will you need?
  - Using the MicroVote example, each additional scanner costs $2,500. Every scanner needs a computer that costs $1,500 and a $32 cable to connect them.
  - Only scanners that start with CDT are certified. Scanners that start with 9RS should not

be used, even as backup because they are not certified.

- o Be prepared to merge results from all scanners. MicroVote has offered training if needed on the merge process.
- o Dominion, MicroVote, and ES&S have supplied the state with each client county's potential hardware needs. Hart and Unisyn are working on supplying that information.
- o Each county must purchase enough scanners to timely process all absentee ballots. Place your orders *immediately* for realistic delivery by the August 6 election. Andrew must be contacted before the order is placed to receive federal funds for the purchase.

**Workers and Training**

- On Election Day, opening and smoothing out everything takes an extraordinary amount of time. Take this into account when hiring workers.
- Be sure to hire enough workers and train for
  - o People sending out ballots, data entry and answering calls
  - o People receiving/opening ballots
  - o Counting Boards
- Be sure to train all workers on the sanitation process for opening and counting ballots.
  - o Use gloves and masks.
  - o Wash hands frequently.
  - o Do not touch face.
  - o Consider the number of Counting Boards – and Backups when getting supplies ready.

**Sample Plan from Rutherford County**

Rutherford County has developed a sample plan to review. When this plan was written we had discussed preparing for less than 100 % turnout in the 60 or older category. The plan is an example of how to prepare for the elections. **Note: We now recommend that you plan for 100% participation by those 60 or older.** This will help ensure we have extra supplies since we do not know how many individuals will qualify to vote absentee by-mail because of the other reasons allowed by statute.

Rutherford County's plan for handling the anticipated absentee balloting demands is as follows:

*Rutherford County is anticipating a large increase of absentee voters in the August and November elections. Our county has 41,040 voters in the age group of 60 years and older. This group qualifies to vote by absentee by-mail. With the fears of COVID- 19 and this group being mentioned as an AT- RISK group, it his highly probable that 60 percent of these voters could vote absentee by-mail ballot. It is also possible that 80 percent of this group could vote absentee by-mail if fears are still relevant in November 2020.*

*60 & Over voters*
*41,040 x.60 = 24,638 potential absentee voters 41,040 x .80= 32,832 potential absentee voters*

*NOTE: There are numerous assumptions made in this plan. Every detailed step is not written into this plan. These steps are parameters in dividing up the process. More detailed steps will be provided by supervision.*

*Staffing:*

*Currently, we have 1 person who processes absentee requests. Added staff will give us two (2) full time processors and an experienced part time processor throughout to process absentee ballot request.*

*Adding three (3) part time student workers will handle task that will provide more for the processor to fill more request per hour.*
*Hiring additional staff: one (1) temporary full-time employee, three (3) part-time student workers, and a part-time person who was our former absentee coordinator (nights/weekends).*

*The November 2016 election had the largest number of 1,829 absentee voters in our history. November 2018 produced 1,222 absentee voters. In anticipation of a large increase the following logistical plan will be implemented to process and vote thousands of absentee ballots.*

*Our staff will pre-stuff 50,000 absentee envelopes with all absentee supplies including a pre-marked precinct ballot card and they will be stored by precinct.*

*Permanent Absentee List:*

*The permanent medical list will be processed and ready for mailing on the 92$^{nd}$ day before the election. These request forms will land in the voter's mailbox on the 90$^{th}$ day.*

*Our goal is to "prime the pump" and get as many of these requests returned early in the absentee calendar. Our hopes are to utilize as many of the days in the 90-day calendar and mail these ballots out before the influx of absentee by-mail requests from other voters.*

*The Absentee by-mail processors will review every absentee request for accuracy, verify signature, input information into Voter Central, print the correct ballot guide and labels for envelopes and then pull a pre-stuffed envelope to mark the correct ballot activation and stuff card plus ballot guide. The ballot is ready to be mailed.*

*Our goal is to increase the number of absentee by-mail requests forms our processor can process per hour. The part-time worker will scan the absentee ballot request into Voter Central and then file the request form. The part-time worker will prepare all absentee ballots to be mailed by placing postage and then mailing ballots.*

*The permanent full-time staff member will be the only person processing military/UOCAVA ballot request. This will ensure that all guidelines are met and documented.*

*Ballot Return:*

*A processor will pull up voter in Voter Central, verify voter's signature and enter voter update information. Update the military/UJOCAVA tracking spreadsheet with date received, if applicable.*

*To expedite the Absentee Counting Board on Election Day, we will have 49 precinct boxes locked, and each retuned ballot will be sorted by precinct upon return. All UOCAVA/military emailed*

*ballots will be deposited into a single locked box exclusive for email ballots.*

### *Counting Board:*

*The Counting Board will report at 7:00 am on Election Day. We will expand the counting board from our standard 8 members to 24 members to tally the large number of ballots.*

*The Administrator will report the number of ballots received to the Counting Board. The Counting Board will count the ballots and envelopes to determine if the totals balance.*

*We currently have two (2) scanners to tabulate absentee votes. We need to purchase five (5) additional scanners to be able to handle the increase of ballots. This will allow for counting teams to take an average of six (6) precincts to scan and tabulate results. This will allow for us to tabulate approximately 2,500 ballots per hour. That will require the counting board to tabulate all day in order to report their results after the polls close.*

*We have dedicated an area within our office building that will provide the counting board a closed and sequestered workspace.*

*We also have a Circuit Court Judge election that has the incumbent Judge certified as a write in candidate that will have to be counted by the counting board.*

*This is a working document that will be amended and revised as needed to meet the requirements under Tennessee state law.*

*Postage- First class- .55 cents x 25,000 request for ballots mailed= $13,750*
*Printing of envelopes to mail ballot request forms plus return envelope- 50,000 envelopes = $2,416*

*Paper per Absentee ballot mailing*
- *ballot guides- 4 pages x50,000= 200,000 sheets*
- *ballot instructions - 1-page x 50,000= 50,000 sheets*
- *candidate write in sheet- 3 per page 50,000/3= 16,667 sheets 266,667 sheets of paper-/5,000 sheets per case = 54 cases of 8 ½ x 11 white paper*

*Staples paper - $32.00 per case x 54= $1,728*
*Labels- 4 labels per absentee ballot mailed 50,000 x 4= 200,000*
*    200,000/5000 labels per case= 40 cases*
*    40 cases of labels x $17 per case= $680*
*Total Cost $57,574*

## Sample Plan from Sullivan County

Sullivan County uses Hart as a vendor and has supplied an example. As noted, we now recommend that you plan for 100% participation by those 60 or older. (Keep in mind the plan below was written without knowledge of the state's ability to pay for certain items.)

- The situations identified are contingent upon the existence of a public health crisis related to COVID-19.
- Certain solutions would be required, others are presented as options for analysis.
- Solutions in bold are recommended for situations that require a solution.

- Each solution requires the availability of the resources required for execution.
- In anticipation of an increase in absentee by-mail voting legislative authority is required and requested to begin processing (scanning) absentee by-mail ballots on the first day of early voting. There isn't enough space or scanners available to enable processing all ballots on Election Day. Currently, we are not allowed to do this.
- Situations and solutions will continue to be added as identified.

| SITUATION | SOLUTIONS | RESOURCES | FUNDING |
|---|---|---|---|
| SANITIZING MACHINES *(required)* | BLEACH WIPE BUTTONS PERIODICALLY OR AFTER EACH VOTER | 70,000 BLEACH WIPES | $2,500 |
| | HAND SANITIZER AVAILABLE BEFORE AND AFTER VOTING | TO BE DETERMINED | TO BE DETERMINED |
| SIGNING POLL BOOKS *(required)* | PERMIT REGISTRAR TO INITIAL POLL BOOK FOR VOTER | N/A | N/A |
| | BLEACH WIPE PENS PERIODICIALLY AFTER EACH VOTER | 70,000 BLEACH WIPES | $2,500 |
| | HAND SANITIZER AVAILABLE BEFORE AND AFTER VOTING | HAND SANITIZER | INCLUDED IN SANITIZING MACHINES FUNDING |
| ELECTION OFFICIAL PROTECTION *(required)* | DISTANCING OF POLL BOOKS AND MACHINES | N/A | N/A |
| | BLEACH WIPES FOR HANDS AND SURFACES | 70,000 BLEACH WIPES | $2,500 |
| | HAND SANITIZER | HAND SANITIZER | TO BE DETERMINED |
| | DISPOSABLE GLOVES | 2,000 GLOVES | $100 |
| VOTER PROTECTION *(required)* | DISTANCING | N/A | N/A |
| | BLEACH WIPES | 70,000 BLEACH WIPES | $2,500 |
| | HAND SANITIZER | TO BE DETERMINED | TO BE DETERMINED |
| INCREASE IN ABSENTEE BY-MAIL VOTING *(required)* | ORDER ADDITIONAL BY-MAIL BALLOTS (39,000 REGISTERED VOTERS OVER AGE 60 & ESTIMATED 30,000 WILL VOTE) | 42,000 ABSENTEE BALLOTS | $12,600 |
| | | POSTAGE X 42,000 | $23,100 |
| | | 25 CASES OF PAPER | $750 |
| | | TONER | $4,000 |
| PROCESSING INCREASE IN BY-MAIL VOTING *(required)* | ADDITIONAL PART-TIME STAFF | 4 PART-TIME STAFF | $50,000 |
| COUNTING INCREASE IN BY-MAIL VOTING *(required)* | INCREASE IN COUNTING BOARD MEMBERS (EACH 4 PERSON TEAM CAN PROCESS NO MORE THAN 2,000 BALLOTS) | NOT ENOUGH SPACE FOR THE NEEDED 84 COUNTING BOARD MEMBERS AND ASSISTANTS | $12,000 |
| | ADDITIONAL SCANNERS | LEASE 20 ADDITIONAL SCANNERS (IF AVAILABLE) | $10,000 |

| SITUATION | SOLUTIONS | RESOURCES | FUNDING |
|---|---|---|---|
| . | **BEGIN PROCESSING AND SCANNING PRIOR TO ELECTION DAY** *(legal authority needed)* | **LEASE 4 ADDITIONAL SCANNERS & APPOINT 16 ADDITIONAL COUNTING BOARD MEMBERS** | **$4,300** |
| 100% VOTE BY-MAIL *(legal mandate required)* | ORDER ADDITIONAL BY- MAIL BALLOTS | 100,000 ABSENTEE BALLOTS | $30,000 |
| | | POSTAGE X 75,000 | $41,250 |
| | | 35 CASES OF PAPER | $1,050 |
| | | TONER | $8,000 |
| PROCESSING 100% VOTE BY-MAIL | ADDITIONAL PART-TIME STAFF | 8 PART-TIME STAFF | $100,000 |
| COUNTING 100% BY-MAIL VOTING | INCREASE IN COUNTING BOARD MEMBERS (EACH 4 PERSON TEAM CAN PROCESS NO MORE THAN 2,000 BALLOTS) | NOT ENOUGH SPACE FOR THE NEEDED 140 COUNTING BOARD MEMBERS AND ASSISTANTS | $20,000 |
| | ADDITIONAL SCANNERS | LEASE 35 ADDITIONAL SCANNERS (IF AVAILABLE) | $17,500 |
| | **BEGIN PROCESSING AND SCANNING PRIOR TO ELECTION DAY** *(legal authority needed)* | **LEASE 6 ADDITIONAL SCANNERS & APPOINT 24 ADDITIONAL COUNTING BOARD MEMBERS** | **$7,000** |
| REDUCTION IN ELECTION OFFICIAL AVAILABILITY | REDUCE # PRECINCTS | CONSOLIDATION NOTICES TO EACH VOTER, LEGAL NOTICES | TO BE DETERMINED |
| | **REDUCE # ELECTION OFFICIALS IN EACH PRECINCT TO MINIMUM OF FOUR (4)** | **N/A** | **TO BE DETERMINED** |
| | VOTE CENTERS | COMPUTERS, COMMUNICATION INFRASTRUCTURE | TO BE DETERMINED |

**Considerations for Mailing Absentee Ballots**

Mailing ballots to the voters will require careful planning also. You cannot underestimate the impact of the additional volume on the mailing process. Additionally, you cannot underestimate the impact of COVID-19 on the postal system. Below are concerns and steps you should take in preparation of relying

upon the USPS in the absentee voting process.

- AOE or staff should sign up for USPS Industry alerts ([IndustryAlert@usps.gov](mailto:IndustryAlert@usps.gov)).
- As of April 3, USPS will no longer accept mail going to certain countries. This is temporary, so this list could change, but it is important to note that they will not accept mail going to overseas citizens in these countries because their facilities cannot store it. If USPS receives mail, including ballots, going to these countries, they will return it to sender. **However, military ballots should travel as usual**. Unfortunately, with everything so fluid, we do not know how long this suspension will last or if/when additional countries will be added. The best guidance we have right now is to reach out to your UOCAVA voters, and specifically your overseas citizens, and let them know about their options for receiving and returning a ballot. The countries to which this suspension of mail applies are listed below:
  - Cayman Islands
  - Chad
  - Ecuador
  - French Polynesia
  - Honduras
  - India
  - Kuwait
  - Libya
  - Madagascar
  - Maldives
  - Mongolia
  - New Caledonia
  - Panama
  - Peru
  - Samoa
  - Saudi Arabia
  - South Africa
  - Bolivia
  - Sri Lanka
  - Zimbabwe
- As of the writing of this plan, USPS will not permit their carriers to submit to screenings to enter buildings. If your office is requiring people to undergo a temperature check to enter the building, your USPS carriers will not be able to enter, and you will need to contact your local post offices to discuss dropping off or picking up mail.
- We know that foreign postal services are experiencing service outages. Other options to mail ballots include FedEx, UPS, and DHL. You can find guidance about their overseas operations at the following websites:
  - FedEx: Visit [this page](#) to see current service disruptions (click "see all service impact information") or [click here](#) to subscribe to service disruption notifications (you can select "service disruptions" from the subscription options so as not to be bombarded).
  - DHL: Visit [this page](#) to see regular updates about temporary service adjustments.

**Nursing Homes/Licensed Facilities**

Under current law, voters at licensed facilities are required to vote at the facility or vote in person during early voting or on Election Day. They are not allowed to vote absentee by-mail.

If licensed facilities remain closed to public access, make plans to designate two staff members of the facility as absentee voting deputies. Reach out early to the directors of each facility. After speaking orally with the facility organizer, send a letter asking for a list of residents at the state licensed facility. For the August election, your nursing homes must receive your written request no later than June 27. For the November election, they must receive the written request no later than September 24. Also send voter registration applications for those who need to register to vote.

After receiving a timely written request, facilities are required to send you a list of their residents. Check the list you receive and identify the residents who are registered voters. After your review, send back a list and tell the activities director who the registered voters are in their facility. This gives the activities director time to send in a voter registration form for those who want to register before the registration deadline. Designate a specific person to receive the new registrations so you can track who will be able to vote.

Under the scenario that the licensed facilities will not allow your usual nursing home deputies into the facility, you will have to hire at least two voting deputies from the facility. The deputies you appoint must be registered voters in your county. You must have bipartisan representation by the deputies. Let them know you can pay them. Train the deputies and deputize them by administering the election official's oath to them.

Prepare applications, affidavit envelopes, specific ballots for each voter, and a locked ballot box for the facility to use. During the time for voting licensed facilities, deliver the materials curbside to each location. The delivery process will take some time for middle to larger counties. Include the voter list and, to the extent possible, for each voter, paper clip the applications, affidavit envelope and ballot together. Make sure to send "I VOTED" stickers with each ballot.

If you did not deputize the staff from the facility during training, do so before you hand over the voting supplies. The bipartisan deputies will go to each individual voter together. The voter will sign the application, vote the ballot and seal it in the envelope, sign the affidavit, and place the ballot in the locked ballot box.

The deputies collect the voted and unvoted ballots, all applications and the voter list. Then your office will arrange for curbside pickup of the ballot materials and bring the ballots and materials to the election commission.

**Nursing Home Voting Chart**

| Types of Facilities in County | Gaining Access to the Facilities | Preparing to Vote at the Facilities | Timing to Vote at the Facilities |
|---|---|---|---|
| **1.** Assisted Care Facility | **1.** File letter from CEC to each facility requesting the names and home addresses of its residents | **1.** Compare the list to see who is an eligible voter for the election | **1.** Can begin twenty-nine (29) days before the election. T.C.A. §2-6-601(a). |
| **2.** Home for the Aged | **2.** Must be filed no later than 40 days before the election | **2.** From those who are eligible voters in your county, determine the voter's precinct | **2.** Must end five (5) days before the election. T.C.A. §2-6-102(a). |
| **3.** Nursing Homes | **3.** Inform facility that the list is for voting purposes only – *the list of names obtained from the facility is not subject to the Open Records Law* | 3. Once the official ballot is prepared, pull the ballots you will need to take with you to the nursing home or prepare your voting machines | *The election commission office is only required to vote at the facility on one occasion during that period of time; you are not required to go to the facility on multiple occasions.* |
| | The list should contain the name and home address of each individual if the address is different from the licensed facility. (Remember, residents of the licensed facility do not have to change their residential addresses to that of the facility. The voter may remain registered at the last address prior to entering the facility.) | 4. Prepare applications for ballot<br>– May be preprinted with voter information<br>– Also, send a few blank ones for newly admitted registered voters | If you go out a second time to one facility, you may have to go out to others. |
| Details Matter -<br>*If a county does not identify each of the eligible facilities in the county, failure to vote the registered voters of the facility could impact an election and result in a court ordering a new election.* | If the facility refuses to provide the list of names, contact the Election Division | 5. Assemble voter registration applications, change of address forms and/or fail-safe affidavit to send to the facility | If the nursing home voter does not vote when the CEC comes to the nursing home, the nursing home voter <u>may</u> vote:<br>• During Early Voting OR<br>• On Election Day at his / her polling location<br>• *Not By-Mail* |

# Nursing Home Voting Chart

| Appointing Deputies to Vote at the Facilities | Voting at the Facilities – Treat Like a Polling Place | Voting at the Facilities – Items to Bring | Voters in Facilities Outside of County |
|---|---|---|---|
| 1. Absentee voting deputy appointed by the majority party <br><br> 2. Absentee voting deputy appointed by the minority party | 1. Mark the 100 ft boundary at the facility – T.C.A. §2-7-111 <br><br> 2. Candidates may appoint poll watchers to the facilities in accordance with T.C.A. §2-7-104. *Candidates are not permitted in the facility, within 100' of its entrances, or to assist voters.* | 1. List of eligible voters at the facility <br><br> 2. Applications for Ballot (SS-3028 or pre-printed) <br><br> 3. Ballots (by precinct) Early Voting Envelopes <br><br> **4. Ballot Box with two (2) locks locked by the county election commission members just like the absentee ballot boxes** <br><br> 5. Supply bag, pens, clipboards | 1. Vote as an absentee voter outside of county or 60 years of age or older. <br><br> 2. Vote as an absentee voter outside on the permanent absentee voter list |
| **Appointments are made during a public meeting by the election commissioners** | 3. The staff at the facility may accompany the deputies in order to identify the residents, but should not enter the room while the voter is voting unless requested by the voter for assistance | | *County election commissions do not cross county lines to vote registered voters in facilities outside of the county.* |
| *Unless an emergency exists, the county election commission members may not appoint their close relatives or the close relatives of the AOE to serve as absentee voting deputies.* <br><br> *Unless an emergency exists, the county election commission members may not serve as absentee voting deputies.* | 4. Persons voting at the facility are entitled to the same assistance as if they appeared on Election Day. T.C.A. §2-6-105 <br><br> *Any person of the voter's selection **or** if the absentee deputies assist, both deputies of different political parties must attest to the assistance given on the SS-3001 form.  T.C.A. §2-7-116* | **Details Matter**: ***After voting the registered voters at a licensed facility, the absentee voting deputies must return all election materials to the election commission office.*** | **REMINDER:** Tennessee's photo ID law does not apply to voters who vote in a licensed facility. |

**Polling Locations**

In this time where we trying to accommodate appropriate social distancing you must assess your current sites to determine if they are suitable. Re-visit each polling site to plan the "flow" under the current CDC guidelines. Think about how you would manage lines, how you would setup check-in stations, voting equipment, provisional voting and fail-safe tables, all 6 feet apart. Also consider the storage of extra supplies, such as disinfectant wipes, screen wipes, extra hand soap, and paper towels for bathroom. The preferred method is to vote at your normal polling locations. This is not the time to close polling locations for reasons other than COVID-19 issues. Keep in mind with voters six feet apart and keeping the number of people inside a polling station to a minimum. Lines could potentially be longer than you or any of your voters have ever experienced. It will be imperative we prepare voters for what Election Day could look like. Some AOEs may be able to expand the number of early voting sites or polling locations as well as the hours of operation.

Identify backup locations for each precinct so you know who you can call if your usual site is unavailable. Remember Election Day sites within ½ mile of the precinct boundary do not require approval, or you can pick a site within 3 miles of the precinct boundary with the approval of the Coordinator of Elections.

If you decide to change a polling place, the affected voters will need to be notified by mail. (This requirement does not apply to emergency changes within 10 days of Election Day.) Although combining polling places is now allowed in emergencies, it should be a **last resort** under these circumstances to facilitate social distancing. An example of a justifiable emergency change would be if the location was quarantined because of COVID-19.

AOEs will need to stay in contact with the early voting and Election Day facilities to ensure they can be used. Also, stay in contact with your emergency back-up locations..

The threat of contamination at locations that host early voting and Election Day may cause some facility managers to not want us to use their facility.

**Wilson County shared this partial plan of action:**

*Inform the host facilities soon about the precautions and procedures being implemented to protect voters and workers and to protect their facilities from contamination or spread of the virus.*

*Protect the host facilities by providing a disinfectant, deep cleaning after Election Day at all polls and daily during Early Voting at all sites. Clean floors, walls, bathrooms, doors etc. in combination with our other protocols are critical to maintaining a safe environment for the voters and workers during early voting and on Election Day.*

*Respect for the host facilities is required to continue to use them as early voting and Election Day polls. In most cases these facilities have been used for elections at no cost to the county. We must recognize the value these organizations are giving the voters of our county.*

**Additional or Alternative Polling Sites**

- Churches
  - Even if a church has not allowed use in the past, consider asking them again. They might be more willing to open their space now that they are closed for services.

- Private venues/spaces
  - Many are not open to the public right now for events and activities, but they could be used for essential services.
  - Consider private schools, convention centers, wedding venues, YMCA/indoor gyms.
  - Try to appeal to their sense of civic duty.
  - Tell them this is great media exposure (the county can post on social media, and the venue also can post), and people voting will consider the venue for their own future events.
  - Tell them about the safety measures that will be in place during the elections and assure them that you will sterilize the venue from top to bottom afterwards.
  - Try using Google Maps to identify other big buildings for potential use.

**Polling location set-up**

Considering what is known about the spread of COVID-19, attention must be given to how polling places are arranged during early voting and on Election Day. From the entrance to the exit, the polling place should be arranged to remove and minimize the risk of contamination to voters and poll officials. To aid in this goal, the following steps should be taken:

- Keep entrance doors open, if possible, to minimize knobs, handles, etc. that voters have to touch.
- Post signs for voters to read while standing in line, including:
  - Directions to have their photo ID and other documents ready
  - Directions to have their mask and gloves on when they enter the voting area if they have them
  - Directions on the check-in and voting process
- Have directions where the voter can go to the bathroom and wash hands. These directions will need to be furnished by the election commission.
- To comply with current CDC guidelines for COVID-19, voters and poll workers need to stay at least 6 feet apart at all times.
- Consider additional space that will be needed for any extra equipment/machines you are purchasing; and additional supplies (cleaning/sanitizing supplies, disposables, PPE for poll workers, etc.).
- Work to maintain the minimum number of people in the polling place as much as possible and keep them 6 feet apart:
  - Evaluate whether moving your sign-in table out into the hall will assist in the social distancing standards.
  - Tape off lines to keep voters the recommended distance apart and post signage reminding voters to keep their distance.
  - Consider placing a poll official outside to distribute numbers and call in voters in small groups or ask voters for their mobile numbers and text when it's their time to come vote. Because this is how some doctor's offices are handling waits, voters may be familiar with this system.
- Spread machines out at least 6 feet a part to allow for privacy and social distancing
  - Depending on availability of power, you may need to use machines with UPS battery backups.
  - If needed, clear shower curtains could be used to divide rooms or provide separation between stations.
- If the building is large but the voting area/room is too small, try to rearrange the area or get a larger room. For example:
  - If the polling site is at a fire station, request that the trucks are moved outside.

- o Be aware of potential issues if the fire trucks' lights and sirens go off, though. Seeing emergency lights might deter individuals from voting.
  - o If the polling site is inside a school, re-visit to ask for the use of the entire gym. Some schools may require the use of mats to protect the gym floor.
- Remember that all new, replacement, and backup polling sites (or even a new configuration within an existing polling site) must still be accessible.
  - o Complete **accessibility surveys** for any new polling sites and send them to the State.
  - o Order any **supplies** or equipment now needed to make the polling site(s) accessible.
  - o If a polling site cannot be made accessible, you must include it in your published **notice** of inaccessible sites.
  - o For the August 6 election, the publication deadline is June 22, 2020.
  - o For the November 3 election, the publication deadline is September 19, 2020.
- Starting at the entrance to the building (if possible), clearly mark off a single route to the voting area and every 6-foot interval within that route. Below are various supplies that can be ordered to aid in this process:
  - o Inside
    1. Social distancing tape



       https://www.creativesafetysupply.com/social-distancing-tools/social-distancing-floor-tape/

    2. Social distancing floor signs



       https://www.creativesafetysupply.com/social-distancing-tools/social-distancing-floor-signs/

    3. Social distancing strips



       https://www.creativesafetysupply.com/safety/social-distancing-strips/

4. A-Frame signs



https://www.creativesafetysupply.com/social-distancing-tools/social-distancing-a-frame-signs/

5. Traffic cones or discs



**If possible, have the line/route go past at least one bathroom, where you should post signs encouraging handwashing.**

o Outside - In addition to social distancing guidelines, you must keep a long line safe from traffic or cars trying to park.
o In addition to the items above, you can use any of the following:
    1. Chalk
    2. Washable chalk paint
    3. Washable chalk spray

## Check-In Process

- The State recommends buying clear Plexiglass/screen barriers to protect both the voter and the workers for election commission offices used for early voting.
- If possible, use disposable pens or pencils for voters checking in and marking paper ballots.
- Minimize the number of documents the voter must sign.
    o During early voting, the voter only needs to sign the pre-populated application ballot that you print. Although it may be helpful for reconciliation there is no requirement for the voter to sign a separate signature list.
    o For counties using electronic poll books in polling places, the voter only needs to sign the application for ballot. There is no requirement for the voter to sign a separate signature list. Although it may be helpful for reconciliation there is no requirement for the voter to sign a separate signature list.
- Poll officials should not handle the voter's photo ID. Poll officials can be trained in one of the following ways:
    o Look at the photo ID across the table without handling it. If electronic poll books with barcode scanners are used, have the voter place their ID on the scanner themselves instead of the poll official, or
    o At the poll book table, place a taped off square on the table. Ask the voter to place their

photo ID on the table in the square, then ask them to step 6 feet away to a spot marked on the floor. A poll worker managing the poll book should look at the photo ID without touching it. If the voter is wearing a protective mask, the poll worker does not need to ask the voter to remove the mask. When the poll worker completes the review, they will ask the voter to step forward and retrieve their photo ID.

**Voting on the Machine**

- Let the voter show the application to the machine operator so they have the information needed to activate the machine and then let the voter deposit it in a box or on a spindle by the machine.
- Use posters on how to use machines to minimize the need for machine operators to explain. Refer questions to the poster and only have the machine operator approach if the question is unresolved.
- Have options to minimize voter contact with machines
  o To avoid damage to touch screens from cleaning products, voters can use disposable styluses like popsicle/candy sticks or Q-tips, if approved by vendor
  o If voters cannot grip the cotton swab, gloves or even plastic bags could be used as hand coverings.
  o Clear plastic wrap can be pulled over the machine and torn off and replaced after each voter. Be sure and test any potential solution to ensure it will work.
  o If gloves are provided for voters, pre-separate them for quick use.
- Immediately, after each use, follow recommended cleaning practices for your voting system and electronic poll books (if used). Each voting system vendor has provided instructions that are attached to this plan.

**Provisional Voters/Fail-Safe Voters**

- Set up a separate table to allow voters to complete the required forms from a safe social distancing spot.
- After completing the forms, the voters can place the form and other documents on the table and step back behind a six-foot line marked on the floor.

**Accessibility**

- Be sure the route/line from parking to voting is accessible.
- If not, you must provide an alternative route.
- Use disposable headset covers for voters using headsets.



- Establish a plan for voters who request assistance.
- Require the election officials assisting to wear a mask, gloves, full-face shield, and protective

gown.
- Make sure you have enough storage and space for all additional supplies and equipment.

## Health Risk at the Polling Location

- If there is a health risk (for example, a known case of COVID-19) to a specific site more than 10 days before election starts:
  - Use the backup/alternative location for the precinct.
  - If no backup is available, shut down the exposed polling site and clean from top to bottom with a professional cleaner who uses the correct cleaning material. Work with the media to assure voters and show them all cleaning efforts.
- If there is a health risk (for example, a known case of COVID-19) to a specific site less than 10 days before the election starts and there is not a suitable alternative location available within a precinct, the election commission can create a supersite by moving or consolidating a polling place.
- If there is an exposure during Early Voting or Election Day that causes a site to close,
  - Tell the State immediately.
  - Evacuate all voters and poll workers.
  - Send home all exposed poll workers.
  - Close all entrances immediately, and do not allow any unauthorized people to enter.
  - Call in backup/emergency poll workers to replace the exposed poll workers.
  - Publicize the new location immediately using media, website & social media.

## Early Voting and Election Day Checklist for COVID-19 Procedures

## <u>Polling Place Facility Considerations</u>

ϒ Keep entrance doors open if possible. Minimize knobs, handles, etc. that voters need to touch.

ϒ Larger rooms or facilities recommended where lines for voters to wait can form with at least 6 feet between voters.

ϒ Larger rooms or facilities are also recommended to help with spacing out the voting process to maintain 6 feet between voters.

ϒ Voters and poll workers should not be allowed to congregate in the building.

ϒ Potlucks and bake sales should not be offered. Communal eating, such as pizza or crock pot dishes, should be avoided. Pre-packaged or single serving food or snacks are acceptable.

## <u>Poll Worker Considerations</u>

ϒ People over the age of 65 or with the following underlying health conditions are considered more at risk of serious infection from COVID-19. Underlying conditions that make an individual susceptible include those who have chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised status (e.g., poorly controlled HIV/AIDS, cancer patients), and pregnant women. Therefore, focus on recruiting poll workers who do not fall into these categories.

ϒ Poll workers should be screened during early voting and Election Day. They should be asked the

following questions:

1. Have you come in contact with a person known or suspected to have COVID- 19?
2. Have you had a fever in the last 24 hours?
3. Have you had a cough in the last 24 hours?
4. Have you had any difficulty breathing in the last 24 hours?
5. Have you had any unexplained body aches in the last 24 hours?
6. Have you taken any medications that would reduce a fever? (Tylenol, Ibuprofen, Acetaminophen)

If they answer "Yes" to any of the six questions, they should not be allowed to work.

## Signage and Line Management

Υ Signage should be posted outside of building or prominently displayed on a window that reads, "HEALTH ALERT! Do not enter this building if you are experiencing any of these symptoms or have been in contact with anyone with these symptoms: shortness of breath, sore throat, achiness, fever (100.4F), nasal congestion, or cough." Voters who are unable to enter can be offered the opportunity to vote at the election commission office.

Υ A greeter could also be used to ask voters these questions as they enter the building or voting area.

Υ Where lines form, use tape on the floor or other markers every 6 feet to show where voters should stand to maintain proper social distancing.

Υ Signs should be placed in the polling place where lines form that reads: "Please exercise proper social distancing while voting by maintaining at least 6 feet between yourself and other voters and poll workers."

Υ Limit the number of people allowed in the building to allow for proper social distancing and avoid crowding.

Υ Have a greeter managing the number of people allowed in the building at any one time and then showing them how to form a line using proper social distancing spacing.

Υ Signs could also be used throughout the voting process; for example, signage at the poll book about the process to follow. "Place ID on square on table and step back behind the line."

Υ If there are children with the voter, see if there is an alternative to bringing the children in to the polling place (ex. two parents voting take turns while one stays outside with the kids).

## Hand Hygiene for Voters and Poll Workers

Υ When sanitizing product is applied to hands or surfaces, it is most effective when it is allowed to air dry and is not wiped. Do not blow on hands or surfaces to dry.

Υ Upon a voter entering the building, they should sanitize their hands using a hand wash station,

hand sanitizer, or alcohol spray sanitizer.

ϒ   After casting their ballot, voters should sanitize their hands using a hand wash station, hand sanitizer, or alcohol spray sanitizer.

ϒ   If feasible, poll workers should break to wash their hands or apply sanitizer every 10 minutes. Using soap and water to clean hands for at least 20 seconds is the preferred method.

ϒ   Poll workers should also avoid touching their eyes, nose and mouth – even when wearing gloves.

## Poll Watchers

ϒ   Poll watchers must observe social distancing standards.

ϒ   Poll watcher areas should be established at least 6 feet away from voters, poll workers, and other poll watchers.

ϒ   Poll watchers should be offered hand sanitizer upon entering the facility and upon leaving.

ϒ   Poll watchers should be asked the same screening questions as those asked of poll workers.

## Cleaning Surfaces

ϒ   Surfaces, such as tables, doorknobs, and voting booths should be wiped down every 10 minutes with either a 70%+ isopropyl alcohol or 60%+ ethanol alcohol cleaner.

ϒ   Touch screens on voting equipment or electronic poll books should be cleaned after each voter, or as often as feasible (every 10 minutes). Only 70%+ isopropyl cleaning wipes should be used on touch screens. Cleaning shall be done in accordance with vendor provided cleaning instructions.

ϒ   Pens used by voters to sign the poll book or mark their ballot should either be sanitized between each use, taken by the voter or disposed of.

## Polling Place Process Considerations

ϒ   At the poll book table, place a taped off square on the table. Ask the voter to place their photo ID on the table in the square, then ask them to step 6 feet away to a spot marked on the floor. A poll worker managing the poll book should look at the photo ID without touching it. It is not necessary to ask a voter who is wearing a protective mask to remove the mask. When the poll worker completes the review, they will ask the voter to step forward and retrieve their photo ID.

ϒ   The poll book or application to vote should be slid forward on the table, and the poll worker should step back when the voter approaches to sign. Signature guides should be used to indicate where the voter signs. The guides need to be sanitized after every 10 voters.

ϒ   Set up a separate table for provisional voters and fail-safe voters. Voters can complete the required forms from a safe social distancing spot and then place the form and other documents on the table

and step back behind a six-foot line marked on the floor.

**Signage (sign designs will be provided at later date):**

1) Health Alert sign – Post at the entrance and in the windows to the polling place or room used for voting.

2) Social Distancing sign – Post anywhere where you expect lines to form to remind voters of social distancing standards.

3) Poll Book Table sign – Post at the poll book table. You should also post it at the entrance of the voting room and at places where a line may form, or voters may wait so voters are aware of the 6-foot line and expected procedures.

**Thinking Outside the Box**

- If disposable styluses are not available, use disposable plastic wrap to cover the voter's fingers while voting.
- Have a "take a number" queue. This means having voters wait in their vehicle and using a messaging system to notify voters when it is their turn to come in the polling place. Large dry erase boards or electronic marquee (where available) could be used to notify voters.

**Early Voting Schedule**

Evaluate your early voting schedule to make sure you are maximizing opportunities to spread out turnout. If you are a county that is typically open from 9 to 12 on weekdays, could you move one or more days each week to the afternoon/early evening to catch voters who usually would not have a chance to vote early? If you are using satellite sites, can you offer additional hours or days? Like grocery stores, can you have suggested time periods for seniors/higher risk voters to vote (but any voter who appears during this time will get to vote)? We strongly recommend expanding locations and times within current law, particularly for the higher-turnout November Election.

**General Best Practices Quick List**

- Using vendor-approved cleaning solution, wipe down pollbooks and voting machines after each usage. (See directions from your specific vendor)
- Do not directly wipe down the touchscreens, as it may damage the screen or buttons.
- If available, have voters use disposable styluses. Q-Tips may be used.
- Strategically place voting stations at least 6 feet apart to maintain safe distance.
- Set up tables and voting systems using the 6 feet distancing model.
- Set up tables at doors with hand sanitizer for voters to use before entering voting room.
- Ensure adequate hand sanitizer is available for polling officials throughout the day.
- Use signage to inform voters of the 6 feet distancing practice.
- Mark the 6 feet distancing using tape or fluorescent chalk.
- Contact and work with local EMA/rescue squad organizations and government entities about signage, barricades and other resources to assist in managing traffic, long lines and general crowd control.
- Prominently Post "Health Alert" signs reminding voters experiencing symptoms of COVID-19

not to enter the polling place, but to call the election commission for instructions on voting. Post the signs outside the building and on windows. For voter who admits to having symptoms, have a separate location such as the election commission.

- Ensure bathrooms are supplied with soap, water and drying materials for poll workers and voters.
- Be prepared for increase in provisional voting from voters to whom you issued an absentee ballot, but who come to vote in-person.
- Keep entrance doors open if possible. Minimize knobs, handles, etc. that voters need to touch.
- Limit nonessential persons.
- Conduct time-studies. Knowing how long it takes ballots (for example) to get through each stage of the process will help you make better decisions about how to staff and where to shift your resources (people) when processing at peak demand.
- Use letter openers to open absentee envelopes to minimize contact with envelopes. Larger counties may want to use envelope slicer. (Caveat - Envelope slicers do not work well with self-adhesive envelope flap.) When using either letter openers or envelope slicer, be careful not to cut ballot.
- Use colored mail trays for each stage of the process or use large colored mail tray labels.
- Regarding photo ID, have the voter place the photo ID face up on the table and then step back to a pre-marked spot on the floor 6 feet away from the table. Have the poll worker find the voter in the voter list without touching the photo ID. Compare the photo ID with the individual. It is not necessary to ask anyone wearing a protective mask to remove the mask. After finding the voter, the voter will step up to the table to sign the poll book and pick up the photo ID. Clean the area after each voter picks us their photo ID. Have signage outlining this process.
- Promote early voting to take the strain off Election Day workers.

**Budget**

Historically, election officials have been excellent stewards of the federal dollars taxpayers have entrusted with us. Admittedly, we are in a worse position than most states for an increase in absentee by-mail ballots because we are on the extreme lower end of people voting by-mail. Local election commissions are being asked to cut their budgets at a time when the election is going to cost substantially more. Fortunately, we have federal funds for this rainy day. Most of the funding for the improvements will come from the CARES Act.

**CARES Act**

On March 27, 2020, President Donald J. Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) into law. The Act includes new HAVA emergency funds made available to states to prevent, prepare for, and respond to the COVID-19 for the 2020 federal election cycle. These funds are for this election year and must be spent by December 31, 2020.

The U.S. Election Assistance Commission (EAC) has previously provided guidance on allowable uses of funds related to the pandemic. Those allowable uses include, but are not limited to:

- Printing of additional ballots and envelopes for potential higher levels of absentee or vote by-mail processes

- Registration List Activities to improve the accuracy and currency of registrant addresses
- Upgrades of statewide or local databases to allow for online absentee or mail ballot requests or change of address
- Additional mailing and postage costs, including ballot tracking software
- Acquisition of additional voting equipment, including high speed or central count tabulators and hardware and software associated with signature comparison of returned absentee or mail ballots
- Temporary elections office staffing
- Cleaning supplies and protective masks and equipment for staff and poll workers in early voting, vote center, or Election Day polling places
- Overtime salary and benefit costs for elections staff and poll workers
- Training of poll workers on sanitization procedures for in-person voting
- Public communication of changes in registration, ballot request options, or voting procedures, including information on COVID-19 precautions being implemented during the voting process
- Mailings to inform the public on changes or determination of procedures of COVID-19 precautions, options in voting, and other voting information
- Pre- and post-election deep cleaning of polling places
- Leasing of new polling places when existing sites must be closed
- Additional laptops and mobile IT equipment
- Additional automated letter opening equipment

This list is not exhaustive, and we may encounter other costs. We will work with the EAC to determine allowable costs within the parameters of the CARES Act.

The CARES Act requires that states receiving funding under the Act "shall provide to the Election Assistance Commission, within 20 days of each election in the 2020 Federal election cycle in that State, a report that includes a full accounting of the State's uses of the payment and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus." We will provide reports to the EAC by August 26 after the August 6 primary election and by November 23 after the November 3 general election.

The state will be responsible for procuring gloves, masks, gowns, face shields, and sanitizer as well as millions of absentee by-mail envelopes. For the counties, each county will receive up to fifty (50) cents for every registered voter for the August election and one (1) dollar for every registered voter in the county in grant money. AOEs will have to evaluate how to spend the money within CARES Act guidelines. This money may be used to fund additional employees and costs associated with conducting an election under circumstances caused by COVID 19. More funds may be granted on an as needed basis and based on funds availability. We want to make sure counties have the funds required to be successful.

**Daily Tasks**

Election Office Hours: Election officials are required to maintain certain office hours related to their election duties. If your office is closed for public health reasons or you are unable to be at your office during the mandatory office hour timeframe, you must post information on how to get in contact with you or your staff for election related information. This may include posting phone numbers, an email address that can receive public inquiries, or even a mailing address that can receive written requests for information. Assign someone to answer the phone and periodically check for voicemails, emails, or mail.

Working remotely requires strict adherence to security protocols to protect voter information. If you have

satellite voting sites, you may be able to use a similar setup to do some tasks remotely. Not all tasks can be performed remotely, like transfers and downloading OVRs. Be sure you have access to backups if your office is quarantined.

For those in the office but in a building that is closed: Post a phone number someone will answer on outside doors or place a bell call outside of your office and operate by appointment as much as possible.

Comply with public health guidance when handling mail:

- Wear gloves, use letter openers, wash hands frequently
- To the extent practicable, let mail remain untouched for a day or two to give virus additional time to die on surface
- Designate one spot in your office to process mail
- Make copies or scans of documents you receive and work with them instead of the originals

## Voter Registration Procedures

Stay-at-home orders and office closures may impact voters seeking to obtain voter registration applications. There are several existing options that you should encourage voters to utilize.

Online Voter Registration System: Voter registration, change or address, or name change because of marriage or divorce may be done online if the person has a signature on file with the Tennessee Department of Safety and Homeland Security at GoVoteTN.com.

Printed Voter Registration Applications: If a voter has access to a printer, the voter can print an application from GoVoteTN.com. This application can be completed and mailed to the applicable county election commission.

Voter Registration Application Request: If a voter does not have access to a printer, the voter can request that a blank voter registration application be mailed directly to the voter.

## Cybersecurity Concerns

Cyber-security Impacts: If your county is affected by a widespread quarantine or outbreak of COVID-19 your office staff might be mandated to work remotely. In addition, the volume of voters that will start to utilize your internet-based resources will increase. During a crisis, bad actors may try to capitalize on the circumstances to take actions that could compromise the security of your election commission's office. Please remain vigilant about following best practices related to cybersecurity and election security.

Service Interruption: Networks are normally built to sustain high volume traffic, but the magnitude of the COVID-19 crisis presents an increased risk that systems may become compromised. An abnormal increase in network traffic could be misinterpreted as a DOS (Denial of Service) attack which could shut down networks depending on the type of security implementation. This increase may also affect early voting satellite sites or vote centers.

Phishing emails: You have been trained multiple times on phishing emails. Remember - think before you click.

Passwords: Use strong passwords and keep those passwords hidden from disclosure. IT security experts

strongly discourage sharing passwords.

Ransomware: Cybercriminals can infect the computers of government agencies before demanding that they pay a ransom for an encryption key that will free their locked files and records. Ransomware can lock up databases preventing polling places from verifying eligibility and confirming that voters are in the right districts/precincts. Having recent and updated electronic backup of the election database is critical in this situation.

Voter Registration Scams: Voter registration procedures are not conducted over the phone. Be aware of scams that are targeted to steal personally identifiable information from voters and/or election workers. It is especially important not to provide personal information of voters or election workers over the phone if your office is solicited in this manner.

**Miscellaneous**

**Alternate Polling Locations**

The AOE shall identify an alternate polling location that can be utilized if a polling location becomes unavailable on Election Day and contact the Coordinator of Elections for approval. Ensure that voting equipment is tested and functions properly or that enough paper ballots are available at the alternate site.

The officer shall contact the county election commission immediately if a polling location cannot be used on Election Day. State law permits the election commission with the approval of the Coordinator of Elections to consolidate polling places within 10 days of an Election Day in an emergency. If no alternative suitable site is available within a precinct, the county election commission may create emergency supersites by moving an unsuitable or unavailable polling place to another polling place in the county. To the extent practicable, the county election commission should choose the nearest available and suitable polling place. The county election commission may designate the county election commission office or other centrally located site or sites for voting by any voter in the county. The county election commission must provide notice of any changes as widely as possible under the circumstances using the media, county election commission website if the county maintains a website, Secretary of State's website, and if possible, signage at each affected polling place.

Emergency is defined as an occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, that results in a polling place being unavailable or unsuitable for voting. A natural threat includes disease, outbreaks, and epidemics.

**Contact information**

The officer shall have a list of contact information. Such list shall include contact information for other poll officials, election commission staff, polling location facility point person, and emergency personnel.

**Extra ballots**

The AOE shall have an adequate supply of spare ballots. The AOE shall use these ballots at a polling location that requires additional paper ballots.

**Emergency supplies**

The AOE shall supply emergency supplies for each polling location and provide these to each officer. These emergency provisions shall include, but are not limited to, at least two flashlights, a first aid kit and manual, and extra batteries.

**Review of polling locations**

One month prior and within one week of Election Day, the AOE or staff shall contact the facility management staff responsible for each polling location, visit each polling location to ensure the location can be accessed, and review the status of the polling location to ensure that all materials are in proper working order. Within one day of the election, ensure that the appropriate person is available to open the polling location, or the officer has obtained the key to the polling location.

**Severe weather alert**

Starting 10 days before and every day thereafter until Election Day, the AOE shall review the National Weather Service reports. If severe weather is likely to be present on Election Day, the AOE shall be prepared to conduct the election under an emergency contingency plan.

**Officer duties prior to opening**

The officer of elections plays a critical role in the polling place and has multiple tasks throughout the Election Day. However, the officer is only one person. If an emergency occurs, the officer will need assistance to ensure a safe outcome. Therefore, prior to opening the polls, the officer must do the following:

- Designate another poll worker to oversee the execution of any emergency procedure, in the event the officer is unavailable or otherwise incapacitated.
- Assign accountability for securing voting materials during an emergency. The officer shall instruct the poll worker assigned accountability for securing the voting materials that such poll worker shall secure such materials in the event of an emergency to the extent permitted by time and conditions.
- Point out the location of fire extinguishers, fire alarms, emergency exits, the place of shelter and a predetermined assembly point outside of the polling location.
- Ensure that all emergency exits are free of obstructions.
- If available, identify two fully charged cell phones that shall be used in case of an emergency.

**Shortage or absence of poll workers**

In the event of a shortage of poll workers, the officer shall perform each of the following:

(1) Immediately notify the election commission
(2) Upon the arrival of any replacement poll worker, familiarize the replacement poll worker with the polling location.
(3) Notify the election commission when the replacement poll worker has arrived or if the replacement poll worker has not arrived in a reasonable amount of time.

**Replacement of Officer**

If an officer cannot serve, a back-up officer should be available.

**Long lines at polling location**

In the event of long lines at a polling location, the officer shall perform each of the following:

(1) Determine if additional lines should be created to alleviate the waiting time.
(2) If it has been determined that additional lines are appropriate, consult with the election commission to determine if additional poll workers from the replacement pool of poll workers should be deployed to the polling location.

**Evacuation procedure**

If a polling location needs to be evacuated, the officer shall perform each of the following:

(1) Alert all individuals present of the emergency and direct them to the predetermined assembly point.
(2) Get a headcount and use this headcount to make certain everyone present is evacuated from the polling location.
(3) Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location.
(4) Secure voting equipment and materials, if possible.
(5) If the emergency has been resolved, consult with the emergency personnel and the election commission to determine if the polling location can be re-entered.
(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
(7) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location.

**Loss of power at the polling location**

If the polling location loses power, the officer shall perform each of the following:

(1) Alert everyone present to the situation.
(2) Contact the election commission.
(3) In a polling place where DREs are used, if machines are not connected to backup power sources, follow standard shut down procedures before the batteries run out and transition to paper ballots.
(4) Contact the facility management staff for the polling location to determine whether they can assist with addressing the outage.
(5) Find an alternate source of light, such as the flashlights provided with the emergency provisions that can be used to continue voting until power is restored.
(6) If it is feasible, consider using an area of the building where natural light is available or temporary lighting can be directed.
(7) If the backup power supply for the voting machine has been depleted, connect a generator.
(8) If the generator is unavailable or runs out of power, continue voting using paper ballots.

**Medical emergency procedure**

In the event of a medical emergency at the polling location, the officer shall perform each of the following:

(1) Contact emergency services and follow the instructions given by emergency personnel.
(2) Stop voting operations until an assessment of the situation can be made.
(3) Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the polling location that may be able to assist the ill or injured person.
(4) Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not attempt to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel.
(5) Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.
(6) Contact the election commission in a reasonable time.

**Smoke, fire or active alarm procedure**

In the event of a smoke, fire, fire alarm or other activated alarm, the officer shall perform each of the following:

(1) Activate the fire alarm, if it is not already activated.
(2) Alert everyone present to the nature of the situation.
(3) Evacuate the polling location.
(4) Contact emergency personnel.
(5) Consult with the emergency personnel and election commission to determine if original polling location can be utilized.
(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
(7) If it is determined that an alternate polling location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location.

**Gas leak procedure**

In the event of a gas leak, the officer shall perform each of the following:

(1) Immediately evacuate the polling location. To limit the possibility of an explosion, warn poll workers and voters not to use telephones, fire alarms, light switches and appliances when gas is detected.
(2) Once safely outside of the building, alert emergency services, election commission, and the gas company.
(3) Wait for the gas company representative and emergency personnel to arrive in order to assess the situation and determine the viability of continuing voting operations.
(4) Consult with the responding gas company representative, emergency personnel and election commission to determine if original polling location can be utilized.
(5) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
(6) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location.

**Disorder at the polling location procedure**

In the event of disorder in or around the polling location, including, but not limited to, unlawful protesting, threats of violence or rioting, the officer shall contact emergency services immediately and then follow any instructions provided by emergency personnel. Also, notify the election commission.

**Disaster procedure**

In the event of any disaster, natural or otherwise, including, but not limited to, chemical emergencies, dam failures, earthquakes, exposure to hazardous materials, floods, extreme heat, tornados, or severe winter weather, the election commission shall follow the emergency contingency plan.

**Security threat procedure**

In the event of any security threats near the polling location, including, but not limited to, the discovery of a suspicious object, a bomb threat, an explosion, a biological threat, or a chemical threat, the election commission shall follow the emergency contingency plan.

**State Staff Plan**

The Division consists of only eight employees. The office will develop frequently asked questions (FAQs) and answers from voters, media, and election officials. Staff will have regular meetings to discuss questions being raised. This coordination will ensure answers are uniform and being widely distributed. We will be spending millions of dollars in a short time within strict guidelines from both the federal and state government. Therefore, we have designated a person in the Department of State's fiscal division who will take an expanded role in procuring and paying for expenditures related to conducting the election. Support staff will assist in multiple areas as this will be an all-hands-on-deck expectation and requirement. We may need to hire someone to assist with logistics as shipping supplies has become a challenge with safer-at-home orders in place and the supply chain being disrupted.

**Training**

Normally, the state conducts comprehensive in-person training in June. We have rearranged our training schedule and training will be conducted during April, May, and June. Training will be given by conference calls, videos, and WebEx. Topics already identified for training are as follows:

- Poll official and voter safety
- Poll official recruitment
- Absentee by-mail
  - Staffing needs
  - Space needs
  - USPS requirements
  - Signature verification
  - Counting Board Procedures
  - Reporting Absentee Totals
- Educating the Public
- Legal Notices
- Poll Watchers
- Funding

**Engaging the Public**

To succeed in engaging the public, it is necessary to have a good working relationship with state and local media, organizations and local election officials. We recognize that state and local election officials are the trusted sources of election information. During this election, we cannot allow untrustworthy sources to distribute confusing or erroneous information to the public. We will allocate the necessary time to continue to build upon the relationships we have already established with all three key groups. Julia Bruck, Director of Communications for the Office of Tennessee Secretary of State, will be extremely helpful in working with the media. All Division media contacts will be funneled to Ms. Bruck in order to have an organized and orderly media process.

We have identified 1.4 million registered voters who are 60 years or older, (over 30% of Tennessee's registered voters) which enables them eligible to vote by- mail. This group has been identified as a high-risk group by the CDC so we will have a strong media campaign informing them they are eligible to vote absentee by-mail. Increasing absentee by-mail ballots by this group will also decrease the foot traffic at polling locations.

As part of the communications plan, every voter 60 and older will be mailed information about absentee voting. This guide will be mailed to a household in order to keep costs low. Furthermore, working with churches, non-profits, etc. to help inform voters will be a priority. While our engagement efforts will be broad, we will particularly focus our efforts on groups and organizations that serve seniors across our state. Press releases and general news stories will be of great assistance in reaching the public with useful voting information. As the election gets closer, the media will want to report on our efforts.

Recruitment of poll workers may be our biggest challenge. During our outreach campaign we must take advantage of every opportunity to remind the public that counties are hiring poll workers. As discussed in the plan below, a new law change increased the eligible pool of workers. This will be a significant help to our recruitment efforts.

**Potential Ways to Get the Word Out – Thinking Outside the Box**

We are looking to partner with organizations that are outside of the elections community to increase access to election information. Organizations and methods, used for this purpose are as follows:

- Libraries, including partnerships with TSLA
- Robocalls
- Banks
- Community Centers
- Church Announcements
- Payroll Checks/Statements issued to Private and Public employees
- Community Newsletters
- Utility Bills
- County Officials' communications with taxpayers (renewal notices, registering of deeds, etc.)

**Disability Groups**

Staff will set up a meeting so we can discuss the procedures being taken to assist voters with disabilities. The meeting will be with organizations that represent individuals with disabilities. We will ask if they will

allow us to create an informational piece that they can then place in their newsletters or transmit electronically. By far, this is the best way to communicate with voters with disabilities. These organizations do a fantastic job of working on behalf of their clients.

**Media Awareness**

Ms. Bruck will monitor media reports. Sometimes op-eds, news articles, tweets, etc.…have misinformation. We will be prepared to respond as needed to clarify these inaccuracies. Periodically, we will provide press releases to state media contacts. Furthermore, we will provide sample press releases for local AOEs to be printed in local media and played on local radio stations. Public Service Announcements will be a tool we will use throughout the election cycle.

**Website Enhancement**

Since we anticipate more people will vote absentee by-mail we will enhance our absentee by-mail section. Also, we will have a countdown clock for important deadlines that need to be met.

**Media Draft Plan Through August Coordinated with Local Election Commissions**

We are currently working to develop on a partner distribution list of non-profits, religious, and government organizations statewide. We will also encourage counties to get inserts in local community publications. This effort will culminate in August and resume in preparation for the November election.

**<u>May Action Items:</u>**

Message 1: Know your absentee by-mail ballot facts.
Message 2: It's easy to safely register to vote online. Register today at GoVoteTN.com.
Message 3: We need poll workers.

**Videos:**
- "How to request and who can request an absentee by-mail ballot."
- "How to fill out an absentee by-mail ballot request form."
- "Serving as a poll official."

**Website:**
- We plan to update the website with an increased focus on voting absentee by-mail and poll worker information.

**Press Release:**
- We plan to create press releases about voting absentee by-mail, and poll worker recruitment.

**Social Media:**
- Create graphics focused on voting absentee by-mail facts, poll worker recruitment, and online voter registration.

**Your Vote Matters Partners (Leverage these relationships to help share our message)**
- Work with partners to share information about voting absentee by-mail, poll worker recruitment, and online voter registration.
- Content could include PSA videos, newsletter information, and social media content..

**Digital and Print Advertising:**
- Research opportunities for digital and print ad placement, including traditional media and social media.

**Direct Mail:**
- Explore direct mail options about voting absentee by-mail eligibility.

## June Action Items:

Message 1: Know your absentee by-mail ballot facts.
Message 2: Register to vote for the August election? Register online today at GoVoteTN.com.
Message 3: We need poll workers

**Press Releases:**
- Poll worker recruitment
- Absentee by-mail ballot information
- Online voter registration information

**Social Media:**
- Share videos, graphics, and copy about poll worker recruitment, absentee by-mail facts, and online voter registration.

**Digital and Print Advertising:**
- Research opportunities for digital and print ad placement, including traditional media and social media.

**Radio PSA:**
- Explore options for PSAs about voting absentee by-mail, poll worker recruitment, and online voter registration.

**Your Vote Matters (Leverage these relationships to help share our new message)**
- Work with partners to share information about voting absentee by-mail, poll worker recruitment, and online voter registration.
- Content could include PSA videos, newsletter information, and social media content.

## July/August Action Items:

Message 1: Know before you go vote.
Message 2: Absentee by-mail ballot facts.
Message 3: Vote early with precautions being taken for voter safety.

**Press Releases:**
- Online voter registration information
- Early voting information
- Election Day information
- Absentee by-mail ballot information

**Social Media:**
- Share videos, graphics and copy about poll worker recruitment, absentee by-mail, online voter registration, early voting and Election Day.

**Digital and Print Advertising:**
- Research opportunities for digital and print ad placement, including traditional media and social media.

**Radio PSA:**
- Explore options for PSAs about voting absentee by-mail, poll worker recruitment, and online voter registration.

**Your Vote Matters (Leverage these relationships to help share our new message)**
- Work with partners to share information about voting absentee by-mail, poll worker recruitment, and online voter registration.
- Content could include PSA videos, newsletter information, and social media content.

**Additional Resources**

https://www.nased.org/covid19

https://www.tn.gov/governor/covid-19.html

https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html

https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html

https://www.fvap.gov/covid-19

https://www.nass.org/resources/issue-briefing-election-emergencies-covid-19

https://www.cisa.gov/covid-19-and-elections

https://civicdesign.org/tool-kit-for-scaling-up-vbm/

https://static1.squarespace.com/static/5a665c98017db2b60bc22084/t/5e8f42e95ae63f66b3ab1a26/1586447081587/Inbound-Ballot_Process_final.pdf

https://static1.squarespace.com/static/5a665c98017db2b60bc22084/t/5e8f430052f1a1428efab940/1586447104416/Outbound_Mail-Ballots_final.pdf

**U.S. Election Assistance Commission Videos (Very helpful tips from other election professionals who have experience with significant by-mail ballots)**

https://www.youtube.com/watch?v=GSvJX0_ln-A

https://www.youtube.com/watch?v=H9TeKknZt80

https://www.youtube.com/watch?v=CXWi11kwmzI

https://www.youtube.com/watch?v=8M-B30pBmxQ

https://www.youtube.com/watch?v=CvbP7K4-VoE&t=31s

**Warning found on EAC website**

Optical Scan/ Hand Sanitizer WARNING!

If you plan to offer information regarding the use of hand sanitizers at voting precincts, I offer the follow suggestion. Never let a voter use hand sanitizer just before they are handed a ballot. In 2009, amid the flu epidemic and concern for minimizing the spread of germs, we sent hand sanitizer out to each voting precinct. A voter dispensed a big dollop on her hands just before she was given her ballot. Her ballot became damp from the sanitizer product left on her hands which in turn became jammed in the optical scan machine when she deposited it. Not only did it jam to the point that we could not readily remove the ballot, it tore into pieces that got into other parts of the machine. Despite waiting for the residue to evaporate and attempting to remove the remains of the ballot, the machine was down for the rest of the day. Only 15 minutes before the close of the polls, the technicians were finally able to clear the slot. The machine had to be sent off for repair and cleaning.

Problems have been seen whenever the card stock that ballots are printed on become damp for any reason. We even caution our officers on rainy elections to ensure voters dry their hands well before handling a ballot.

Penny Limburg, General Registrar City of Bristol VA

**Conclusion**

This election will create a challenge for state and local election officials to administrate. This plan is a road map to assist Tennessee's voters and poll officials to vote safely under existing Tennessee law.

# Acknowledgements

# ADDENDUM

# Check-In Protective Shield

The Check-In Protective Shield is a clear barrier placed at voter check-in stations. It is designed to support public health measures at polling places.
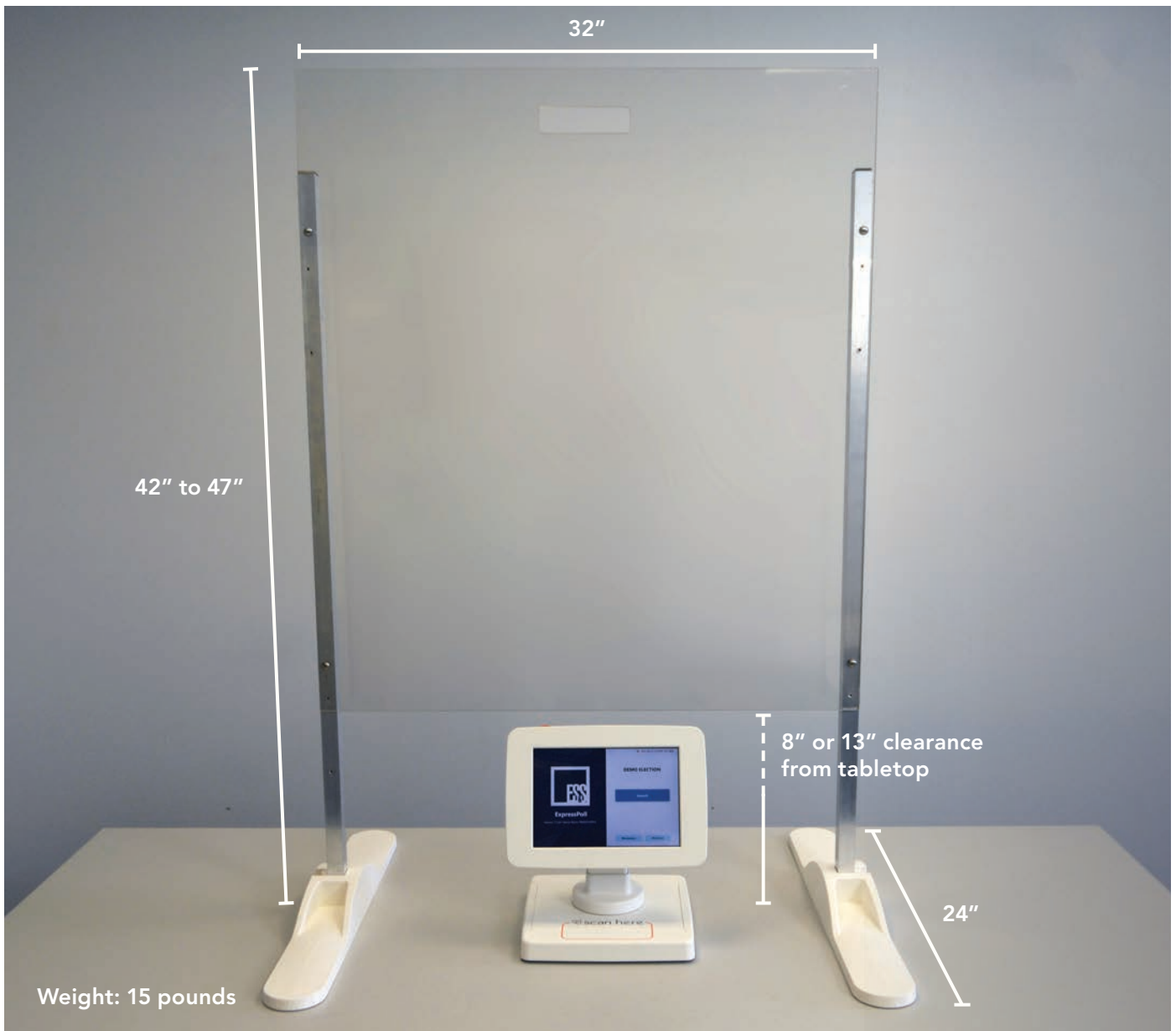
## EASY SET UP
Snap each leg into the plastic foot to assemble.

## COMPATIBILITY
Accomodates ES&S, KnowInk, Tenex and paper pollbooks.

## SANITIZING
Surfaces should be cleaned with 70% isopropyl alcohol.

## PACKED DIMENSIONS
· Includes two shields
· 48" x 34" x 4"

## $149.95 per shield, sold in packs of two

## Coronavirus Disease 2019

# Recommendations for Election Polling Locations

Interim guidance to prevent spread of coronavirus disease 2019 (COVID-19)

Updated March 27, 2020

Summary of changes:

- Encourage moving election polling locations away from long term care facilities and facilities housing older persons to minimize COVID-19 exposure among older individuals and those with chronic medical conditions.
- Updated EPA COVID Disinfectant link.

## Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about SARS-CoV-2 and about similar coronaviruses, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through contact with contaminated surfaces. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in election polling locations.

## Purpose

This guidance provides recommendations on the routine cleaning and disinfection of polling location areas and associated voting equipment (e.g., pens, voting machines, computers). It suggests actions that polling station workers can take to reduce the risk of exposure to COVID-19 by limiting the survival of the virus in the environment. This guidance will be updated if additional information becomes available.

Definitions:

- *Community settings* (e.g. polling locations, households, schools, daycares, businesses) encompass most non-healthcare settings and are visited by the general public.
- *Cleaning* refers to the removal of dirt and impurities including germs from surfaces. Cleaning alone does not kill germs. But by removing them, it decreases the number of germs and therefore any risk of spreading infection.
- *Disinfecting* kills germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduce any risk of spreading infection.

## Actions for elections officials in advance of election day

- **Encourage voters to use voting methods that minimize direct contact with other people and reduce crowd size at polling stations.**
  - Encourage mail-in methods of voting if allowed in the jurisdiction.
  - Encourage early voting, where voter crowds may be smaller throughout the day. This minimizes the number of individuals a voter may come in contact with.
  - Encourage drive-up voting for eligible voters if allowed in the jurisdiction.

- Encourage voters planning to vote in-person on election day to arrive at off-peak times. For example, if voter crowds are lighter mid-morning, advertise that in advance to the community.
- Encourage relocating polling places from nursing homes, long-term care facilities, and senior living residences, to minimize COVID-19 exposure among older individuals and those with chronic medical conditions.
- Consider additional social distancing and other measures to protect these individuals during voting.

## Preventive actions polling workers can take

- **Stay at home if you have fever, respiratory symptoms, or believe you are sick**
- **Practice hand hygiene frequently**: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Practice routine cleaning of frequently touched surfaces:** including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- **Disinfect surfaces that may be contaminated with germs after cleaning:** A list of products with EPA-approved emerging viral pathogens claims ⧉ is available. Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- **Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely**. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## Preventive action polling stations workers can take for themselves and the general public

Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include careful and consistent cleaning of one's hands. Therefore:

- **Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.**.
- **Provide an alcohol-based hand sanitizer with at least 60% alcohol** for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.
- **Incorporate social distancing strategies, as feasible.**Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time. Polling station workers can:
  - Increase distance between voting booths.
  - Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
  - Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.
  - Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

## Recommendations for processing mail-in ballots

- Workers handling mail in ballots should practice hand hygiene frequently
- No additional precautions are recommended for storage of ballots

# References

- Community Mitigation Guidance for COVID-19 Response in the United States: Nonpharmaceutical Interventions for Community Preparedness and Outbreak Response
- Handwashing: Clean Hands Save Lives
- Protect Yourself & Your Family

Page last reviewed: March 10, 2020

DOMINION
VOTING
Our customers come first.

# CUSTOMER NOTIFICATION:
# COVID-19 ("Coronavirus") Information
March 9, 2020

Dear Election Official:

In light of COVID-19 ("Coronavirus") developments in the U.S. and globally, we want to remind customers of instructions for cleaning and sanitizing your voting equipment.

The Centers for Disease Control and Prevention (CDC) recommends the best way to protect your health while visiting any polling place is to **USE HAND SANITIZER** and **WASH HANDS** as soon as possible. Because the virus enters through the eyes, nose and mouth, frequent and thorough handwashing remains the #1 most effective protection against Coronavirus infection. Voters should use antibacterial hand sanitizer before and after their voting session and be instructed to wash their hands after voting, regardless of what method of voting is in place.

## How to Clean & Sanitize Your Voting Equipment

According to the CDC, transmission of Coronavirus to persons from surfaces contaminated with the virus has not been documented. However, cleaning and sanitizing surfaces can help reduce occurrence of viral outbreaks:

- Always follow recommended manufacturer guidelines for cleaning and sanitizing equipment. Using the enclosed guidelines for ICX Touchscreens (see Avalue Cleaning Guidance), ImageCast Precinct or ImageCast Evolution systems (see ImageCAST® Tabulators Surface Cleaning Guide), thoroughly clean all units in every polling place each morning before powering them on. Clean the units again in the evening after they have been powered off. Remind voters to use hand sanitizer and wash their hands in between.

- The CDC's guidelines for polling stations includes a list of products with EPA-approved emerging viral pathogens claims (*NOTE*: Some formulations may not be appropriate for your hardware and may cause problems).

- Follow the **CAUTION** information in the enclosed instructions to prevent damage to your voting system touchscreens and tabulators. Cleaning the units while they are powered ON is not recommended. Moist wipes may alter the touch sensitivity of screens until the moisture is removed. Additionally, some screen buttons may be inadvertently activated during wipe down.

- Regular alcohol wipes can be used for cleaning activation cards and non-porous privacy sleeves.

Thank you for your attention to this important matter. If you have questions or need further information, please contact your Customer Relations Manager for guidance.
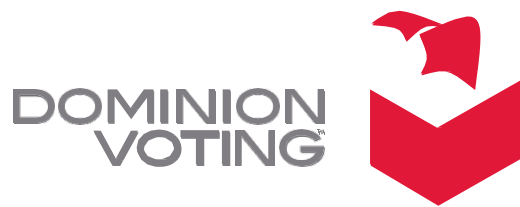
# ImageCAST® Tabulators Surface Cleaning Guide

Dominion Voting Systems products are designed to withstand intensive use under operating and environmental conditions outlined in voting standards (VVSG). Normally, surface dirt and fingerprints do not affect the operation of the tabulators. However, from a healthcare aspect, it may be beneficial to clean and sanitize the product before and after use on Election Day. This guide provides the cleaning procedures, along with equipment and supplies required for this purpose.

*NOTE:  These products are intended solely for cleaning the exterior of the tabulators.  Do not apply to the interior components of the system.*

## A.  Recommended Cleaner and Sanitizing Agent:

Dominion recommends using one of the following cleaners/sanitizing agents for ImageCAST Tabulators:

- Mix of isopropyl alcohol and water solution with a ratio of at least 50% alcohol, up to 100% straight isopropyl alcohol.

## B.  Recommended Cloths and Wipes:

Dominion recommends using one of the following microfiber electronics cleaning cloths or wipes to the clean the exterior of your tabulators:

**Cloths:**
- 3MTM Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes

**Disinfectant Wipes:**
- KIMTECH® One-Step Disinfectant Wipes.

## C.  Instructions:

1. POWER OFF the tabulator.
2. Spray a small amount of cleaning / sanitizing agent onto the cloth.
3. Wipe the tabulator in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. The tabulator is ready to be deployed for use or storage.

## CAUTION

Normal household cleaners, cloths and wipes are not safe to use on the LCD glass or displays. Please use only the Dominion recommended solutions. Please consult with Dominion technical support before using any other solutions.

To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / sanitizing agents which may result in personal injury and property damage:

- Be sure to follow all instructions and recommendations in this document and the manual.
- Be sure to follow precautions and directions for any cleaning / sanitizing agent.
- Do NOT use any solutions that contain ammonia, acidic, alkali or other caustic chemicals.
- Do NOT use any vinegar-based solutions.
- Do NOT use coarse cloths or paper towels.
- Do NOT spray cleaning / disinfecting agent directly on the tabulator.

We value the health of our customers and voters. Thank you!

# Avalue Touch Panel PC Care and Cleaning Guide

Thank you for using the Avalue Touch Panel PC. Our products are designed to withstand intensive use under all types of applications and require very little maintenance. Normally, dirt and fingerprints do not affect the operation of the Touch Panel PC. However, Avalue recommends that you periodically clean the Touch Panel PC for best visual and operational experience. Certain applications such as medical, healthcare and fitness, etc. may also require disinfecting the product after use. Therefore, we have prepared for you this Touch Panel PC Care and Cleaning Guide. Please read and be sure to follow the instructions outlined when cleaning or disinfecting the Touch Panel PC.

## Recommended Cleaner and Disinfecting Agent:

We recommend using one of the following cleaners or disinfecting agents to clean and/or disinfect your Touch Panel PC:

### Cleaners:
➢ 3M CL600 Anti-Static Electronic Equipment Cleaner.
➢ TECHSPRAY® 1605-6FP LCD and Plasma Screen Cleaner.

### Disinfecting Agents:
➢ Mix isopropyl alcohol and water solution at a ratio of 50:50.
➢ Straight isopropyl alcohol.

## Recommended Cloths and Wipes:

We recommend using one of the following screen safe, microfiber electronics cleaning cloths or wipes to clean your Touch Panel PC:

### Cloths:
➢ 3MTM Scotch-Brite® Electronics Cleaning Cloth.
➢ TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes.

### Cleaning Wipes:
➢ 3MTM CL610 Electronic Equipment Wipes.
➢ 3MTM CL630 Notebook Screen Cleaning Wipes.
➢ Fellowes® 99703 Screen Wipes.

### Disinfectant Wipes:
➢ KIMTECH® One-Step Disinfectant Wipes.

## Instructions:
1. Turn off the Touch Panel PC and all other attached devices.
2. Spray a small amount of cleaning / disinfecting agent onto the cloth.
3. Wipe the Touch Panel PC in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. Turn the Touch Panel PC back on.

## CAUTION

Normal household cleaners, cloths and wipes may not be safe to be used on the sensitive electronics components. Please use the Avalue recommend cleaning / disinfecting solutions. Please consult with Avalue technical support before using any other cleaning / disinfecting solutions.

To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / disinfecting agents which may result in personal injury and property damage:

> ➢ Follow all instructions and recommendations in the manual.

> ➢ Be sure to follow cleaning / disinfecting agent manufacturer's precautions and directions.

> ➢ Do not use any solutions that contain ammonia, acidic, alkali or other caustic chemicals on the Touch Panel PC.

> ➢ Do not use any vinegar-based solutions.

> ➢ Avoid using coarse cloths or paper towels.

> ➢ Do NOT spray cleaning / disinfecting agent directly on the Touch Panel PC.

# Best Practices for COVID-19

## Best Practices for Cleaning & Disinfecting Equipment

First and foremost, ES&S shares its concern and empathy regarding the health and safety of all, including U.S. registered voters and poll workers.

To be as helpful as possible in this unprecedented situation, ES&S is reminding customers, below, of instructions for cleaning and disinfecting voting equipment, as well as providing voters and poll workers a link to government recommendations for staying safe while voting.

The Centers for Disease Control and Prevention (CDC) recommends the best way to protect your health while visiting any polling place is to use hand sanitizer and wash hands as soon as possible. Frequent and thorough hand washing remains the most effective protection against Coronavirus infection, according to the CDC. Voters should use antibacterial hand sanitizer before and after their voting session and be instructed to wash their hands after voting, regardless of what method of voting they use.

With the high volume of voters using a machine, equipment surfaces get smudged and dirty. Use these procedures throughout Election Day to help maintain a sanitary voting environment and keep the equipment operating at maximum efficiency.

## CLEANING & DISINFECTING PROCEDURES FOR ES&S EQUIPMENT

These procedures apply to all ES&S devices. Procedures may be used on all surfaces including touch screens, ADA peripherals, input trays, ballot boxes, stands and external surfaces of the equipment. Following these steps will clean and disinfect. These steps may be conducted while the device is running, but must only be applied to external surfaces.

| | |
|---|---|
| **Required Supplies:** | Use one of the following options:<br>• Soft, lint-free cloth with isopropyl alcohol (70% or less)<br>• ES&S Touch Screen Cleaning Kit<br>• Alcohol wipes |
| **Required Staff:** | One trained poll worker |

1. To clean and disinfect the external surfaces of the device:

    a. Lightly dampen (do not soak) a soft, lint-free cloth with isopropyl alcohol.

    b. Using gentle pressure and circular motions, wipe the surface until clean. To disinfect, maintain contact with the surface for a sustained duration; between 30 seconds and 10 minutes depending on the product.

| | |
|---|---|
| **Caution** | For the ExpressVote XL, the touch screen manufacturer recommends disinfectants do NOT touch the black sensor tracks along the edges of the screen. Exposing the sensors to disinfectants may damage the entire touch screen.<br><br>Instead, focus cleaning on the areas where voters come in contact with the touch screen. |
| **Important** | Be careful not to scratch touch screens. |

## ADDITIONAL MANUFACTURER-APPROVED DISINFECTANTS

In addition to the supplies listed in the previous section, the following disinfectants are manufacturer-approved for use as other product options. ES&S is sharing this list directly from our touch screen manufacturers. Inclusion on this list does not guarantee the product is rated for COVID-19.

| | |
|---|---|
| **Important** | Products marked with an asterisk meet the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19. Check the EPA website regularly for an updated list of approved products.<br><br>ES&S will continue to update this document as new information becomes available. |

For ExpressVote®, DS200®, DS450®, DS850®, ExpressTouch®, EP5000®, AutoMark®, and iVotronic® touch screens:

- Household bleach solution (1/3 cup bleach per gallon of water)*
- Clorox® Disinfecting Wipes
- Clorox® Healthcare Bleach Germicidal Wipes
- Clorox® Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes
- Lonzagard® Disinfectant Wipes
- Lysol® Brand Clean & Fresh Multi Surface Cleaner (20% cleaner solution to water ratio)
- Purell® Professional Surface Disinfectant Wipes
- Sani-Cloth® Prime Germicidal Disposable Wipes*

For ExpressPoll® touch screens:

- PDI Sani-Cloth® Plus

- Covidien™ Alcohol Prep pads

- CaviWipes™

- Clorox Healthcare® Bleach Germicidal Wipes

- Total Solutions® Disinfectant Wipes

## CLEANING PROCEDURES BEFORE AND AFTER STORAGE

When you first bring your equipment out of storage, or when you prepare to return it to storage, additional cleaning procedures may be applied. See the System Maintenance Manual for your product(s) for more information.

## CLEANING PRECAUTIONS

To ensure the equipment is not damaged during cleaning, remember these precautions.

| Warning | • Do NOT use full-strength, harsh detergents, liquid cleaners, aerosols, abrasive pads, scouring powders, or solvents, such as benzene, unless otherwise noted. Disinfectant sprays, such as Lysol, are not permitted and will damage the touch screen. |
| | • Avoid highly concentrated solutions (alcohol exceeding 70%, bleach or ammonia) as these may cause discoloration. |
| | • Liquids should never be applied directly to the unit. |
| | • Do not soak the cloth with solution so that moisture drips or lingers on the external surface. |
| Caution | • Prolonged exposure to alcohol will disinfect the equipment, but may remove the sheen on plastic surfaces. This will not effect the structural integrity of the equipment. |
| | • Do not allow cleaning solutions to come in contact with ballot stock. |
| Important | • ES&S cannot make a determination of the effectiveness of a given disinfectant product contained herein in fighting pathogens, such as COVID-19. Please refer to federal and local public health authority's guidance on how to stay safe from potential infection. |

## APPLICABLE VERSIONS

- All ES&S voting systems

**HART intercivic™**

**Hart Equipment Cleaning Recommendations**

Hart equipment may be wiped with a 50% or higher clear, fragrance-free, isopropyl alcohol solution and a lint-free wipe.  Do not use ammonia or detergent-based solutions as these may be harmful to the screen or the plastics surrounding the display.  To avoid spotting, make certain that equipment screens are wiped dry (do not leave puddles).

We encourage our customers to:

- Wipe polling place devices and booths with a lint-free cloth that has been slightly dampened with 50% or higher clear isopropyl alcohol (hand alcohol wipes are fine). It is best to do this for every voter.

- Provide hand sanitizer at the voter check-in station (so voters' hands are relatively clean when they go to the equipment).

- Use single-use, disposable, ear covers for device headphones.

- Additionally, poll workers and staff at poll book and laptop workstations should keep their hands clean and equipment wiped down regularly.

### *Best Practices for Cleaning Hart Voting Equipment*

*As a result of the Covid-19 pandemic, we've been asked about sanitizing polling place equipment. You that you may wipe Hart equipment with 50% or higher clear, fragrance-free, isopropyl alcohol solution and a lint-free wipe. <u>Do not</u> use ammonia or detergent-based solutions as these may be harmful to the screen or the plastics surrounding the display. To avoid spotting, make certain that equipment screens are wiped dry (do not leave puddles).*

*We encourage you to:*

- *Wipe polling place devices and booths with a lint-free cloth that has been slightly dampened with 50% or higher clear isopropyl alcohol (hand alcohol wipes are fine. This should be done for every voter.*

- *Provide hand sanitizer at the voter check-in station (so voters' hands are relatively clean when they go to the equipment).*

- *Use single use, disposable, ear covers for device headphones.*

- *Additionally, poll workers and staff at poll book and laptop workstations should keep their hands clean and equipment wiped down regularly.*

### *Additional Notes*

- Q-Tips can be used as disposable styluses for our Verity customers.
- For Counties who use Voting equipment with Daisy Chain cables, those cables are over 9 ft. long so they can be set up in a manner to comply with social distancing standards.

## Cleaning and Disinfecting Infinity Voting Equipment

- Use a soft cloth to clean the case of the unit. Use a mild detergent or isopropyl alcohol if necessary. Avoid using spray and abrasive cleaners. Allow ample drying time after cleaning before operation.
- Clean display area first using a soft dry cloth to remove dust, then spray window or disinfectant cleanser on soft cloth to wipe display surface. Do not spray cleanser directly on display area.
- Clean keyboard and Cast Vote button with soft cloth, sanitizing wipes or keyboard vacuum.
- Voters may use hand sanitizer or be given disposable gloves if desired.
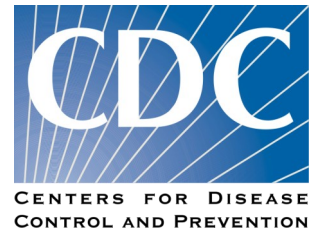
# Coronavirus Disease 2019 (COVID-19)

CDC Recommended Precautions for Preventing Spread of COVID-19 in Election Polling Locations, including Cleaning and Disinfection

## Preventative action polling workers can take:

- Stay at home if you have a fever, respiratory symptoms, or believe you are sick.

- Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.

- Disinfect surfaces that may be contaminated with germs after cleaning: Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, and use of personal protective equipment). Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

- Practice hand hygiene frequently: wash hands often with soap and warm water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- Clean and disinfect voting associated electronics (e.g., voting machines, laptops, tablets, keyboards) routinely using products with the EPA-approved emerging viral pathogens claim. Follow the manufacturer's instructions for all cleaning and disinfection products.

## Preventive action poll workers can take for themselves and the general public

Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include **careful and consistent cleaning of one's hands.** Therefore:

- Ensure restrooms at the polling station are supplied adequately with soap, water, and drying materials so voters, visitors and poll officials can wash their hands.

- Post signs in all restrooms reminding voters, visitors and poll officials to wash their hands with soap and warm water for at least 20 seconds and dry their hands thoroughly.

- **Provide an alcohol-based hand sanitizer with at least 60% alcohol** for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.

# EQUIPMENT CLEANING PROCEDURES

Clean the entire unit, and its peripherals (keypad, headphones, etc.), by wiping with a soft cloth dampened with isopropyl alcohol to remove any dust or fingerprints. This includes all voting equipment and electronic poll books.

- Equipment case—Clean the case with a cloth <u>slightly dampened</u> with isopropyl alcohol. You may also use **<u>BLEACH FREE</u>** disinfectant wipes.

- Touchscreen—Clean the display using a soft, clean microfiber cloth and isopropyl alcohol by applying gentle, even pressure. **<u>DO NOT</u>** use a ketone type material (such as acetone), ethyl alcohol, toluene, ethyl acid, methyl chloride or any product containing bleach to clean any touchscreens. These substances will permanently damage the touchscreen.

- Keypad and headphones—Use a cloth with isopropyl alcohol to wipe down the keypad exterior. Use cotton swabs as desired.

  - **<u>DO NOT</u>** use any chemical containing bleach on any surface of voting equipment, including electronic pollbooks.

  - **<u>DO NOT</u>** use any chemicals other than isopropyl alcohol on any touchscreen surface.

  - **<u>DO NOT</u>** use paper towels or any other abrasive cloth on any touchscreen surface.

  - **<u>DO NOT</u>** use excess force on any touchscreen surface.

  - **<u>DO NOT</u>** use any disinfectant sprays, such as Lysol, on any electronic components.

  - **<u>DO NOT</u>** spray or place any liquids directly on any electronic components. Liquids should be applied to cloth before contacting electronic components.

  - **<u>DO NOT</u>** allow any cleaning solutions, soaps, hand sanitizers or any other liquids to contact ballots or ballot packaging.

  - **<u>DO NOT</u>** contact ballots while hands are wet or damp.

  - **<u>DO NOT</u>** lick fingers to assist in separating ballots and **<u>DO</u>** keep hands away from your mouth and face as much as possible.

Resources:

https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/election-polling-locations.html

# Preventing the Spread of COVID-19 in Election Polling Locations
Updated 3.9.2020

Unisyn recommends a three-step approach to preventing the spread of acute respiratory illnesses such as COVID-19 and the flu in election polling locations.

The first and most important step is to provide voters, election officials and poll workers with a means to clean their hands. Whether it is using soap and water or an alcohol-based hand sanitizer, clean hands dramatically reduces the spread of germs.

## Recommend Hand Cleaning Method

Post signs in the bathroom or handwashing stations to remind voter to wash their hands with soap and hot water for at least 20 seconds and to dry their hands thoroughly prior using the voting equipment. If the polling location does not have a hand washing station, hand sanitizer with at least 65% alcohol must be made available. The hand sanitizer should be placed in obvious and easily accessible location such as the registration desk.

> NOTE: Do not handle thermal paper or ballots after using hand sanitizer or other disinfecting wipes as chemicals may degrade legibility.

The second step is to clean the visibly dirty surfaces of the voting equipment. Cleaning does not kill all the germs, but it does decrease the number of germs present and reduces the risk of spreading a virus.

## Recommended Cleaning Method

Clean the entire terminal, and its peripherals, by wiping with a soft cloth dampened with a mild detergent solution to remove any dust or fingerprints. Follow this with bleach free household disinfection wipes to disinfect the equipment.

- Equipment Case - Clean the case with a slightly damp cloth and mild detergent. Only clean the external areas of the terminal, DO NOT clean any of the internal components. Do not use the mild detergent cleaning solution on any of the exposed areas of the printer.

- Touchscreen - Clean the display using a soft, clean microfiber cloth and water, IPA (Isopropyl Alcohol), or Hexane. *Do not use ketone type material (such as acetone), ethyl alcohol, toluene, ethyl acid or methyl chloride to clear the panel. These substances may permanently damage the touchscreen.*

- Keypad - Use a damp cloth to clean the keypad exterior. Use a cotton swab lightly moistened with water to clean around keys.

The third step is to disinfect the voting equipment using bleach free household wipes.

## Recommended Disinfecting Method

Disinfecting the equipment will not remove all the germs on surfaces, but it aids in killing the germs that remain on a surface after cleaning and further reduces any risk of spreading infection. Use bleach free household wipes to disinfect the voting equipment each time they are used. If necessary, wring excess liquid from the wipe, it should be damp not heavily saturated with cleaner.

## Resources:

https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/election-polling-locations.html

**KNOW**INK
Innovative Election Software

# Cleaning the Surface of the iPad

## 1. Overview

During Election Day there is a lot of potential for fingerprints, germs, and bacteria to be collected by the iPad while being used by the general voting public.  KNOWiNK has reached out to Apple for recommendations for cleaning the iPad surface and those recommendations are below.

**Recommendation**
Cleaning the iPad Screen:
- Unplug all cables and turn off the iPad.
- Use a soft, slightly damp, lint-free cloth—for example, a lens cloth.
- If material is still present, use a soft, lint-free cloth with warm soapy water.
- Avoid getting moisture in openings.
- Don't use cleaning products or compressed air.

After these initial recommendations, Apple updated the recommendations to allow for certain disinfectants to be used:

**Is it OK to use a disinfectant on my Apple product?**
Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents. Don't use on fabric or leather surfaces.

Source: https://support.apple.com/en-us/HT204172?mod=article_inline

The iPad has a fingerprint-resistant oleophobic—oil repellent—coating. Cleaning products and abrasive materials will diminish the coating and might scratch the iPad.

The use of isopropyl alcohol (IPA) is approved for use in cleaning systems in situations where the use of a damp, soft, lint-free cloth is insufficient. To do so, apply a small amount of isopropyl alcohol to a soft, lint-free cloth. **Do not apply the isopropyl alcohol directly to the system!**

**Warning from Apple**:
Don't use window cleaners, household cleaners, compressed air, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and might scratch your screen.

# Stop Germs! Stay Healthy! Wash Your Hands

## Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

*For more details on handwashing, visit CDC's Handwashing Website at* **www.cdc.gov/handwashing**

### When?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

### How?

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CS245364-A

# CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least **20 SECONDS.**

## LIFE IS BETTER WITH CLEAN HANDS

**CDC**
DEPARTMENT OF HEALTH & HUMAN SERVICES · USA

**CLEAN HANDS KEEP YOU HEALTHY.**

Wash your hands with soap and water for at least **20 SECONDS.**

LIFE IS BETTER WITH **CLEAN HANDS**

**www.cdc.gov/handwashing**

# Spreading germs is OUT.
# Handwashing is IN!
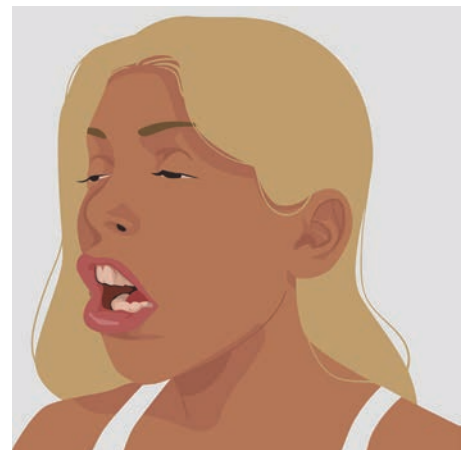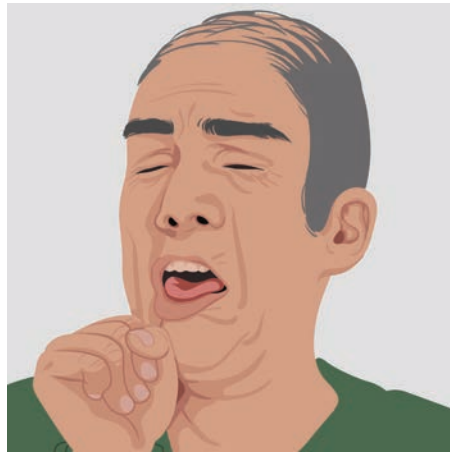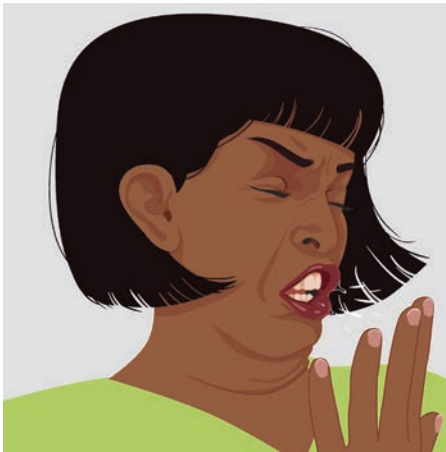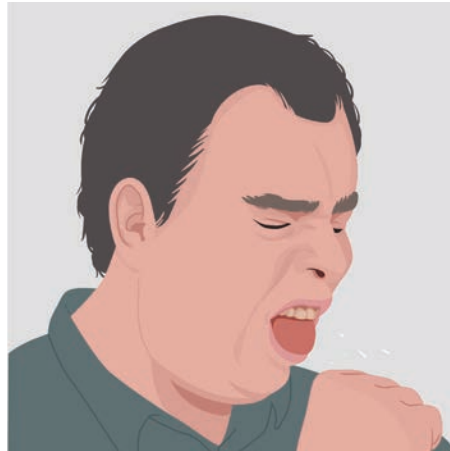


Handwashing is one of the most important things we can do
to avoid getting sick and spreading germs to others.

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

## 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist
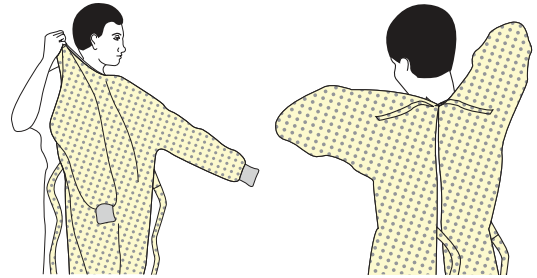
## 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator
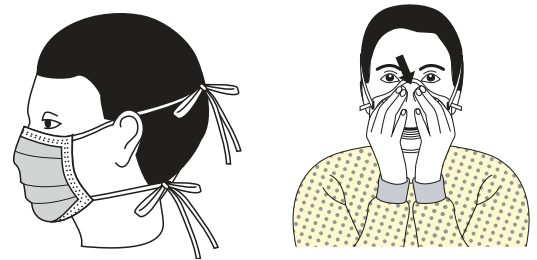
## 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit

## 4. GLOVES

- Extend to cover wrist of isolation gown
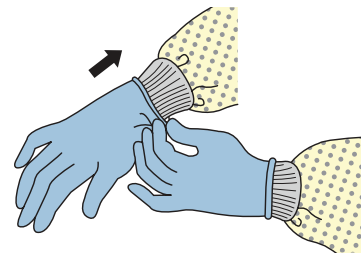
## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

CS250672-E

# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container
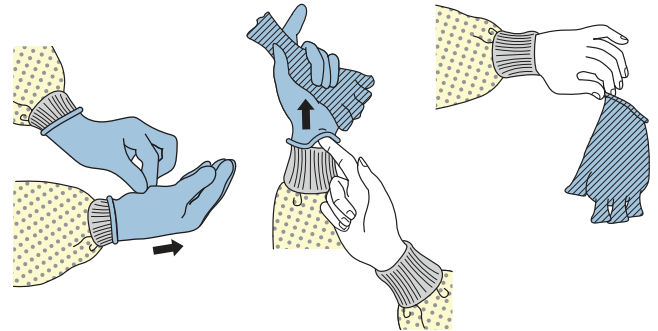
## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

## 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container
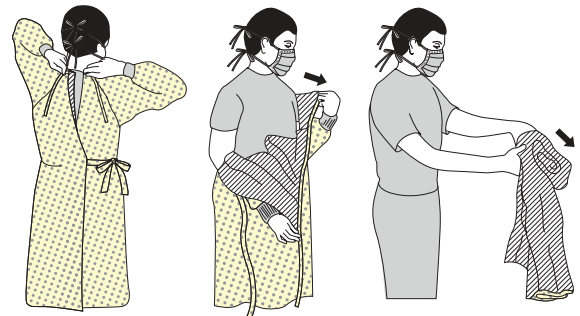
## 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container
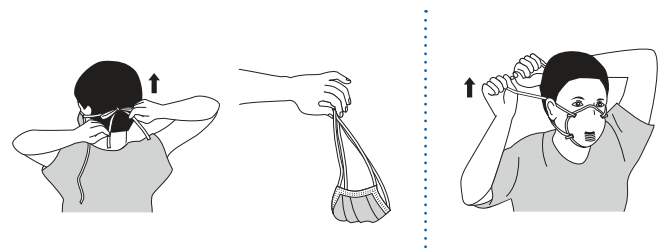
## 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE
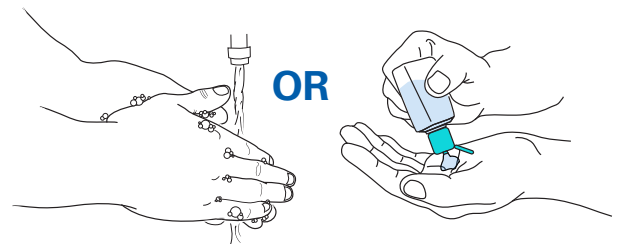
OR

# PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

CS250672-E

# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container
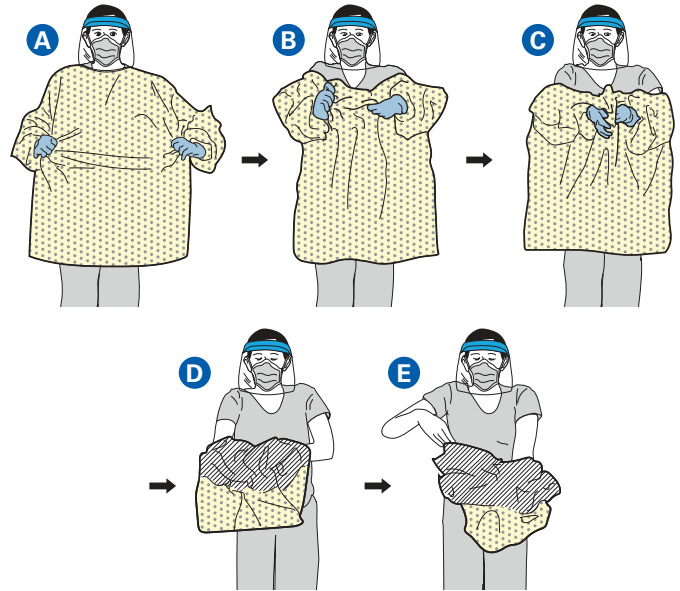


## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



## 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container
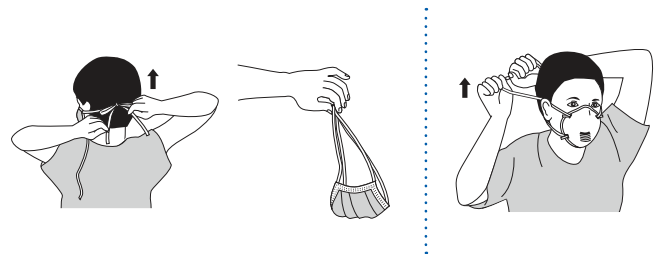


## 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE
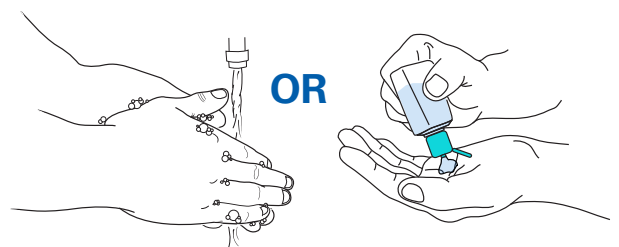


OR

## PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

CS250672-E

# I request an ABSENTEE BALLOT from the DAVIDSON COUNTY ELECTION COMMISSION for:
## State and Federal Primary & County General Election
## August 6, 2020

1. **PRINT Name:** _____ **2. Phone:** _____

3. **Davidson Co. address where you live:** _____

   _____ **Check if NEW Address** ☐

4. **Mail my absentee ballot to this address** *(please PRINT):* _____

   _____

   _____

5. **Date of Birth:** _____ **6. ENTIRE Social Security number:** __ __ __-__ __-__ __ __ __

7. **Email** (optional, but helpful for communication): _____

8. **THIS ELECTION IS A PRIMARY. CIRCLE THE BALLOT YOU WANT TO RECEIVE:**

   *CIRCLE ONE*      **REPUBLICAN**   *or*   **DEMOCRATIC**   *or*   **County General ONLY**
   **& County General**      **& County General**

9. **My legal reason for voting Absentee is** *(CHECK ONE):*
   _____ I am over 60 years of age.
   _____ I am hospitalized, ill, or physically disabled, and I am unable to appear at my polling place for this election.
   _____ I am a caretaker of a person who is hospitalized, ill or physically disabled.
   _____ I will be outside of Davidson County during all hours of Early Voting **(July 17-Aug 1)** and Election Day.
   _____ I am enrolled as a full-time student or I am the spouse of a student at an institution outside Davidson County.
   _____ I am a voter with a disability and my polling place is inaccessible.
   _____ I reside in a licensed facility, outside the county, providing relatively permanent care, i.e. nursing home.
   _____ I am a candidate.
   _____ I am on jury duty in a state or federal court.
   _____ I am serving as an election official or a member or employee of the Election Commission on Election Day.
   _____ I am observing a religious holiday that prevents me from voting early or on Election Day.
   _____ I am a member of the **military**, spouse, or dependent ☐; an activated **National Guard** member on state orders ☐;
   an **overseas citizen** and otherwise qualified to vote in TN ☐ **(See #4 above: you must include a mailing address outside Davidson County, even if ballot is emailed)** Send military/overseas ballot by: Mail ☐ Email ☐ **(Provide email on Line 7)**

   *I swear or affirm, under the penalty of perjury, that all information on this form is true and correct and that I am eligible to vote in the election.*

**Signature of Voter:** _____

*Digital Signature NOT Accepted…..Original Signature REQUIRED*

**First day to receive is 5/8/20.**

| |
|---|
| **DEADLINE:** completed form must be in DCEC office for processing on:<br>**July 30, 2020** |

**If voter cannot sign or if assistance is given, the following is REQUIRED:**

**Signature and address of person assisting:** _____

_____

**Signature and address of person witnessing:** _____

_____

Mail, Fax, OR Email (with a scanned signature) to:

ATTN: Absentee Department
Davidson County Election Commission
P.O. Box 650
Nashville, TN 37202-0650

Fax: 615-880-1729
Email: moaballot@nashville.gov

For information: (615) 862-8815 | TTY (800) 848-0298 or Relay 711
Download and print additional applications at: www.nashville.gov/vote

Note: Incomplete applications cannot be processed. Any corrected applications MUST be in the DCEC office for processing on the seventh (7th) day before the Election.

**A new Absentee Ballot Request must be submitted before each election.**

Rev 3/2020