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# **POLLING PLACE SAFETY PROTOCOL MANUAL**



# PERSONAL PROTECTIVE EQUIPMENT (PPE)

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Election Day is quickly approaching and the safety of the residents of Cook County is the main priority of Cook County Clerk's Office. Amongst the global pandemic, it's extremely important to follow the correct safety protocols and procedures to ensure the safety of everyone in the polling place.

The Clerk's Office is providing Personal Protective Equipment or PPE for all Election Judges to meet all Illinois Department of Public Health guidelines. If supplies are running low or missing call the supply hotline immediately.

# SOCIAL DISTANCING

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Social distancing is important in the polling place. Voters must remain 6 feet apart at all times. Stickers will be placed on the ground 6 feet apart to help encourage this rule while voters wait in line to vote.



Judges are required to wear a face covering at all times in the polling place and must practice the social distancing rules. Each judge station will need to be separated by 6 feet. Polling places will have a select number of voters that will only be allowed in at one time.

In addition to social distancing and wearing PPE, judges are required to self-monitor to ensure they do not have any COVID 19 symptoms.

# POLLING PLACE VOTING

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Mask are requested to enter the polling place and should always be worn. Politely remind everyone to wear their masks.

Sanitizing the polling place is extremely important and should not be skipped. Hand sanitizer will be present for voters to use before and after voting. Safety shields will be placed between each touchscreen to help ensure safety. All equipment and shared items such as pens and voter cards must be wiped down after every use.

Make sure the voter check-in is sufficiently distanced (at least 6 feet) from the equipment where the voters will be casting their ballots. If social distancing is not possible, make sure voters are instructed to stand behind physical barriers such as doorways.



Due to safety protocols we will not be issuing "I Voted" stickers.

# UNMASKED VOTERS

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According to Illinois State Statute anyone not wearing a mask will be allowed to vote and may not legally be turned away for not wearing a mask. It's important that everyone has the opportunity to vote in a safe and fair environment.

Be sure to offer the unmasked voter a mask and if they still refuse, follow the safety protocol process:

- Voters without masks will wait outdoors while the Judges prepare for them.
- Calmly and quickly notify Judges who will help the unmasked voter to wear their mask and face shield
- Escort the voter outside to the designated voting space, limiting exposure of the other voters and judges. The voter may skip the line of the masked voters.
- No voter may occupy a voting booth for longer than ten minutes.
- Once the unmasked voter exits the polling place, the area should be thoroughly sanitized while wearing gloves.
- Electronic voting machines should be cleaned using only the alcohol wipes provided by The Clerk's Office.

# POLLING PLACE SIGNAGE

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Be sure to place all the proper safety precaution signage throughout your polling place. Remember your safety is important, if you feel that someone or something is not right, report it to our Safety Protocol Staff immediately. Please contact Jonathan Williams at 312-603-0987.



# IMPORTANT PHONE NUMBERS

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## Supply Hotline (Before Election Day Only)

Friday - Sunday 9:00am - 5:00pm

Monday 9:00am - 8:00pm

(708) 222-5100

## Call Center (Election Day Only)

(708) 222-5100

## Legal Help Line

(312) 603-0236

## Polling Place Department

(312) 603-0973

## Voter Verification Hotline

(312) 603-0239

## Safety Protocol Staff

312-603-0987

# STAY SAFE

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**ON BEHALF OF THE OF THE COOK  
COUNTY CLERK'S OFFICE WE THANK  
YOU FOR YOUR HARD WORK AND  
DEDICATION TO OUR DEMOCRACY.**

