



# ***REGISTRARS OF VOTERS***

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## ***EMERGENCY PLAN*** ***New Haven, CT***

### **All Polling Locations**

#### **Ballot Shortage**

- ✚ Notify the Registrar of Voters **Before** you run out of ballots
- ✚ Call the office when opening the last package of ballots
- ✚ Ask Registrar of Voters if another polling location has the same ballots and ask if you can have some delivered to you
- ✚ Use paper ballots provided by the Registrar of Voters office and have each elector put in the auxiliary bin

#### **Tabulator Malfunction**

- ✚ If for any reason your tabulator malfunctions notify the Registrar of Voters immediately for a replacement. Allow voting to continue by having each elector place ballots in the auxiliary bin
- ✚ Be sure that the bar on the black box has been removed

#### **IVS Machine**

- ✚ If the IVS machine does not work contact the Registrar of Voters office to ask if it can be fixed or if a replacement is necessary and available
- ✚ Moderator ONLY may assist the elector in filling out the ballot

## Evacuation

- ✚ Notify all those present that there is an emergency and have them leave the building
- ✚ Tell workers where to meet and take a headcount
- ✚ Secure ballots in the bag and tabulator box
- ✚ Notify the Registrar of Voters office
- ✚ If able to re-enter building notify workers and electors to continue the voting process
- ✚ If unable to re-enter find out from Registrar of Voters office where to continue voting

## Medical Emergency

- ✚ Have someone call 9-1-1
- ✚ Stay Calm
- ✚ Electors in the process of casting their vote should proceed
- ✚ All other functions stop until medical help has arrived
- ✚ Do not attempt to move injured/ill person

## Fire

- ✚ Evacuate building
- ✚ Have the ballot clerk secure ballots in a ballot bag and take the ballots with them
- ✚ If possible, roll the tabulator out with you
- ✚ Contact Registrar of Voters Office

## **Gas Leak**

- ✚ Evacuate the polling location alerting those inside not to use or touch anything so as not to cause an explosion
- ✚ Call 9-1-1 to report situation
- ✚ Contact Registrar of Voters office

## **Disruption at Polling Location**

- ✚ In the event of threats of violence or rioting contact 9-1-1
- ✚ Follow instructions given by emergency personnel
- ✚ Contact Registrar of Voters office as soon as possible

## **The following will be provided for all Polling Locations**

- ✚ Poll workers will be supplied with a sufficient amount of plastic face shields, face masks and gloves for the day (replaced daily, every couple hours, after breaks, etc.)
- ✚ Hand Sanitizer will be offered and available to electors upon entering the polling location. Hand Sanitizer will also be on hand for all Poll Workers to use throughout the day
- ✚ Hands must be completely dry before receiving a ballot
- ✚ Each elector will be given a ballot marker for their personal use
- ✚ Garbage containers for the disposal of gloves and hand sanitizer will be available to the elector after he/she has deposited their ballot in the tabulator
- ✚ Disinfecting wipes will be available to wipe down any high contact surfaces including all tabletops, door handles, privacy booths, etc.
- ✚ Additional staff will be at each location to monitor the required six feet social distancing inside and outside the polling location

## **Safe Polling Place Guidelines for the August 11, 2020 Primary**

These polling place safety guidelines were developed to ensure that any voter who appears at one of our polling places can participate in the democratic process in the safest possible way. We have worked with colleagues across the country and the local election officials in our towns to come up with guidelines that protect the health of our voters and our poll workers in polling places, and the accessibility of our elections to everyone, despite the fear of a global pandemic.

### **Polling Place Occupancy and Management of Voter Flow**

- Clearly mark 6' spacing in lines on floor at the official checker table and other high-traffic areas such as in front of the voting tabulator and, as much as practicable, provide ways to encourage 6' spacing in lines outside the polls.
- Post conspicuous signage and floor markings to direct voters and limit bottlenecks and/or encourage spacing and flow in high-density areas.
- Have walkways to and from voting privacy booths and the voting tabulator be one-way where practicable to maximize spacing between voters. Identify the one-way walkways with conspicuous signage and/or floor markings.
- Maximize space between voting privacy booths.
- Provide a separate entrance and exit for the polling place where practical.

### **Polling Place Layout**

Social distancing will need to be conducted both inside as well as outside of the polling place. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others.

- You will need to station a poll worker at the front of the entrance to allow the proper number of voters into the polling place.
- Placing markers six feet apart both inside and out of the polling place can help voters to easily stay six feet apart while waiting in line. You may also want to place chairs for voters to use if they are unable to stand for a long period of time.
- If it is possible, allow your polling place to have one door used to enter the polling place and a different door to exit. This will allow your polling place to flow in one direction. Remember any changes that you make will still have to follow all ADA requirements and guidelines.

- The official checkers should be separated from the voters using a plexiglass shield or using clear face shield that can be worn on the head of the official checkers.

## **Signage**

- Any signs that you create in order to inform the public as to access and exit the polling place can be displayed on the day of the Primary.
- Remember, if you fall under the Federal Bi-Lingual Mandate you will need to post all signage in English and Spanish.

## **Voting Booth Layout**

- Voting booths will need to be positioned apart. Depending on the size of the polling place, voting booths should be stationed 6 feet apart.
- If the voting booth has multiple stations for voters to use, you may need to close off certain stations in order to allow for a safe distance between voters executing their ballot.

## **Additional information:**

- Work with building staffs to ensure that the bathrooms at the polling stations are supplied adequately with soap, water and disposable hand towels.
- Incorporate social distancing as feasible.
  - Use a separate entry and exit where available.
  - Use pavement and tape markings to establish 6' distancing cues
  - Distance voting booths
  - Prohibit non-essential visitors to polling locations
  - Signage for distancing and "no handshake zone"
- Will provide one use pens for voters
- Will provide one wipe per voter for use after voting
- Will provide an alcohol-based hand sanitizer with at least 60% alcohol at the end of the voting process on a table approaching the exit.
- Each voter will be encouraged to wear a mask or cloth face covering, additional disposable masks will be available
- Each poll worker will be provided with appropriate PPE including face shields, gloves and masks

- Poll workers will be told to stay home if they have a fever, respiratory symptoms or believe they are sick.
  - Poll workers will be encouraged to practice frequent hand washing and used hand sanitizer as appropriate.
  - Poll workers will frequently clean high touch areas including tables and machines
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The attached documents are the layouts for each polling site we use at the fire houses. If you have any questions, please do not hesitate to contact me at 475-238-2660