



General Safety and Guidelines

August 4, 2020

State Partisan Primary

Thank you for working the Election!

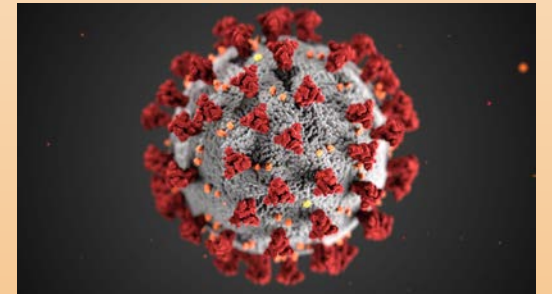


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Lansing City Clerk

General Safety and Guidelines

The following description of COVID-19 provided by the Michigan Bureau of Elections is based on documents from public health authorities. The Lansing City Clerk's Office is not a public health authority.

- COVID-19 is a respiratory illness caused by a novel coronavirus. It is easily spread and thought to be spread in various ways:
 - From person to person
 - Through close contact with one-another (within 6 feet)
 - During prolonged face to face interactions (longer than a few minutes)
 - Via respiratory droplets from infected persons
- It is thought to be most contagious when most symptomatic, though may be spread without symptoms



General Safety and Guidelines

Below are a set of election best practices for safety and hygiene. These are based primarily on recommendations from the Centers for Disease Control and Prevention (CDC).

- All workers should stay at home if they exhibit any of the following conditions: fever, respiratory symptoms, or sickness.
 - **Please let us know as soon as possible if you are ill and will not be able to work your assignment.**
- 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.
- Research shows that masks can greatly reduce the chance of spreading COVID-19, especially given that approximately 40% of those who have COVID-19 may be asymptomatic.
- Practice routine disinfecting of frequently touched surfaces.
- Observe social distancing – keep a distance of 6 feet or more whenever possible.

General Safety and Guidelines

Personal Protection Equipment (PPE) provided to each worker:

- Face Covering – **Mandatory for all workers**

- Face Mask

OR

- Face Shield

- We encourage use of both

- Gloves – Optional

Supplies provided:

- Hand Sanitizer

- Disinfectant wipes

- Disinfectant spray



General Safety and Guidelines

Personal protective equipment is most effective when the wearer knows how to properly put on and remove the equipment.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf>

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T let a strap to hang down. DON'T cross the straps.



DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away, and clean your hands again.

¹⁴If implementing limited-use: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

General Safety and Guidelines

These guidelines have been established according to the latest Recommendations for election polling locations established by the U.S. Center for Disease Control (CDC) issued June 22, 2020, as well as information provided by the CDC to the National Association of Election Directors (NAED) on May 12, 2020.

Election Workers: All workers will be required to wear a face covering while performing their duties. If gloves are worn, workers should wash their hands after removing their gloves. The use of face shields is an appropriate alternative, or augmentation, to the use of face masks. The use of face shields may help further mitigate the exposure to any airborne particulate.

Voters : Voters are encouraged to wear face coverings, but they may **not** be prevented from voting if they do not wear one. Disposable masks will be available for voter use.

The Governor's Executive Order requires individuals to wear masks in indoor public spaces, but has exceptions, including for individuals in a polling place to vote.

➤ **Voters can not be turned away for not wearing a face covering or mask.**

General Safety and Guidelines

Disinfect Surfaces: Keep all surfaces cleared of unnecessary clutter and clean/disinfect them regularly. Utilize disinfectant to clean surfaces after use by each voter, including voting booths and all voter processing tables.

Limit/Disinfect Shared Objects: Limit shared items as much as possible and attempt to disinfect all items that are required to be shared.

Social Distancing: As much as possible, plan your precinct layouts to accommodate for recommended social distancing. Where possible, ensure that all voter processing stations are spaced 6 feet apart, all voting booths allow for 6 feet of space between them, voters are organized 6 feet apart in line, and all workers are spaced a minimum of 6 feet apart.

Regular Breaks to Workers: It is important to limit worker's exposure as much as possible and allow time to wash and disinfect hands.

Operations

SWOC will look a little different!

Questions?



Please contact Robin Stites at Robin.Stites@lansingmi.gov or (517) 483-6020 with any questions.

Thank you!

Thank you for your dedication and excellence in the conduct of City of Lansing Elections!

