

# INFECTION PROTECTION

## Early Voting Kit Contents & Guide

The Infection Protection Kit helps to protect voters and election workers from the spread of infectious diseases such as the novel coronavirus (COVID19), HINI Flu, and more. Nothing protects entirely, but proper usage of the items in this kit will decrease the risk of transmission for election workers and voters.

### PPE for Voters

#### Hand Sanitizing Station



Place the Hand Sanitizing Station near the entryway of the location or the room in which voting will take place. Instruct voters to sanitize their hands upon entering the polling location.

- 1 per location.
- Refill gallons are stored in the cabinet of the stand.
- Keys to sanitizing stations are with your supplies.

#### Individually Wrapped Alcohol Wipes (packaging may vary)



Instruct voters to take a wipe and to use the wipe to clean the voting machine/eSlate before voting. Voters may discard after use.

- 1 per voter.
- Place at Voter Qualification tables.

### Nitrile Finger Cots (packaging and color may vary)

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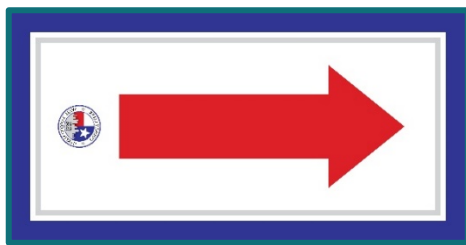


Instruct voters to take and put on a finger cot. Voters should use finger cot to sign name and to vote.

- 1 per voter.
- Voters may discard after use.

### Floor Decals (Graphics may vary)

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Place the arrows in your location to direct voters from the qualifying tables to the voting booths/eSlates and from the voting booths/eSlates to the exit doors. Any remaining arrows may be used as needed to guide voters. Other examples include directing voters to the appropriate voting room at a location with multiple rooms as well as directing voters to the right entrance if there are multiple doors to a building, etc.

- Place 6 ft. decals from the qualifying table to wherever voters will line up and through the voting room entrance and beyond, as applicable.
- A tape measure will be made available. However, note that two “normal” adult step-paces work as an approximation of 6 ft.

### Sanitary Headset Covers

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Bring the covers to voters. While wearing a face mask, assist voters with putting the covers on the headset. The clerk should discard headset covers after use.

- As needed for voters with disabilities.
- Place in an easily accessible location.

### White Cloth Surgical Masks

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Give masks to voters who don't have one **AND** would like to wear one. Voters may keep or discard after use.

- **Voters are allowed to vote without a mask**
- Place near entryway with the greeter.

### PPE for Election Workers

#### KN95 Masks (packaging may vary)

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Election workers **must wear a mask at all times**, except while outside the location on a break, or while eating.

- **6 per election worker for all of Early Voting.**
- **Election workers are encouraged to wear a CCO-issued mask.**

#### Face Shields

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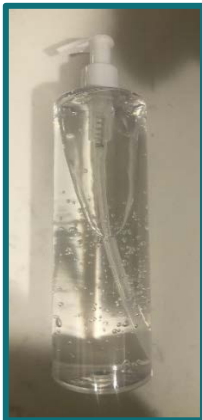


Personal face shields need to be assembled. Take the rubber band and hook it around the top edge of one side of the shield. Repeat for the other side of the shield. Election workers are encouraged to wear them. They should not be discarded until the Early Voting is completed.

- **1 per election worker for all of Early Voting.**
- Place in an easily accessible location.
- The foam strip is to be worn on the forehead as illustrated in the picture to left.

### Hand Sanitizer

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Election workers should sanitize their hands about once per hour. ***Frequent handwashing with soap and warm water is encouraged.***

- 1 bottle per day for all of Early Voting.
- Place on tables near election workers.

### Disinfecting Wipes (packaging may vary)

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Wipe down shared surfaces like tables, doorknobs, etc. every 2 hours. The clerk should discard wipes after use.

- 1 to 2 wipes every 2 hours.
- Place in an easily accessible location.
- Safe to use on voting equipment. Do not use on electronics.

### Generic Disinfecting Aerosol Spray

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Spray shared surfaces like tables, doorknobs, etc. and wipe with paper towels.

- Do not use on voting equipment.
- Place in an easily accessible location.
- As needed to disinfect shared surfaces every 2 hours.

### Medical Infrared Thermometer

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Check the temperature of each election worker at the start of each shift. Any temps above 100.4 should be immediately reported by calling the Public Health Task Force Employee Hotline: 713-274-3880.

- **Once per shift, per election worker.**
- ***Voter temperatures SHOULD NOT be taken.***

### Table Top Sneeze Guards

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Line up the holes and use two of the included screws to attach a leg to each side of the Plexiglas.

- **2 per voter qualification table.**
- There should be approximately 13 ½” from the bottom of the Plexiglas to the work surface. This open area is where the ePollbook stand will go to interact with the Public.

*Note – Windex with Vinegar, paper towels, and extra trash bags are still included in the Early Voting Supply Cabinet for cleaning voting equipment.*