

Municipality of Anchorage Safe Election COVID-19 Plan



Solutions for a Safe Election

The MOA Election safety plans were developed with the guidance of the State of Alaska's "Election Day Checklist for COVID-19 Procedures", MOA Anchorage Health Department information, State of Alaska COVID information, and guidance from the U.S. Centers for Disease Control and Prevention (CDC).

- <http://www.muni.org/Departments/health/Pages/default.aspx>
- <https://covid-response-moa-muniorg.hub.arcgis.com/>
- <http://dhss.alaska.gov/dph/Pages/default.aspx>
- <https://www.cdc.gov/>



Safety Plans for the following:

- Voters
- Anchorage Vote Centers (AVC) and Election Officials
- Election Center

The following safety plans for a safe election during the COVID-19 pandemic, are set forth to protect the voters, Election Officials, and the Municipality as a whole.

Please do your part by following the CDC guidelines, wearing masks, social distancing, and washing your hands.

The next Regular Municipal Election will be on Tuesday, April 6, 2021. Ballot Packages will be mailed to qualified Anchorage voters on March 15, 2021.

If you need to replace a lost or damaged ballot, if you did not receive a ballot, or if you need other assistance, please protect our community during this public health crisis and call our Municipal Voter Hotline at 243-VOTE (8683) for options to vote.

MOA Elections Mission Statement: We believe in fair, accurate, and accessible elections. In order to increase voter turnout, we serve and educate the community. By building and sustaining our relationships with voters, election workers, and others, we work to increase public participation in the democratic process of local government. (Ver. 1.0)

Contact MOA Elections at Elections@AnchorageAK.Gov or 907-243-VOTE (8683)



Voters

**Masks
are required
at ALL times**



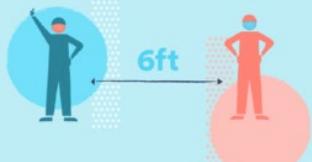
All qualified voters in the Municipality of Anchorage will be mailed a ballot package. MOA Elections encourages voters to stay home and vote using their mailed ballot package. If a voter is diagnosed with COVID-19, is symptomatic, or has had a close contact with a COVID-19 positive person, please contact the Voter Hotline at 907-243-VOTE (8683) to arrange for an alternate voting option, such as delivery of a special needs ballot.

The following safety precautions for voting at an AVC are for the safety of voters and election workers. Please keep our community safe by abiding by the guidelines below.

Safety Precautions for voting at an AVC:

- Voters must wear a face mask while at a Vote Center and while waiting in line.
- Voters who arrive without a mask will be requested to wear a mask, and a mask will be offered.
- Voters will be provided with gloves upon request.
- Voters shall social distance by staying 6 feet apart from another in lines and in the Vote Center, when possible.
- Voters are not allowed to eat or drink at a Vote Center.
- Hand sanitizer will be available at entry and exit from the Vote Center.
- Voters will be provided with a clean pen for voting; after voting, voters should place it in the "Used" container to be cleaned.
- Voting equipment will be sanitized after every voter.
- Voters are encouraged to fill out any needed registration forms in advance.
- Election Officials at a Vote Center are required to wear a face mask and a face shield at all times for the safety of everyone.
- Voters and Election Officials are required to follow the Mayor's emergency orders and the CDC guidelines while visiting a Vote Center.

**Thank you
for practicing
social distancing**



Anchorage Vote Centers (AVC) and Election Officials

Election Officials are required to follow the guidelines set forth below:

Election Official Expectations

- Follow the Mayor's emergency orders.
- Wear protective equipment including face masks, face shields, and gloves at all times.
- Offer a mask to any voter who is not wearing one and request that the voter wear a mask.
- Follow the CDC guidelines at home to help limit the spread of COVID-19.
- Stay home if diagnosed with COVID-19, symptomatic, or come in contact with a positive person. Contact your AVC Chair or the MOA Election Team immediately.
- Provide gloves to a voter upon request.
- Remove the voting booth curtains to limit surfaces touched by voters.
- Wash or sanitize hands frequently.
- Wash hands after using the restroom.
- Minimize the handling of shared objects such as pens.
- Cough or sneeze into elbow and then wash or sanitize hands.
- Establish a designated eating area away from voters.
 - No communal eating.
 - No snacking while working.
 - Wash or sanitize hands before and after.
- Store coats and purses away from the public.
- Establish non-contact norms to avoid greeting other officials or voters with physical contact. Develop other ways to say hello.

Cleaning

- Frequently clean or sanitize work items and commonly used surfaces.
- Clean voting equipment and surfaces after every voter: voting booths, tables, chairs, pens, binders, etc.
- Clean election materials at their station before it is used by another worker: plexiglass barriers, computers, mice, ipad, binders, crates, etc.
- Ask voters to place their used pens into the used pen container and then properly clean.

Signage

- Visual cues – Posters will be placed around the Vote Centers to remind voters, observers, and officials, of physical distancing, face masks, and washing hands or using hand sanitizer.
- “Stand here stickers” will mark the floor to remind voters of appropriate distancing.

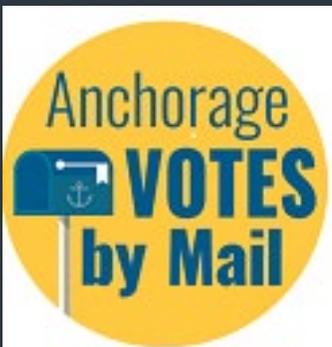
Vote Center Layout

- Each location will have a layout created to ensure there is 6-ft physical distance throughout the Vote Center, where possible.
- There will be one-way foot traffic to keep the flow moving and to minimize contact with others.
- Plexiglass barriers will be placed between voters and Election Officials.
- Doors will be propped open for air flow.
- Entrances and exits will have hand sanitizer.



Election Center Layout

- Work spaces for Election Officials at the Election Center are spaced apart to provide a 6-ft physical distance from a neighboring worker, where possible.
- Plexiglass will serve as a barrier between Election Officials and visitors, where applicable.



Election Center

The following guidelines for safety at the Election Center are set forth below:

Expectations

- Election Officials, observers, and visitors will follow the Mayor's emergency orders while visiting the Election Center.
- Everyone at the Election Center, including Election Officials, observers, and visitors, will properly wear a mask or face covering at all times. Additional protective equipment, including face shields and gloves, are available upon request.
- If a visitor or observer refuses to wear a mask or to properly wear a mask, the Municipal Clerk or Municipal Deputy Clerk will ask the visitor or observer to leave.
- Election Officials will follow the CDC guidelines at home to help limit the spread of COVID-19.
- If diagnosed with COVID-19, symptomatic, or after a close contact with a COVID-19 positive person, Election Officials will not come to the Election Center, but will call the MOA Election Core Team immediately.
- Election Officials will establish non-contact norms to avoid greeting other officials or visitors with physical contact.
- Election Officials will wash or sanitize hands frequently and always after using the restroom.
- When changing gloves, follow the proper procedure to remove them to prevent contamination.
- Frequently clean or sanitize work items and commonly used surfaces, particularly when another Election Official may use the area next.
- Minimize the handling of shared objects.
- Cough or sneeze into elbow and then wash or sanitize hands.
- Team leads will establish an eating schedule for election officials.
 - Stay 6-ft apart when eating.
 - No snacking while working.
 - Wash or sanitize hands before and after.

Cleaning

- Election Officials will clean all surfaces frequently and after every use: computers, mouse, keyboard, tables, chairs, plexiglass barriers, pens, or anything used.
- Teams will take turns cleaning the shared kitchen.
- Election Officials will log the cleaning onto the clean log sheet.