



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Matthew Dunlap
Secretary of State

Julie L. Flynn
Deputy Secretary of State

Guidance on Election Procedures for the November 3, 2020 General Election Pursuant to the COVID Checklist for ME Elections Guidance Prepared by the Secretary of State, September 21, 2020

Election Officials

- Determine the number of election officials who will be working at any time during election day
 - Talk to workers in potential risk groups about whether they can work safely for this election (*see Item 1 on page 2 of COVID Checklist*)
 - Consider additional workers to fill new roles with respect to sanitation and crowd control (*see Item 21 on page 4 of COVID Checklist*)
 - Determine how many election clerks appointed by May 1, 2020 are available and willing to work
 - if not enough election clerks are available, the Municipal Clerk may appoint the necessary number to fill the vacancies for November 3rd without regard to Party affiliation (*See 21-A §503(6)*)
 - pursuant to Executive Order 8 FY 20/21, you may appoint election clerks who are residents of a county that abuts yours, so long as you select appointees who are residents of your municipality or county before you select appointees who are residents of an abutting county

Personal Protective Equipment (PPE) and Supplies from the State

- The State **will supply** the following for each voting place:
 - Surgical style face coverings – 1 per worker
 - Full face shields – 1 per worker
 - Alcohol-based cleaner/disinfectant – use to refill the 16-oz spray bottles supplied for July
 - Hand sanitizer – in either 8 oz or 1-gallon pump bottles – apportioned according to voter numbers
 - Ballot marking pens – should be given to voters at check-in; after voting, have voters drop the pens into a collection box for sanitation; sanitized pens can be returned to the check-in tables for re-use (unless enough pens are supplied to allow voters to keep them)
 - Tabletop protective shields (aka “sneeze guards”) – were supplied in June; however, we will provide replacements for damaged shields as reported to us, or if additional ones are requested
 - DS200 Screen cleaner kits – for new DS200 municipalities only
- The State **may supply** the following for each voting place (still being sourced – we will notify municipalities if we are unable to supply):
 - Signage printed on 11 x 17-inch or 11 x 14-inch paper

Use of PPE by Election Officials:

- All election officials working at the polls must wear a cloth face covering (either their own or the one provided by the State) while they are working at the polls; they may also wear a plastic face shield; if a worker has a doctor's note stating that they cannot wear a face covering, they may be allowed to wear a face shield only, but should not be assigned to a task that puts them into direct contact with voters.
 - **Note:** Voters must be strongly encouraged to wear face coverings but cannot be turned away from voting for not doing so
- Election officials are not required to wear gloves, except if tasked with cleaning voting booths, tables, and other surfaces in the voting place; instead, workers are encouraged to practice good hand hygiene (*see Item 6(a) on page 2 of COVID Checklist*)
- Tabletop protective shields must be used at the Incoming Voter List check-in tables and/or voter registration tables where 6-foot physical distancing is not feasible to maintain

Voting Place Layout

- Municipalities must design the voting place setup to comply with the current 50-person gathering limit and to maintain the 6-foot physical distance between persons (*see Items 1 and 2 on page 1 of COVID Checklist*)
 - Depending on the size of the voting area, and how many check-in tables, voting booths and tabulators will fit within the layout, the maximum capacity may be significantly less than 50 people
 - The 50-person gathering limit includes both election officials and voters – once you know how many election officials will be working at a time, the remainder will be your voter capacity
 - The gathering limit applies to each separate area or room of the voting building (e.g., the room where voting takes place, separate hallways where voters may be waiting in line, a separate room where absentee ballots are being processed by the Clerk, etc.)
 - **Note:** To be considered a separate room or space, there must be a floor-to-ceiling wall, panel or drape in place, separating it from the adjacent space in the building
 - If possible, move the voters in one direction (in one door and out another)
- Determine the number of Incoming Voter List (IVL) check-in locations
 - Each check-in line must be kept 6 feet from the next line, and each person in line must be 6 feet from the next person
 - Mark off the 6-foot distances with tape or other visible means
 - Mark off 6-foot distances in hallways and even outside the building to provide for orderly waiting lines
 - Either use only 1 election clerk at each check-in location (to check off the IVL and hand out the ballots) or place the 2 check-in clerks 6-feet apart

- Determine how many voting booths or stations can be used for voting while keeping a 6-foot distance between occupied booths:
 - for tri- or quad-booths, only use one of the voting sections at a time;
 - for the old-style Douglas booths, only use every other booth;
 - for stand-alone single booths, locate the booths 6 feet apart;
 - for table-top voting stations with privacy screens – set one up at each end of an 8-foot table;
 - block off the voting booth or sections of voting booths not being used;
 - use an election official to direct voters to the next available booth
 - **Note:** Every voting place must have the Accessible Voting System (ExpressVote) set up on the table provided by the State and use the 3-sided privacy screen to provide privacy to the voter

- Determine the placement of the hand-count ballot box or tabulators to allow for voters to queue at 6-foot distances and also remain 6 feet from the nearest voting booth or check-in table
 - 6-foot distances should be marked off with tape or other visible means, starting in front of the ballot box or tabulator and extending back into the voting area, to allow voters to wait in line to deposit their ballots and remain 6 feet apart
 - election officials must control the flow of voters into the voting booths to ensure that the line for depositing ballots does not encroach on the area where voters are entering the voting booths
 - the election clerk stationed near the hand-count box must remain 6 feet from the box – the election clerk will be near enough to assist if needed but otherwise must observe from 6 feet away; the covering for the ballot slot must remain in the open position during the day so that voters and election officials do not need to touch it
 - the election clerk stationed near the tabulators must be stationed at least 4 feet from the back of the ballot box (the ballot box is 2 feet long from front to back); if the voter requests assistance or the election clerk is needed to clear a jammed ballot, then the voter must step away from the tabulator until the election clerk completes their task and returns to the observation location
 - if a municipality is using 1 tabulator for state ballots and 1 tabulator for local ballots, both tabulators may be located side-by-side or in tandem, but only one voter at a time may be allowed in front of the tabulators, with the start of the queuing line 6 feet behind that point
 - if a municipality is using multiple pairs of tabulators, with multiple queuing lines then these must be set at least 6 feet apart from each other

- **Note:** physical distancing ballot counting procedures will be provided in the Jiffy Bags

Other Election-related Activities

- **Pollwatchers:**
 - designate space for at least 1 pollwatcher from each political party (Democratic, Green Independent and Republican) outside the guardrail and near the check-in tables
 - ensure 6-feet of physical distance between each pollwatcher and voters or election officials
 - pollwatchers must wear cloth face coverings at all times while in the voting place
- **Candidates:**
 - designate space **outside the building**, near where voters are entering the voting place, where candidates may stand and greet voters from a distance
 - candidates must remain at least 6 feet from queued or passing voters and 6 feet from each other
 - candidates must wear cloth face coverings and must avoid touching or shaking hands with the voters
- **Petitioners:**
 - designate space **outside the building**, near where voters are exiting the voting place, where petitioners may locate
 - petitioners must remain at least 6 feet from queued or passing voters and 6 feet from each other
 - petitioners must not allow voters to congregate around the petition table and must ask voters who are waiting to sign to maintain the 6-foot distance
 - petitioners must wear cloth face coverings and are responsible for sanitizing their petition table, pens and other materials
- **“I Voted Today” Stickers or Other Hand-outs:**
 - In order to avoid hand-to-hand contact or creating high-touch areas such as bowls or containers, providing “I Voted Today” stickers to voters is not recommended for this election
 - Other than posting the election-related information required by law (instruction posters, sample ballots, voting rights posters, list of write-in candidates, etc.), informational hand-outs, brochures or other materials must not be distributed or displayed in the voting place

Non-election Related Activities

- Bake sales or other charitable, non-political activities must not be allowed in the voting place for this election