



City Clerk's Office

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We exist to assist.

April 4, 2020

To: City of Madison Poll Workers
Fr: Madison City Clerk Maribeth Witzel-Behl, WCPC
Re: Election Day Tuesday, April 7

As you may have heard, we have a Federal Court Order that moves the statutory deadline for the receipt of absentee ballots to 4 p.m. on Monday, April 13. This will change some of our procedures on Election Day.

We are under Federal Court Order to **not** run any results on election night. To do so would be a criminal act. Poll workers are forbidden from releasing any unofficial election results. Don't even try to get an idea of who won any contest on the ballot; to do so may be a criminal act. Don't talk about who may have won any contest on the ballot at your polling place; to do so may be a criminal act.

Again, our procedures at the end of the night will be changing. **Do not run the results tapes on election night!** To do so would violate a Federal Court Order and would be a criminal act. There will be no modem transmittal of results on election night. The memory stick will remain in the tabulator. We have removed the "Closing the Polls" checklist from your yellow binders and will send you updated "Closing the Polls" checklists when absentees are delivered to your polling location on Tuesday.

Failure to comply with the Federal Court Order will result in your dismissal as a poll worker.

Additionally, it is very important that we follow the Election Day procedures we are adopting at the direction of Public Health of Madison - Dane County. Because public safety is at stake, we have no room for individual polling place innovations. Here is the plan as of Friday, April 3:

- The Chief Inspector will run through the poll worker COVID-19 screening tool (list of questions) with each poll worker at the beginning of their shift. You received those questions in a separate e-mail message on Friday.
- There will be two poll workers at the poll book table. They will sit six feet apart from each other, behind a Plexiglas shield that is already installed at your polling location. These shields were designed and constructed by City Engineers. They are not to be altered. There is space underneath the shield to slide the poll book forward for the voter's signature.
- The poll worker who is handing out ballots will also sit behind a Plexiglas shield that is already installed at your polling location. This shield was also designed and constructed by City Engineers, and is not to be altered. There is space underneath the shield to slide the ballot to the voter.
- Poll workers who are working in close proximity to others (e.g., curbside teams) should wear the plastic face shields that you will find in the supply tote. Do not stick your head in a voter's vehicle. Respect social distancing.
- Poll workers who are processing absentees need to stay six feet away from each other. We still want to keep an eye on each other for accountability purposes, but from a distance of six feet.

- A bottle of hand sanitizer should be placed on the poll book table. Voters should be encouraged to use hand sanitizer when they step up to the poll book table. This will allow time for their hands to dry before they touch their ballot.
- A bottle of hand sanitizer should be placed near the polling place exit for voters to use as they exit the polling place.
- Voting booths should be sprayed with disinfectant **after each use**. (This is an update from what we discussed in training.) Poll workers with fragrance sensitivities might need to avoid this task.
- **Never** use sanitizer or disinfectant spray on the tabulator or ExpressVote touch screen! You have screen cleaning wipes specifically for the touch screens (found in the ballot box).
- Spray ballot marking pens with disinfectant spray **after each use**.
- Voters may use their own pens, as long as they are ballpoint pens with blue or black ink. No sharpies because they can bleed through the ballot. No gel pens (pens that write really smoothly) because the ink does not dry fast enough, gums up in the tabulator, and causes ballot jams. No green or red ink because the tabulator may not see it.
- Poll workers should not share the pen they are using with others, unless they first spray the pen with disinfectant.
- Poll workers are encouraged to frequently wash their hands with soap and water, or frequently use hand sanitizer.
- There are 50 pair of gloves in your supply tote. If you choose to wear gloves, remember that the CDC warns they may provide a false sense of security. Just because you are wearing gloves does not mean it's okay to touch your face. The Wisconsin Elections Commission has provided guidance on how to remove gloves [here](#).
- If you choose to bring a paper-based or form-fitting mask from home, you will be required to sign a green “voluntary use waiver” form. Cloth masks or other cloth over the face does not require the form. Based on CDC guidance, the City of Madison neither encourages nor discourages the use of cloth masks.
- Avoid touching your face.
- Sorry, no potlucks for this election.
- Each polling location should designate one poll worker to keep reminding everyone in the polling place to follow these safety procedures, and to practice social distancing.

Many of you have been sending articles and suggestions. Some of you have demanded that I set up a meeting for you to give advice to the City Emergency Operations Center. That is not how the Emergency Operations Center works.

We need to follow the plan set forth by the professionals at Public Health. Their plan is not negotiable or optional. It is mandatory. If Public Health changes any of its guidance for us as Election Day approaches, we will let you know.

Thank you for taking both the Federal Court Order and the directives we have received from Public Health seriously. And thank you for working this election.

Maribeth Witzel-Behl
 Madison City Clerk
 Wisconsin Certified Professional Clerk