

COVID-19

Supplement Manual



Table of Contents

Managing the polling place	2
Managing the physical location	3
Before polling day	4
Preparation for polling day	4
Setting up the polling place	4
Polling day before 8:00am	7
Briefing Polling Officers	8
Polling day – After 8:00am	9
Meal breaks	9
Cleaning Protocols	9
Hygiene	9
Distancing	9
Polling day – After 6:00pm	10
Briefings	10
Hygiene	10
Distancing	10
Scrutiny process	11
Appendix A – Polling place layouts	Error! Bookmark not defined.
Appendix B – Cleaning Duties	14

Managing the polling place

As a Polling Manager the three key areas to manage are:



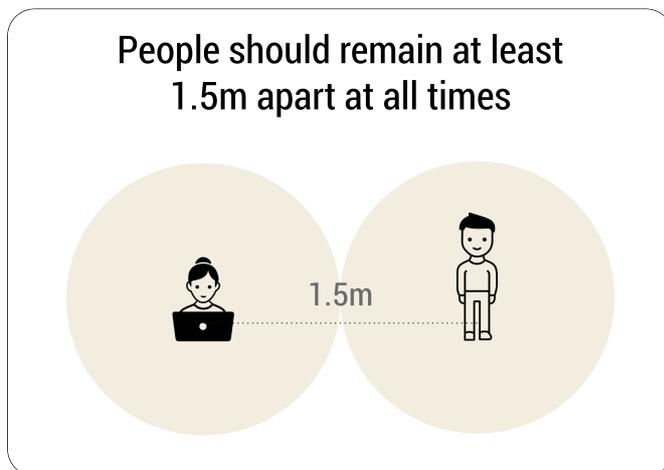
During the COVID-19 pandemic, you have additional elements added to managing these three things. This supplement outlines how polling place managers are to manage people, resources and premises during the pandemic, using the simple principles of **hygiene** and **distancing** to help prevent the spread of coronavirus.

This supplement is to be read in addition to the Polling Place Manager Manual. Where information conflicts, instructions within this manual take priority.

Managing people

Changes you'll be managing this election include:

- Every polling place must have a queue controller on duty all day. Staffing allocation has been increased to accommodate this need.
- Enforcing the maximum capacity for the polling place (refer premises signage). Note, this includes all people present – yourself + staff + electors + scrutineers.
- Monitoring physical distancing with staff and electors.



- Encouraging and providing opportunities for, good hand hygiene
- Assisting unwell electors to be given priority when voting (in accordance with legislation electors cannot be refused entry to vote)
- Ensure cleaning is being completed by polling place staff (see **Appendix B**);

Managing election resources

In addition to the standard set of election material and equipment, polling place managers are responsible for managing:

- Additional **Material** - in your material box you will also find:
 - new TEC blue and white tape
 - additional signage about physical distancing and hygiene
 - tape measure
 - new, single-use short pencils
 - small quantity of gloves and masks for polling staff use if necessary
 - masks for use by scrutineers
- Additional **Equipment** -
 - additional cardboard voting screens – to help with physical distancing and providing the ability to rotate screens if any become damaged.
 - hand sanitiser
 - cleaning spray, gloves and cloth

The most important materials are still ballot paper stock and netbooks.

You will need to add new content to a number of the Staff **Briefings** in your Polling Manager Return, as instructed in this supplement.

Look for this symbol - 

All the Reconciliation and admin pages remain unaffected.

Managing the physical location

In accordance with distancing protocols you'll need to manage using voting screens, tape and the space in your premises to encourage 1.5m physical distancing during voting and scrutiny.

Setting up of polling places will be more time consuming. To assist, the TEC has changed practice and will allow you to have paid help on Friday evening through one assistant (not applicable for pre-poll premises).

Before polling day

Preparation for polling day

When making contact with your staff in the days leading up to polling day, advise polling staff if they become unwell before polling day or have been advised to self-isolate or quarantine, they must:

- immediately contact you; and
- not attend the polling place.

Setting up the polling place

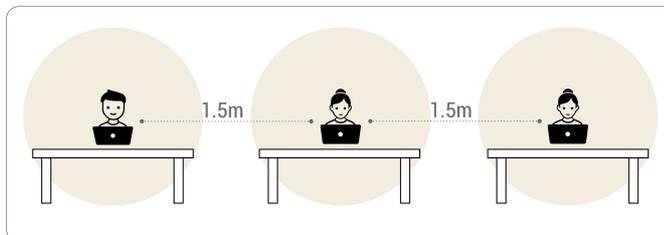
As mentioned earlier, you will need help to setup your polling place. Make arrangements for one of your polling staff to assist you. Timesheets are in the Polling Manager Return for staff assisting with Polling Place setup to record time worked (maximum 2 hours). You must sign the timesheet. (Not applicable for pre-poll premises)

Using the space in the polling place

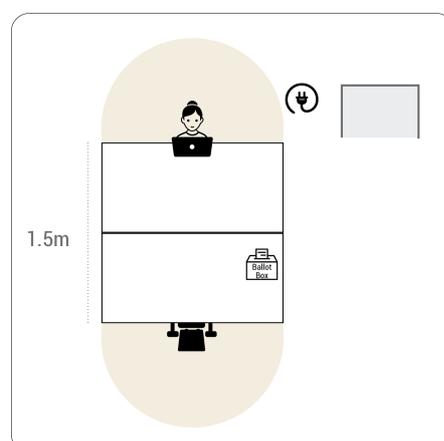
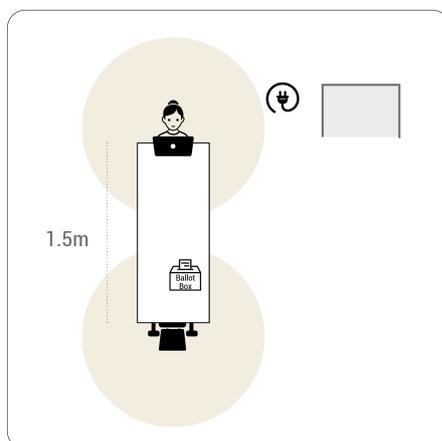
While a circular voter flow must still be allowed for, the layout of the furniture and equipment also need to provide required distancing and hygiene measures. Ensure maximum available space at the polling place is utilised to allow greater inside voter queuing.

Issuing Points

- Issuing points should be positioned with at least 1.5m between them. Where possible, use separate tables.



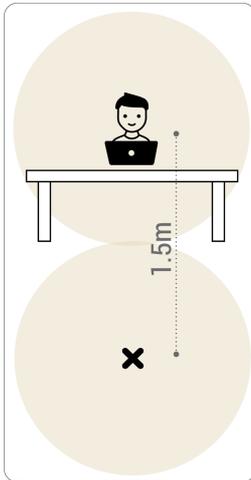
- Set up Declaration Voting area as part of the Polling Manager workspace ideally with the Polling Manager and elector a minimum of 1.5m apart. Options include:



Floor Markings

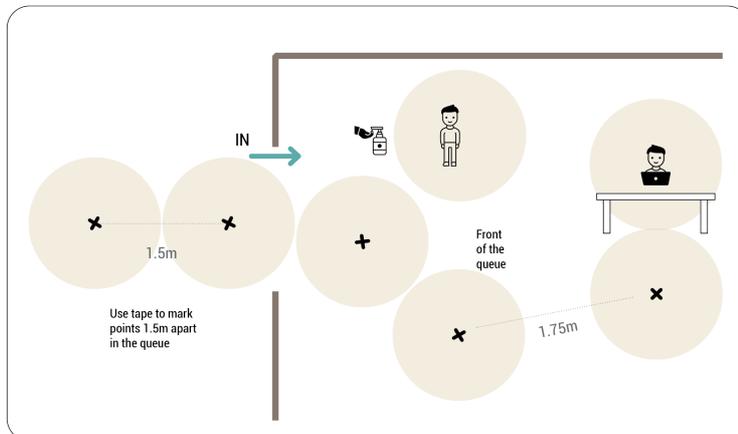
Use the TEC tape to make distancing marks on the floor. Use a minimum of one segment of the TEC branded tape for each line forming the X. Ensure that the 1.5m distances are measured from the outside edges of each X. Ensure that the tape is applied smoothly so that no tripping hazard is created.

At each issuing point - mark an X on the floor, 1.5m between this point and the issuing officer's chair (not from the front of the table). This mark indicates where electors should stand at the issuing point.

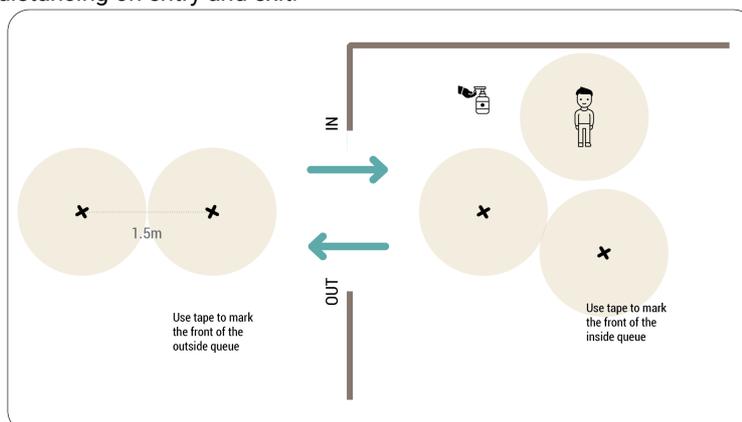


Voter Queue:

- Mark an X on the floor at least 1.75m away from the first issuing point to indicate where the queue begins.
- Xs should then be marked in 1.5m increments, to indicate where voters queueing should stand.

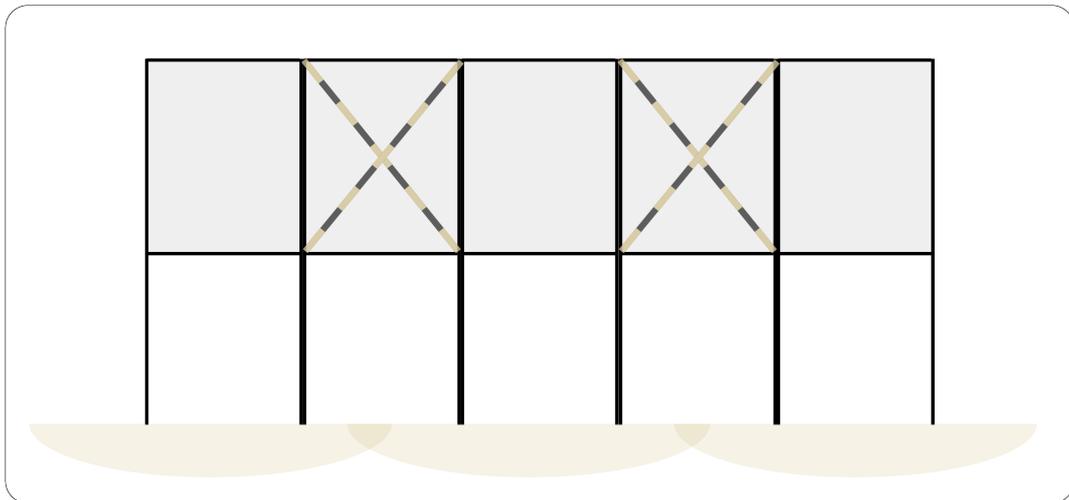
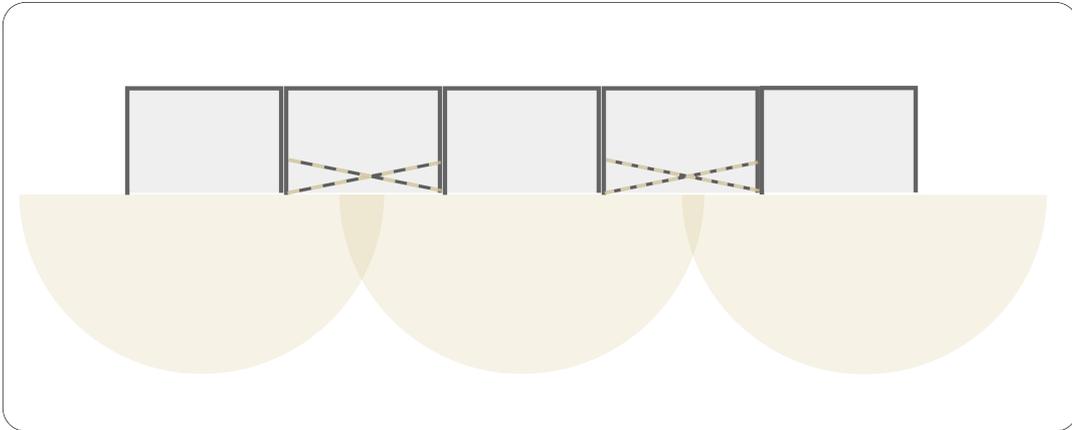


- For single entry/exit polling places, ensure the access point is clear of X markings to allow social distancing on entry and exit.



Voting Screens

- To provide distancing set up with every second screen taped off with two cross strips of the blue TEC tape. (Refer polling place layouts in **Appendix A**).



- A single voting screen can be placed next to the Polling Manager desk for declaration voters.

Equipment

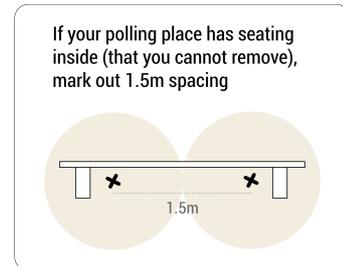
- Setup a hand sanitiser station consisting of a table with sanitiser pump bottles at the point of entry for voters.

Signage

- Place signage advising staff and voters to maintain distancing and hygiene requirements (unless already in place by the venue owner).

Other

- To avoid electors remaining in the polling place longer than needed, remove any public seating except for the declaration issuing point.



Use the polling place diagrams in Appendix A to help you plan your setup.

It is important that where premises have multiple doors, that separate entrance and exits doors are utilised.

Polling day – Before 8:00am



Briefing Polling Officers

When conducting briefings, you need to include the following points.



Briefing 1 Polling Officer Introduction:

- Staff are to notify the Polling Place Manager and leave immediately if they begin to feel unwell or exhibit any fever or respiratory symptoms.
- Staff should maintain a 1.5m distance from others
- Staff must wash and/or sanitise hands thoroughly:
 - upon arrival
 - after touching any personal items, such as mobile phones, car keys, etc.
 - before and after each break.
- Any staff member who was employed by the TEC and subsequently tests positive for COVID-19, must notify the TEC office immediately if they would have been symptomatic at the time of employment.

Briefing 2 Netbook Training:

- Advise Polling Officers to wash hands thoroughly prior to and following use of netbooks.



Briefing 3 Duties – Polling Officers, Queue Controller:

- Polling Officers are to wipe down voting screens and issuing points frequently.
- The queue controller's responsibilities are extended to ensure compliance with distancing and hygiene measures:
 - the maximum capacity for your polling place is not exceeded.
 - communicate to voters to comply with hygiene practice (use of hand sanitiser).
 - ensure the entry and exit doors are clear and not blocked by queuing voters, particularly at premises with only one access point for entry and exit.
 - managing distancing compliance for voters in the queue.
 - assist any voters identifying as unwell to be prioritised access to an issuing point and voting screen (Polling Manager assisted if required).
- In order to undertake the above, the queue controller may need to position themselves outside the entry door, if at times the line extends beyond the entrance.

Signage

- Place the 'protecting yourself and others' sign outside the entrance where it can be easily read without obstructing access.

Polling day – After 8:00am

Meal breaks

Staff must wash or sanitise hands before and after meal or rest breaks.

Cleaning Protocols

Polling Officers are to throughout polling day to perform the duties outlined in **Appendix B**.

Gloves, cloths/wipes and spray are provided. It is recommended the polling place manager rotate this responsibility across Polling Place Officers based on the most available person at respective times.

Hygiene

Hygiene - Voters

You must put the following protocols in place to meet hygiene standards for voters:

- Pencils (half-size) are provided for voters to use on request (if they did not bring their own pencil or pen). The elector must dispose of or keep the pencil.
- The Queue Controller should encourage voters to use the hand sanitiser upon entry.
- If any voter advises they are unwell, prioritise their access to an issuing point and voting screen, to minimise their time within the polling premises, and have the voting screen cleaned following use.

Hygiene - Staff

You must manage the protocols outlined in the briefing section on the previous page of this manual to meet hygiene standards for election staff.

Distancing

It is important you manage premises and people to allow for a minimum of 1.5m distance between people as follows:

- The maximum capacity for each venue is not exceeded.
- Voters and staff should maintain a 1.5m distance between themselves and others (exceptions for dependents).
- Ensure the entry and exit doors are clear and not blocked by voters lining up, particularly at premises with only one access point for entry and exit.

The queue controller is responsible for managing distancing and hygiene compliance for voters; monitoring the number of people within the premises; and prioritising unwell voters.

Polling day – After 6:00pm



The Polling Officer Manual (Counting the Votes), Polling Manager Manual (Polling day – After 6:00pm) and the Polling Place Return contain information on conducting the Scrutiny.

The following protocols are also to be implemented when conducting the scrutiny:

Briefings



You must outline the below protocols when briefing scrutiny staff (refer to Polling Manager Return – **Briefing 6**)



When briefing scrutineers you must also advise that they are required to wear a mask while scrutineering (and supply them with a mask), to allow them to position close to scrutiny staff when undertaking the role (refer to Polling Manager Return – **Briefing 5**)



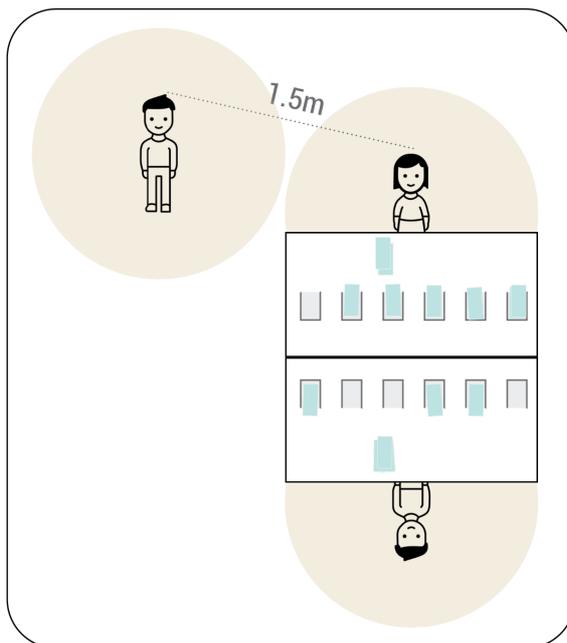
Hygiene

- Staff must wash hands at the commencement of the scrutiny, and sanitise hands prior to each subsequent stage of the scrutiny.
- Staff must also wash and/or sanitise hands thoroughly after touching any personal items, such as mobile phones, car keys, etc.



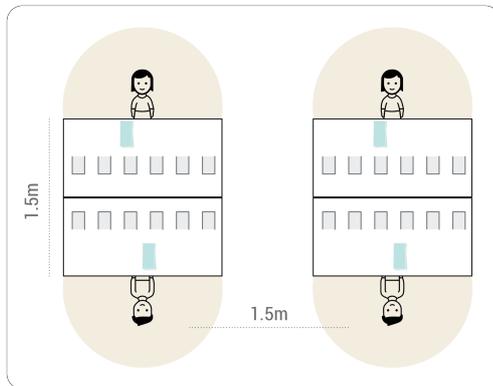
Distancing

- Each person on site should maintain 1.5m distance from other people (excluding scrutineers who shall wear masks)



Setup your scrutiny space to allow for physical distancing:

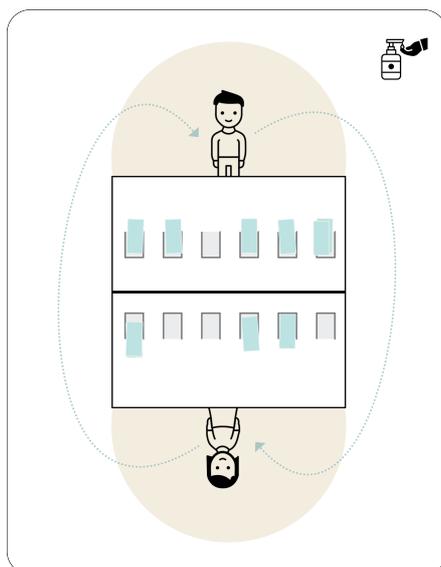
- Tables should be set up in pairs, long edges facing each other, allowing at least 1.5m between the outside long edges.
- Setup enough tables so that individual staff work at one table each
- Each staff member to be allocated their own fingerettes and rubber bands.



Scrutiny process

The following distancing and hygiene steps must be included in the Production Line processes outlined in the Polling Manager Briefing 6.

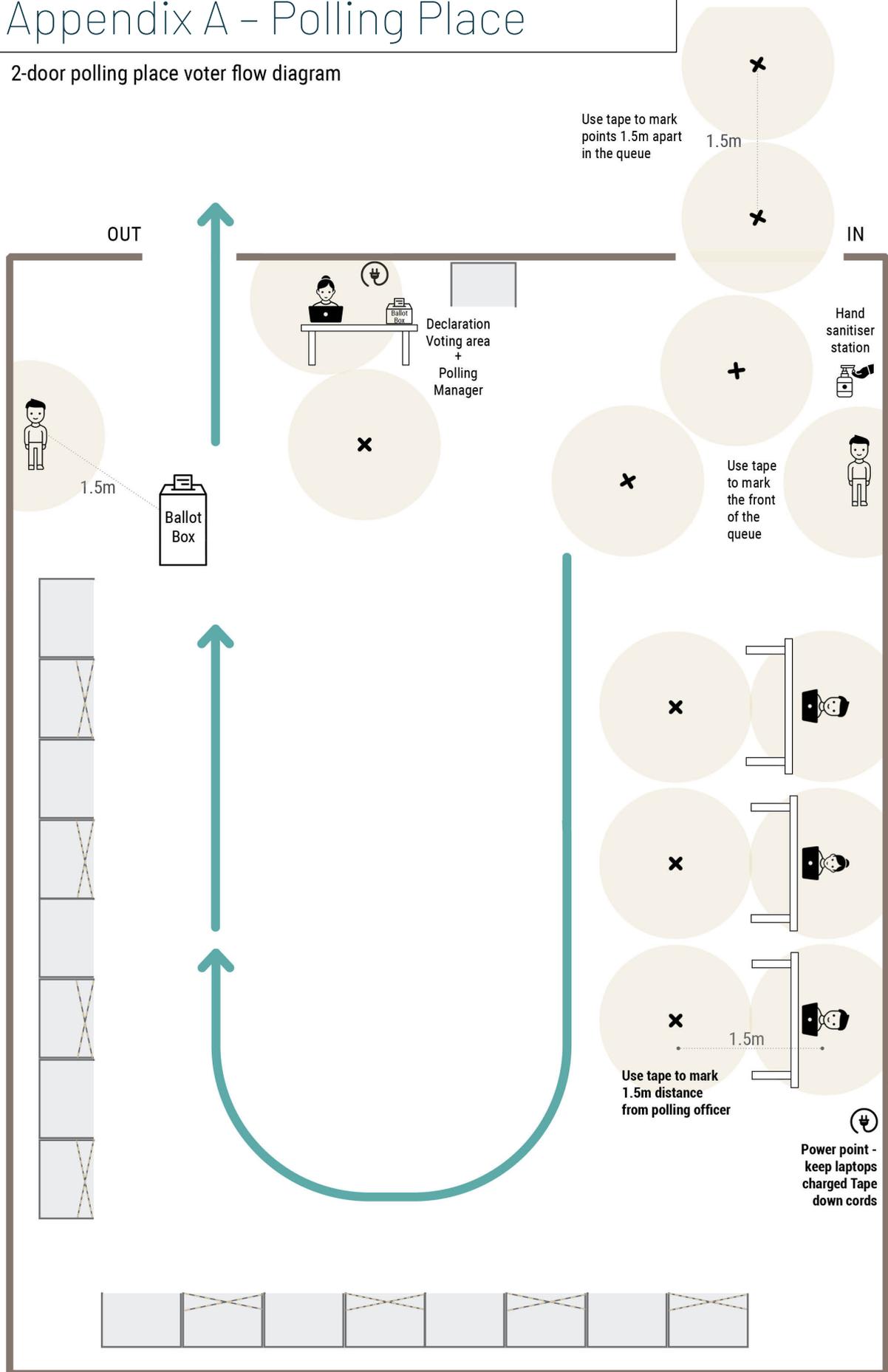
1. The unfolding of Ballot Papers is to be completed in a manner that provides 1.5m distancing between staff.
2. Bundles of ballot papers are then to be distributed to each table and sorted to candidate and informal and counted by an individual staff member. (This may commence during the unfolding process if/when sufficient papers are available.
3. On completing the sort and count of this bundle of papers, the staff member must sanitise hands.
4. Then swap tables to complete the recheck.



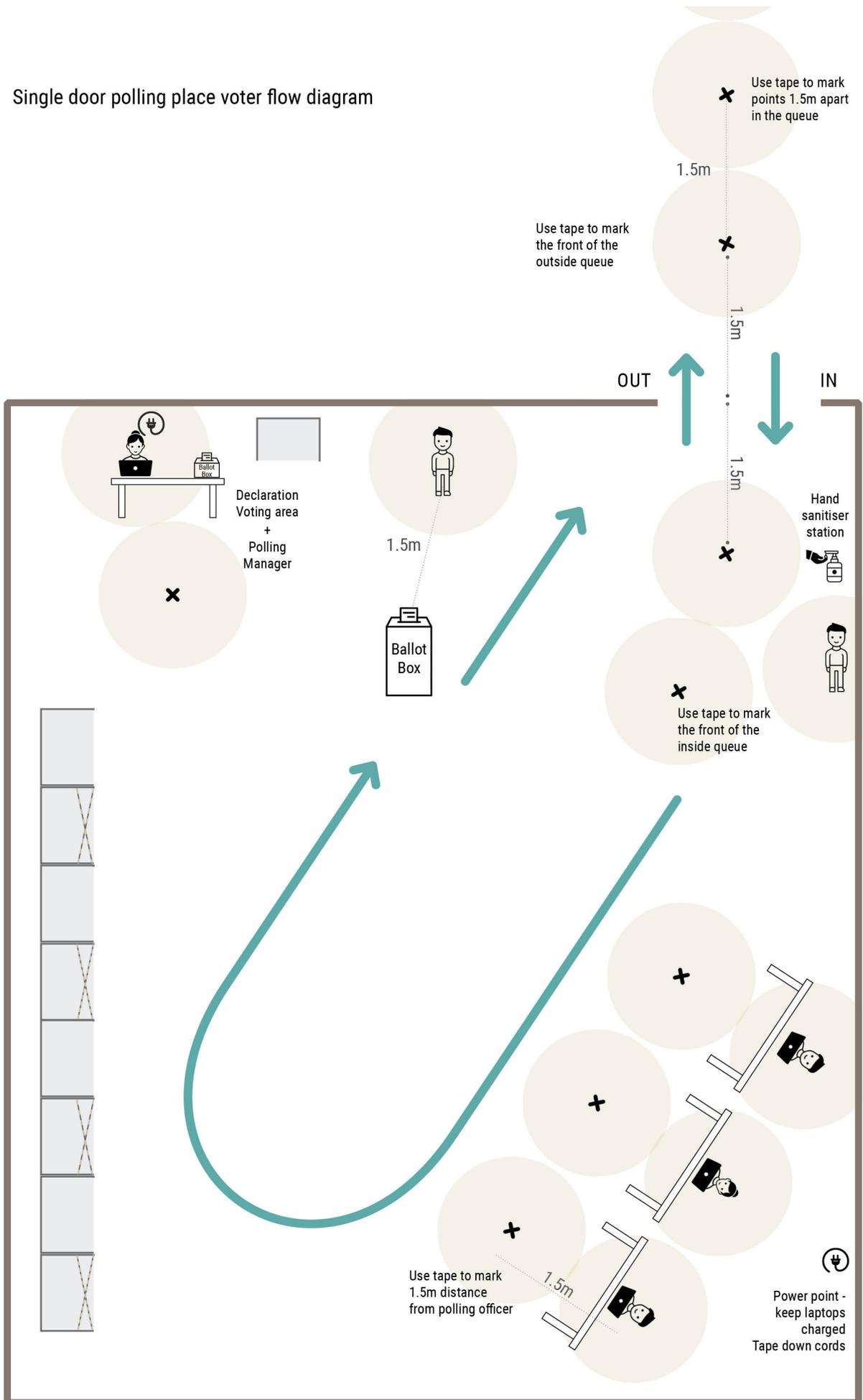
5. Following the recheck, amalgamate the ballot papers into one pile per candidate and informal. Record these totals on Sheet 4 in your Return.

Appendix A – Polling Place

2-door polling place voter flow diagram



Single door polling place voter flow diagram



Appendix B – Cleaning Duties

The following cleaning duties need to be performed by Polling Place staff throughout polling day:

- ➔ Clean frequently:
 - Voting screens
- ➔ Clean at regular intervals:
 - Tables for declaration voting
 - Issuing points
 - At Polling Places where a VI-Vote machine is available – input devices, head set and printer to be wiped down.
- ➔ Clean at the end of the day:
 - remove tape marking distancing requirements from floor at the end of polling
- ➔ Clean when visibly soiled, or following a spillage:
 - any surfaces and fittings

To complete the above the following has been provided within polling places supplies:

- surface spray, cloths and wipes
- hand sanitizer pumps

Level 3, 169 Main Road
Moonah Tasmania 7009

Phone 1800 801 701
Email ballot.box@tec.tas.gov.au
Web www.tec.tas.gov.au



Redistribution Proposal Map circa 1948