



BY-ELECTION COVID-19 SAFETY PLAN

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1.0 INTRODUCTION

The City of Victoria will be facilitating a By-Election to replace one councillor, on December 12, 2020. The nature of by-elections require many in-person interactions that can increase the transmission risks of COVID-19 and put electors and election officials, as well as candidates and candidate representatives, at some level of risk.

The Election Office and voting places shall be staffed by City of Victoria personnel, with positions in the Election Office, Information Technology (IT) and Communications, and as Presiding Election Officials, Alternate Presiding Election Officials, Election Officials, Machine Attendants, Information Ambassadors, Health and Safety Attendants, and IT Runners.

To mitigate the risk of transmission of the virus, additional safe work practices must be implemented to protect the health of our staff, contractors, and the public.

2.0 PURPOSE

This By-Election COVID-19 Safety Plan includes workplace policies to address:

- How to minimize person-to-person contact during the candidate nomination process;
- How to limit the type and duration of contact;
- The minimum safety measures that shall be in place in each voting place and how workers, candidates, candidate representatives and the public can be kept safe;
- Who can be at the voting place;
- Training of election staff; and
- How to address illness that arises at the voting place

3.0 DIRECTIVES AND GUIDANCE

This By-Election COVID-19 Safety Plan has been informed by directives and guidance from several sources:

3.1 Public Health Directives

The Provincial Health Officer (PHO) is the senior public health official for BC and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on public health issues.

The responsibilities of the PHO are outlined in the *Public Health Act* and include the following:

- provide independent advice to the ministers and public officials on public health issues;
- monitor the health of the population of BC and advise on public health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

On May 14, 2020, the PHO issued a Public Health Order regarding [Workplace Safety Plans](#), which the City of Victoria has considered and complied with, in developing this safety plan.

3.2 WorkSafeBC

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in British Columbia have an obligation under the Act to ensure the health and safety of workers and other parties at their workplace. With respect to COVID-19, that responsibility includes protecting workers by following the orders issued by the office of the provincial health officer, guidance provided by the BC Centre for Disease Control and the latest news released from the government. In addition, employers must implement policies and procedures to protect workers from the risk of exposure to COVID-19.

WorkSafeBC has provided a template for a [COVID-19 Safety Plan](#). The key requirements are to:

- Assess the risks
- Implement protocols
- Develop policies
- Develop communication plans and training
- Monitor workplace and update plans as necessary
- Assess and address risks from resuming operations

This By-Election COVID-19 Safety Plan meets these requirements.

3.3 Government of British Columbia

The Ministry of Municipal Affairs and Housing has provided a document "[Guidance for Conducting By-Elections and Assent Voting During COVID-19](#)". This information assists in establishing clear processes and procedures that incorporate the recommended PHO health and safety measures and those set out by WorkSafeBC. This By-Election COVID-19 Safety Plan takes into account the recommendations and guidelines provided by the Provincial Government.

3.4 Elections BC

Elections BC created guidelines entitled "[Safe Voting Places – COVID-19 Workplace Safety Plan](#)", in preparation for a general British Columbia election, which has further informed this document.

3.5 City of Victoria COVID-19 General Safety Plan

The City of Victoria last updated a COVID-19 Pandemic Exposure Control and General Safety Plan document on June 5, 2020. This By-Election COVID-19 Safety Plan expands upon the General Safety Plan, with specific measures to be taken during the By-Election process. The Election Office, located at Victoria City Hall, shall comply with both the General Safety Plan and the expanded direction within the By-Election COVID-19 Safety Plan.

4.0 RISK ASSESSMENTS AND CONTROLS

Risk assessments have been conducted at City Hall and at potential voting places, taking into consideration the actions required of staff, candidates, candidate representatives and electors. Controls have been established to eliminate or reduce the risk of transmission of COVID-19 between staff, between staff and public, between staff and candidates or candidate representatives and staff, and among the public. These controls have been developed following the hierarchy of controls, and whenever possible, utilizing the control which affords the greatest protection.

4.1 City of Victoria Election Office at City Hall

4.1.1 Risks of transmission

Risks of transmission of COVID-19 at the Election Office (City of Victoria City Hall) include those identified in the City of Victoria COVID-19 General Safety Plan, where the city-wide risk assessment for operation during COVID-19 identified that “employees who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces...” would have a moderate risk of being exposed to COVID-19.

Additionally, COVID-19 can survive on surfaces for a few hours or up to several days depending on temperature, type of surface and humidity of the environment. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth. Therefore, there is a risk of transmission of the virus on documents or objects that must be passed from one person to another.

4.1.2 Controlling Risk – City of Victoria Election Office at City Hall

In addition to COVID-19 safety protocols outlined in the City of Victoria COVID-19 General Safety Plan, the following protocols shall be implemented:

4.1.2.1 First Level Protection: Elimination/Substitution

Wherever possible, candidates will ideally submit their completed nomination papers electronically, after having completed the solemn declaration in front of a lawyer, notary, or Commissioner for Taking Affidavits in British Columbia. This will eliminate any potential for transmission of COVID-19 between candidates and staff. The deadline for submitting nomination papers, electronically or in person, is 4:00 p.m. November 13, 2020.

Working remotely from the office is considered a first level protection. If candidates cannot or will not submit their completed nomination papers electronically, Election Office staff will need to receive candidate nomination documents and Solemn

Declarations from candidates, official agents and candidate representatives and will not have the option of working remotely from the office.

Physical distancing is also considered a first level protection, to eliminate the risk of transmission of COVID-19.

Occupancy limits for the office space being used by Election Staff to meet with candidates shall be calculated based on 5 square meters of unencumbered space per person. This limit shall be posted where staff and candidates can see it.

Candidates must make an appointment to present nomination papers at City Hall, to maintain occupancy limits and facilitate physical distancing.

Physical distancing will be maintained whenever possible, ensuring candidates are at least 2 metres (6 feet) from Election Office staff. Appropriate distance markings shall be placed on the floor to identify where candidates should stand.

4.1.2.2 *Second Level Protection: Engineering Controls*

Engineering Controls are physical barriers between the hazard (COVID-19 transmission) and the worker/candidate. Engineering Controls shall be used in conjunction with Administrative Controls and Personal Protective Equipment.

- Transparent barriers are installed on the top of counters and tables. The barriers are designed to separate the breathing zones of a candidate and election staff. They must extend a minimum of 60 cm (12 in) in every direction from a person's nose.
- Documents will be passed between candidates and staff through an opening at the bottom of the barrier.
- The transparent barriers are self-standing, portable units that do not introduce new risks to the workplace.

4.1.2.3 *Third Level Protection: Administrative Controls*

The City of Victoria's third-level hazard controls are rules and guidelines to prevent infected individuals from entering the workplace, and to reduce the contact intensity of interactions within the workplace.

- Election Office Staff must assess their health each day not come to work if they display any symptoms of COVID-19, or have been in close contact with any person displaying symptoms or under investigation for COVID-19 in the preceding 14 days.

- Any candidate displaying symptoms of COVID-19 or who have been in close contact with any person displaying symptoms or under investigation for COVID-19 in the preceding 14 days must not enter any City of Victoria workplace.
- Signage will be in place reminding staff and candidates of occupancy limits, distancing requirements, respiratory etiquette and hand hygiene requirements.
- Hand sanitizer shall be at the entrance to the meeting location and on the table. Staff and candidates shall sanitize their hands after passing/receiving documents and frequently throughout the interaction.
- Candidates will be asked to bring their own pens. Pens shall not be shared between staff and candidates.

4.1.2.4 Fourth Level Protection: Personal Protective Equipment

Personal Protective Equipment is the fourth and least effective control for preventing transmission of COVID-19. This control shall be used in conjunction with higher level controls noted above.

- Candidates entering City Hall shall wear a mask at all times
- Election staff shall wear a mask when not protected by a transparent barrier
- Should election staff need to interact with a candidate when not behind a transparent barrier, they shall also wear a face shield.
- Gloves will be available for staff to use during sanitization routines.

4.2 Voting Places

4.2.1 Risks of Transmission

Risks for the transmission of COVID-19 in voting places include the following:

- Direct transmission via respiratory droplets in the air between:
 - Electors standing in line
 - Electors and election officials who are serving them
 - Election officials working at the same station as each other
 - Candidate representatives and election officials at the same station
 - Cleaning staff (Health and Safety Attendants) and election officials as they go about their cleaning duties
- Indirect transmission via respiratory droplets that have landed on high touch points, including:
 - Door handles
 - Voting books signed by electors throughout the day
 - Identification passed from electors to election staff
 - Ballots and other election materials passed between electors and election officials

- Ballot marking pens and voting booth surfaces where electors mark ballots
- Touch fixtures and horizontal surfaces in washrooms

4.2.2 Controlling Risk – Voting Places

Generally, the following measures shall be in place at each voting location:

- Occupancy limits are identified and enforced based on five square meters (54 square feet) of unencumbered space per person. See [Appendix A](#) for sign template.
- Staff must make an oral declaration of health to their supervisor each day based on symptom criteria set by the BC Center for Disease Control (BC CDC). Staff members who have symptoms of COVID-19, who have tested positive for COVID-19, who have had recent close contacts with a COVID-19 positive person, or who have returned from travel outside of Canada within 14 days may not be in the workplace. The questions to be asked of each staff person can be found in [Appendix B](#).
- The number of candidate representatives may be limited based on size restrictions at a particular voting place. The Chief Electoral Officer for the City of Victoria will determine the number of candidate representatives possible at each voting place and communicate this to the Candidates.
- Candidate representatives shall be required to make an oral declaration of health prior to entering the voting location. Candidate representatives who answer “yes” to any question shall not enter the voting place.
- Appropriate signage shall be placed at the entryway informing staff and visitors that entry is prohibited if a person is showing symptoms of COVID-19. [Appendix C](#).
- It is recommended that signage be provided in languages appropriate to the location.
- Physical distancing of two metres (six feet) between individuals in the voting place is required and shall be marked out in the voting place and in queuing areas outside.
- Hand sanitizer shall be placed at the entrance and exit and electors will be asked to sanitize their hands upon entry and exit.
- Hand sanitizer shall be available on every registration table and election officials will sanitize their hands regularly throughout the workday.

In addition to the above general safety precautions, controls have been established in accordance with the hierarchy of controls, which prioritizes safety measures from greatest to least level of protection.

4.2.2.1 First level protection: Elimination/Substitution

The first-level protections for voting places focus on reducing the number of individuals in a voting place at any given time by providing the opportunity to cast a vote by mail, more opportunities to vote, and by streamlining processes. First-level protections also include measures to facilitate physical distancing in the voting place.

The City of Victoria's specific first-level hazard controls for voting places are as follows:

- Voting by mail eliminates the hazard of face to face contact between electors and staff and is the preferred method of controlling exposure
- Provide up to eight advance voting opportunities in City locations, reducing the number of electors on election day.
- Six voting locations will be provided to spread electors out between locations on voting day.
- Staff will monitor activity at various voting locations throughout general voting day and advise electors through social media, to redirect voters to less busy voting places.
- Voting places were generally selected based on high occupancy limits, to maximize the amount of space within a voting place, as well as the physical location within the municipality to increase voter distribution.
- Voting places were also selected, where possible, to allow for entry directly into the voting place, limiting the number of people walking in hallways.
- Voting place occupancy limits were calculated on a location-by-location basis. Electors and staff may occupy unencumbered spaces at a rate of one person per five square metres (54 square feet). Electors will generally be lined up outside, or in the hallway, with no line up inside the actual voting location at any time.
- Voting will be administered by a single election official per table.
- Tables will be positioned to ensure physical distancing protocols are maintained between electors.
- Candidate representatives will be limited to standing in their assigned zones, and will not move freely within the voting place when voters are present. At all times they shall abide by the minimum distance requirement of two metres (six feet) from any other person.
- A separate entrance and exit point shall be designated and markings will be placed on the floor to identify the direction of travel. Where possible, a one-way route will be established to avoid having electors cross the room.
- Two metre (six foot) physical distancing markings are set out on the voting place floor using tape, and one to three additional information officers/greeters (depending on size and capacity of location) will be present to assist with enforcing physical distancing.

- Electors will not be required to physically hand over their identification but may place it under the transparent barrier or up to the transparent barrier, to be viewed by the election official.
- Where possible, doors to and from the voting location will be kept open to eliminate the touch point of a door handle.

4.2.2.2 Second level protection: Engineering Controls

Engineering Controls shall be used in conjunction with Administrative Controls and Personal Protective Equipment. The City of Victoria's second-level hazard controls are as follows:

- Transparent barriers are installed on the top of Election Official tables. The barriers are designed to separate the breathing zones of a standing elector and a sitting election official. They must extend a minimum of 60 cm (12 in) in every direction from a person's nose.
- Electors may bring their own pens. If necessary, election officials will hand ballots and pens to electors through a pass-through gap in the bottom of the barrier.
- Presiding and Assistant Presiding Election Officials will take solemn declarations from behind a transparent barrier.
- The transparent barriers are self-standing, portable units that do not introduce new risks to the workplace.

4.2.2.3 Third level protection: Administrative Controls

The City of Victoria's third-level hazard controls are rules and guidelines to prevent infected individuals from entering the voting place, and to reduce the contact intensity of interactions within the voting place. These include:

- Staff must make an oral declaration of health to their supervisor each day based on symptom criteria set by the BC CDC and WorkSafeBC (see [Appendix B](#))
- Electors must make an oral declaration of health prior to entering the voting location. These questions will be posted in appropriate languages at the voting location.
- Candidate representatives must make an oral declaration of health prior to entering the voting location.
- Staff, candidate representatives and electors who answer "yes" to any question are not permitted to enter the voting place.
- Signage will be in place reminding electors of occupancy limits ([Appendix A](#)), not to enter if they are experiencing COVID-19 symptoms ([Appendix C](#)) distancing requirements ([Appendix D](#)), respiratory etiquette ([Appendix E](#)) and hand hygiene requirements ([Appendix F](#)).

- Electors do not need to sign a declaration in the voting book. They may now make the declaration orally.
- Pens provided to electors by the election officer, shall be deposited at a bin at the voting machine marked “used pens”. The pens will be sanitized for re-use.
- Electors will insert their completed ballot into the voting machine. No secrecy sleeve will be provided. The exception to this would be curbside voting. Election officials assisting electors curbside shall use a single-use folder for this purpose.
- Washrooms will be reserved for election official use only.
- Shared dishes and utensils must not be used. Kitchen facilities will not be available. Staff will be required to bring their own food, drink containers, dishes and utensils.

4.2.2.4 Fourth level protection: Personal Protective Equipment

Personal Protective Equipment (PPE) is the last and least effective method of controlling hazards in the workplace. PPE will never be the only control in place, but will be used in conjunction with higher levels of controls.

The City of Victoria will ensure:

- Electors must wear masks when entering the voting location and will not be asked to remove their masks while voting. Masks will be provided by the City of Victoria for electors who do not have them.
- Election officials whose stations are behind barriers are required to wear masks while working in the voting place. Election officials behind barriers may remove their masks temporarily to assist electors (e.g., for electors who read lips in order to communicate).
- Election officials whose stations are not behind barriers are required to wear masks and face shields while working in the voting place.
- Election officials who attend to electors at curbside shall sanitize their hands when leaving the building, wear masks and face shields at all times, and sanitize their hands once the ballot is placed into the voting machine and prior to returning to curbside to confirm the ballot has been entered. The secrecy folder shall be disposed of.
- Election officials must wear masks during in-person training unless the training takes place behind barriers or electronically.
- Candidate representatives must wear masks while observing the conduct of voting in voting places.
- Gloves will be available in the voting place for Health and Safety Attendants to use during sanitization routines.

4.3 Special Voting Opportunities

Special voting opportunities may be provided for electors who are unable to physically attend a voting location, which could include those in long term or extended care homes, those who are in quarantine or isolation at home, or in hospital or other segregated locations. In addition, electors who do not answer “no” to every question in the COVID-19 pre-screening questionnaire at a voting location, will not be allowed to enter to vote.

For this by-election, special voting opportunities are provided to electors through mail-in ballots.

4.4 Closing out / Replacing Voting Machines and Inserting Mail-in Ballots

The voting machines will tally the voting results, following the process outlined in the Presiding Election Official guide.

4.4.1 Risks of Transmission

The risks of transmission when closing out or replacing voting machines or feeding mail-in ballots into the machines are primarily from close contact between election staff and candidate representatives, and from potentially contaminated surfaces.

4.4.2 Controlling Risk – Closing out or replacing voting machines

Only the Presiding Election Official or Alternate Presiding Election Official, Machine Attendant and a minimum of two candidate representatives may be present at the time the voting machine is closed down and result tape is pulled on general election day. These are also the people who will be present if a voting machine must be replaced; the same controls will apply to both situations.

4.4.2.1 First level protection: Elimination/Substitution

Anyone present when the voting machine is being closed down or replaced, or while the mail in ballots are being inserted, shall maintain two metres (six feet) of physical distance, where possible.

4.4.2.2 Second level protection: Engineering Controls

There will be no transparent barriers to prevent transmission of COVID-19 during the closing out, replacement process, or while inserting mail-in ballots.

4.4.2.3 Third level protection: Administrative Controls

The Health and Safety Attendant shall sanitize the voting machine prior to commencing shut down, machine replacement or mailed-in ballot insertion.

Everyone shall sanitize their hands prior to and after touching any part of the machine or paperwork.

4.4.2.4 Fourth level protection: Personal Protective Equipment

The Health and Safety Attendant and machine attendants shall wear face masks and face shields when closing down or replacing a voting machine and while inserting mail-in ballots. Candidate representatives if present, shall wear a face mask at a minimum.

5.0 CLEANING AND HYGIENE PRACTICES

The City of Victoria's cleaning and hygiene practices are as follows:

- Voting places are cleaned before the space is set up the night before a voting day.
- Voting place surfaces are cleaned before the voting place opens to the public.
- Hand sanitizer pump bottles are available at the voting place entrance and exit, and at voting stations. Electors are asked to sanitize their hands upon entering and before leaving.
- Election officials are instructed to sanitize their hands regularly throughout the day.
- There will be one Health and Safety Attendant for every five voting booths.
- The Health and Safety Attendant shall clean high touch points regularly throughout the day. High touch points include door handles and tables.
- The Health and Safety Attendant shall sanitize each voting booth table after each voter has completed marking their ballot and moved to the voting machine.
- The voting machine will be sanitized if a voter is required to touch it.
- Responsibilities of the Health and Safety Attendant include surface cleaning, surface disinfection and restocking of sanitization supplies.
- Voting pens will be used once, deposited in a bin at the exit, and sanitized by the Health and Safety Attendant before the next use.
- Voting place surfaces are cleaned and disinfected after voting has concluded for the day and before any removal of tables, chairs, etc., from the location.
- Washrooms are designated for use by election staff only, and shall be cleaned and sanitized periodically throughout the day at a frequency established by the City of Victoria COVID-19 General Safety Plan
- Only products approved by Health Canada will be used to sanitize hard surfaces. The City of Victoria COVID-19 General Safety Plan lists products to be used.

6.0 TRAINING PLAN

Training for City of Victoria election staff and external staff hired to work as Presiding Election Officials, Alternate Presiding Election Officials, Election Officials, Machine Attendants, Information Officers/Greeters, Health and Safety Attendants and IT Runners will be held prior to voting day. This training will include:

- Background information on COVID-19, including risk of infection, signs, symptoms, transmission, etc.
- Site-specific hazards in each voting place and controls in place to mitigate them
- Precautions to prevent the transmission of COVID-19:
 - Stay home when sick
 - Physical distancing
 - Hand washing/sanitizing
 - Cough and Sneeze etiquette
 - Personal protective equipment provided by the City of Victoria.
- Individual responsibility to follow protocols established in this safety plan
- Individual responsibility to report any areas where physical distancing protocols are not effective, to supervisor
- Individual responsibility to refuse to perform work if there is an undue risk of injury or illness
- Cleaning and hygiene requirements in voting places
- Right to refuse unsafe work

6.1 Risk of Transmission during training

Risks of transmission of COVID-19 during training include those identified in the City of Victoria COVID-19 General Safety Plan, where the completed risk assessment for office staff who require face to face interaction is assumed to be a moderate risk.

6.1.1 Controlling Risk – Training election staff

In addition to COVID-19 safety protocols outlined in the City of Victoria COVID-19 General Safety Plan, the following protocols shall be implemented:

6.1.1.1 ***First Level Protection: Elimination/Substitution***

In order to eliminate the risk of transmission of COVID-19, the preferred method of training is online. Training could be through online portals such as Zoom or MS Teams, or via an interactive training program using PowerPoint or other platform.

If face to face training is required, all trainees and instructors shall, if possible, maintain a minimum distance of two metres (six feet) from each other.

If face to face training is required, participants will be required to make an oral declaration of health to the instructor before each course. Any participants who have

symptoms of COVID-19, who have tested positive for COVID-19, who have had recent close contacts with a COVID-19 positive person, or who have returned from travel outside of Canada within 14 days may not be in the workplace.

6.1.1.2 *Second Level Protection: Engineering Controls*

If face to face training is required and it is not possible to maintain a distance of two metres (six feet) between participants, transparent barriers shall be in place between and in front of every participant and instructor.

6.1.1.3 *Third Level Protection: Administrative Controls*

If face to face training is required, the time spent in class shall be limited to as short a duration as possible. Participants shall not linger after class.

All participants shall wash or sanitize their hands before the class and frequently throughout the class, particularly after documents are handled by multiple people.

6.1.1.4 *Fourth Level Protection: Personal Protective Equipment*

Face masks will be worn by all participants even when protected by transparent barriers.

7.0 PROTOCOL IF ILLNESSES ARISE

Election Staff or candidate representatives, who are present throughout the voting day, could exhibit signs and symptoms of COVID-19; it is unlikely an elector will exhibit sudden signs of becoming ill in the short time they are at the voting location but if they do, the same protocols will be followed.

If anyone begins to exhibit any of the signs and symptoms of COVID 19 (See [Appendix B](#)) they will be immediately removed to a separate location, preferably outdoors. If their symptoms allow, they will be instructed to return home and contact 8-1-1 or their medical practitioner. In the very unlikely event that their symptoms are suddenly extreme, an ambulance will be called through 9-1-1.

Anyone assisting the ill person will wear a mask and face shield, and immediately wash their hands after interaction.

Every touch surface (table, doorknob etc.) that could have been contaminated by the potentially ill individual, will be sanitized by the Health and Safety Attendant. Any unused ballots that the individual touched will be bundled and placed in a secure location by the Presiding Election Official. These may be treated as spoiled ballots and later destroyed, or held in a secure location for a period of 24 hours before being re-issued to another election official.

As all other personnel within the voting location will be following distancing protocols, be protected by transparent barriers, and wearing masks and face shields when not behind a protective barrier, they will not be required to stop working at the voting location, but will be advised to monitor for symptoms of COVID-19 for ten days, unless advised otherwise by the Public Health Office.

8.0 VOTING LOCATIONS

All potential voting locations were reviewed (date). Each potential location was assessed and (#) were confirmed based on the following criteria:

- Total unencumbered space with election staff present
- Room capacity for electors
- Appropriate access and egress, ideally directly from and to the outside
- Optimum “flow” from entrance to exit, limiting requirement to cross room
- Location for curbside voting
- Managing elector line-ups

Election Staff and IT staff will set up each location the night before the voting opportunity, using the checklist found in [Appendix G](#) and voting location site-specific safe work plans in [Appendix H](#).

APPENDICES

Appendix A	Occupancy limit poster
Appendix B	COVID-19 Pre-screening questions
Appendix C	Do Not Enter sign
Appendix D	Physical Distance sign
Appendix E	Respiratory etiquette sign
Appendix F	Hand Hygiene sign
Appendix G	Voting Location Checklist
Appendix H	Site-specific voting location Safe Work Plans

APPENDIX A Occupancy Limit Poster

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address / room / space:

Occupancy limit: _____ **people**

worksafebc.com



APPENDIX B: COVID-19 Pre-Screening Questions

DECLARATION OF HEALTH

1. Are you experiencing any of the following symptoms with unknown cause?
 - Fever or chills
 - Cough
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat
 - Loss of appetite
 - Extreme fatigue or tiredness
 - Headache
 - Body aches
 - Nausea or vomiting
 - Diarrhea

2. Have you had contact with any person with these symptoms, or under investigation for COVID-19, in the last 14 days?

3. Have you or any of your close contacts travelled outside of Canada in the last 14 days?

If you answered yes to any of these questions, please do not enter the voting place.

APPENDIX C: Do Not Enter Sign



**DO NOT ENTER
IF YOU ARE SICK
OR REQUIRED
TO SELF-ISOLATE**



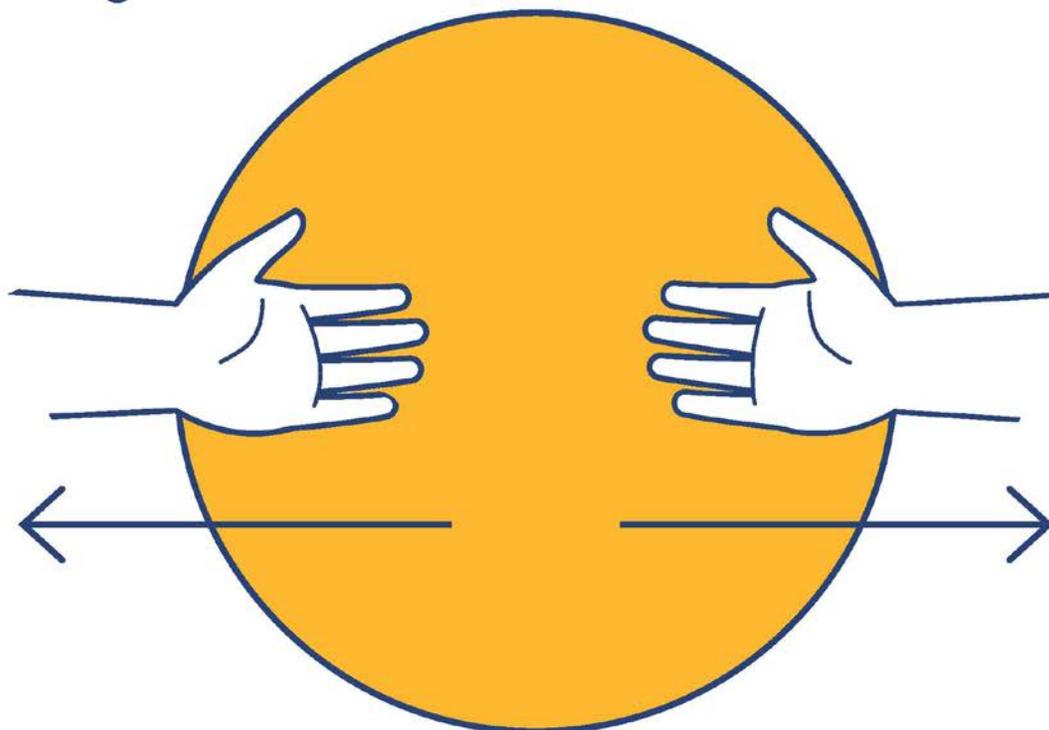
APPENDIX D: Physical Distance Sign



Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



**PHYSICAL DISTANCING
IN PROGRESS**

**Maintain a distance of at least
2 arms lengths from others.**



BRITISH COLUMBIA
Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



APPENDIX E: Respiratory Etiquette

Help prevent the spread of COVID-19

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.

APPENDIX F: Hand Hygiene Poster



APPENDIX G: Voting Location Checklist



2020 By-Election Voting Location Checklist

LOCATION: _____ MAX. OCCUPANCY LIMIT: _____

CHECKED BY: _____ DATE: _____

FOR REVIEW BY ELECTION OFFICIALS

- Physical distance markings outside
- Entrance and Exit clearly marked
- Occupancy limit posted on entry door
- Cough/sneeze etiquette posters in place
- Multi-lingual COVID-19 pre-screening question posters in place
- Distance markings on floor
- Directional arrows on floor
- Clear barriers placed on tables
- Hand sanitizer at entrance, exit and on each election officer table
- Hand hygiene signs in place
- Signs on washroom stating for staff only and maximum occupancy

FOR REVIEW BY IT STAFF

SITE:

- Tables are set up according to floor plan
- All cables strapped down to remove any tripping hazards
- Power bars are connected and have power
- Power on Cellular Device plug in AP Router
 - o Test connectivity to Voterview.ca & Voterview Express Application

iPADS:

- Battery fully charged
- Test login
- Ensure Wifi auto-connects
- Ensure Voterview.ca shortcut is on desktop
- Launch Voterview.ca and test login

LAPTOPS:

- Power on laptop
- Battery is fully charged
- Autologin working as designed
- Ensure Voterview.ca launches automatically
- Test login to Voterview.ca
- Launch/Login/Ensure updates are complete to Voterview Express
- Test Administrator Login (Adm_Elect2021)

APPENDIX H: Site-Specific Voting Location Safe Work Plans