

**Voting Place: Sir James Douglas Elementary**

Voting Place Address: 401 Moss Street

Chief Election Officer Name: Chris Coates

**Capacity limits:**

Floor area of voting room (square meters) 362

Maximum Occupancy 68

Number of Election Staff 11

Maximum number of voters and Candidate  
Representatives permitted inside 57

The City of Victoria has created a By-Election COVID-19 Safety Plan which details all of the safe practices in place to prevent transmission of COVID-19 and protect the health of workers, candidates, candidate representatives and electors. The entire plan can be viewed on the [City of Victoria website](#).

This Site Specific Safety Plan summarizes the controls in place to prevent transmission of COVID-19 in this voting place.

**Risks of Transmission**

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

- direct transmission via respiratory droplets between electors, election officials and candidate representatives, and
- indirect transmission via respiratory droplets that have landed on high touch points such as door handles, ballots, ballot marking pens and voting booth surfaces.

**Controlling Risk**

The Hierarchy of Controls was used in determining how to prevent transmission of COVID-19 in voting places. This prioritizes safety measures from greatest to least level of protection. A summary of these controls can be found on the last page of this document.

### **First level protection: Elimination/Substitution**

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

- Mail-in ballots eliminate the risk of transmission of COVID-19 as a result of the by-election.
- Eight advance voting opportunities, reducing the number of electors on General Election Day.
- Six voting places on General Election Day to spread electors out between locations.
- Voting places 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 elector distribution.
- If possible, entrance and exit doors to the voting place will be open, eliminating touch points on door knobs.
- 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 remain in their assigned zones, and will not move freely within the voting place when electors 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 meter (six foot) physical distancing markings are set out on the voting place floor using tape, and election officials will enforce distancing requirements.
- If identification is required, electors will not be required to physically hand over their identification, but may place it under the transparent barrier or hold it up to the barrier, to be viewed by the election official.
- Electors will not be required to sign the voting book, and must instead make the written declaration orally.
- Electors shall leave the voting place immediately after inserting their ballot into the voting machine.

### **Second level protection: Engineering Controls**

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

- Transparent barriers are installed on the top of Election Official and the Presiding and Alternate Presiding Election Official tables.
- Election Officials will place ballots and pens on the table for electors to pick up through a pass-through gap in the bottom of the barrier.
- Presiding and Alternate 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.

### **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:

- Prior to entering the voting place, staff, electors, candidates and candidate representatives must make a declaration of health based on symptom criteria set by the BC CDC.
- Anyone who cannot make the declaration of health shall not enter the voting place.
- Signage will be in place reminding electors of occupancy limits, not to enter if they are experiencing COVID-19 symptoms, distancing requirements, respiratory etiquette, and hand hygiene requirements.
- Pens required for marking the electronically-read ballots are provided to electors by the election official and once used, shall be deposited in a bin at the voting machine marked "used pens". The pens will be sanitized before re-use.
- Any pens used for signing solemn declarations shall be sanitized before re-use. A container marked "used pens" shall be available at the Presiding Election Official table.
- Electors will insert their completed ballot into the voting machine. No secrecy sleeve will be provided to decrease touch points. 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.

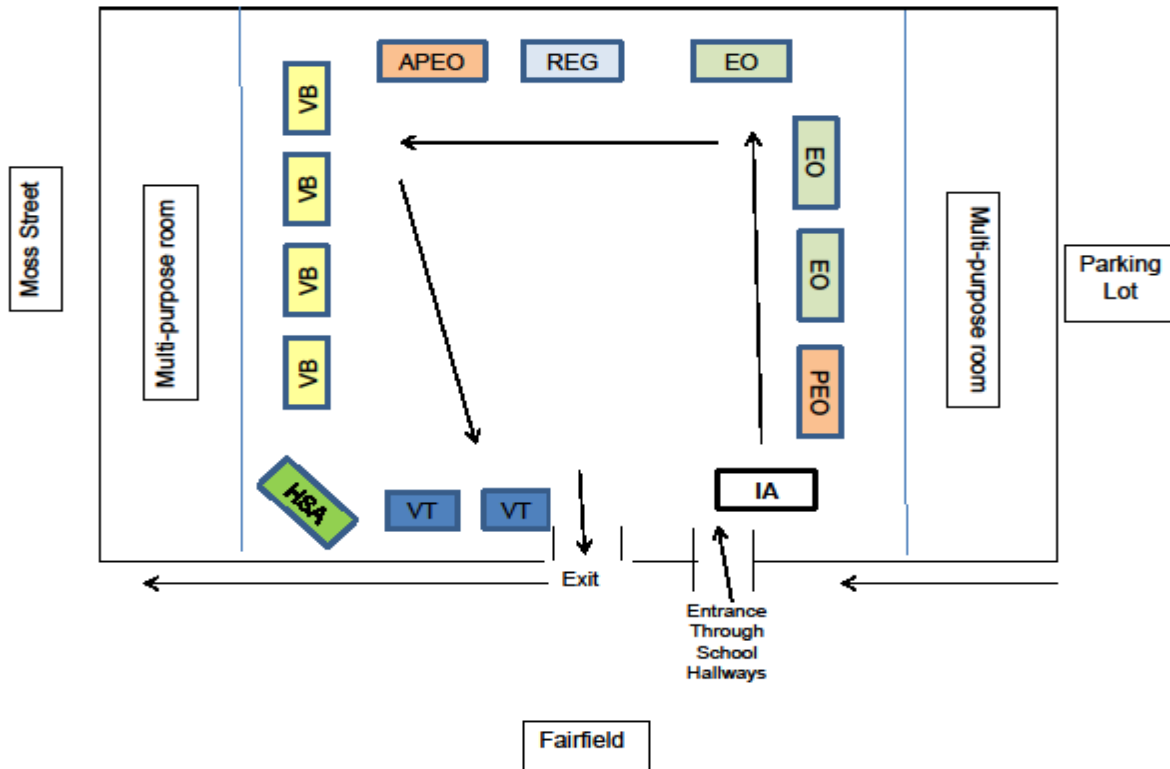
#### **Fourth level protection: Personal Protective Equipment**

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.

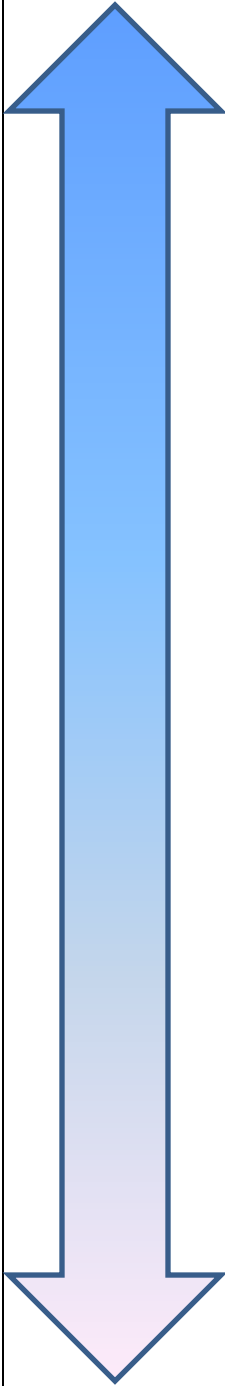
The City of Victoria will ensure:

- Electors are required to wear masks when queuing outside and entering the voting place, and will not be asked to remove their masks while voting.
- Election officials whose stations are behind transparent 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 transparent barriers are required to wear masks and face shields while working in the voting place. They may remove their masks temporarily to assist electors but must maintain two meters (six feet) of distance from the elector they are assisting, as well as wear a face shield.
- Election officials who attend to electors for curbside voting 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, prior to returning to curbside to confirm the ballot has been entered. The secrecy sleeve shall be disposed of.
- 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.

**SITE-SPECIFIC FLOOR PLAN – Sir James Douglas Elementary**



**SUMMARY OF HIERARCHY OF CONTROLS IN VOTING LOCATIONS**

|  |                                  |  |
|--|----------------------------------|--|
|  <p>Most Effective</p> | 1. Elimination/<br>Substitution  | <ul style="list-style-type: none"> <li>• Mail-in voting eliminates need for person to person contact</li> <li>• Reduce the number of people in the voting place by providing advanced voting opportunities and many voting locations</li> <li>• One election official per table</li> <li>• Occupancy limits established allowing 5 square metres of unencumbered space per person</li> <li>• Ensure physical distance of 2 metres (6 feet) maintained between people</li> <li>• Electors don't hand over ID or sign voting book</li> <li>• No secrecy sleeves except for curbside voting</li> <li>• Doors open, where possible, to eliminate touching of door knobs</li> </ul>           |
|  | 2. Engineering controls          | <ul style="list-style-type: none"> <li>• Transparent barriers between workers and electors</li> <li>• Ballots and pens placed under pass-through of transparent barrier</li> <li>• Solemn declarations taken from behind barrier</li> </ul>  |
|  | 3. Administrative controls       | <ul style="list-style-type: none"> <li>• Everyone must make oral declaration of health before entering voting location</li> <li>• Staff outside to address safety protocols and increase efficiency throughout the process</li> <li>• Signage in place: no entry if ill; occupancy limits; physical distancing; hand hygiene; cough/sneeze etiquette, distance marks on ground and floor</li> <li>• Frequent hand washing/sanitization by staff and electors</li> <li>• Frequent sanitization of frequently touched surfaces including voting booths, by Health and Safety Attendant</li> <li>• Pens used, then sanitized</li> <li>• Electors put ballots into voting machine</li> </ul> |
|  | 4. Personal Protective Equipment | <ul style="list-style-type: none"> <li>• Face masks worn by all election staff, candidate representatives and electors</li> <li>• Face shields worn by election staff if not protected by transparent barrier</li> <li>• Health and Safety Attendant provided with gloves for cleaning duties.</li> </ul>  |
| <p>Least Effective</p>   |                                  |  |