

Job Action Sheet

VDH MRC Infection Prevention Ambassador (IPA) Election Polling Sites

Position Title	Infection Prevention Ambassador (IPA)
Required Job Skills	MRC Volunteer that has completed the IPA training
Report To:	Polling Site Election Chief or designated supervisor

Mission: Medical Reserve Corps (MRC) volunteers are public health ambassadors and serve as educators and advocates to create stronger and healthier communities. The Infection Prevention Ambassador (IPA) will assess the infection prevention measures at assigned election polling sites, identify deficiencies, and facilitate corrective actions to mitigate community spread of the coronavirus or other contagious or infectious transmissions. Specific activities may vary by jurisdiction and should be identified in advance between the MRC unit coordinator and local election officials. MRC volunteers are not a substitute for election officials having a public health and sanitation plan for Election Day.

Scope of Service: Volunteers will be deployed to an election polling site as requested by election officials. Infection Prevention Ambassadors will be stationed INSIDE polling places and should serve no more than an 8-hour shift with reasonable time for meals and breaks. Volunteers should plan to bring their own food and beverages for their shift and dress in appropriate and comfortable clothing.

Qualifications: Volunteers must complete a background check, MRC orientation, and the Infection Prevention Ambassador training. Ideally, the volunteer will also have completed ICS 100 and ICS 700.

Actions you should take for yourself:

- ✓ Stay at home if you have fever, respiratory symptoms, or believe you are sick
- ✓ Stay at home if within the last 14 days you have been in contact with someone who has been diagnosed with COVID-19, or if you have had COVID-19 and do not meet the CDC's criteria for ending isolation.
- ✓ Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- ✓ Wear a face mask and practice social distancing while serving as an Infection Prevention Ambassador.

Initial Actions:

- ✓ Read the entire Job Action Sheet and all provided resources.
- ✓ Wear picture ID badge and shirt (if provided).
- ✓ Wear a cloth mask or appropriate personal protective equipment (PPE).
- ✓ Report to Polling Site Election Chief and sign-in (according to MRC Unit Coordinator instructions).
- ✓ Introduce yourself to all staff assigned to the team.
- ✓ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
- ✓ Clarify any questions or concerns with Election Chief prior to starting work.
- ✓ Maintain a Job Action Log that chronologically describes your actions during your shift.

Specific Job Actions:

- ✓ Familiarize self with the election polling site physical layout (e.g. emergency exits, bathrooms).
- ✓ Monitor infection prevention measures and provide coaching on:
 - Proper use of PPE (gloves and masks), including donning and doffing.
 - Social distancing measures.
 - Proper sanitation methods, including hand washing and disinfecting surfaces.

- ✓ Identify lapses of infection prevention measures and provide instructions for corrective actions to the Election Chief.
- ✓ Immediately report safety hazards that cannot be easily corrected to Election Chief.

Conclusion of Work Shift Actions:

- ✓ Complete all required forms, reports, and other documentation and give to the MRC Unit Coordinator.
- ✓ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.
- ✓ Sign out and log the hours worked during the response to your MRC Unit Coordinator.

Infection Prevention Recommendations for Safe Election Polling Sites

Infection Prevention Measures for Election Site Staff: As an MRC Infection Prevention Ambassador your job is to assist local election officials with coaching on proper use of personal protective equipment (gloves and masks), monitoring proper social distancing measures by voters, and ensuring proper sanitation methods to include teaching proper hand washing and how to properly disinfect areas.

Center for Disease Control (CDC) Guidance: As a part of your assessment and monitoring you can use the following [CDC recommended activities for an election polling site](#) to prevent spread of coronavirus disease and share your feedback with the Polling Site Election Chief.

Hand Hygiene and Respiratory Etiquette

- Provide an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process where voters interact with poll workers, after using the voting machine, and as the final step in the voting process.
- Place alcohol-based hand sanitizer in visible, frequently used locations such as registration desks, where “I Voted” stickers are dispensed, and exits.
- Encourage poll workers to wash their hands frequently

Cloth Face Coverings

- Recommend and reinforce the use of [cloth face coverings](#) among all workers.
- Encourage voters to use [cloth face coverings](#) while in the polling site.

Maintaining Healthy Environments

- Is the election site staff conducting routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Disinfect surfaces that may be contaminated with germs; recommend using EPA approved products. [A list of products that meet EPA’s criteria for use against COVID-19 is available.](#)
- Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.

Social Distancing

- Remind voters upon arrival to leave space between themselves and others. Encourage voters to stay at least 6 feet apart (and farther apart if a voter is not wearing a mask).
- Have plans to manage lines to ensure social distancing can be maintained.

Addendum A: Training Aids for Infection Prevention Ambassadors

- Clearly mark points of entry and exit to avoid bottlenecks.
- Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on [signs](#) about social distancing.

Additional CDC Resources:

1. Video - Use of Cloth Face Coverings to Help Slow the Spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
2. Stop the spread of germs general information: [Stop the Spread of Germs \(COVID-19\)](#)
3. Face Mask Posters:
 - a. For healthcare providers: [Facemask Do's and Don'ts](#)
 - b. For the general public: [Interim Guidance for Mass Gathering](#)
4. Video - Safely removing protective gloves: <https://youtu.be/zqq5SFsv-K8>
5. Steps to remove gloves poster: [How to Remove Gloves](#)

Polling Site Infection Prevention Action Log

Poll Location: _____ Election Chief's Name: _____

AM Shift/Time: _____ PM Shift & Time: _____ Date: _____

Planning Considerations for Polling Site Layout: Recommendations for polling staff that can be reviewed or shared with them to prepare for the site set-up.

- Exterior and interior traffic flow promotes proper social distancing (areas for voters to wait in line, floor/ground marked with spots that are 6' apart, one-way flow of traffic clearly marked, identify areas for bottlenecks)
- Voting stations are at least 6 feet apart plus space to allow voters to walk to and exit.
- Staff is positioned 6 feet apart at voter check-in stations.
- Voter interaction with polling staff includes safety measures such as plexiglass barriers or marked areas for voters to stand to ensure social distancing while checking in or submitting ballots.
- Maximum safe capacity is determined based on the layout and is being maintained throughout the day.
- Breakroom & foods – disposable napkins, plates, and utensils, individual drink bottles, wipe surfaces before/after
- Signs are posted throughout the site to promote social distancing for voters, use of masks, and general infection prevention measures.
- Door thresholds, stairs, entryways are safe? Exits marked?
- Ventilation – maximize fresh air, keep inside doors open.
- Management of exterior car traffic does not impact voters waiting in line.
- If possible, provide a separate line for staff and voters not wearing masks.

Infection Prevention Measures during Polling Operations	Comments
Infection prevention supplies are readily available for staff: masks, gloves, hand sanitizer, handwashing areas, and disinfectant wipes.	
Staff practices social distancing and maintains at least 6 feet distance with the public and at work stations.	
Voters are maintaining social distancing. Staff is promoting through verbal reminders as needed.	
Communication about proper wearing of masks is promoted through signage or verbally with voters.	
Staff minimizes touching items with voters (ID, I voted stickers, Pens, Papers to keep, Clipboards for car).	
Voters have access to hand sanitizer before or after using the voting machine. Is hand sanitizer in visible locations, and/or at registration and exit desks?	
Routine cleaning of frequently touched surfaces – tables, doorknobs, lights, handles, desks, toilets, faucets, sinks, etc. is being conducted.	
Disinfect voting-associated equipment after each individual use (voting machines, laptops, tablets, keyboards)	
Adequate disinfectant materials are available. Shortages are identified and reported to election staff.	

Bathrooms have soap, water, drying materials.	
Other Items Noted:	

Important reminders:

1. Media – All media requests for an interview should be referred to your MRC Unit Coordinator.
2. Public health questions from staff & voters can be referred to the Virginia Dept. of Health coronavirus website: <https://www.vdh.virginia.gov/coronavirus/>
3. Photos – Picture taking is not allowed in the polling station during voting. You may take photos outside of the polling station, but do not include voters. It is ok to take selfies or pictures of volunteers and election staff with their permission while they are not performing official duty.
4. Social media – tag Virginia MRC on Facebook.
5. Refer general inquiries about the MRC to www.vamrc.org