



Virginia MRC

Infection Prevention Ambassadors

November 2, 2021

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Presenters & Moderator

★ Jessica Bowman

- Chief Deputy, Department of Elections

★ Jennifer Goodnight, MPH

- Northwest MRC Volunteer

★ Meagan Doran, MS

- Virginia MRC COVID-19 Coordinator

★ Pat Meinen (chat box)

- COVID-19 Western Region Coordinator

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What we will talk about...

- ★ Purpose of VA MRC in Elections
- ★ Polling Location Operations
- ★ Election Regulations
- ★ Role of the Infection Prevention Ambassador
- ★ Infection Prevention Education & Strategies
- ★ Communication Guidelines
- ★ Volunteer Responsibilities

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Virginia General and Special Elections

Jessica Bowman, Chief Deputy Commissioner
The Virginia Department of Elections



Who Is In A Polling Place?

- Each precinct/polling must have at least 3 Officers of Election
 - Precincts that are combined into one physical location must have two unique officers they can share the third or more
- Each precinct has a Chief and an Assistant Chief Election Officer
 - Experienced
 - Chief in charge of other election officers
 - Brings supplies, solves problems, speaks directly with the General Registrar's Office
- Others—Possibly in Shifts
 - Greeter
 - Pollbook Officer
 - Ballot Officer
 - Voter Equipment Officer
 - High School Pages
 - Electoral Board Member
- Candidates/Parties Outside of Polling Place (40 ft. rule)
- Observers
 - Party Officials
 - Independent Observers (can be international)
 - Candidates 10 mins.



Timeline of Election Day

- Officers of Election Arrive at Polling Place--5am
- Polls Open at 6am
- Polls Close at 7pm
 - If voters are in line at 7pm they can vote as long as they stay in line.
- Normal Peak Times: Opening, Closing and Lunch



Voting Process

- Voter enters polling place → check-in table
- Officer of Election checks voter in the poll book (either computer/tablet/paper)—asks for ID
- Voter gets ballot → voting booth to mark ballot
- Goes to voting tabulator to insert ballot
- Receives “I Voted Sticker” → Exits



Alternative Voting Processes due to COVID-19

- Combination of Polling Places in One Physical Location or Outside Locations
- Safeguards regarding exchange of ID
- Sneeze Guards, Shower Curtains, etc. around check-in table
- Disposable Pens/Folders
- No “I Voted” Stickers
- Limiting Number of People Inside a Polling Location
- Social Distance Signage for Voters Standing In Line
 - *Voters can NO LONGER be offered curbside voting if they refuse to wear a mask* (per the expiration of the Governor's Executive Order)



Supplies Given to Localities

- Masks (for officers not for voters)
- Gloves
- Face Shields
- Hand Sanitizer
- Disinfectant Wipes
- Localities have also sourced other PPE and cleaning supplies



Voters Wearing Masks

- Voters going to vote on Election Day are highly encouraged to wear a mask, however, **a voter may not be turned away if they are not wearing a mask**
- If a voter is not wearing a mask...
 - Ask if they have a mask to wear it
 - Offer a mask if extra are available
 - Interaction as brief as possible
 - *Voters can NO LONGER be offered curbside voting if they refuse to wear a mask*(per the expiration of the Governor's Executive Order)



Officers of Election Wearing Masks

- Officers of Elections should be wearing masks, however, authority is with the local electoral boards. If you have any concerns talk to the chief election officer.



Key Things to Remember

- If you have any questions or concerns you can always talk to the Chief Election Officer or whomever she has designed as your contact.
- Voters can get agitated for a variety of reasons. Election officials are used to it and trained for a variety of situations.
- Elections are administered in a non-partisan manner. If things are slow and you find yourself talking to officers refrain from talking/asking about the candidates or politics in general.
- If for some reason you can't make your volunteer shift please communicate to your designee ASAP; this will help General Registrars and Officers of Elections alter plans while still conducting a smooth election.



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THANK YOU!!!



Infection Prevention Ambassador:

Operations, Responsibilities and Safety

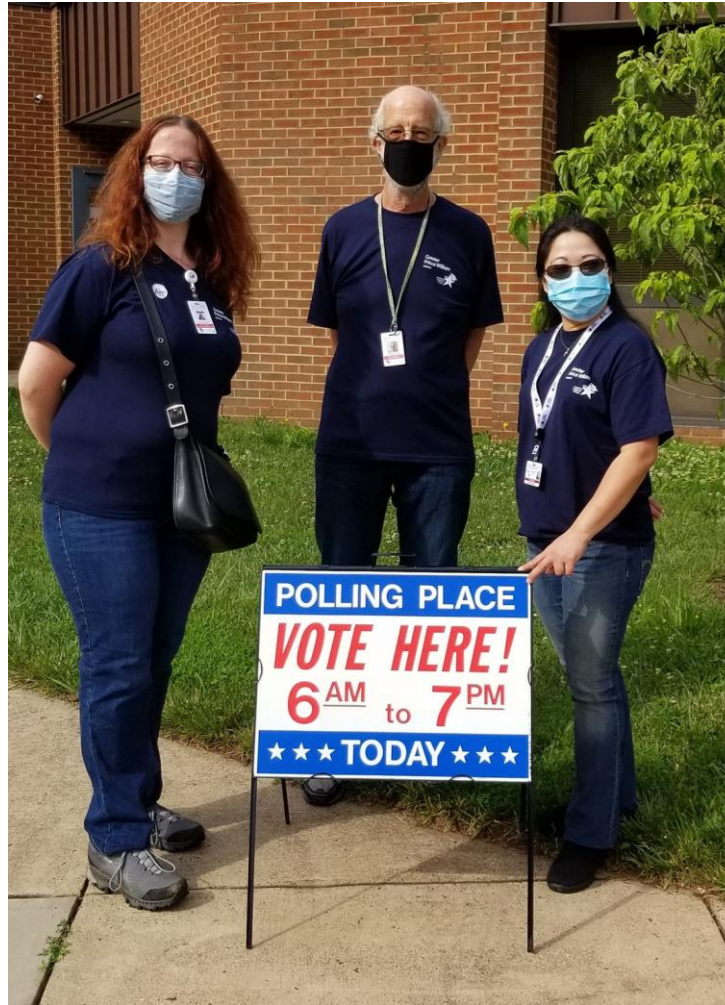
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Why MRC in Elections



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Role of an IPA

- ★ Public Health Champion
- ★ Represent VDH and MRC
- ★ **NOT** Responsible for Voting Process
- ★ **NOT** the Cleaning Crew



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Role of the IPA

- ★ Access and reduce infection risk for workers and voters
- ★ Determine what actions workers can take to minimize infection risk
 - Before voters arrive
 - During the day as voters vote
- ★ Identify challenges

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IPA Election Job Action Sheet

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.

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Things to Know Before You Go

★ Start by Staying Healthy Before Election Day

- Practice Physical Distancing
- Wash Hands Frequently
- Wear a Mask
- Use Hand Sanitizer
- Avoid touching eyes, nose or mouth

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Before Voting Day: Preparations

- ★ Know If You Are Sick
 - Self-screen at home
 - Seek medical attention
- ★ Notify your MRC Coordinator if you or someone that you live with has been diagnosed or is symptomatic within the last 14 days

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Reminder: COVID-19 Symptoms

★ Do **NOT** report to a polling site if you or someone you live with have these symptoms:

- Frequent Cough
- Fever
- Difficulty Breathing
- Chills
- Muscle Pain
- Headache
- Sore Throat
- Recent Loss of Taste or Smell



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At the Polling Location

- ★ Arrive on time
- ★ Find the Election Chief
- ★ Determine how you can best support



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Role of the Election Chief

- ★ Will resolve issues
- ★ Obtain resources
- ★ Interact with media

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Before Voting: Preparations

★ Layout of the building

★ Ventilation

- Maximize fresh air and air circulation
- Consider opening doors or windows
- Consider weather

★ Cleaning Solutions

- What solutions will be used to clean?
- Are they labeled?
- Make sure the solutions are not too irritating since they will be used all day



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Be Aware of Bottles

- ★ Bottle left is QT-TB surface disinfectant
- ★ Bottle right is hand sanitizer
- ★ Impacts to voter safety
 - QT-TB should only be used as surface cleaner while wearing gloves
- ★ QT-TB can break touchless hand sanitizer stations



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Cleaning and Safety

- ★ What solutions are used?
 - Paper towels vs. wipes
- ★ How often should you clean?
- ★ Who cleans?
- ★ What if you run out of supplies?



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The Day of: Traffic Flow

- ★ One-way flow if possible
- ★ Maintaining 6 feet
 - Tape on floor or cones
 - Inside vs. outside – what will you do if there are many voters waiting?



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The Day of: Operations

- ★ Barriers
 - Shower Curtains or plastic barriers
- ★ Minimize voting stations and maximize space between stations
- ★ Minimize person-to-person contact



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The Day of: Operations

- ★ Minimize what surfaces are commonly-touched
- ★ Doors
 - Open versus closed
 - Door monitors



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Tools for Infection Prevention

- ★ Masks or Face Shields
- ★ Barriers
- ★ Signs
- ★ Gloves
- ★ Handwashing areas
- ★ Hand sanitizer
- ★ Clorox or other disinfecting wipes



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PPE Training: Masks

- ★ Purpose
- ★ Mask Selection
- ★ Communication about masks to voters
 - Signage
 - Verbal
- ★ Proper wearing and removal of masks



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Donning PPE - Mask

- ★ Wash / sanitize hands
- ★ Open the mask, expand pleats or folds
- ★ Orient the top of the mask
- ★ Ensure the proper side of the mask faces outwards
- ★ Place the mask on your face and pinch your nose
- ★ Place the loops around your ears, one at a time
- ★ Fit the mask under your chin
- ★ Basic mask fit test
- ★ Once on, don't touch your mask

Clean hands



Mask



Face Shield



Gloves

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Doffing - Mask

- ★ Advise poll workers to change their mask whenever it becomes wet or damaged, or if they have taken it off
- ★ Wash or sanitize hands
- ★ Do not touch the front of the mask
- ★ Remove by unhooking the ear loops one at a time (if it has ties, untie or tear the lower ties first, then the upper ties)
- ★ Dispose of the mask in trash
- ★ Wash or sanitize hands

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Donning PPE – Face Shield

- ★ Bend forward slightly
- ★ With the face shield facing toward you, place your thumb inside the straps and the foam on your forehead
- ★ Stretch the elastic band and place it behind your head
- ★ Once the shield is situated make sure it cover the front and sides of your face

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PPE Training: Gloves

- ★ Purpose
- ★ What gloves to wear
- ★ When to wear gloves
 - 2 hands versus 1
- ★ How to properly remove
- ★ Supply concerns



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Donning - Gloves

★ Donning:

- After putting on a mask and face shield, put on your gloves
- Chose a size that is not too tight, nor too loose

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Doffing - Gloves

- ★ Use dominant hand to pinch the palm of the glove on opposite hand
- ★ Turn the glove inside out and encase it in a ball your dominant hand
- ★ Slide 1, or 2 ungloved fingers inside the glove of your dominant hand
- ★ Turn the glove inside out until it's balled around the 1st glove
- ★ Dispose of the gloves in the trash
- ★ Wash your hands

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Doffing - Face Shield

- ★ To remove the face shield tilt your head forward slightly
- ★ Grab the strap at the temples
- ★ Pull it forward and over your head
- ★ Dispose of the face shield

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Opportunities to Minimize Touch

- ★ Licenses / Identification
- ★ One-way transactions
 - I voted stickers
 - Pens
 - Papers to keep
- ★ Ballots into counting machines
- ★ Clipboards for those in cars



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Other Safety Considerations

★ Slips, trips & falls

- Door thresholds, stairs, entryways
- Weather

★ Evacuation

★ Traffic and other issues if lines become long

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The Day of: Shared Spaces

- ★ Restrooms
- ★ Water fountains
- ★ Breakroom
- ★ Any other spaces to consider?



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Food Safety

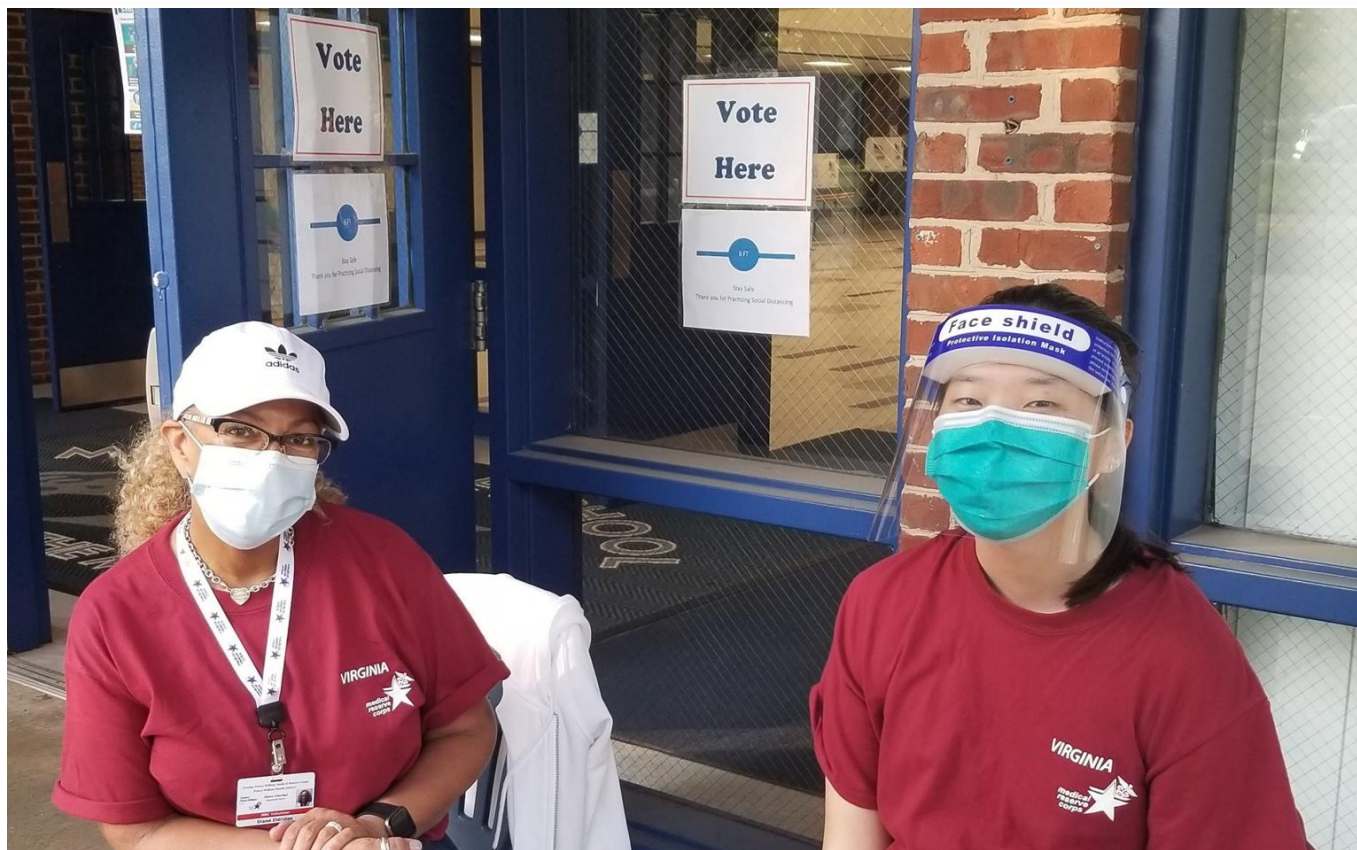
- ★ Prepared food ideal
- ★ 1 server (with mask) instead of buffet-style
 - 1 plate per trip
 - Consider gloves for server
- ★ Disposable napkins, plates & utensils
- ★ Separate bottles or containers for drinks
- ★ Wipe surfaces before and after
- ★ Hand sanitizer

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When voting begins...



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Interacting with Voters

Encourage

- Hand sanitizer
- Masks
- Single use pens
- Avoid direct contact
- Physical distancing



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Voters with Special Needs

- ★ Walking to cars
- ★ Exchanging paperwork and ballots (clipboard)
 - What items can the voter keep?
 - What does polling worker need to take back?
 - When can the workers wash their hands?
- ★ Maintaining distance



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Symptomatic Voters

- ★ Voters reporting symptoms should be encouraged to use alternative voting options
 - Drive up voting from vehicle
 - Walk up outside voting assistance
- ★ Obtain instruction from election chief on how they will manage the voter

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If Tensions Run High...

- ★ **Reassure** voters that your job is to protect their right to vote safely
- ★ **Slow down** and remain calm
 - Repeat what you heard slowly or ask voter to repeat themselves, even if you heard them
- ★ **Check in** with poll workers for advice or support
- ★ **Ask for help**
 - Ask poll workers or election chief site specific information
 - Contact your designated MRC POC

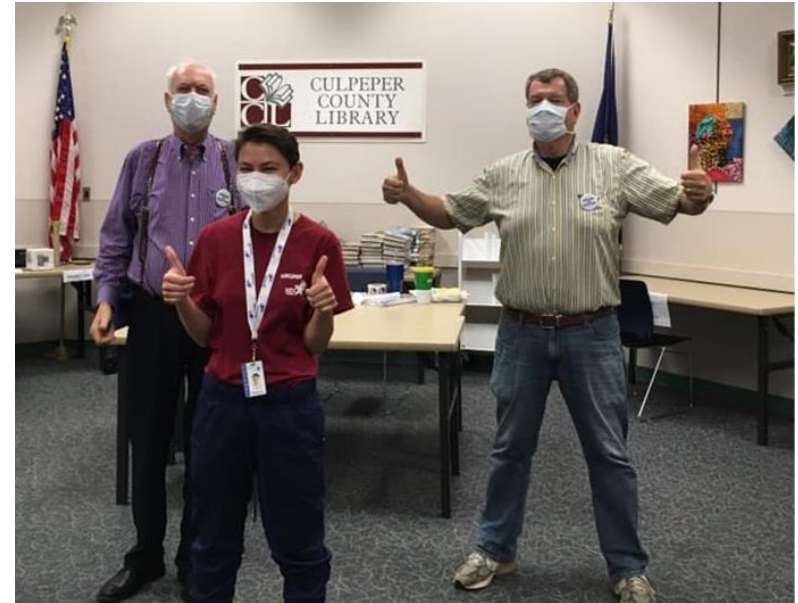
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Demobilization

- ★ Clean space and pack up while maintaining social distancing
- ★ What can and can't be cleaned?
 - How to handle ballots safely and securely?



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Infection Prevention Ambassador: Election Day Deployment Coordination

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Volunteer Responsibilities

- ★ Sign-up for your shift
- ★ Let us know if you can't show
- ★ Wear your MRC shirt, badge, comfortable/presentable
- ★ Know who you are accountable to
- ★ How to check-in
 - Google survey, text, email

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November 3rd Deployment

- ★ Introduce yourself to the Election Chief
- ★ Make notes on the action log
- ★ Brief the next volunteer (if applicable)
- ★ Take a selfie or pictures
- ★ Tag Virginia MRC on FB or IG

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Letter of Introduction

- ★ Bring letter to assigned polling station
- ★ State elections MRC Coordinator POC Moira Qualls



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ELECTIONS

Christopher E. "Chris" Piper
Commissioner

Tuesday, November 2nd, 2021

Dear Chief,

The person presenting this letter to you is a Virginia Medical Reserve Corps (MRC) volunteer from the Virginia Department of Health. This volunteer has been deployed as an Infection Prevention Ambassador to your polling site as requested by local election officials in your jurisdiction.

Virginia Medical Reserve Corps volunteers are public health ambassadors in our community who serve as educators and advocates to create stronger and healthier communities. The MRC Infection Prevention Ambassador's 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. The Infection Prevention Ambassador will also assess the infection prevention measures at assigned election polling sites and may facilitate corrective actions to mitigate community spread of the coronavirus or other contagious or infectious transmissions.

The MRC Infection Prevention Ambassador will not have any election duties and will not interfere in any way with the election process. 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. MRC volunteers are not a substitute for election officials having a public health and sanitation plan for election day.

MRC Volunteers are trusted community members who have completed a background check, a VDH MRC orientation, and the DOE and VDH MRC Infection Prevention Ambassador training. If you have any questions or concerns about this volunteer, please email ipa.elections@vamrc.org or call 804-664-6886.

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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.

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Interacting with the Media

I would like to make sure you have the right information about MRC, here is a phone # you can call and they would be happy to arrange interviews for you.

www.vamrc.org

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COVID Questions?

Refer to our website

<https://www.vdh.virginia.gov/coronavirus/>



COVID-19 in Virginia

COVID-19 Data



Daily Dashboard



Virginia's Key COVID-19
Measures



COVID-19 Data Insights

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Let's Review...

- ★ Purpose of VA MRC in Elections
- ★ Polling Location Operations
- ★ Election Regulations
- ★ Role of the Infection Prevention Ambassador
- ★ Infection Prevention Education & Strategies
- ★ Communication Guidelines
- ★ Volunteer Responsibilities

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Visit IPA Election Website for Resources

<https://www.vdh.virginia.gov/mrc/ipaelections/>

- Log Attendance
- Job Action Sheet
- Training Slides
- Letter of Introduction



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THANK YOU

for volunteering as an IPA and
protecting the health of your
community



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