**Brazos County Elections Emergency Action Plan**

Re: COVID-19

*Effective August 17, 2020*

In order to help minimize risk of exposure for the Election workers and voters of Brazos County, the Brazos County Elections Administrator has approved the following Emergency Action Plan to go into effect August 17, 2020.

**Emergency Action Plan for Elections**

1. Each election worker will be provided with gloves and a mask.
2. Hand sanitizer will be provided for both the voter & election staff at every location open for voting.
3. Disinfecting wipes will be provided to use on the machines before and after each voter use.
4. Machines will be cleaned every hour – regardless of use at each location open for voting use.
5. Admittance to voting area will be limited to workers and the number of voting stations in the location.
6. Doors and points of entry will be open, if possible, to reduce contact with surfaces others have touched.
7. All election staff and voters will be required to maintain 6ft distance between each person(s) at all times.
8. Tape or floor signs will be used on the floor to mark 6ft increments to insure social distancing protocols are adhered to while in line. An election worker will be assigned to monitor the line.
9. Voters must use hand sanitizer at check in station, then hold their ID up for the election worker to identify them, once identified the voter will place the ID in the tray to be scanned, once ID is scanned the voter will remove the ID from the tray.
10. Voters will be supplied with an unsharpened pencil to be used during voting process. Pencil will be place in a box by the voter after use.
11. After use, pencils will be sanitized by an election worker before being returned to the pencil supply.
12. Hand sanitizer will be available when exiting the voting area.