

COVID 19 Work Plan for Village of Queen Charlotte 2020 Bi-Election

It has been determined that a bi-election will be happening for the Village of Queen Charlotte. The voting dates are set as Tuesday November 10, 2020 for advance voting and Saturday November 21, 2020 for the General Election date. Mail in voting has been made an option to all electors as a safe alternative to voting in person. Please contact Kim Mushynsky at 250-626-7210 or Jen Bulbrook at 250-637-1767 for more information on this option.

The procedures and precautions that will be implemented to minimize the risks for voters and workers of this bi-election are outlined below. These procedures will be posted at both voting locations and on the Village of Queen Charlotte's website.

Advance Voting November 10, 2020 – VOQC Youth Centre. 924 3rd Avenue Queen Charlotte BC.

Staff precautions:

- All workers will be required to wear a mask
- Social Distancing will be maintained as much as reasonably possible given the layout and work requirements.
- Per Ministerial Order #M382, approved by the Ministry October 6, 2020 and approved by VOQC Council October 19, 2020 the declaration by voters will be done orally thereby not requiring voters to sign the voters book.
- Hand sanitizer will be available
- Washroom facilities are available to staff only to reduce the amount of use and to allow frequent hand washing.
- The table where the public and workers interact will be double spaced to increase the distance between the public and staff
- When ID is required staff will not touch the ID but simply observe and record as necessary

Public precautions:

- The entry will be marked with 1 metre distancing to guide the public on where to stand while waiting to vote.
- Voters are required to wear a mask while on the premises. Voters are encouraged to bring their own masks but disposable masks will be available should someone forget, to allow for the democratic process
- Hand sanitizer will be available for voters upon entering the building
- Voters will come in through the entrance, make their declaration, receive their ballot, proceed to the voters space, deposit their ballot and then exit through the back so that there is not congestion at the entrance.
- Staff will wipe down the voters space between voters with sanitizer
- ID will only be required to be shown if a person is not already on the voters list. If ID is required the voter will hold it up for the staff member to record the necessary information without handing it to the staff member or placing it on any surface.

- The entrance door will be wiped down every hour.
- A place will be clearly marked which takes into consideration social distancing for any scrutineers who wish to observe the election process – scrutineers must wear masks at all times that they are in the building

Regular Voting November 21, 2020 – VOQC Community Hall, 136 Bay Street, Queen Charlotte BC.

Staff precautions:

- All workers will be required to wear a mask
- Social Distancing will be maintained as much as reasonably possible given the layout and work requirements.
- Per Ministerial Order #M382, approved by the Ministry October 6, 2020 and approved by VOQC Council October 19, 2020 the declaration by voters will be done orally thereby not requiring voters to sign the voters book.
- Hand sanitizer will be available to staff
- Washroom facilities are available to staff only to reduce the amount of use and to allow frequent hand washing.
- The table where the public and workers interact will be double spaced to increase the distance between the public and staff
- When ID is required staff will not touch the ID but simply observe and record as necessary
- Gloves will be provided to staff for the counting of ballots

Public precautions:

- The entry will be marked with 1 metre distancing to guide the public on where to stand while waiting to vote.
- Voters are required to wear a mask while on the premises. Voters are encouraged to bring their own masks but disposable masks will be available should someone forget, to allow for the democratic process
- Hand sanitizer will be available for voters upon entering the building
- Directional arrows will be placed on the floor to minimize interaction between voters
- Staff will wipe down the voters space between voters with sanitizer
- ID will only be required to be shown if a person is not already on the voters list. If ID is required the voter will hold it up for the staff member to record the necessary information without handing it to the staff member or placing it on any surface.
- The entrance door will be wiped down every hour.
- A place will be clearly marked which takes into consideration social distancing for any scrutineers who wish to observe the election process – scrutineers must wear masks at all times that they are in the building
- Areas will be clearly marked where the regulated observers may sit/stand if they wish to be present for the counting of the ballots. Anyone observing the ballot count will be required to wear a mask.