

CLEANLINESS COORDINATOR CHECKLIST

ONE-STOP
VOTING



The Site Coordinators must ensure the following tasks are completed by the Cleanliness Coordinator on a regular basis during the shift.

GENERAL CLEANLINESS COORDINATOR MANAGEMENT TASKS

- Ensure that one Cleanliness Coordinator is assigned (by the Site Coordinator) to maintain cleanliness protocols inside the voting enclosure.
- The Cleanliness Coordinator will wear the following Personal Protective Equipment:
 - Face Mask
 - Face Shield (Optional)
 - Gloves
 - Disposable Gown (Optional)
- The Cleanliness Coordinator must use hospital-grade cleaning supplies and wipes provided by the Board of Elections.
- In between voters, the Cleanliness Coordinator must wipe down surfaces. Signage will be used to designate drying areas that are not yet ready for use.
- Common surfaces that must be wiped down are (but are not limited to):
 - Tables
 - Chairs
 - Voting Booths
 - Doorknobs

CLEANLINESS COORDINATOR CHECKLIST

- Site Cellphone
 - Keyboards
 - Handles
 - Faucet/Sink
 - Light Switches
- Gowns are disposable and can be thrown out each day. Other personal protective equipment must be removed and disposed of as provided in your materials/signage.
 - Verify cleaning supplies (ex. Hand Sanitizer) are replenished as needed throughout the day. Complete a supply request in the Early Voting Assistant Application for any additional supplies needed.

VERIFICATION OF CLEANLINESS COORDINATOR MANAGEMENT TASKS

The Site Coordinator must check and initial to confirm the tasks were completed.

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<input type="checkbox"/> 10/21/2022 SC Initials:	<input type="checkbox"/> 10/30/2022 SC Initials:
<input type="checkbox"/> 10/22/2022 SC Initials:	<input type="checkbox"/> 10/31/2022 SC Initials:
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