



Standard Operating Guidelines for Personal Registration Under Covid Guidelines

Registration shall be conducted at the Village Hall Library.

- All potential registrants will queue up on the Broadway ramp.
- Any registrant that needs full ramp access shall use the Pomander Entrance Ramp.
- Only two registrants in the Village Hall at one time:
 - One will be allowed at the Hand Sanitizing Table
 - One will be allowed at the Registration Table.
- Inspectors of Election will be set up on the north side of the main room facing south.
- A Hand Sanitizing Table will be set up between the entrance and the Inspector's Table.
- The recommended distances will be clearly demarcated by tape or marker, and one Public Safety Officer will be on hand to ensure that there is compliance with the distance requirements and this SOGs.
- Residents MUST wear a face shield (scarf, bandana, or some type of mask that reduce risk of droplet transmission, based upon CDC recommendations <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> in order to be able to queue on line or enter the building.
- The Inspectors of Election and Public Safety Officers will also wear a mask at all times during Registration. They will be instructed to begin shift with handwashing and shall be instructed to maintain hand hygiene throughout shift.
- Pens will be used for Registration. An unused and/or sanitized pen will be made available to Registrant.
- After Registrant registers, they will deposit the pen into the Discard Pen Box.
- Inspectors will periodically sanitize and wipe down the discarded pens, and only then put pens back in available pen box.
- Neither party will exchange any items except the registration card.
- After registration and Registrants will then directly exit, without conversing with anyone else in the room, using the Pomander Exit.
- The Inspectors of Election will be asked to carry their personal cellphone with them in case of discrepancy and for situations when the Village Clerk must be reached to resolve issues.
- A Public bathroom will NOT be open during the times the times of Registration.



Standard Operating Guidelines for Conducting Elections Under Covid Guidelines

Elections shall be conducted at the Village Hall Library.

- All potential voters will queue up on the Broadway ramp.
- Any voter that needs full ramp access shall use the Pomander Entrance Ramp.
- Only two voters in the Village Hall at one time:
 - One will be allowed at the Hand Sanitizing Table
 - One will be allowed at the Registration Table.
- Inspectors of Election will be set up on the north side of the main room facing south.
- A Hand Sanitizing Table will be set up between the entrance and the Inspector's Table.
- The recommended distances will be clearly demarcated by tape or marker and one Public Safety Officer will be on hand to ensure that there is compliance with the distance requirements and this SOGs.
- Potential Voters MUST wear a face shield (scarf, bandana, or some type of mask that reduce risk of droplet transmission, based upon CDC recommendations <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> in order to be able to queue on line or enter the building.
- The Inspectors of Election and Public Safety Officers will also wear a mask at all times during the Election. They will be instructed to begin shift with handwashing and shall be instructed to maintain hand hygiene throughout shift.
- Pencils will be used for the Election. An unused pencil will be made available to Registrant.
- After Registrant registers, they will deposit the pencil into the Discard Pen Box.
- Neither party will exchange any items except the ballot.
- After casting the ballot, voters will then directly exit, without conversing with anyone else in the room, using the Pomander Exit.
- The Inspectors of Election will be asked to carry their personal cellphone with them in case of discrepancy and for situations when the Village Clerk must be reached to resolve issues.
- A Public bathroom will NOT be open during the times the times of the Election.