



Election OH&S Plan

'Safe' is a guiding principle for the 2021 Thorsby Election to ensure that all participants are able to safely engage in civic processes, while following all health and safety protocols, including public health orders.

This Election Occupational Health and Safety (OH&S) plan outlines policies, guidelines and procedures required to ensure the safety of all Election workers and voters during Election Day (October 18, 2021). It addresses workplace policies for the minimum safety measures required for all Elections sites.

COVID-19 & Respiratory Illnesses - Risk Identification and Mitigation

There are risks for the transmission of COVID-19 and respiratory illnesses to both workers and voters at all Election sites, including voting stations, Ward Offices, Count Centre and Results Centre. Risks include transmission of COVID-19 and other respiratory illnesses from the following:

- High-touch surfaces (ie: tables, chairs, tabulators, AutoMARKs etc.)
- Reusable supplies used (ie: pens, secrecy sleeves etc.)
- Workers, voters and other members of the public (ie: candidates, scrutineers etc) all in the same contained space
- Crowds, line-ups and close contact with workers and voters

Risks will be mitigated through the implementation of OH&S policies and procedures for workers, including prioritizing physical distancing and limiting contact points. As well, administrative controls, engineered controls and personal protective equipment (PPE) will be integrated into processes at Election sites to promote the safety of workers and voters

Physical Distancing

Voting Stations

The Election Day voting stations are to allow for physical distancing in the voting station layout for both workers and voters.

The Election site have been assessed based on the Accessibility and Universal Design Guidelines.

At a voting station, Registration Clerks will be at individual tables which will be distanced at 2 meters / 6 feet apart. The Ballot Clerk table will be 2 meters / 6 feet from any of the Registration Clerk tables.

Separate entrance and exit doors are designated to provide a single flow of traffic and allow for physical distancing.

Administration Controls

Line Management

A Greeter will be stationed at the entrance of the voting station to manage the flow of voters and direct them to a numbered registrable table, based on the availability of the Registration Clerks.

Once registered, the voter will be directed to the matching numbered voting booth to cast their votes. This process is intended to help monitor capacity into the voting station while limiting the amount of line-ups for voters.

Directional signage will be present to help voters navigate the voting process in a safe and efficient manner.

Voter Supplies

All reusable Election supplies will be sanitized in between use, including pens and secrecy sleeves. Voters will receive their sanitized black pen and two secrecy sleeves at the registration table to use throughout the voting process.

OH&S Clerk Role

An OH&S Clerk will be on-site at the Election Day voting stations. The role will be responsible for the sanitization of high-touch surfaces and technology every hour. Voting booths, registration tables, chairs and other high-touch surfaces will be wiped with disposable.

The OH&S Clerk will sanitize technology items with spray cleaner and soft microfiber cloth, including tablets, and hearing loops (if applicable).

This role will also sanitize pens and secrecy sleeves in between voters with disposable, single-use Wipes. Disposable gloves will be available for the OH&S Clerk to wear in their role while cleaning and sanitizing.

Hand Sanitizer

Hand sanitizer will be available at all Election sites and available for use by workers, voters and visitors.

Worker Health Screening

All Election workers must complete a daily COVID-19 and respiratory illnesses pre-shift screening form, which should be completed before Election workers are on-site.

If an Election worker answers YES to any of the screening questions, then they will be directed not to come on-site for their shift and to complete the [AHS self-assessment](#) and follow instructions provided by AHS.

Engineered Controls

Plexiglass Barriers

Each registration table will have a plexiglass barrier to provide a barrier between the Election worker and the voter. This will reduce direct contact with the voter, while they are informed of the voting process and fill out their voter registry form on the registration table.

COVID-19 - Personal Protective Equipment (PPE)

Face Masks & Shields

In the event of a city-wide mask mandate, a province-wide mask mandate, or additional Town of Thorsby OHS policies, Election workers, voters and visitors will need to follow public health orders and will be required to wear face masks. Face masks will be supplied and some workers will have access to transparent, accessible face masks. Face shields will be made available to all workers. Face shields will not be provided to voters or visitors.

If provincial health orders, town-wide mask mandate or additional Town of Thorsby OHS policies are not in place, Election workers and voters will not be required to wear face masks. However, single-use disposable face masks, face shields and transparent accessible face masks will be available at all Election site, if an Election worker chooses to wear a face mask or shield.