



CONTRA COSTA COUNTY-ELECTIONS DIVISION

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Date: October 29, 2009

To: U.S. Election Assistance Commission
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

From: Contra Costa County Election Division

Subject: Flu Season and Emergency Contingency Plans for Contra Costa County Elections

Preparing for any potential emergency on Election day (flu, flood, earthquake, fire etc.)

Things for our office to consider:

1. Moving poll sites only if necessary (lack of staff, site is unavailable due to emergency such as fire or if site is a residence and owner is ill with the flu)
2. Posting notices on the former site
3. Posting notices on our web site
4. Notifying the press
5. Correcting our polling place look-up
6. Notifying other agencies that use our polling place extract

If an inspector calls in sick election morning and still has all the equipment and supplies we have an emergency kit prepared to set up the polling place until the equipment and supplies for that precinct can be retrieved from the inspector.

The following information is provided to our poll-workers in an effort to inform them how to help prevent spread of germs when working at the polls

1. Provide hand sanitizer to each precinct
2. Copy of CDC “Cover Your Cough” information notice in English and Spanish to post at the entrance of the polling place which includes the following recommendations:
 - Cover you mouth and nose with a tissue when you cough or sneeze
 - Cough or sneeze into you upper sleeve, not you hands.
 - Put your used tissue in the waste basket.
 - Clean your hands after coughing or sneezing
 - Wash ands with soap and warm water for 20 seconds or clean with alcohol-based hand cleaner
3. Provide copy of “10 Ways You Can Stay Healthy at Work” poster which includes a CDC telephone number and web site for additional information about the H1N1 flu
4. Provide disposable headset covers and alcohol wipes for AutoMARK users
5. Provide alcohol wipes to wipe pens after each use
6. Provide box of disposable tissues

The following instructions are provided to inspectors at the polling place to help fill positions of poll-workers that are ill on Election day:

1. Election Officer Manual which includes instructions for Election day poll-worker replacement procedures
2. Our office creates a back up list of poll-workers to fill vacancies on Election day

Advise Poll-workers to:

1. Request voters to increase social distances (the space between people) while standing in line, at the table, or submitting voted ballots in the ballot box.
2. Call our office to report if any poll-worker is feeling ill, and get additional instruction on replacement procedures