

# Best Practices for COVID-19

## Best Practices for Cleaning & Disinfecting Equipment

First and foremost, ES&S shares its concern and empathy regarding the health and safety of all, including U.S. registered voters and poll workers.

To be as helpful as possible in this unprecedented situation, ES&S is reminding customers, below, of instructions for cleaning and disinfecting voting equipment, as well as providing voters and poll workers a link to government recommendations for staying safe while voting.

The [Centers for Disease Control and Prevention](#) (CDC) recommends the best way to protect your health while visiting any polling place is to use hand sanitizer and wash hands as soon as possible. Frequent and thorough hand washing remains the most effective protection against Coronavirus infection, according to the CDC. Voters should use antibacterial hand sanitizer before and after their voting session and be instructed to wash their hands after voting, regardless of what method of voting they use.

With the high volume of voters using a machine, equipment surfaces get smudged and dirty. Use these procedures throughout Election Day to help maintain a sanitary voting environment and keep the equipment operating at maximum efficiency.

### CLEANING & DISINFECTING PROCEDURES FOR ES&S EQUIPMENT

These procedures apply to all ES&S devices. Procedures may be used on all surfaces including touch screens, ADA peripherals, input trays, ballot boxes, stands and external surfaces of the equipment. Following these steps will clean and disinfect. These steps may be conducted while the device is running, but must only be applied to external surfaces.

<b>Required Supplies:</b>	<p>Use one of the following options:</p> <ul style="list-style-type: none"> <li>• Soft, lint-free cloth with isopropyl alcohol (70% or less)</li> <li>• ES&amp;S Touch Screen Cleaning Kit</li> <li>• Alcohol wipes</li> </ul>
<b>Required Staff:</b>	One trained poll worker

1. To clean and disinfect the external surfaces of the device:
  - a. Lightly dampen (do not soak) a soft, lint-free cloth with isopropyl alcohol.
  - b. Using gentle pressure and circular motions, wipe the surface until clean. To disinfect, maintain contact with the surface for a sustained duration; between 30 seconds and 10 minutes depending on the product.

### Caution



For the ExpressVote XL, the touch screen manufacturer recommends disinfectants do NOT touch the black sensor tracks along the edges of the screen. Exposing the sensors to disinfectants may damage the entire touch screen.

Instead, focus cleaning on the areas where voters come in contact with the touch screen.

### Important



Be careful not to scratch touch screens.

## ADDITIONAL MANUFACTURER-APPROVED DISINFECTANTS

In addition to the supplies listed in the previous section, the following disinfectants are manufacturer-approved for use as other product options. ES&S is sharing this list directly from our touch screen manufacturers. Inclusion on this list does not guarantee the product is rated for COVID-19.

### Important



Products marked with an asterisk meet the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19. Check the [EPA website](#) regularly for an updated list of approved products.

ES&S will continue to update this document as new information becomes available.

For ExpressVote®, DS200®, DS450®, DS850®, ExpressTouch®, EP5000®, AutoMark®, and iVotronic® touch screens:

- Household bleach solution (1/3 cup bleach per gallon of water)\*
- Clorox® Disinfecting Wipes
- Clorox® Healthcare Bleach Germicidal Wipes
- Clorox® Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes
- Lonzagard® Disinfectant Wipes
- Lysol® Brand Clean & Fresh Multi Surface Cleaner (20% cleaner solution to water ratio)
- Purell® Professional Surface Disinfectant Wipes
- Sani-Cloth® Prime Germicidal Disposable Wipes\*

For ExpressPoll® touch screens:

- PDI Sani-Cloth® Plus
- Covidien™ Alcohol Prep pads
- CaviWipes™
- Clorox Healthcare® Bleach Germicidal Wipes
- Total Solutions® Disinfectant Wipes

## CLEANING PROCEDURES BEFORE AND AFTER STORAGE

When you first bring your equipment out of storage, or when you prepare to return it to storage, additional cleaning procedures may be applied. See the System Maintenance Manual for your product(s) for more information.

## CLEANING PRECAUTIONS

To ensure the equipment is not damaged during cleaning, remember these precautions.

### Warning



- Do NOT use full-strength, harsh detergents, liquid cleaners, aerosols, abrasive pads, scouring powders, or solvents, such as benzene, unless otherwise noted. Disinfectant sprays, such as Lysol, are not permitted and will damage the touch screen.
- Avoid highly concentrated solutions (alcohol exceeding 70%, bleach or ammonia) as these may cause discoloration.
- Liquids should never be applied directly to the unit.
- Do not soak the cloth with solution so that moisture drips or lingers on the external surface.

### Caution



- Prolonged exposure to alcohol will disinfect the equipment, but may remove the sheen on plastic surfaces. This will not effect the structural integrity of the equipment.
- Do not allow cleaning solutions to come in contact with ballot stock.

### Important



- ES&S cannot make a determination of the effectiveness of a given disinfectant product contained herein in fighting pathogens, such as COVID-19. Please refer to federal and local public health authority's guidance on how to stay safe from potential infection.

## APPLICABLE VERSIONS

- All ES&S voting systems