



District 10 Nomination COVID-19 Operational Plan

This template outlines the general COVID-19 specific policies and procedures that the District 10 PC Association must have in place to operate under the updated Public Health Order issued by the government of Prince Edward Island. Each phase of Renew PEI Together, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Organization: District 10 PC Association
Civic Address: 423 Mt Edward Road, Charlottetown, PE
Primary Contact: Charles Blue, PC Association President
Phone: 902-969-4044
Email: islandwidechimneyservices@gmail.com
Date: September 23, 2020

Signature: _____

COMPONENTS & OVERVIEW

Function	Dates/Building Operating Hours
Part 1: Voting Process	Friday, October 2, 2020: 9:00 am – 8:00 pm Saturday, October 3, 2020: 9:00 am – 4:00 pm
Part 2: Vote Counting	Saturday, October 3, 2020 ~4:00 pm – TBD
Part 3: Nomination Meeting & Announcement	Saturday, October 3, 2020 Time TBD

Please note: The above time reflect the approximate building operating hours, not the time of each designated for voting.

A SEPARATE OPERATIONAL PLAN WILL BE SUBMITTED TO CPHO FOR PART 3: NOMINATION MEETING & ANNOUNCEMENT WHEN AV REQUIREMENTS FOR BROADCAST/MEDIA AND STAGING OF THE SPACE (FOR PHOTOS) IS AVAILABLE.

FACILITY OVERVIEW



All three parts of the operation plan will take place at 423 Mount Edward Road in Charlottetown. The facility consists of 13,000 sq ft of space that has been professionally cleaned and disinfected before use. Emergency exits are clear of debris and obstructions. There are multiple entry and exits points to the building that will be clearly labeled for each aspect of the operational plan. A first aid kit and fire extinguishers are on site. The Association has a general policy where individuals are not permitted to work, volunteer or enter the site alone.

EMERGENCY: CALL 9-1-1

- Physical Address:** 423 Mount Edward Road, Charlottetown, PE C1E 2A1
- Closest Hospital:** Queen Elizabeth Hospital, 60 Riverside Dr., Charlottetown
(902) 894-2111
- Police:** Charlottetown Police Services, 10 Kirkwood Dr., Charlottetown
Non-Emergency Line: 902-629-4172
- Fire:** Charlottetown Fire Department, Station #2, 152 St. Peters Rd

PART 1: VOTING PROCESS

1. Physical Distancing

A floor map is attached in Appendix A outlining work stations for volunteers, voting stations, voter flow patterns, and entry/exit points.

Measures used to maintain physical distancing	Steps taken to ensure minimal interaction of people (2 m)
Between Volunteers	Assigned work stations are separated by at least 2m. Work stations will have markings on the floor to ensure distance is not minimized. A floor map will be publicly posted.
	Barriers will be placed between work stations (pipe & drape) with individual work stations to each voting station.
	Volunteers will be provided rotational breaks (one at a time).
Between Voters	Floor decals will be placed on the floor indoors that are at minimum of 2 metres apart. Only one person will be admitted into a voting lane at a time. Those waiting in line must stand on the floor decals.
	If individuals are lining up outside, chalk will be used to mark waiting stations that are 2 meters apart. The accessible ramp will be monitored by the site manager and individuals requiring to use the accessibility ramp will be given priority to enter the building.
Between Volunteers & Voters	Barriers will be placed at each work station where voters are required to check in with designated volunteers.
	The site manager will have a designated place to stand to help direct voters to appropriate stations. These stations will be at minimum 2 meters away from other floor decals.

2. Policy For Exclusion of Volunteers Requiring Self-Isolation

All volunteers will be required to sign a declaration before each volunteer shift declaring that they are not required to self-isolate. The site manager will verify that the volunteer signed the declaration and provide the volunteer with a green dot to place on their shirt to signify to other volunteers that they have completed the volunteer pre-screening process (as long as they complete the illness/exclusion policy as well).

Records of the signed declarations will be kept on file by the association for a minimum of 30 days.

3. Illness/Exclusion Policy

The site manager will clearly communicate to all staff the exclusion policy in place for any volunteers displaying symptoms of COVID-19. The illness/exclusion questionnaire will include the following questions:

- Do you currently have any of the following symptoms?
 - Cough (new or exacerbating chronic) [No – Proceed; Yes – Exclusion]
 - Headache [No – Proceed; Yes – Exclusion]
 - Fever/chills [No – Proceed; Yes – Exclusion]
 - Sore Throat [No – Proceed; Yes – Exclusion]
 - Marked fatigue [No – Proceed; Yes – Exclusion]
 - Sneezing [No – Proceed; Yes – Exclusion]
 - Congestion [No – Proceed; Yes – Exclusion]
 - Body aches [No – Proceed; Yes – Exclusion]
 - Runny Nose [No – Proceed; Yes – Exclusion]
- Do you agree to self-monitor for symptoms throughout your volunteer shift? (Yes – Proceed, No – Exclusion)
- Do you agree that at any point if you develop symptoms of COVID-19 that you will immediately put on a mask, perform hand hygiene, report to the site manager, avoid contact with other volunteers or voters and call 811 to arrange for testing? (Yes – Proceed, No – Exclusion)
- Do you agree to wear a mask at all times while voters are in the facility? (Yes – Proceed, No – Exclusion)
- Do you agree to wear a mask when within 2 metres of another volunteer? (Yes – Proceed, No – Exclusion)
- Do you agree to sanitize your work station before and after use? (Yes – Proceed, No – Exclusion)

If volunteers answer questions that lead them to proceed through to the completion of the questionnaire the volunteer will be considered to pass the illness/exclusion questionnaire. If a volunteer at any points answers a question referring to an exclusion the volunteer will not be permitted to continue with their volunteer shift.

4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Name of cleaning product:	Glance
Mixing Instructions	RTU (Ready to use)
Name of disinfectant	Virox
Mixing Instructions	RTU (Ready to use)

Note: MSDS Sheets are available on site through the Site Manager.

Shared Areas and Surfaces that will be cleaned and disinfected regularly

Location	Frequency
Door Knobs/Handles	Every 2 hours while building is occupied
Voter Stations – Table Tops	After every voter
Volunteer Workstations	Before/After each volunteer shift
Bathrooms (Volunteers Only)	Every 2 hours while building is occupied

5. Hand Washing/Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Volunteers: 2	Two bathrooms (only available to volunteers)
Voters: 2	Located in the two washrooms available to voters.
Hand Sanitizer Stations	Location
Main Entrance	Main Entry Point (See Map) – Usher will require each voter to sanitize hands before proceeding.
All Volunteer Workstations	Designated on attached map.
Voter Exit	On the exit side of voter stations after disposing of single use golf pencils.

6. Capacity Limits

There will be at minimum 1 site manager on site at all times and 5 additional volunteers (Total Volunteers: 6). There will be a maximum of 3 voters in the voting area at any time (1 per lane). An additional 12 people will be admitted into the waiting area prior to entering the voting area. All volunteers and voters must use the designated entrance/exit doors.

7. Gatherings

Identify whether or not any of your operations would involve a gathering(s) e.g. organized gatherings such as worship services, organized sports and recreation, or events including weddings, funerals, arts and culture, etc.

- Will gathering(s) take place on the premise? **No – Not during voting.**
- If you answered yes to (a), would there be more than one gathering on the premise at one time (see guidance on multiple gatherings)

<https://www.princeedwardisland.ca/en/information/health-and-wellness/multiple-gatherings-guidance>)? **No – Not during voting.**

c) If you answered yes to (b), would the total number of individuals across the gatherings on the premise be greater than 50? **Not applicable.**

In phase 4 of Renew PEI, a maximum of 50 people per organized gathering is permitted, with the potential for two additional groups of 50 up to a maximum of 150 people. Pre-approval of the operational plan is required if the organized gathering exceeds 50 people. Identify in the table each area of your operation that may be used for a gathering, the number of individuals per area, and if there would be multiple gatherings at the same time, outline how groups will be kept separate from one another and use of washrooms/change rooms managed.

8. Additional Directives/Guidance

The following additional measures will be put in place during the voting process:

- Compared to traditional nomination meetings where voting would occur within 1 hour for all members, 15 hours of voting has now been offered for members to vote to allow for disbursement of the voters to avoid crowds/gathers;
- Each volunteer will record their entry/exit time for their designated volunteer shift and a primary contact phone number for contact tracing;
- Each voter will be recorded by the registration desk upon entering the facility, phone numbers are on file with the party membership roster and will be recorded for contract tracing purposes;
- The above records will be maintained by the PC Association Office for a minimum of 30 days and then destroyed.
- Voters will be encouraged to wear masks, but not required;
- Signs will be posted at the entry point for voters to self-screen for symptoms;
- A copy of the operational plan will be publicly posted inside the door of the building;
- Single-use (golf) pencils will be used for voting. Each voter will be provided a golf pencil when they register for voting. After the voter marks the ballot and places the ballot in the ballot box, the voter will be asked to discard the pencil in a discard bin. These pencils will be sanitized only if required (Over 1,500 pencils will be on site);
- Signage will be posted at the entrance restricting access to the facility restricting those who should be self-isolating or showing COVID-19 symptoms; and
- Volunteers will also be on site to ensure if there are line-ups that everyone is physically distanced by at least 2 m and abiding by all aspects of the operational plan.

PART 2: VOTE COUNTING

9. Physical Distancing

Two rooms are designated for vote counting on Saturday, October 3 2020. These rooms are greater than 25' x 40' in size and allow for ample space for physical distancing.

Measures used to maintain physical distancing	Steps taken to ensure minimal interaction of people (2 m)
Between Scrutineers	Scrutineers will be permitted to enter the room one at a time (directed by election officials). Once the scrutineer is at their designated location the next scrutineer will enter the room.
	The designated spaces for each scrutineer will be at minimum 2m apart.
Between Election Officials	Only one election official will be in each room.
	If the Election Official requires an assistant the individual will enter the counting room before the election official and will have a designated place 2 m from all other persons.
Between Scrutineers & Election Officials	The Election Official will be the last person to enter the room once all scrutineers are in place.
	The Election Official will be the first person to leave the room followed by scrutineers, in single file, in reverse order of how they entered the room.
	All designated seats/standing areas will be marked by place cards and be greater than 2 m apart.

10. Policy For Exclusion of Volunteers Requiring Self-Isolation

All scrutineers and election officials will be required to sign a declaration before entering the voting rooms declaring that they are not required to self-isolate. The site manager will verify that the scrutineers and election officials sign the declaration and provide the volunteer with a green dot to place on their shirt to signify to each other that they have completed the pre-screening process (as long as they complete the illness/exclusion policy as well).

Records of the signed declarations will be kept on file by the association for a minimum of 30 days for contract tracing.

11. Illness/Exclusion Policy

The site manager will clearly communicate to all scrutineers and election officials the exclusion policy in place for anyone displaying symptoms of COVID-19. The illness/exclusion questionnaire will include the following questions:

- Do you currently have any of the following symptoms?
 - Cough (new or exacerbating chronic) [No – Proceed; Yes – Exclusion]
 - Headache [No – Proceed; Yes – Exclusion]
 - Fever/chills [No – Proceed; Yes – Exclusion]
 - Sore Throat [No – Proceed; Yes – Exclusion]
 - Marked fatigue [No – Proceed; Yes – Exclusion]
 - Sneezing [No – Proceed; Yes – Exclusion]
 - Congestion [No – Proceed; Yes – Exclusion]
 - Body aches [No – Proceed; Yes – Exclusion]
 - Runny Nose [No – Proceed; Yes – Exclusion]
- Do you agree to self-monitor for symptoms for the duration that you are in the counting room? (Yes – Proceed, No – Exclusion)
- Do you agree that at any point if you develop symptoms of COVID-19 when you are in the counting rooms you will keep your mask on, leave the room, report to the site manager and call 811 to arrange for testing? (Yes – Proceed, No – Exclusion)
- Do you agree to wear a mask at all times while in the voting room? (Yes – Proceed, No – Exclusion)
- Do you agree to sanitize your hands before entering the voting room, refrain from contacting any ballots by hands, and sanitize your hands while leaving the counting room? (Yes – Proceed, No – Exclusion)
- Election Officials Only: Do you agree to wear gloves when removing ballots from the ballot box and handling any ballots? (Yes – Proceed, No – Exclusion)

If scrutineers or election officials answer questions that lead them to proceed through to the completion of the questionnaire the volunteer will be considered to pass the illness/exclusion questionnaire. If a volunteer at any points answers a question referring to an exclusion the volunteer will not be permitted to continue with their volunteer shift.

Note: Disposable gloves will be available on site for any volunteer who wishes to use them. Should a scrutineer request to touch a ballot to verify authenticity they will be required to sanitize their hands, don gloves, and then touch the ballot. No ballots will be permitted to be handled without gloves.

12. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Name of cleaning product:	Glance
Mixing Instructions	RTU (Ready to use)
Name of disinfectant	Virox
Mixing Instructions	RTU (Ready to use)

Note: MSDS Sheets are available on site through the Site Manager.

Shared Areas and Surfaces that will be cleaned and disinfected regularly

Location	Frequency
Table Top	Before entry to voting room After exit from voting room
Chairs	Before entry to voting room After exit from voting room
Door Knobs	Before anyone enters room / after exit

13. Hand Washing/Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
2	Two bathrooms
Hand Sanitizer Stations	Location
Entry	At the doorway to the voting room
Voting Room	In the voting room on the table

14. Capacity Limits

There will be at a maximum of 8 people per voting room. 1 scrutineer per nomination candidate (approx. 3-5), 1 election official, and at most 1-2 volunteers to assist the election official.

15. Gatherings

Identify whether or not any of your operations would involve a gathering(s) e.g. organized gatherings such as worship services, organized sports and recreation, or events including weddings, funerals, arts and culture, etc.

a) Will gathering(s) take place on the premise? **No – the voting rooms are in a separate area of the facility from voting and from the Nomination Meeting & Announcement.**

b) If you answered yes to (a), would there be more than one gathering on the premise at one time (see guidance on multiple gatherings

<https://www.princeedwardisland.ca/en/information/health-and-wellness/multiple-gatherings-guidance>)? **No – Not during vote counting.**

c) If you answered yes to (b), would the total number of individuals across the gatherings on the premise be greater than 50? **No.**

In phase 4 of Renew PEI, a maximum of 50 people per organized gathering is permitted, with the potential for two additional groups of 50 up to a maximum of 150 people. Pre- approval of the operational plan is required if the organized gathering exceeds 50 people. Identify in the table each area of your operation that may be used for a gathering, the number of individuals per area, and if there would be multiple gatherings at the same time, outline how groups will be kept separate from one another and use of washrooms/change rooms managed.

16. Additional Directives/Guidance

The following additional measures will be put in place during the vote count:

- A designated entrance and separate exit will be communicated to scrutineers prior to entering the facility;
- Upon completion of pre-screening, scrutineers' names and contact numbers will be recorded on based on what room they are assigned to (Room #1 or Room #2).
- All records for contact tracing will be kept on file for a minimum of 30 days.

Appendix A: Floor Map for Voting

