

COVID-19 Risk Assessment Checklist for Public Office By-elections

Assessment Items			Results	
Type	No.	contents	✓	Comments
Preparations before Voting	1	Invite local governments (including civil affairs, health and police authorities) to conduct risk assessments and formulate contingency plans.		
	2	Establish the contacts of relevant units (e.g., local health, civil affairs and police authorities) and COVID-19 reporting processes.		
	3	Monitor the list of voters who are under home isolation or home quarantine.		
	4	Check the quantity of epidemic prevention supplies (masks, gloves, forehead thermometers, hand sanitizers, sanitizing alcohol and towels).		
	5	Check the quantity of seals.		
	6	Inform people of related prevention measures through various channels (Election Bulletin, website or mass media, cable TV news ticker or community broadcasting).		
	7	Polling stations should be disinfected first.		
	8	Polling stations should not be located in basements or places with poor ventilation.		
	9	Local health authorities should set up simple health-check stations outside polling stations.		
	10	Posters should be placed at the entrance or in obvious places to remind voters of epidemic prevention measures.		
	11	Separate routes and dedicated voting booths should be planned and set up. Gloves should be provided for voters who have a fever, cough or respiratory symptoms.		

Matters Needing Attention during Voting	12	Staff should check whether they have a fever, cough, or respiratory symptoms or feel unwell. Staff with a fever, cough, respiratory symptoms or feel unwell should not take part and should seek medical treatment as soon as possible. Tasks should be took part by reserves for voting to proceed.		
	13	Staff should wear masks at all times.		
	14	Staff should wear gloves when checking national ID cards and distributing ballots.		
	15	Simple health-check stations should be set up outside polling stations to take voters' temperature and provide hand sanitizers at the entrance before entering polling stations.		
	16	When guiding voters to wait in line, staff should ask voters to keep a distance of at least 1.5 meter inside polling stations and at least 1 meter outside.		
	17	Voters should wear masks to enter polling stations.		
	18	Voters who are found to have a fever need to register their names and telephone numbers. After the voters' names and ID cards having confirmed, gloves should be provided. Voters enter the polling stations and are guided to separate routes and dedicated voting booths to mark the ballot. Prior to leaving the polling stations, staff should collect the gloves and dispose it. After the voters complete their voting, voting booths should be disinfected immediately and seals should be replaced.		
	19	Enough masks are provided for voters with a fever, chronic diseases, or respiratory symptoms and expectant mothers but not wearing masks.		
	20	If identifying people under home isolation or		

		home quarantine, staff should report to local health, civil affairs or police authorities for handling; if finding suspected COVID-19 cases, staff should report to local health authorities for handling.		
	21	Ballot distribution area, voting booths, seals, and spots at which voters and staff often come into contact should be disinfected with alcohol at regular intervals. Seals should be replaced frequently.		
	22	Hand sanitizers should be provided at the exit for voters' use.		
Matters Needing Attention during Vote Counting	23	Staff should disinfect workbenches before vote counting.		
	24	During vote counting, staff should wear masks and gloves at all times and speakers may be used as needed.		
	25	Simple health-check stations should be set up outside polling stations. For people witnessing the vote counting, staff should take their temperature at the entrance and register their names and telephone numbers.		
	26	Those under home isolation or home quarantine or those having a fever are prohibited from witnessing the vote counting.		
	27	People witnessing the vote counting should wear masks and keep a distance of at least 1.5 meters or should be seated in a crisscross seating pattern.		
	28	After vote counting is completed, polling stations and supplies should be disinfected.		

Note:

1. No. 1 to No. 11 should be checked by the township (city or district) office item by item. No. 12 to No. 28 should be checked by the Poll Manager item by item. In case of unfulfilled items, please fill in the field "Comments."
2. After the risk assessment is completed, the original of the checklist should be retained by the township (city or district) office and a photocopy should be submitted to the local election

commission for reference.

Township (City or District) Polling Station No.

Section Chief of Township (City or District) Office:

(Signature)
(mm/dd), 2020

Poll Manager:

(Signature)
(mm/dd), 2020