



American Arbitration Association® (AAA®) COVID-19 Safety Guidelines for Off-Site Elections

In light of the ongoing Novel Coronavirus/COVID-19 pandemic, please adhere to the following safety guidelines while present at the Election Site:

- Honestly and candidly complete the AAA Visitor COVID-19 Daily Symptom Check before entering the Election Site. An electronic version of the Symptom Check is available at <https://symptomcheck.adr.org>. *Do not enter the Election Site if you have not passed the Symptom Check.*
- Maintain a social distance of at least six (6) feet from other individuals to the greatest extent possible when at the Election Site.
- Wear a properly fitting face mask at all times.
- Eat or drink only in areas designated for that purpose by the AAA. Remove your face covering for eating or drinking only if you can maintain a distance of six (6) feet from all other individuals.
- Wash your hands with soap or use hand sanitizer upon entry (or re-entry) to the Election Site and before handling any election materials, including ballots or envelopes. Hand sanitizer will be available for your use.
- If you use or touch shared surfaces, please clean the surfaces with a disinfectant wipe before and after each use. Disinfectant wipes will be available for your use.
- Adhere to any signs and markers posted by the Election Site or the AAA to facilitate social distancing.
- If you begin to feel ill while at the Election Site, please immediately isolate yourself and notify **AAA Director of Elections Scott Boswell at (212) 484-4136** to facilitate contact tracing.
- If at any point in the 14 days following the Election, you test positive for COVID-19 or become presumptive positive for COVID-19, please notify **AAA Director of Elections Scott Boswell at (212) 484-4136** to facilitate contact tracing.
- Please understand that if you do not comply with these protocols, you may be asked to leave the Election Site.