

APPROVED

MAY 19 2022

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-132

DATE May 19, 2022

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS LOCATIONS – PROPOSED AGREEMENT WITH THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK FOR THE USE OF DEPARTMENT OF RECREATION AND PARKS (RAP) FACILITIES TO HOST VOTING CENTERS IN CONNECTION WITH THE JUNE 2022 PRIMARY ELECTION– CATEGORICAL EXEMPTION FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 1(14) [ISSUANCE, RENEWAL OR AMENDMENT OF ANY LEASE, LICENSE OR PERMIT TO USE AN EXISTING STRUCTURE OR FACILITY INVOLVING NEGLIGIBLE OR NO EXPANSION OF USE] OF CITY CEQA GUIDELINES AND ARTICLE 19, SECTION 15301 OF CALIFORNIA CEQA GUIDELINES

AP Diaz, H. Fujita, * J. Kim, M. Rudnick, C. Santo Domingo, N. Williams

General Manager signature

Approved X Disapproved Withdrawn

If Approved: Board President Board Secretary

RECOMMENDATION

- 1. Find that the use of 44 Department of Recreation and Parks (RAP) facilities...
2. Approve the proposed Voting Center Facility Use Agreement (VCA) (Attachment 2)...
3. Approve the hosting of voting centers at 44 RAP facilities...
4. Authorize RAP's General Manager or designee to execute the VCA...

BOARD REPORT

PG. 2 NO. 22-132

5. Determine that the proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(14) [Issuance, renewal or amendment of any lease, license or permit to use an existing structure or facility involving negligible or no expansion of use] of City CEQA Guidelines as well as to Article 19, Section 15301 of California CEQA Guidelines and direct RAP staff to file a Notice of Exemption (NOE) with the Los Angeles County Clerk;
6. Authorize RAP's Chief Accounting Employee to prepare a check to the Los Angeles County Clerk in the amount of \$75.00 for the purpose of filing an NOE; and
7. Authorize RAP staff to make necessary technical corrections to carry out the intent of this Report.

SUMMARY

For many years RAP has worked with the Los Angeles County Registrar-Recorder/County Clerk(RR/CC) to host elections. The Board of Recreation and Park Commissioners (Board) approved Report No. 20-206 (October 15, 2020), Report No. 21-027 (February 18, 2021), and Report No. 22-054 (March 17, 2022) in connection with the use of various RAP facilities as voting centers for the Presidential General Election in 2020 and various special elections in 2021 and 2022.

In this Report, RAP staff recommends that the Board approve the use by the RR/CC of 44 RAP facilities set forth in Attachment 1 in connection with the upcoming Primary Election on June 7, 2022 and approve the proposed VCA set forth in Attachment 2 for such use. RAP staff also recommends that RAP's General Manager, or designee, be authorized to amend the proposed VCA to address any modification in operational support to be given by RAP at the Voting Centers as may be deemed in the best interests of RAP.

Vote Center Facility Use Agreement

Working with RAP staff, RR/CC has identified 44 RAP facilities as suitable for Voting Center use. Generally, facilities with gymnasiums or larger community rooms, restrooms and air conditioning/heating are considered ideal. The term of the proposed VCA shall be from May 26, 2022, and expire no later than June 30, 2022; this includes set-up, voter assistant training, elections day(s), and tear-down. The proposed VCA also authorizes use of a facility as a "Reservist Location", which is a site where RR/CC's reserve pool of election workers wait or are on stand-by to be dispatched to locations that have "no-show" election workers or those that need to be replaced for whatever reason. Similar to the previous Vote Center Facility Use Agreement, all costs incurred by RAP will be reimbursed by RR/CC. These include RAP staff costs related to opening and closing the Voting Centers and maintaining the restrooms during the election.

ENVIRONMENTAL IMPACT

BOARD REPORT

PG. 3 NO. 22-132

The proposed project consists of an agreement to use existing facilities involving negligible or no expansion of use.

According to the parcel profile reports retrieved May 12 2022, 20 of these sites reside in a liquefaction zone. The activation of polling places, however, will not create conditions that could lead to liquefaction.

Nine (9) sites are within a methane zone, three (3) are in the methane buffer zone, and four (4) in a historic zone. However, the nature of the project is such that there is no reasonable possibility that the project may impact on an environmental resource of hazardous or critical concern or have a significant effect due to unusual circumstances. No other known projects would involve cumulatively significant impacts, and no future projects would result from the proposed project. As of May 12, 2022, the State Department of Toxic Substances Control (DTSC) (Envirostor at www.envirostor.dtsc.ca.gov) has not listed any of the proposed Project sites, however they listed 14 contaminated sites within 500 feet from the Project sites. Nine (9) of them are leaking underground storage tanks closed between 1997 and 2018. The others are clean up sites in various stages of remediation. According to the Caltrans Scenic Highway Map two (2) sites are located within the vicinity of an officially recognized historic highway. Furthermore, seven (7) project sites are known historical resources or located in proximity of one, but given the nature of the project, the project activities will not cause a substantial adverse change in the significance of any historical resource.

Based on this information, RAP staff recommends that the Board determines that the board action is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(14), of City CEQA Guidelines and Article 19, Section 15301 of California CEQA Guidelines. RAP Staff will file an NOE with the State Clearinghouse and Los Angeles County Clerk upon Board approval.

FISCAL IMPACT

All costs related to the work for the operation and maintenance of the vote centers will be the responsibility of RR/CC. There is no fiscal impact to RAP's General Fund as a result of this VCA.

This report was prepared by Bertha Calderon, Management Analyst, Metro Region.

LIST OF ATTACHMENTS

Attachment 1 – List of Vote Centers in RAP Facilities

Attachment 2 - Proposed Vote Center Use Agreement with RR/CC



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

VOTE CENTER FACILITY USE AGREEMENT

Agreement and authorization is granted by the **City of Los Angeles Department of Recreation and Parks** ('Host') to the **Los Angeles County Registrar-Recorder/County Clerk** ('RR/CC') for the lease and use of the designated facility spaces specified in Exhibit "A".

For and in consideration of the following conditions, both parties hereby agree as follows:

Term: This Agreement is entered into this ____ day of _____ 2022 upon the execution hereof by the Parties and shall expire on June 30, 2022, unless sooner terminated or extended, in whole or in part, as provided in this agreement.

Use of Facilities: Host permits access to the gymnasiums or community rooms, and bathrooms in each facility identified in Exhibit "A" (collectively referenced as "Facilities") and waives any payment for use of these spaces other than associated staff time detailed below.

Access Schedule: RR/CC may access the Facilities as follows:

11-Day Vote Center Schedule

Equipment Delivery & Set-Up (exclusive access begins)	May 26, 2022; 8:00AM to 8:00PM
Election Worker Pre-check Day	May 27, 2022; 12:00PM to 5:00PM
Voting Period	May 28-June 6, 2022; 9:00AM to 8:00PM
Election Day	June 7, 2022; 6:00AM to 9:00PM
Vote Center Breakdown & Equipment Pick-up (exclusive access ends)	June 9, 2022; 8:00AM to 8:00PM

4-Day Vote Center Schedule

Equipment Delivery & Set-Up (exclusive access begins)	May 31, 2022; 8:00AM to 8:00PM
Election Worker Pre-check Day	June 3, 2022; 12:00PM to 5:00PM
Voting Period	June 4-6, 2022; 9:00AM to 8:00PM

Election Day	June 7, 2022; 6:00AM to 9:00PM
Vote Center Breakdown & Equipment Pick-up (exclusive access ends)	June 10, 2022; 8:00AM to 8:00PM

*For Jim Gilliam Recreation Center, the agreed upon Equipment Delivery & Set-Up Date is June 2, 2022 and the Breakdown & Equipment Pick-up is June 8, 2022.

Reservist Location Schedule

Voting Period	May 28-June 6, 2022; 9:00AM to 2:00PM
Election Day	June 7, 2022; 6:00AM to 2:00PM

From May 26 to June 10, 2022, RR/CC shall have exclusive access and use of the Facilities for operation of vote centers at the dates and times indicated above. At all times, Host maintenance staff shall have access to the Facilities to support operations and Host staff will have access and use of staff offices at Facility sites, although not access to gymnasiums or community rooms in which a vote center operates.

Host acknowledges that public voting hours may be extended due to long lines. Pursuant to California Elections Code, any voter in line at the time of closing shall be provided the opportunity to receive and cast a ballot. Any Host staff overtime costs incurred as a result shall be billed to RR/CC and paid by RR/CC as stated below.

RR/CC will coordinate with the City's Superintendents of Recreation identified at Exhibit "A" to identify in advance the dates and details of delivery of vote center materials to each of the Facilities to avoid undue interference with Host operations. Host agrees that the individuals identified on Exhibit "A" shall be available to RR/CC to coordinate vote center set up, break down, access, staff support, or any other emergency or unforeseen circumstances arising at the vote center during the access period. In the event any designated individual on Exhibit "A" becomes unavailable to communicate and coordinate with RR/CC, another individual on Exhibit "A" or other designee shall be immediately designated as the replacement contact to communicate and coordinate with RR/CC on corresponding vote center locations. RR/CC will contact Host within two weeks of the Equipment Delivery & Set-Up date to confirm access to the designated space.

Facility Requirements:

Host will ensure each designated space is free from any activity during the mutually agreed upon access schedule as set forth herein and provide a means of entry, electricity, air conditioning/heating (if available), and restroom access (if available) for RR/CC staff. Host staff will open and close each Facility each day.

Beginning at the start of the access period for each designate space, RR/CC may ensure the space is free from all tables, chairs and other equipment unless use of existing furniture or equipment is informally mutually agreed upon by both parties.

Except for emergency access, Host will ensure that at times RR/CC is not on precise premises for each designated space during the access period, access to each designated space is restricted only to those persons for whom RR/CC has given prior approval. Host will alert RR/CC to any emergency access as soon as possible.

Host will ensure that any network configuration and technical equipment installed by RR/CC in preparation for the election remains unmodified for the period designated in the access schedule of the corresponding Vote Center Election Plan. Host, in collaboration with the City of Los Angeles Information Technology Agency (“ITA”) shall provide RR/CC internet access at vote center Facilities via the City Network infrastructure. ITA and Host will charge RR/CC and RR/CC shall reimburse ITA and Host for the cost of labor, materials, and equipment for this support. Host does not guarantee that the City’s technology infrastructure will be sufficient to meet the needs of RR/CC.

RR/CC shall be responsible for the Host’s cost to repair any damage to a designated facility during its use by RR/CC, including all labor and materials, at Host’s cost.

Host staff costs:

RR/CC shall reimburse Host for Host staff costs for all set-up and tear-down work at each designated Facility and all other work required at each site during RR/CC’s use of the Facility. Host expects maintenance, recreation, security or and other staff on site at a Facility will be required to support vote center operations. Host staff time is billed at \$38.00 per hour per staff member. Should Host staff be required to work overtime due to extended vote center operations on election day, that staff overtime is billed at time and a half.

An invoice must be submitted to RR/CC within thirty (30) days after the election showing the breakdown of costs.

Host shall provide RR/CC with detailed invoices for any unforeseen additional cost or fees are incurred by Host in connection with RR/CC's access to the Facilities.

Health and Safety Plan

The Safe Election Plan (Exhibit C) describes how RR/CC will ensure that public health guidelines are adhered to in all vote centers across LA County from the beginning of equipment set-up, during the voting period and through the breakdown of the vote center. Notwithstanding the Safe Election Plan, RR/CC shall comply with all applicable City of Los Angeles COVID-19 guidelines, regulations, orders and mandates regarding the use of the Facilities by members of the public (which includes RR/CC staff and volunteers), including any applicable masking requirements. COVID-19 Responsibilities (Exhibit B) outlines the expectations for RR/CC and facility staff in maintaining the cleanliness of the vote center and to safeguard voter, election worker, and Host staff/user health.

RR/CC (LA County) staff and volunteers at the Facilities (collectively, “RR/CC Personnel”) must be fully vaccinated against the novel coronavirus 2019 (“COVID-19”) prior to (1) interacting in person with City of Los Angeles (City) employees, contractors, or volunteers, (2) working on City

property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, “In-Person Services”). “Fully vaccinated” means that 14 or more days have passed since RR/CC Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning RR/CC Personnel to perform In-Person Services, RR/CC shall obtain proof that such RR/CC Personnel has been fully vaccinated. RR/CC shall retain such proof for three years after the termination of this Agreement. Notwithstanding the foregoing, RR/CC shall review and grant applicable exemptions to RR/CC Personnel, including medical and religious exemptions, as required by law.

Primary Contacts:

The Host’s Primary Contact concerning the terms of this Agreement is Darryl Ford, Superintendent of Planning and Construction for the City of Los Angeles Department of Recreation and Parks, (213) 202-2607, Darryl.Ford@lacity.org.

Host contact for on-site operations at each facility is the regional Superintendent of Recreation responsible for the facility as shown at Exhibit “A.” These Superintendents’ are the Hosts’ contacts for both business and weekend/non-business hours related to facility access, vote center set up and breakdown, emergency and technical operations to be included in the Vote Center Election Plan for each designated space.

The RR/CC’s contacts for this Agreement are:

<i>Primary Contact Name</i>	Marianne Felix	Phone #	562-275-2071
	mfelix@rrcc.lacounty.gov	Alternate Phone #	562-347-2447
<i>IT Contact Name</i>	Shannon Gadson	Phone #	562-462-2826
	sgadson@rrcc.lacounty.gov	Alternate Phone #	562-277-2118
<i>After Hours/Emergency Contact Name</i>	Jaime Young	Phone #	562-347-2447
	votecenters@rrcc.lacounty.gov	Alternate Phone #	562-229-8865

Parking Requirements: RR/CC staff and volunteers are not authorized to utilize parking spaces designed for use by Host staff. RR/CC may utilize other available parking spaces, and a waiver of any parking fees will apply for RR/CC staff and voters at each of the Facilities.

Promotions and Political Material: Host agrees RR/CC may remove any political campaign signage or literature and will allow RR/CC to prevent engagement in audible dissemination of electioneering information within 100 feet of a designated voting space. Host agrees not to conduct any promotional activity tied to the public voting period without prior authorization from RR/CC.

Termination of the Agreement: Host shall not cancel or change the location outside of a natural disaster or unforeseen building/structural damage. For avoidance of doubt, Host and RR/CC stipulate that the novel coronavirus COVID-19 pandemic is excluded as a natural disaster or ground for termination for purposes of this Agreement. This Agreement shall remain in effect, with all conditions set forth. RR/CC may at any time and without reason, revoke its request to use the designated facility space. In the event any provision of this Agreement contradicts County of Los Angeles Board policies or any applicable laws, rules, and regulations, RR/CC may terminate this Agreement, effective immediately upon written notice.

Amendment of the Agreement: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties. This Agreement may be modified or amended only upon the mutual written consent of both the Host and the RR/CC. Any amendment shall become effective upon the mutual written consent of both the Host and the RR/CC.

Certificate of Self-Insurance: This Agreement shall not take effect unless RR/CC provides Host a certificate of self-insurance.

Indemnity Agreement: The parties agree to the following indemnification:

a. Pursuant to Government Code Section 895.4 and 895.6, each party shall assume the full liability imposed upon it, or any of its officers, agents or employees, by law for injury caused by any negligent or wrongful act or omission occurring in the performance of this Agreement.

b. Each party indemnifies and holds harmless the other party for any loss, costs, or expenses that may be imposed upon such other party by virtue of Government Code Section 895.2, which imposes joint civil liability upon public entities solely by reason of such entities status as a party to an Agreement or agreement, as defined by Government Code Section 895.

c. In the event of third-party loss caused by negligence, wrongful act or omission by more than one party, each party shall bear financial responsibility in proportion to its percentage of fault as mutually agreed or judicially determined. The provisions of Civil Code Section 2778 regarding interpretation of indemnity agreements are hereby incorporated.

THE ABOVE SITE INDEMNITY AGREEMENT APPLIES TO ONLY ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

Electronic Signatures: The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

IN WITNESS WHEREOF, and executed as the date first above written above, the Parties to this agreement do hereby agree and consent to all terms and conditions provided herein.

**Los Angeles County
Registrar-Recorder/County Clerk**

**City of Los Angeles Department of
Recreation and Parks**

Signature and Date

Signature and Date

Jaime Young, Assistant Division Manager
Printed Name and Title

Printed Name and Title

EXHIBIT A – CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS VOTE CENTERS

CONTACT INFORMATION FOR EACH PARK REGION

PACIFIC: DEANNE DEDMON (310-548-7675)
VALLEY: ROB DE HART (818-756-8060)
METRO: ANITA MEACHAM (818-552-3689)
WEST: SONYA YOUNG-JIMENEZ (310-202-2803)
EXPO CENTER: BELINDA JACKSON

Building Name	Room/Area	Address	Building City	Building Zip	Vote Period	Region
Expo Center-Ahmanson Senior Center	Senior Ballroom	3990 Bill Robertson Ln	Los Angeles	90037	4 Days	Expo
Boyle Heights Senior Center	Art Room	2839 E 3rd St	Los Angeles	90033	4 Days	Metro
Cypress Park Recreation Center	Auditorium	2630 Pepper Ave	Los Angeles	90065	4 Days	Metro
Echo Park Recreation Center	Classroom 3 and 4	1632 Bellevue Ave	Los Angeles	90026	11 Days	Metro
El Sereno Senior Citizen Center	Auditorium	4818 Klamath Pl	Los Angeles	90032	11 Days	Metro
Fairfax Senior Citizen Center	Auditorium	7929 Melrose Ave	Los Angeles	90046	4 Days	Metro
Glassell Senior Citizen Center	Activity Room	3750 Verdugo Rd	Los Angeles	90065	11 Days	Metro
Griffith Park Adult Community Center	Lunch Room	3203 Riverside Dr	Los Angeles	90027	4 Days	Metro
Highland Park Senior Citizen Center	Multi-Purpose Room	6152 N Figueroa St	Los Angeles	90042	11 Days	Metro
Hoover Recreation Center	Auditorium	1010 W 25th St	Los Angeles	90007	4 Days	Metro
Lafayette Multi-Purpose Comm Center	Club Room A	625 S La Fayette Park Pl	Los Angeles	90057	4 Days	Metro
Las Palmas Senior Enrichment Center	Auditorium and Lobby	1820 N Las Palmas Ave	Los Angeles	90028	11 Days	Metro
Lincoln Heights Senior Citizen Center	Recreation Room	2323 Workman St	Los Angeles	90031	4 Days	Metro
Lincoln Park Senior Center	Auditorium	3501 Valley Blvd	Los Angeles	90031	11 Days	Metro
Lou Costello Recreation Center	Senior Center	3141 E Olympic Blvd	Los Angeles	90023	4 Days	Metro
Montecito Heights Recreation Center	Senior Center	4545 Homer St	Los Angeles	90031	4 Days	Metro
Pan Pacific Senior Activity Center	Gymnasium	141 S Gardner St	Los Angeles	90036	4 Days	Metro
Ramon Garcia Recreation Center	Preschool Building	1016 S Fresno St	Los Angeles	90023	4 Days	Metro
Ramona Hall Community Center	Banquet Hall	4580 N Figueroa St	Los Angeles	90065	4 Days	Metro
Betty Hill Senior Citizen Center	Auditorium	3570 S Denker Ave	Los Angeles	90018	4 Days	Pacific
Jim Gilliam Recreation Center	Half of the Gymnasium	4000 S La Brea Ave	Los Angeles	90008	4 Days	Pacific
Normandale Recreation Center	Classroom	22400 Halldale Ave	Torrance	90501	4 Days	Pacific
Peck Park Community Center	Auditorium	560 N Western Ave	San Pedro	90732	4 Days	Pacific
Slauson Rec and Senior Citizen Center	Senior Club Room	5306 S Compton Ave	Los Angeles	90011	11 Days	Pacific
South Park Recreation Center	Gymnasium	345 E 51st St	Los Angeles	90011	4 Days	Pacific
Watts Senior Citizen Center	Auditorium	1657 E Century Blvd	Los Angeles	90002	4 Days	Pacific
Westchester Senior Citizen Center	Multi-Purpose Room	8740 Lincoln Ave	Los Angeles	90045	4 Days	Pacific
Wilmington Recreation Center	Multi-Purpose Room	325 N Neptune Ave	Wilmington	90744	4 Days	Pacific

Canoga Park Senior Citizen Center	Auditorium	7326 Jordan Ave	Canoga Park	91303	11 Days	Valley
Mason Recreation Center	Child Care Building Rooms A and B	10500 Mason Ave	Chatsworth	91311	11 Days	Valley
Mid Valley Senior Center	Main Room	8801 Kester Ave	Panorama City	91402	11 Days	Valley
North Hollywood Recreation Center	Senior Center	11430 Chandler Blvd	North Hollywood	91601	11 Days	Valley
Penmar Recreation Center	Child Care Building	1341 Lake St	Venice	90291	4 Days	Valley
Rustic Canyon Recreation Center	Gallery	601 Latimer Rd	Santa Monica	90402	4 Days	Valley
Sherman Oaks East Valley Adult Center	L Room	5056 Van Nuys Blvd	Sherman Oaks	91403	11 Days	Valley
Stonehurst Recreation Center	Preschool Building	9901 Dronfield Ave	Sun Valley	91352	4 Days	Valley
Sunland Senior Citizen Center	Senior Club Room	8640 Fenwick St	Sunland	91040	11 Days	Valley
Sylmar Recreation Center	Small Gymnasium	13109 Borden Ave	Sylmar	91342	11 Days	Valley
Vineyard Recreation Center	Classroom and Lobby	2942 Vineyard Ave	Los Angeles	90016	4 Days	Valley
Felicia Mahood Multipurpose Center	Lobby	11338 Santa Monica Blvd	Los Angeles	90025	4 Days	West
Mar Vista Recreation Center	Small Gymnasium	11430 Woodbine St	Los Angeles	90066	11 Days	West
Oakwood Recreation Center	Senior Club Room and Lobby	767 California Ave	Venice	90291	11 Days	West
Palisades Recreation Center	Small Gymnasium	851 Alma Real Dr	Pacific Palisades	90272	11 Days	West
Barrington Recreation Center	Craft Room	333 S Barrington Ave	Los Angeles	90049	Reservist Location	West

EXHIBIT B

COVID-19 RESPONSIBILITIES

LA County RR/CC staff is responsible for:

- Disinfecting the surfaces of all voting equipment including, but not limited to the Ballot Marking Devices, electronic pollbooks, and central ballot box after voter use.
- Disinfecting the chairs and tables found inside the voting space.
- Wiping high touch areas inside the voting room such as door handles, light switches, counter tops, etc.
- Wherever feasible, doors and windows should be open during hours where election workers are present to increase airflow.
- Where possible, any lines should be maintained outdoors. Where not feasible, lines will be socially distanced.
- Floor markings will be used to assist voters with social distancing inside the vote center and where lines are present in a manner that does not damage to floors.
- Signs will be posted inside and outside the vote center to assist voters with COVID-19 protocols.

Facility staff is responsible for:

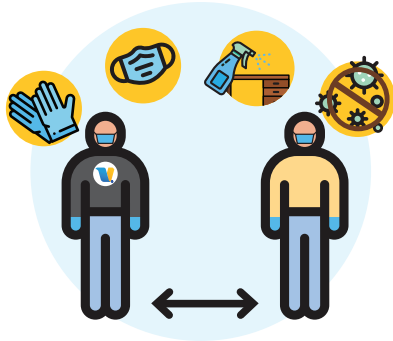
- Daily/frequent cleaning of the restrooms
- Wiping high touch surfaces outside of the voting space including but not limited to exterior door handles, water/drinking fountain, elevator buttons, etc.
- Cleaning the path of travel from the parking lot to the entrance of the vote center
- Providing extra trash receptacles at the stop station, vote center exit and for election workers
- Daily/frequent trash pick-up
- Assistance with identifying a space outside of the vote center for curbside voting
- Provide additional signage, if needed, to direct voters to the vote center.



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

SAFE ELECTION PLAN

The Los Angeles County “Safe Election Plan” aligns with California’s “Election Administration Guidance under COVID-19.” Each was developed in consultation with relevant health authorities using the best public health information available, including guidance provided by the U.S. Centers for Disease Control and Prevention (CDC) and California public health officials.



The Los Angeles Registrar-Recorder/County Clerk (RR/CC) will:

- Develop a voting location-specific protection plan.
- Train workers on measures to limit the spread of COVID-19, including screening themselves for symptoms and staying home when necessary.
- Establish prevention and self-screenings measures for workers.
- Establish and communicate physical distancing guidelines.
- Implement hand-washing, mask and disinfection guidelines.

FOR VOTERS

All registered voters will be mailed a Vote by Mail ballot.

L.A. County will encourage voters to stay home and vote using their mail-in ballot. However, for some individuals it will still be preferable to vote in person. Wherever in-person voting is offered, we will follow the State and County’s public health and safety guidance to provide a safe voting environment.

COVID-19 Information for Voting In-Person:

- Voters are strongly encouraged to wear a mask in the Vote Center.
- Masks and gloves will be available for voters if requested.
- Hand sanitizer will be provided upon entry and exit of the Vote Center. Hand sanitizer will also be available at key stations during the voting process.
- Social distancing will be encouraged while waiting in line and throughout the check-in and voting process.
- ePollbooks and Ballot Marking devices will be sanitized after every voter.
- Voters will be encouraged to take measures to speed up their election process to limit their time in the Vote Center. This includes verifying voter registration in advance, using the Interactive Sample Ballot (ISB) to pre-mark selections, and bringing their Sample Ballot to speed up the voter check-in.
- Voters will be encouraged to take advantage of early voting and vote at off-peak times if possible.
- Curbside voting will continue to be available for voters who are unable to enter the Vote Center.



***Vote Safely
at Home,
Make Your
Voice Heard!***

SAFE ELECTION PLAN

FOR ELECTION WORKERS

Election Workers will be trained to implement the following guidelines:

- Follow prevention measures while at home to help limit the spread of COVID-19.
- Do not come to the Vote Center if diagnosed with COVID-19, symptomatic, or subject to a quarantine or isolation order.
- Confirmation of self-screening as part of daily worker sign-in.
- Wash hands frequently or use hand sanitizer where soap and water are unavailable.
- Masks are strongly encouraged for all election workers. Higher quality masks such as a medical grade mask, surgical mask, or n95/kn95 recommended.
- Establish non-contact norms so workers avoid greeting co-workers and voters with physical contact: "Distancing starts at hello."
- Frequently sanitize work items and commonly used surfaces.
- Sanitize ePollbooks and Ballot Marking Devices before start of day, after each voter, on an hourly schedule, and at closing time.
- Minimize the handling of shared objects.
- Limit nonessential visitors to the Vote Center.
- Take special care to disinfect equipment before use by voters with disabilities because they may interact with the equipment in different ways, and some may have unique health vulnerabilities. Accessibility controls for voting equipment will be cleaned before and after each use.
- Single-use disposable ear covers for device headphones will be provided and replaced after each use.

VOTE CENTER LAYOUT

- A custom Vote Center layout will be created for each location that ensures appropriate physical distance throughout the Vote Center to the extent possible.
- One-directional foot traffic.
- Separate routes for entry and exit where possible.
- Doors propped open.
- Windows will be opened to increase air circulation where possible.
- Check-in stations and Ballot Marking Devices will be placed to create physical distance.
- Each vote center will have a stop station at the entrance where voters will be provided with hand sanitizer. Masks and gloves will be available for voters if needed. An election worker will be stationed here to remind voters of guidelines and recommendations.
- If weather permits, the number of voters in the facility will be limited by moving lines outdoors.

SIGNAGE

- Signage to remind voters, observers and workers of physical distancing, mask recommendations, and updated foot traffic patterns.
- Clear signage to indicate appropriate distances.
- Posted at entrances and highly visible locations.
- Visual cues (e.g., floor markings, colored tape, or signs) will be deployed to remind workers and voters of appropriate distancing.

MEDIA, SOCIAL MEDIA AND DIRECT COMMUNICATION

The County's media campaign will include the following components:

- Voting by mail is a safe choice to avoid exposure to COVID-19 while voting.
- There are alternatives to provide a ballot replacement or to help you cast a ballot without entering a voting site including procedures for requesting a replacement, drop boxes and curbside voting.
- If you must enter a voting location, please:
 - Wear a mask. Masks are strongly encouraged for voters.
 - Maintain appropriate physical distance from people not from your household.
 - Use hand sanitizer before approaching the check-in station and after voting.
 - Follow any additional guidance provided at the voting location.

This plan was developed in conjunction with guidance and recommendations from the Department of Public Health. Therefore, this plan will be modified as necessary to stay in line with current Public Health guidance.

rev 032322

For more information, visit LAVOTE.GOV