

Tennessee Secretary of State

Tre Hargett



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**MEMORANDUM**

**To:** All County Election Commissions

**From:** Mark Goins *Mark Goins*  
Coordinator of Elections

**Date:** October 26, 2020

**Subject:** COVID-19 Voting Site

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Under Tenn. Code Ann. § 2-3-110, in emergency situations such as COVID-19, the county election commission may designate the election commission office as a voting site for any voter in the county. Such action requires approval of the Coordinator of Elections. Because normal polling locations are not suitable for voters with COVID-19, for the November 3, 2020 election, I grant statewide approval for the county election commission office to be designated as a voting site for any voter with COVID-19 symptoms.

Below, you will find a sample outline of a process that should be used at the COVID-19 voting site for the voter with COVID-19 symptoms:

1. **“HEALTH ALERT”** signs must be posted outside of all voting locations, preferably in windows, parking lots or as an attachment to your **“VOTE HERE”** signs to alert the voter with COVID-19 symptoms not to enter the building.
2. On Election Day, if a voter calls the election commission office stating he/she has COVID-19 symptoms, direct the voter to come to the COVID-19 voting site.
3. Weather permitting, the COVID-19 voting site will be set up outside of the election commission office, or, if the weather does not permit, at a location in close proximity to the county election commission office.
4. The COVID-19 voting site must have four election officials and have bipartisan representation.

5. The election officials working at the COVID-19 voting site must wear the face covering, the face shield, the gown to cover their clothing and gloves. The Personal Protective Equipment used when processing the voter must be discarded after each use in a plastic bag.
6. Voters at the COVID-19 voting site must be given single-use pens for signing election documents.
7. Voters at the COVID-19 voting site should vote using a paper ballot, which is to be deposited in a double-locked ballot box or ballot bag.

The COVID-19 voting site is intended to process only voters with COVID-19 symptoms or who have been told to quarantine. All other voters must vote at their appropriate Election Day polling location.

Your commitment to the election process is greatly appreciated.