

# ELECTION DAY

## Periodic Accessibility Checklist

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The purpose of this checklist is to allow election judges or county staff to quickly assess whether or not a polling place has barriers for people with disabilities on Election Day.

Accessibility should be assessed prior to the opening of the polls and periodically throughout Election Day to ensure accessibility is not impaired by condition changes such as accumulating snow, leaf debris, relocated trash cans or other objects, etc. Counties are encouraged to use the following checklist as a guide for routine checks throughout Election Day, however the number of periodic assessments is subject to county discretion.

If you identify barriers, you should inform the building manager and/or county clerk so the barrier can be addressed as soon as possible. Many barriers can be easily addressed on Election Day.

Please note: this checklist does not identify all barriers that a person may face at the polls. Answering positively to the checklist does not mean a polling site is in compliance the Americans with Disabilities Act (ADA) checklist for Polling Place requirements.

### **Parking**

*For polling locations that have parking lots:*

- The accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.

*For polling locations that do NOT have parking lots:*

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

*Path of travel:*

- Accessible parking is clear of snow, piles of leaves, or other obstacles to persons with disabilities to be accessible.

### **Sidewalks and Walkways**

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit when necessary.

## Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.

## Hallways and Corridors

- The accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to get to the voting area, there is an accessible elevator available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

## Voting Area

- Instructions for voting are printed in large print and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease.
- There is a table, counter or voting booth that is extra wide at the bottom, and at good height to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- Election judges and staff members are trained in using and explaining the accessible voting equipment to voters.
- Election judges and staff members are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.

*The polling site has the following recommended items:*

- Signature guide or ruler to assist someone to sign their name in a straight line.
- Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing.
- Magnifying glass to be used by someone with a sight impairment.
- Extra seating and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.

This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Colorado Secretary of State Elections Division with the permission of DRW.