

Cleaning and Sanitizing Badger Books



As the COVID-19 situation continues to develop, WEC staff has compiled a list of suggested best practices for cleaning and sanitizing your Badger Books and for addressing voter concerns on Election Day:

- **Sanitizing the equipment**

- There are specific considerations and recommendations to keep in mind as you clean different parts of your Badger Books. We recommend turning off and unplugging your devices when fully sanitizing them, to avoid any issues with the electronics
- Cleaning the body of the unit:
 - The body of the electronic poll book is a bit more durable than the screen and can be cleaned with a microfiber electronic cleaning cloth or a disinfectant wipe
 - Do NOT spray cleaning or disinfecting agents directly on your Badger Books, as doing so may damage the internal components of the device
 - If the wipes you're using to clean the body do not contain an active disinfectant, you can apply a small amount of either a 50/50 mixture of water and isopropyl alcohol or straight isopropyl alcohol to your cleaning cloth and thoroughly wipe down the body of the device.
 - Make sure the device is fully dry before returning it to use
- Cleaning the touchscreen:
 - The touchscreen on your Badger Book requires a bit of special attention. We do not recommend using traditional household cleaners or wipes when sanitizing this surface. Rather, consider obtaining some cleaning wipes that are purpose-made to clean and disinfect touchscreen devices
 - An additional option would be to use a mixture of water and isopropyl alcohol similar to the one used to clean the body of the device, which would be applied with a microfiber cloth. If you opt for this method, be careful not to use too much of the mixture, as you don't want the touchscreen to get too wet during the cleaning process
 - Make sure the touchscreen has dried completely prior to returning it to use

- Cleaning peripheral devices:
 - Sanitizing the keyboards, mice, scanners, styluses, etc., can be accomplished using the same materials and methods you used to clean the rest of your Badger Book
 - Using either the purpose-made electronic cleaning wipes or a cleaning cloth and water/alcohol mixture, thoroughly clean the surfaces of your peripheral devices while making sure you don't get the surfaces too wet during the disinfecting process
 - You might consider sanitizing these surfaces more frequently than you do the Badger Book itself, as these are the devices poll workers and voters will be interacting with the most throughout the day
 - As with the Badger Book, make sure everything is appropriately dry before returning it to use
 - Placeholder text
- **Polling place considerations**
 - Consider placing a hand sanitizing station at the entrance to your polling place with signage that directs voters to it and encourages its use prior to and after voting
 - As they will be the ones interacting with the equipment the most consistently, poll workers should be washing and sanitizing their hands frequently throughout the day
 - Poll workers should also consult and follow any applicable guidance from other agencies on this topic, e.g., the CDC, DHS, DOA, municipal directives, etc.
- **Voter concerns**
 - If voters are washing their hands or using hand sanitizer prior to checking in, make sure their hands are dry prior to interacting with the Badger Books
 - Voters will likely have questions about what is being done to keep the polling place sanitized and safe, so poll workers should be comfortable discussing the cleaning/disinfecting processes they're using with curious voters