Election Management in Response to COVID-19

21st National Assembly Elections in the Republic of Korea (April 15, 2020)

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Contents

1. Background and Overview of Courses of Action

Background

- Prior to the 21st National Assembly elections, the crisis level related to coronavirus disease (hereafter COVID-19) had been raised to serious (February 24, 2020).

- It was necessary to prepare measures to manage voting and counting in response to the spread of COVID-19 within communities and nationwide.

Overview of Courses of Action

- Established voting and counting procedures to prevent and block the spread of COVID-19 through the creation of a system of disinfection that promoted citizen's safety and allowed them to vote with confidence.

- Guaranteed the suffrage of persons with confirmed cases of COVID-19, including by allowing confirmed patients to register for home voting and expanded the registration method for home voting.

- Actively implemented a way to guarantee the suffrage of those who were confirmed with cases of COVID-19 after the home voting registration period had closed.

- Ensured the suffrage of those who were in quarantine and whose movement was restricted on election day (April 15) such as those who came into contact with the confirmed patients or those who returned from abroad.

2. Introduction to Voting Methods and Management of Voting

Home Voting

- A person who is unable to move freely on the ground of their serious physical disability or a person who has been admitted for a long time in a hospital, sanatorium or detention center could register for home voting during the home voting registration period (March 24 – March 28). They received ballot papers by mail from the relevant election commission and voted at their residence or the place they were residing.

Overseas Voting

- Overseas voters and overseas absentee voters[1] cast their ballots at overseas polling stations set up at diplomatic missions during the overseas voting period (April 1 – April 6).

Shipboard Voting

- Sailors on board vessels such as long-haul fishing boats and outbound passenger ships voted by facsimile (including electronic fax) at onboard polling stations installed on the vessel during the shipboard voting period (April 7 - April 10).

Early Voting

- Voters not able to vote on election day (April 15 6:00 am - 6:00 pm) could vote at the nearest early voting polling station, which are set up at every Eup/Myeon/Dong without prior or separate registration for two day starting from five days prior to election day (April 10 and 11, 6:00 am - 6:00 pm)[2]

- A total of 3,508 early polling stations were installed and operated across the country (3,484 stations at the district level and an additional 24 stations [16 stations in areas where military bases are concentrated and eight stations at care centers]).

Early Voting Election Equipment

Figure 1 Voters List Machine (to find voters)

Figure 2 Ballot Paper Printer (to print ballot papers and address labels for envelopes)

Figure 3 Identification Machine (checks the voters ID, enter signature or fingerprint)

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[1] Overseas voters are classed as Korean citizens residing abroad, overseas absentee voters are classed as Korean citizens who are temporarily abroad during the voting period
[2] By establishing an election-only network (LAN and wireless) and using the integrated voters list, voters could cast their ballots at any polling station across the country regardless of their registered address.

Figure 4 Wired and Wireless Router (to connect to the integrated voters list)

Figure 5 Uninterruptable Power Supply (provides a safe power supply)

Figure 6 Storage Box

Early Voting Process

1. Check the voters ID (Using ID card)
2. Enter the voter's ID card into the Identification machine
3. Find the voter on the voter's list machine (on a laptop)
4. Voter puts their fingerprint or signs on the identification machine
5. The correct ballot papers and the envelope is printed by the ballot paper printer
6. The ballot papers are given to the voter
7. The voter marks the ballot paper in the polling booth
8. Voters casting their ballot in their registered district put the ballot papers into the ballot box (Voters casting their ballot outside their registered district put the ballot paper into the envelope first)

Election Day Voting

- Voters could cast their ballots at their designated polling station according to their registered address, with one polling station installed per polling district.

- A total of 14,330 polling stations were installed and operated across the country.[3]

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[3] Paper voters list was used

Counting

- Counting stations were set up by the Gu/Si/Gun election commissions. [4]

- Postal ballot boxes (from ballots cast outside their relevant district during early voting, overseas voting, shipboard voting and home voting) together with early voting ballot boxes from those who cast their ballots inside their relevant district were transferred to the counting center after the close of voting at 6pm on election day. Election day ballot boxes were transferred from the polling station to the counting center after the close of voting.

3. Voting Methods in Response to COVID-19

A) Voting Methods for General Voters
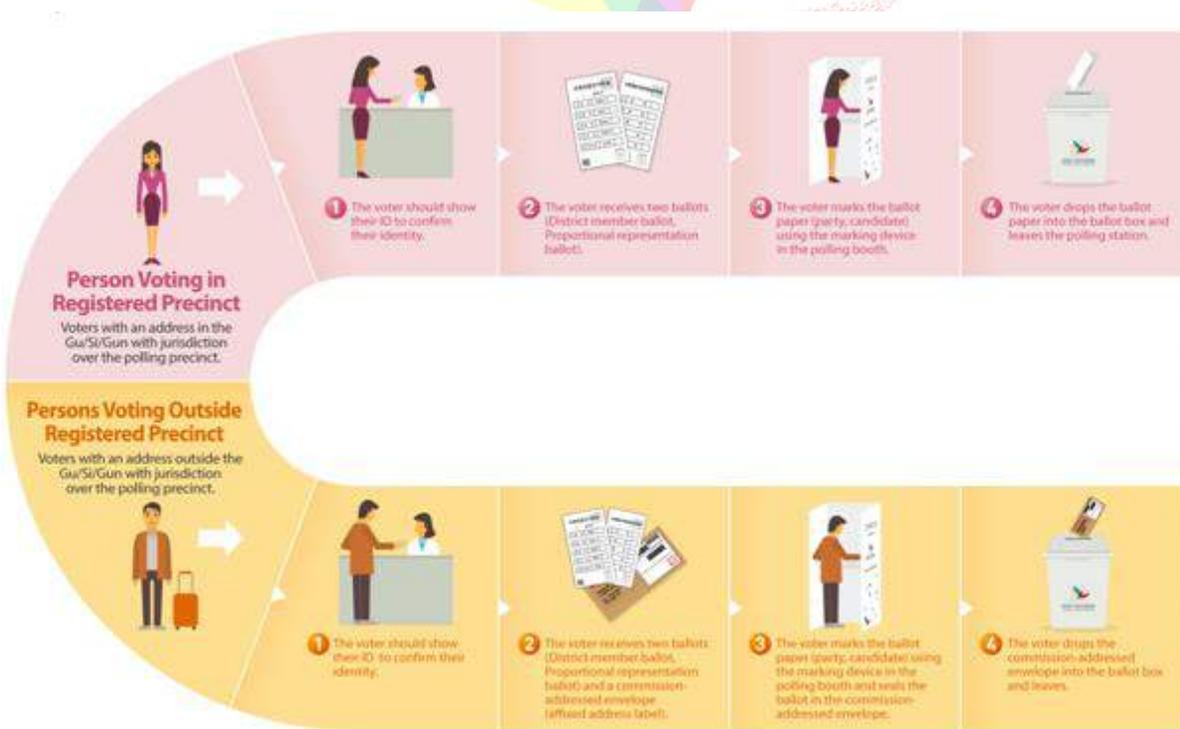
Figure 7 Early Voting Process

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[4] In the Republic of Korea Gu, Si and Gun are the third tier of governmental regions (national – Si/Do [City/Province] – Gu/Si/Gun)
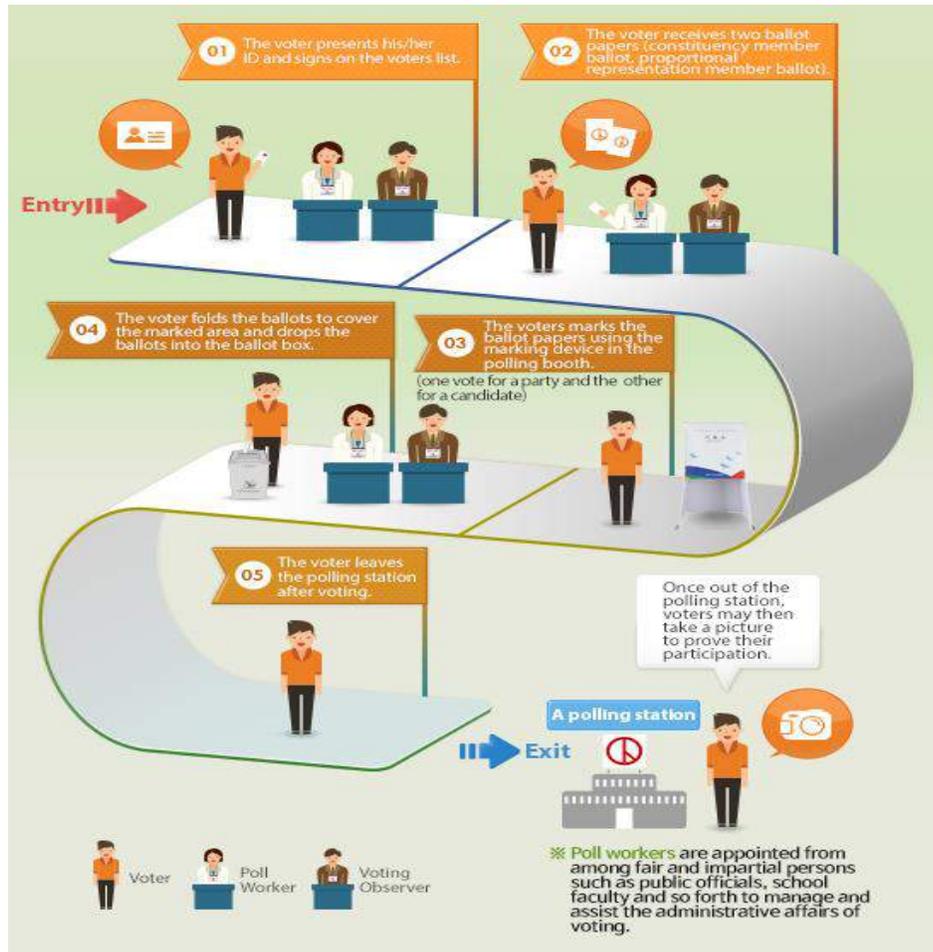
Figure 8 Election Day Voting Method

Figure 9 Additional Measures to prevent the spread of COVID-19 (No symptoms or temperature)

If your temperature is below 37.5 degrees

1. Wear your mask
2. Use hand sanitizer
3. Wear the vinyl gloves provided
4. Keep 1m apart
5. Lower or take off your mask briefly for voter identification
6. Receive ballot papers
7. Mark the ballot papers in the polling booth
8. Put the ballots in the ballot box

Announcement and Promotion of 'Code of Conduct' for Voters

- Announced a 'Code of Conduct' for participating in voting and sent details enclosed in the voting information and election material sent to every household and election material sent to soldiers and police (see attachment one).

- Published and provided the 'Code of Conduct' on various media sites including the NEC's own e-TV, the NEC website, social media and various TV channels and newspapers.

Producing Video on and Providing Training on Voting Safely Regarding COVID-19

- Posted video material on YouTube and other channels and utilized them for training polling station workers.

- Produced videos on disinfection procedures inside and outside polling stations, and the voting process.

- Produced videos on the voting procedures for temporary polling booths for voters with a high temperature or respiratory symptoms.[5]

Polling Station Preparation

- Election officials (polling station manager, polling station staff, and observers) had to wear masks and medical gloves.

- Personnel in charge of checking voter's temperatures had to wear face shields, masks, and medical gloves.

- The polling station manager designated a member of the polling station staff in advance as being in charge of temporary polling booths .[6]

- The polling station manager provides training to all related polling station staff to prevent the spread of COVID-19 and staff designated to temporary polling booths.

Polling Station Set Up

- Set up signs and equipment used for keeping at least one meter distance between voters.

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[5] Early voting video: https://youtu.be/HPvLnfT4GQc
  Election day video: https://youtu.be/V2rYxQaX07M
[6] Voters with a high temperature or with respiratory symptoms cast their ballot at dedicated temporary polling booths away from other voters.

- Attached 'Information on COVID-19' at the entrance of polling stations (see attachment 2).

Figure 10 Guides and Stickers Used

Figure 11 Collapsible Belts and Plastic Cones Used

- A separate route for voters with a high temperature or with respiratory symptoms away from other voters was marked out with arrows on the floor.

- Bins for the disposable vinyl gloves were placed at the exits of polling stations.

Voting Process

Voters with a normal temperature (under 37.5 degrees Celsius) and no respiratory symptoms went through the polling station in the following manner:

1. Voters wore a mask to the polling station.

2. Voters kept at least one meter distance from others in the vicinity of the polling station.

3. The polling station staff responsible for temperature checks checked all voters' temperatures at the entrance of the polling station (see attachment 3).

4. Voters with no temperature or symptoms disinfected their hands with the hand sanitizer and wore vinyl gloves provided prior to entering the polling station.

5. For identification purposes, polling station staff instructed voters to lower or take off their masks briefly.[7]

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[7] Voters refusing to follow instructions were not allowed to vote, except for those identifiable even with their masks on

6. While wearing the gloves, voters signed their name on the voters list, received their ballot papers, marked their ballot papers in the polling booth, and placed them inside the ballot box.

7. Voters placed their gloves into the bin set up at the exit of the polling station prior to leaving.

Figure 12 Voters Waiting

Figure 13 Temperature Checks

Figure 14 Hand Sanitizing and Wearing Vinyl Gloves

Figure 15 Voting Process

Voters with a high temperature (above 37.5 degrees Celsius) or with respiratory symptoms voted at temporary polling stations in the following manner (see attachment 4):

1. The voter disinfected their hands with the hand sanitizer provided and wore vinyl gloves.

2. The polling station staff checked the voter's identification.

3. The polling station staff checked the voter's name on the voters list and signed to confirm identification (for early voting they sign on the identification check machine). The polling station staff then received the ballot papers (for voting outside the voters registered district during early voting, they also received the relevant addressed envelope) and went to pass the ballot papers to the voter together with a temporary polling station envelope. [8]

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[8] On the notes column of the voters list, the polling station worker writes 'temporary polling booth voter' and records them as a person who used a temporary polling booth in the voting records.

4. The voter went inside the temporary polling booth and marked the ballot papers, with observers present outside.

5. The voter put the marked ballot papers inside the temporary polling station envelope and sealed it before they passed it to the polling station worker.

6. The polling station staff, in the presence of observers, passed the envelope to the polling station manager. The polling station manager placed the ballot papers into the ballot box in the presence of observers.[9]

7. The polling station staff guided the voter to contact the relevant public health center about their symptoms (or calls 1339 or area code + 120) and follow the measures of the relevant agency.

8. Polling station staff sterilized and ventilated temporary voting booths and equipment using disinfection tissues.

COVID-19 Precautions

• Polling station staff provided guidance to maintain a distance of one or more meters between voters inside and outside of polling stations. If a polling station was crowded inside, a voter who had their temperature checked at the entrance of the polling station was allowed to enter the polling station after waiting until the number of voters in the polling station had reduced.

• Polling station staff regularly disinfected election equipment touched by voters using disinfecting tissues such as polling booths, marking devices and ballot boxes.

• Provided guidance to polling station staff and observers on refraining from unnecessary conversations, even between voters.

B) Voting Methods for Confirmed COVID-19 Patients

Method One: Home Voting

> Procedure:
>
> Instructions for home voting (provided by NEC and local government) → Voter registration by voters → Eligibility check → Ballot paper delivery (sent by NEC) → Home voting → Returning the ballots by mail → Counting

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[9] During the process, staff should take care not to accidently show the marked ballot paper

Expanding Voters Eligible for Home Voting

- On March 5, the NEC decided that voters who had been confirmed as COVID-19 patients before the end of the home voting registration period and who were hospitalized, in a care center or in isolation at home would be eligible for home voting.

- The NEC provided information to COVID-19 patients and asked for cooperation from the head of facilities that accommodated them through the related agencies (The NEC → Ministry of the Interior and Safety and the Ministry of Health and Welfare → Hospitals and local governments).

Home Voting Registration

- When a voter registered to home vote, they had to submit an application in writing (original copy), but for these elections the head of Gu/Si/Gun local governments allowed home voting registrations related to COVID-19 if received as a copy (by e-mail, facsimile, KakaoTalk, or text message) after checking whether the voter registered according to their own will.

※ The head of the Gu/Si/Gun recorded confirmation of home voting registration in the margin of the voters list (including a signature or seal).

※ When sending a home voting application, the "Guidelines for Applying for Home Voting for Confirmed COVID-19 patients" was enclosed, text messages were sent, and the information was published on the website.

Receiving Home Voting Ballot Papers

- When receiving home voting ballot papers (mail ballots), the NEC strengthened hygiene controls, including staff wearing masks and using hand sanitizer regularly.

Main Information Provided by the NEC on Home Voting

1. Information on home voting and registration as well as home voting registration forms provided by the NEC for confirmed COVID-19 patients.

➢ The NEC provided information on home voting and a home voting application form to confirm COVID-19 patients staying in a hospital, care center or quarantined at home and those ordered into quarantine after being confirmed with COVID-19.

2. Information for those in charge of checking home voting applications

➢ Those in a hospital had to receive proof they are hospitalized from the director of the hospital and then submit it to the head of the relevant Gu/Si/Gun.

> ➢ Those in a care center had to receive proof they were under the care of the care center from the relevant Mayor or Governor or the Minister of Health and Welfare and then submit it to the head of the relevant Gu/Si/Gun.
> ➢ For those in quarantine at home, the neighborhood office skipped the verification process and the voter submitted the application to the head of the Gu/Si/Gun. The Gu/Si/Gun then checked the list of confirmed patients to confirm whether they are eligible to use home voting.
>
> 3. Information provided to home voters
>
> ➢ Voters were asked to wear a mask, disposable gloves and take other measures during the home voting process (including when receiving the ballot papers)
> ➢ After the voter had marked their ballots and put it into the envelope, the return envelope was handed over to relevant officials, for example at the hospital.
>
> 4. Requests made to related organizations, for example hospitals
>
> ➢ Requested that action was taken to ensure the ballot was properly delivered to the voter.
> ➢ Asked to ensure that, after disinfection and sterilization, the return envelopes with the ballots inside were put into the mailbox or handed over to the post office.

Method Two: Special Early Voting Polling Stations

Facilities with Installed Special Early Voting Polling Stations

- Facilities where patients who had cases of COVID-19 confirmed after the home voting registration period ended (March 28) and were isolated and could not vote by a standard method and

- Care centers where patients with mild cases of COVID-19 were housed and where patients could move within the facility.[10]

- Eight care centers were selected that were caring for patients who had cases of COVID-19 confirmed after the home voting registration period ended.

Operating period

- One-day operation during the early voting period (April 10-11) for each care center, and for 4-8 hours according to the number of voters.

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[10] Care centers are facilities that support the care and treatment of patients by isolating those with mild symptoms (total of 27 nationwide) such as company training centers, university dormitories or recreational forests.

Eligible Voters

- Patients confirmed with COVID-19 in care centers and medical and support staff who were working at the facilities.[11]

Voting Method

- Voting was conducted in the same way as early voting, but due to fears of being infected through a ballot paper, the same method for voters casting their ballots outside their relevant district was used using a return envelope (the envelopes with ballots inside were disinfected after the close of voting). [12]

- Voting was conducted at different times for confirmed patients and medical and support personnel.

Voting Process

1. Voters went to early polling stations individually, following broadcasted instructions or polling station staff, to prevent patients confirmed with COVID-19 from overlapping.

2. Patients confirmed with COVID-19 wore masks before entering the polling station, used hand sanitizer, and wore vinyl gloves.

3. Voters presented their identification, signed an identification form[13], received their ballot papers, and marked the ballot papers in the polling booth.

4. Voters placed the ballot paper inside the return envelope, sealed the envelope, inserted the envelope into the ballot box, placed the gloves into the provided bin, and returned to their room.

5. The polling staff were responsible for making sure patients confirmed with COVID-19 did not overlap while voting and instructed each voter to wait while the previous voter was casting their ballot.

6. Early voting ballot boxes were handed over to the post office after counting the number of returned envelopes in the presence of voting observers.

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[11] Medical and support staff were included as eligible voters because their movements were restricted during their two-week long shifts working at the facilities.
[12] A wireless communications network was used.
[13] For identification purposes, voters used the provided pen with gloves on. Voters were prohibited from using the automatic finger printer scanner.

Installation and Management Personnel

- Cooperated with personnel from the facility to consider voters' moving path and had the facility installed where there was sufficient ventilation (In most cases outdoors).

- For each of the special early polling stations, one special early voting polling station manager (from the NEC), four polling station staff (two from the NEC and two the facility itself), and two or more observers were dispatched.

COVID-19 Precautions

- The polling station manager and staff wore level D protective clothing worn by medical personnel.

- Items such as polling booths and stationary used at early voting polling stations were disposed of at the facility, and relevant equipment used at special early voting stations such as early voting IT equipment, ballot boxes, marking devices and return envelopes were transferred after disinfection and sterilization.

Figure 16 Voting Process

Figure 17 Voting Process

Figure 18 Level D PPE for Polling Station Staff

**Figure 19 Disinfecting Return Envelopes with Ballot
Papers Inside**

C) Voting Method for Voters in Quarantine

Eligibility

- People in close contact with patients confirmed with COVID-19, people who had returned from abroad and whose movements were restricted on election day, and voters who had been requested to quarantine (for 14 days) by the local government (or health center) starting any time between April 1 until 6pm on April 14.

- Asymptomatic people who were quarantined in an area less than 30 minutes away from a polling station, had the right to vote, and intended to vote on Election Day.[14]

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[14] Voting was allowed only if the travel time from the quarantined location to the polling station was less than 30 minutes by car (without other passengers) or on foot (without using public transportation)

- Civil servants (from local governments) dedicated to dealing with quarantined persons confirmed with the voter their intention to vote and checked they were eligible by contacting them via text message or other forms of message and notified the relevant Gu/Si/Gun election commission and polling station manager by 7pm on April 14, the day before election day.

Voting Preparation

- Civil servants (from local governments) dedicated to dealing with quarantined persons informed the applicant via text message or in other ways of the period they were temporarily allowed outside of their residence (April 15, 5:20pm to 7:00 pm), their suggested arrival time at polling stations, and where the waiting area was.

- Upon arrival at the polling station before 6pm on election day, the voter in quarantine received a numbered ticket from the staff and waited to be summoned.

- After the closing of voting, a temporary polling booth was installed in a well-ventilated place or outdoors and a member of polling station staff designated to the temporary polling booth wore personal protective gear 10 minutes prior to the closing of voting.[15]

Voting Process

1. After the regular voters finished voting and had left the premises, the voters list, ballot papers and temporary polling booth envelope were prepared and moved to the temporary polling booth in the presence of designated observers.

   The polling station staff stuck numbered tickets on each page of the voters list by the quarantined voters' names.

   Ballots were prepared according to the number of quarantined voters, with the polling station managing affixing their signature and the serial number on the corner of the ballots cut in advance in the presence of observers.

2. The polling station staff, with the assistance of the support staff, ushered the quarantined voters to the temporary polling booth, individually, according to the number on their tickets.

3. The quarantined voter used hand sanitizer and wore vinyl gloves prior to entering the temporary polling booth (no temperature check).

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[15] Personal protective equipment: Type 4 protective clothing, face shields, masks, surgical gloves, and shoe covers

4. The polling station staff designated to the temporary polling booth checked for identification and instructed the voter to sign or attach their seal to the voters list (see attachment 5)

5. The polling station staff provided ballot papers and a temporary polling booth envelope to the voter, and guided them into the temporary polling booth.[16]

6. After voting, the quarantined voter put the ballot papers inside the envelope and gave it to the staff designated to the temporary polling booth. Then, the voter placed the gloves inside the bin at the exit of the polling station and left after using the hand sanitizer.[17]

7. When all quarantined voters finished voting, the staff designated to the temporary polling booth transported the temporary polling booth envelopes with ballot papers inside and the voters list to the polling station in the presence of voting observers.

8. The staff designated to the temporary polling booth took out the ballot papers from the envelopes and placed them inside the ballot box in the presence of the polling station manger and voting observers, whilst paying special attention not to disclose inside the ballots.

9. The staff designated to the temporary polling booth took off their personal protective equipment together with the single-use vinyl gloves and discarded them into a disposal box.

Figure 20 Voters Wait Outside a Polling Station

Figure 21 Voting in Progress

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[16] At the temporary polling booth, the staff sanitized items which were in contact with the self-quarantined voter, such as pens, with sanitizing tissue
[17] The staff at the temporary polling station sanitized the polling booth and the polling instruments with sanitizing tissue, every time a voter finishes voting

COVID-19 Precautions

- Voting observers kept two meters or more away from voting when observing.

- Only the designated polling station staff, quarantined voter and observers were allowed to enter the temporary polling booth and refrained from dialogue as much as possible.

4. Human Resources and Facility Management

A) Securing Human Resources and Training

Securing Human Resources for Voting and Counting Management and Training

- In the case that a voting or counting staff could not perform their duties because they were infected with COVID-19 or came into close contact with an infected patient, the election commission secured reserve personnel from among staff from public institutions or schools or individuals considered fair and neutral.[18]

- Operated various kinds of training on a limited scale including using video conferencing systems, training material or videos, staff visiting the local election commission or visiting trainees. If training was held, hygiene rules such as using temperature checks, using hand sanitizer and wearing of masks were upheld.

Step-by-Step Procedures for Cases of Election Commission Staff being Isolated

Step One: If less than 50% of the employees of an election commission office were quarantined and their legally-required work could be handled by existing personnel, work was adjusted.

Step Two: If 50% or more of the employees of an election commission office were unable to carry out their legally-required duties due to being quarantined or for any other reason, the Si/Do[19] office carried out the tasks directly or provided support from a nearby commission.

Step Three: If it was deemed that it was difficult for a nearby commission or the Si/Do commission to carry out the legally-required duties, the NEC provided human resources.

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[18] NEC secures preliminary lists from local governments to secure essential personnel such as polling station managers.

[19] The NEC has a 4 tier structure. The NEC is at a national level, Si/Do offices at the provincial or metropolitan city level, Gu/Si/Gun offices at the local government level and Eup/Myeon/Dong offices at the most local level.

B) Rules on the Closure of Polling Stations

> The closure of any facility related to a case of COVID-19 takes into account the movements of COVID-19 confirmed patients and the length of time they were at the facility. The epidemiological surveyors of each Si/Do determine the facilities, scope, and duration of disinfection required and the decision is made by notifying the local health center where the facility is located

The NEC set the following guidelines related to the closure of polling stations related to COVID-19:

Measures Prepared Regarding the Closure of Early Voting Polling Stations by Time

Closing Polling Stations before Voting

- If an early voting polling station had been disinfected and it was deemed there were no safety issues, the early voting polling station could be used without changing location.

- If it was deemed it was unavoidable to change the location of the early voting polling station, it could have been moved to an alternative location or a temporary facility such as a tent could have been installed on site, for example on a school playground.

Closing Polling Stations during Voting

- The Chairperson of the relevant Gu/Si/Gun election commission had to decide to 'suspend operations at the early voting polling station'

- The fact that the voting had been suspended at the early voting polling station and a notice at the early voting polling station to guide voters would have been posted on the website.

- The polling station manager would have had to immediately block and seal the slot of the ballot box in the presence of voting observers, affix a special seal and transfer the ballot box to the relevant Gu/Si/Gun election commission.

Measures Prepared Regarding the Closure of Election Day Polling Stations by Time

Closing Polling Stations before Voting

- Even if the closure of the facility has not been lifted before the start of voting, if a polling station had been disinfected and it was deemed there were no safety issues, the polling station could be used without changing location.

- If it was deemed as unavoidable to change the location of the polling station, it could have been moved to an alternative location or a temporary facility such as a tent could have been installed on site, for example on a school playground. [20]

Closing Polling Stations during Voting

- Another alternative location for a polling station should have been secured quickly and election equipment such as ballot boxes, marking devices, ballot papers and the voters list would have be transferred in the presence of voting observers and voting would have been restarted.

- If there was no alternative location, a temporary facility such as a tent could have been installed at a nearby vacant spot and voting restarted.

Measures Prepared Regarding the Closure of Election Day Counting Centers

- If a counting center was closed, even if there was an alternative location available it was not possible to change the location of the counting center due to the need to install counting equipment and facilities and due to the supply of materials. [21]

- If the facility was forced to close, the NEC would have secured a place to receive and store ballot boxes transferred from polling stations on election day and once the closure of the facility had been lifted, the counting center would hold counting.

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[20] If the equipment for the polling station had already been installed, the relevant Gu/Si/Gun election commission would have distributed additional equipment (polling station equipment sets, polling booths etc) to support the setting up of a new polling station.

[21] The NEC asked the facility managers to control access to the facility for the during of the lease period and take precautionary measures in order to avoid a counting center being closed

Case of an Early Voting Polling Station Closed due to one of the Polling Station Staff Experiencing a High Temperature

Polling Station Location: Bora-dong early voting polling station (located in Giheung-gu, Yongin-si)

- At midday on April 11 (2nd day of early voting), one of the polling station staff who have checking the identity of voters on April 10 and April 11 experienced chills and anxiety and was found to have a high temperature of 39 degrees centigrade after entering the hospital at 12:30pm. At 1:20pm, the member of staff visited the Giheung-gu welfare center to test for COVID-19.

- Early voting was suspended. In cooperation with the welfare center, the disinfection of the inside of early voting polling station was completed at 3:30pm.

- Vehicles were provided (five 25-seater vehicles) to take waiting voters to another early voting polling station nearby (Sanggal-dong, Giheung-dong).

- The early voting polling was ventilated, the polling station staff were asked to keep a distance from each other and outside access was regulated

- At the closing of voting at 6pm, the polling station manager closed and sealed the ballot boxes and handed them over to the relevant election commission.

- At 9pm the member of staff from the polling with a high temperature received a 'negative' test result for COVID-19.

5. Management of Counting

Securing Counting Center and Facilities

- Secured counting centers with large open areas, adjusted the counting sections and process to distribute and deploy people more evenly, and maintained a proper distance between sections and counting center staff. [22]

- Maintained a proper distance between counting observers and the counting staff by establishing an observation area using tape and other materials on the floor.

- Checked and used ventilation systems in the facility or installed temporary ventilation systems.

Temperature Checks before Entering Counting Centers

- Designated counting center staff at entrances or outside counting centers (wearing face shields, masks and medical gloves) checked every person related with counting before entering the counting center. [23]

- Anybody with a high temperature was banned from entering the counting center. The person was then asked to return home, and if they needed treatment were guided to visit the welfare center or the treatment center at a medical organization. [24]

- In the case any of the counting observers transferring with mail ballots were found to have a high temperature or had symptoms at the relevant Gu/Si/Gun election commission, they were guided in the same manner as above.

Wearing Masks and Disinfection

- Counting center staff had to wear a mask inside from when they were guided into a counting center until they had left the counting center.

- Hand sanitizer was placed inside and outside the entrance of the counting center and within the counting center for regular hand sanitizing.

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[22] Counting station staff seats were 1.5m or more apart from the person in front, and the seats on both sides were set up at as wide a distance apart as possible.

[23] If a thermal imaging camera was used, it was installed at a location where all relevant people from the building could be inspected.

[24] If a temporary medical center was operated at the counting center with the cooperation of the relevant public welfare center, guided to visit the temporary medical center.

- Equipment and items were regularly disinfected after use including door handles, election equipment (ballot sorting machine, tabulation machine, envelope opener) and containers.

Maintaining Order at Counting Centers

- Re-checked a person's temperature who was suspected of having a high temperature during the vote counting process and took the same action as if a person had a high temperature on entry if any symptoms developed.

- The commission informed observers or other persons of the possibility of being ordered to leave if they were deemed to be a danger to others' safety even though the commission had issued warnings on conduct, for example if they spoke out loud without a mask on.

COVID-19 Precautions

- Snacks were distributed sequentially and people were asked to refrain from talking whilst eating.

- Frequent instructions were given on conduct for counting center staff through the counting station broadcasting facilities.[25]

- Disinfection tread-plate mats were appropriately installed at the entrance of the facility or at the entrance of the counting center.

- Hand sanitizer was placed in suitable locations, including at the entrance of the counting center.

- Requested facility managers to keep the ventilation system, including air conditioners and ventilators, in the counting center facility running continuously.

- Circulated air from outside into the center by opening windows periodically (or at all times) to the extent that it did not interfere with the counting of votes.

- For facilities with no or insufficient ventilation facilities, after checking whether temporary ventilation systems could be installed, then necessary equipment was leased.

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[25] Messages included 'Wear a mask at all times', 'refrain from unnecessary conversation', 'wash your hands frequently', 'observe at a proper distance'

6. Disinfectant and Disinfecting Polling Stations and Counting Centers

A) Disinfectant

Disinfectant Supplies

Item	Relevant Picture	Location Used	Persons Provided To
Masks (disposable-type, medical-type)		Polling Station	Polling station staff, voting observers Person's with symptoms not wearing masks
		Counting Center	Election Commissioners, election commission staff, counting center staff, counting center observers
Hand Sanitizer		Polling Station	Voters
		Counting Center	Counting center staff, counting observers
Contactless Thermometers		Polling Station	Voters
		Counting Center	Counting center staff, counting observers
Disinfection Tissues		Polling Station	Disinfecting polling station equipment, temporary polling booths
		Counting Center	Disinfecting counting center equipment and items
Medical Gloves		Polling Station	Polling station managers, polling station staff
		Counting Center	Counting center staff
Disposable Vinyl Gloves		Polling Station	Voters
Face Shield		Polling Station	Staff checking temperatures, staff designated to temporary polling booths
Type 4 Protective Clothing		Polling Station	Polling station staff designated to temporary polling booths for quarantined voters
Temporary Polling Booth Envelopes		Polling Station	Quarantined voters using temporary polling booths
Tape for Entrances and Exits		Counting Center	Tape for entrance and exits (40m per roll)

Distribution Guidelines for Disinfectant and Supplies

- Masks (Total of 3,000,000)

Category	Distribution Guidelines	Purpose
Election Commissions	• Si/Do: 800 each • Gu/Si/Gun: For preparing for elections (varied proportionately to the number of voters) • Eup/Myeon/Dong: For distributing campaign material - according to the number of households: less than 2,500: 10 2,500 - 5,000: 15 5,000 - 7,500: 25 7,500 - 10,000: 30 10,000 - 12,500: 35 12,500 or more: 40	• For operation counting situation room • For people who participated in sending home voting ballot papers, voting management training, and simulation tests for ballot sorting machines • For actual workers including administrators, clerks, and day laborers
(Early Voting) Polling Stations	• Two each per polling station staff, 1.5 each per observer • Temporary polling booth*: Number of early voters in the 7th local election × 5% (approx.)	* Reserved amount for temporary polling booth: Only provided in a case where there is a concern about the spread of COVID-19, including for a voter with a high temperature
Counting Centers	• According to the number of voters less than 100,000: 450 100,000 - 200,000: 700 200,000 - 300,000: 1,000 300,000 - 400,000: 1,200 400,000 or more: 1,600	• For election commissioners and staff, counting staff, counting observers, etc.

- Hand sanitizer (286,725 in total)

Category	Distribution Guidelines	Purpose
Election Commissions	• Thirty each Si/Do and Gu/Si/Gun Office	• For training, public service etc.
(Early Voting) Polling Stations	• **28 bottles per early voting polling station** - For voters: 12 x two days (Assumed early voting turnout of 23%, assumed amount of use: 4ml per voter) - For polling station staff: 2 x two days (Assumed amount of use: 50ml per early polling staff or observer) • **12 bottles per election day polling station** - For voters: 10 (Assumed voter turnout of 37% on election day, assumed amount of use: 4ml per voter) - For polling station staff: two (Assumed amount of use: 50ml per polling station staff or observer)	• For voting management
Counting Centers	• **Approximately 35 bottles per counting center on average** - Varied proportionately to the number of counting staff (Assumed amount of use: 50ml per counting center staff or observer)	• For counting management

- Thermometers (20,730 in total)

Category	Distribution Guidelines	Purpose
Election Commissions	• Four each per Si/Do and Gu/Si/Gun	• For training, public service etc.
(Early Voting) Polling Stations	• One or two per station - Reusing the ones used at early voting polling stations on election day	• For voting management
Counting Centers	• Reusing the ones distributed to the Gu/Si/Gun offices	• For counting management

- Sanitizing tissues (315,381 packs in total / 75 sheets per pack)

Category	Distribution Guidelines	Purpose
Election Commissions	• Possible adjustment within the total amount of distribution according to Si/Do	• For sanitizing election supplies and equipment
Polling Stations	• Twenty four packs per early voting polling station (Assumed early voter turnout of 23%, one per voter x 0.8 x two days) • Ten packs per polling station (Assumed voter turnout of 37% on election day, one per voter x 0.8)	• For sanitizing polling station supplies and temporary polling booths
Counting Centers	• Approximately eight packs on average - Varied proportionately to the number of counting staff	• For sanitizing counting station supplies and equipment

- Medical gloves (26,350 packs in total / 100 sheets per pack / Sizes S, M, L)

Category	Distribution Guidelines	Purpose
Election Commissions	• Possible adjustment within the total amount of distribution according to Si/Do	• For public service staff
Polling Stations	• ***One hundred per early voting polling station*** [One set of two for early voting polling station managers and staff x two times + reserved amount] • ***Fifty each per election day polling station*** [One set of two for voting polling station managers and staff x two times + reserved amount]	• For polling station managers and staff
Counting Centers	• Approximately 1,000 on average: Varied proportionate to the number of counting staffs (One set per counting staff x two times + reserved amount)	• For counting staff

- Single-use vinyl gloves (1,256,300 packs in total / 50 sheets per pack)

Category	Distribution Guidelines	Purpose
Polling Stations	• Early voting polling stations: Number of early voters per polling station in the 7th local elections in 2018 x two x 1.2 • Election Day Polling stations: Number of voters per polling station in the 7th local elections in 2018 x 40% x two x 1.2	• Provided to the voters

- Face shields (182,840 in total)

Category	Distribution Guidelines	Purpose
Election Commissions	• Twenty each per Si/Do and Gu/Si/Gun	• For counting situation rooms, staff responsible for fever checks, and public service
Polling Stations	• Number of early polling station staff × two days × 0.3 × 1.1 • Number of polling station staff × 0.4 × 1.1	• For polling station staff responsible for fever checks and temporary polling booths (around three)
Counting Centers	• Number of counting center staff x 1.1	• For all the counting staff

- Type 4 protective clothing (14,330 in total)

Category	Distribution Guidelines	Purpose
Polling Stations	• One per polling station	• For temporary polling station staff for quarantined voters

B) Disinfecting Polling Stations and Counting Centers

Disinfection Period

- Disinfection was carried out before and after voting and counting, and after the first day of early voting.

- Disinfection was carried out immediately after polling stations and counting centers were set up, and disinfection of the facility was preferably done six hours before voting or counting began.

- Disinfection was carried out immediately after voting and counting was finished.[26]

- Disinfection was done overnight to minimize the disinfection period

Disinfection Method

- Sanitization was carried out inside and outside of polling stations and counting centers, on the routes persons used (pathways, etc.) and in bathrooms, lifts etc.

- Used ULV to sterilize floating bacteria inside and outside of polling stations and counting centers and used an electric compression sprayer to sterilize the bacteria attached to surfaces of the facility, such as the entrance and in lifts.

- Used disinfectants approved by the Ministry of Environment for COVID-19 that allowed the facility to be used for six hours after disinfection.

- After the disinfection of polling stations was completed, no external persons were allowed to enter the polling place until the voting began.

- Used polling stations and counting centers after sufficient ventilation

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[26] Facilities that needed to be used the next day, such as community centers for senior citizens or schools were disinfected first.

7. General Summary

- The NEC devoted all its efforts to successfully manage the 21st National Assembly elections and prevent the spread of COVID-19 even during the period when the COVID-19 epidemic was spreading around the world.

- The NEC prepared and implemented systematic and specific voting procedures to block and prevent the spread of COVID-19 through close mutual cooperation with related agencies such as the Korea Centers for Disease Control and Prevention and the Ministry of Interior and Safety and referred to the guidelines on COVID-19 prevention measures.

- The NEC put a great deal of effort into minimizing blind spots in the voting rights of citizens by expanding and providing various voting methods, including home voting and special early voting polling stations for confirmed COVID-19 patients receiving treatment in hospitals or other facilities and allowing quarantined voters to cast their ballot after the close of voting on election day.

- In order to effectively inform the general public that they can vote safely because the NEC was disinfecting every part of the voting process and conducting thorough disinfection of polling stations, the NEC published the 'Code of Conduct' for the 21st National Assembly elections and continuously promoted it through press releases and notices.

- In these elections, early voting turnout reached 26.69 percent (around 11.74 million ballots cast), the highest ever early voting turnout since the introduction of the early voting system, and the overall turnout (including the early voting turnout) stood at 62.2 percent (around 29.12 million ballots cast), the highest in 28 years since the 14th National Assembly elections held in 1992.

- Contrary to the prediction that COVID-19 would lower voter turnout, this high turnout was the result of the mature civic consciousness where citizens understood and followed the new procedures even though they were slightly inconvenient, the NEC's thorough and detailed disinfection plans and the huge effort of election officials and staff who put those plans into practice.

Attachments

Attachment One: Code of Conduct for Voters

Attachment Two: Guidelines Sent to Voters

코로나19 관련 안내 및 예방수칙

코로나19 전염·확산 방지를 위하여 사전에 투표소를 철저히 소독하였음을 알려드립니다.
또한, 선거인은 아래사항에 대하여 적극 협조하여 주시기 바랍니다.

☑ 마스크 착용하기
☑ 앞사람과 1m 이상 거리 두기
☑ 불필요한 대화 자제하기
☑ 발열 체크 받기
☑ 손 소독 후 비닐장갑 착용하기
☑ 발열 또는 호흡기증상이 있는 경우, 임시기표소에서 투표

1
☑ 마스크를 착용하여 주시기 바랍니다.
☑ 투표소에 입장하려는 모든 선거인은 투표사무원에게 체온을 확인받으세요.
※ 앞사람과 1m 이상 충분한 거리를 유지하시고, 불필요한 대화를 자제합니다.

2
☑ 이때, 발열 또는 호흡기증상이 있는 선거인은 투표사무원의 안내에 따라 임시기표소로 이동합니다.

3
☑ 투표소 입구 등에 비치된 손소독제로 손 소독을 꼼꼼히 실시한 후 일회용 비닐장갑을 양손에 착용합니다.
☑ 이때, 신분증을 미리 준비하시면 편리합니다.

4
☑ 투표소로 입장합니다.
☑ 투표를 마친 선거인은 투표소 출구에 비치된 일회용 비닐장갑 처리함에 일회용 비닐장갑을 벗고 퇴소합니다.
※ 문을 열어 신분증을 제시하는 동안에는 투표사무원의 안내에 따라 마스크를 벗거나 내려주시기 바랍니다.

5
☑ 투표를 마친 선거인은 투표소 출구에 비치된 일회용 비닐장갑 처리함에 일회용 비닐장갑을 벗고 퇴소합니다.

아름다운 선거 행복한 대한민국

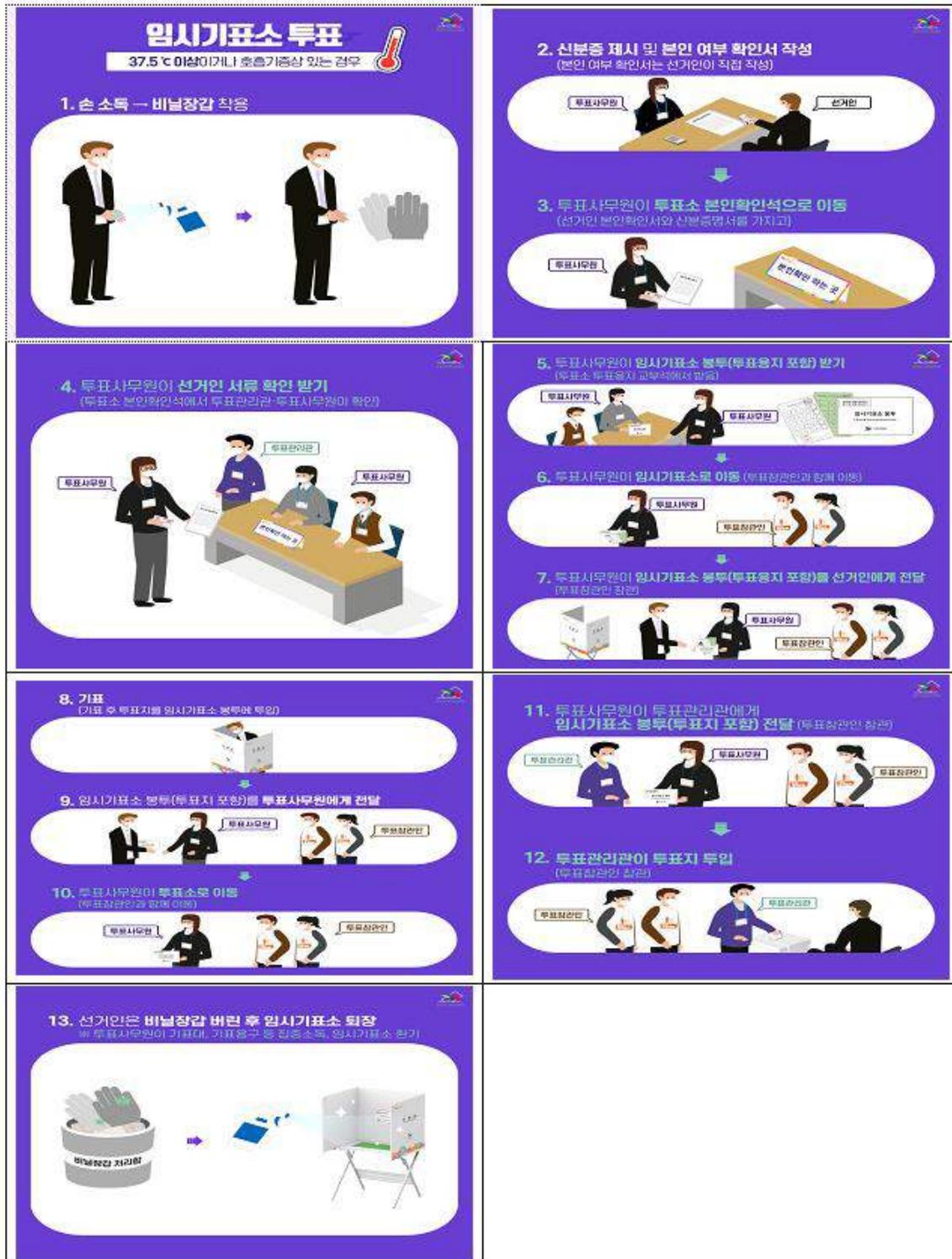중앙선거관리위원회
NATIONAL ELECTION COMMISSION

Attachment Three: Guidelines for Staff Conducting Temperature Checks on Helping Voters

For voters with no temperature:	
1. Temperature Check	➢ Say "Please let me check your temperature" (As it is a contactless thermometer, do not make contact and take the temperature on the forehead, wrist or back of the ear) ➢ (If the voter rejects) Explain that the temperature check is in accordance with government guidelines and ask for cooperation
2. Temperature Check Result	➢ Say "There is no problem" ➢ Ask the voters to maintain a distance of at least 1m from the person in front and suggest that the voter prepares their ID in advance for their convenience
3. Hand Sanitizing and Wearing Disposable Vinyl Gloves	➢ Ask the voter to follow the guidelines of the staff and ask the voter to carefully disinfect their hands with the hand sanitizer placed at the entrance of the polling station and then wear the disposable vinyl gloves on both hands.

For voters with a high temperature:	
1. Temperature Check	➢ Say "Please let me check your temperature" (As it is a contactless thermometer, do not make contact and take the temperature on the forehead, wrist or back of the ear)
2. Temperature Check Result	➢ Say "your temperature is over 37.5 degrees, and so I would like to ask for your cooperation in moving to a temporary polling booth for you to vote." ➢ Contact the staff designated to temporary polling booths ➢ Guide the voter to the area the temporary voting booth is set up ➢ (if the voter rejects) Explain the purpose of setting up a temporary polling booth and ask for the voter's cooperation ➢ (if the voter still rejects) Contact the polling station manager ⇨ Polling station manager asks for the voter's cooperation ⇨ If they still reject the polling managers asks voters waiting inside the polling station to wait and allow the voter with a high temperature to vote first ⇨ Disinfect and ventilate the polling booth and equipment used
3. Polling Station Staff Designated to Temporary Polling Booths Takes Charge	➢ Say "Please disinfect both hands with the hand sanitizer place at the entrance of the polling station and wear disposable gloves on both hands" ➢ Say "Please sit comfortably here and fill out this identity confirmation form." (From then on, follow the 'Temporary Polling Booth Voting Process for Voters with a High Temperature or Symptoms"
4. Provide Information on Welfare Center	➢ Say "Please contact your welfare center on 1339 or (area code) + 120 and ask about your symptoms and follow their advice"

Attachment 4-1 Temporary Polling Booth Voting Procedure

Attachment 4-2 Guidelines for Polling Station Staff Designated to Temporary Polling Booths on Helping Voters

Temporary Polling Station Guidelines	
1. Receive Form of ID (e.g. National ID Card)	➢ Say "Please submit your identity confirmation form and your ID card."
2. Receiving Ballot Papers	➢ Go into the polling station and receive the relevant ballot papers
3. Delivering the Ballot Papers, including the Temporary Polling Booth Envelopes	➢ (Pass the ballots and envelope to the voter) Say "Please vote inside the temporary polling booth and put the ballots inside the temporary polling booth envelope"
4. Take the Ballots (that are inside the envelope) from the Voter	➢ Receive the temporary polling booth envelope with the ballots inside from the voter
5. Transfer the Ballots (that are inside the envelope) to the Polling Station Manager	➢ Hand over the temporary polling booth envelope with the ballot inside to the polling station manager
6. Disinfect the Temporary Polling Booth and Ventilate the Area	➢ Disinfect the temporary polling booth using disinfectant tissues and ventilate the area

Attachment 5 Voting Process for Quarantined Voters

Guidelines for Polling Station Staff Designated to Temporary Polling Booths	
Preparing the Temporary Polling Booths	➢ The polling station staff should prepare the list of the quarantined voters provided by the designated local government officer and give the numbered tickets for the voters to the designated local government officer ➢ 10 minutes before the end of voting the designated member of polling station staff wears the PPE provided ➢ After all regular voters have cast their ballot, the designated member of polling station staff prepares the voters list, ballot papers and temporary polling booth envelopes and in the presence of voting observers moves them to the temporary polling booth[27]
Begin the Voting	➢ Instruct the designated local government officer to guide quarantined voters to the temporary polling booth one by one in the order of their number
ID Check	➢ Check the identity of the quarantined voter and ask them to sign or place their seal on the voters list ➢ Pass the ballot papers and temporary polling booth envelope to the quarantined voter and ask them to enter the temporary polling booth. Then disinfect the pen and any other equipment the quarantined voter came in contact with using disinfectant tissue
Voting	➢ Every time the quarantined voter has left the temporary polling booth, disinfect the polling booth, marking device and other equipment using disinfectant tissue ➢ After all quarantined voters have finished marking their ballots, take the temporary polling booth envelopes with the ballots inside and the voters list to the polling station in the presence of observers ➢ In the presence of the polling station manager and observers, the ballots should be taken out of the temporary polling booth envelopes and put into the ballot box, being careful not to show the mark on the ballot paper

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[27] Ballots were pre-prepared according to the number of quarantined voters, with the polling station managing affixing their signature and the serial number on the corner of the ballot cut in advance in the presence of observers.

Guidelines for Quarantined Voters	
Moving to the Polling Station	➢ Move to the waiting area at your polling station before the close of voting (6pm). Wear a face mask and travel by walking, driving alone, accompanied by your designated local government officer or using an emergency vehicle (not allowed to use public transportation) ➢ Follow the directions of the designated local government officer and wait safely to vote. Maintain a gap of 2 meters with others
Begin the Voting	➢ Enter one by one according to the directions given by the designated local government officer. Wear a mask, use the hand sanitizer and wear the disposable gloves
ID Check	➢ Submit your ID to the designated member of polling station staff and after having your identity confirmed, sign or place your seal on the voters list ➢ Receive the ballot papers and the temporary polling booth envelope and move to the temporary polling booth
Voting	➢ After marking the ballots in the temporary polling booth, place the ballots in the temporary polling booth envelope and transfer it to the designated member of polling station staff ➢ Dispose of the vinyl gloves in the box provided at the exit, use the hand sanitizer and leave

Attachment 6 Guidelines for Counting Officials

Counting Center Workers

- Wear a mask and medical gloves to perform counting. If you change or take off the gloves, use hand sanitizer.

- Complete the training for your section before the start of counting and during counting refrain from unnecessary conversations.

- Refrain from personal contact or conversation in the counting center during breaks.

Counting Observers

- Observe from an appropriate distance from the counting center staff and refrain from conversation as much as possible, including by raising your hand when raising an objection.

- If you need to speak to other observers (or other persons on the phone) for a long period, conduct those conversations outside the counting center.

- Be careful not to make close contact with counting center staff or other observers when moving around the counting center.

Supporting Staff

- An organization that received a request from the election commission had to recommend a number of people that was not more than the number requested by the election commission.

- Wait at the designated place without changing or leaving their seats randomly and conduct tasks in accordance with the election commission's instructions.

Media and Others Watching Counting

- Prohibited from entering the internal section of the counting center and view or report from the designated place.

Attachment 7 Related Data and Statistics

Historical Home Voting Use

Election	Total	Military, Police, Civil Servants	Register Persons Residing in Hospitals and Nursing Homes	Persons with Movement Impediments	Persons on Remote Islands
21st National Assembly Elections (2020)	100,529	40,005	29,364	30,326	834
7th Nationwide Simultaneous Local Elections (2018)	82,225	30,633	27,331	23,485	776
20th National Assembly Elections (2016)	97,354	46,098	31,750	18,648	858

✧ *364 confirmed COVID-19 patients registered as home voters*

Historical Turnout for Early Voting and Election Day

Election	21st National Assembly Elections (April 15, 2020)	7th Nationwide Simultaneous Local Elections (June 13, 2018)	19th Presidential Election (May 9, 2017)	20th National Assembly Elections (April 13, 2016)
Number of Eligible Voters	43,994,247	42,907,715	42,479,710	42,100,398
Number of Early Voting Ballots Cast (Turnout)	11,742,677 (26.69)	8,640,897 (20.14)	11,072,310 (26.06)	5,131,721 (12.19)
Total Number of Ballots Cast (Turnout)	29,126,396 (66.2)	25,832,076 (60.2)	32,807,908 (77.2)	24,430,746 (58.0)

✧ *Home voters and voters casting their ballot outside their registered district during early voting are included in the Total Number of Ballots Cast (Turnout)*

Status of Special Early Voting Polling Stations at Care Centers

Special Early Voting Station	Total	COVID-19 Patients	Medical Staff etc.
Total	446	147	299
Seoul Metropolitan City, Nowon-gu (Gongneung 2-dong)	50	50	0
Gyeonggi Province, Yongin-si, Cheonin-gu (Namsa-myeon)	20	9	11
Daegu Metropolitan City, Dong-gu (Ansim 3,4-dong)	148	20	128
North Gyeongsang Province, Gyeongsan-si (Nambu-dong)	29	13	16
North Gyeongsang Province, Gyeongju-si (Bodeok-dong)	70	22	48
North Gyeongsang Province, Gyeongju-si (Yangnam-myeon)	57	24	33
North Gyeongsang Province, Andong-si (Dosan-myeon)	38	7	31
North Gyeongsang Province, Andong-si(Imdong-myeon)	34	2	32

Status of Quarantined Voters

Details	Seoul	Busan	Daegu	Incheon	Gwangju	Daejeon	Ulsan	Sejong
Number of Voters who Register to Vote	4,609	837	474	754	168	288	243	80
Number of Voters who Cast a Ballot	3,640	722	405	637	130	239	184	71
Gyeonggi	Gangwon	North Chung cheong	South Chung cheong	North Jeolla	South Jeolla	North Gyeong sang	South Gyeong sang	Jeju
4,322	228	234	352	181	117	326	466	110
3,415	192	186	318	158	97	275	393	89

✧ *11,151 cast their ballot out of the 13,789 voters who registered (turnout 80.9%)*

✧ *Total number of 59,918 were in quarantine (as of April 15)*