



## Written Opinions, Guidelines and Interpretation Notes

The Chief Electoral Officer issues guidelines and interpretation notes on the application of the *Canada Elections Act* to registered parties, registered associations, nomination contestants, candidates and leadership contestants, in accordance with section 16.1 of the Act. Before the issuance of any guideline or interpretation note, registered federal political parties and the Commissioner of Canada Elections are consulted and invited to provide comments on a draft version. Guidelines and interpretation notes provide guidance and promote consistency in the interpretation and application of the Act. However, they are for information only and do not displace the provisions of the Act.

### Guideline: 2021-07 (Draft – August 2021)

---

## *Addendum to the Guidelines for Candidates' Representatives*

---

This three-part guideline is an addendum to OGI 2019-05, [Guidelines for Candidates' Representatives](#) (EC 20045). Each part contains additional information and provisions for candidates' representatives attending voting places and political party representatives attending the national special ballot count.

#### **Part 1 – Additional Guidelines for Observing Voting Operations at Ordinary and Advance Polling Places (EC 20045A)**

This document is for candidates' representatives attending an ordinary or advance polling place. It is a companion to OGI 2019-05, [Guidelines for Candidates' Representatives](#) (EC 20045). It contains information on pandemic-related health and safety measures at polling locations and related impacts on candidates' representatives.

#### **Part 2 – Guidelines for Observing Special Ballot Voting Operations and Special Ballot Verification and Counting at Returning Offices (EC 78058)**

This document is for candidates' representatives attending a service centre located in a local Elections Canada office to observe registration or voting activities. The document also covers the counting of local special ballots. It contains information on special voting rules, the rights and responsibilities of candidates' representatives, pandemic-related health and safety measures and ballot counting procedures.

#### **Part 3 – Guidelines for Observing Counting Operations at the Office of the Special Voting Rules Administrator (EC 22005)**

This document is for political party representatives attending the office of the Special Voting Rules Administrator at 440 Coventry Road in Ottawa, Ontario. It contains information on naming political party representatives, pandemic-related health and safety measures, and the rights and responsibilities of party representatives.



## Additional Guidelines for Observing Voting Operations at Ordinary and Advance Polling Places

This document is Elections Canada's DRAFT guideline OGI 2021-07, Part 1.

### Introduction

Everyone must follow the health and safety measures, signage and instructions at all Elections Canada locations. As a candidate's representative, you must become familiar with the health and safety measures at the polling place and with your responsibilities under these measures.

This document supplements the [Guidelines for Candidates' Representatives](#) (EC 20045). The pandemic situation remains fluid, and new or updated guidelines may be issued at any time. Please check the Elections Canada website for the most up-to-date information.

In addition to the new health and safety measures at polling places, detailed below, some responsibilities of election workers have changed. There will now be only one election officer at the voting desk. Duties formerly carried out by the poll clerk will be performed by other election officers at the polling place. The deputy returning officer is responsible for checking the elector's ID, crossing their name off the list and issuing their ballot. The registration officer (or the poll supervisor) is responsible for registering the elector, updating their information and administering the vouching process, when applicable. There will always be two election officers present to administer the counting of the votes when polls close on election day.

### New Measures at Polling Places

New health and safety measures will be uniformly applied at polling places in all electoral districts. Some measures may change as the pandemic evolves. The central poll supervisor (or the deputy returning officer or designated supervisor on site) is responsible for ensuring that the new health and safety measures are applied and followed.

The following measures will apply:

- Election officers will encourage electors to wear a mask. Masks will be available if electors need them.
- Election officers will ask electors to follow physical distancing measures and signage.
- Electors will be encouraged to provide their name and contact information (on a voluntary basis) for the Entry Register for contact tracing purposes.
- Electors will be allowed to register and vote without removing their face mask or other face covering, in keeping with Elections Canada's [Policy on Voter Identification when Registering and Voting in Person in Federal Electoral Events](#).

As a candidate's representative, you must follow additional measures, which include but are not limited to:

- **Wearing a mask** at all times, including during the counting of the votes. (Elections Canada will supply a mask, or you may bring your own. Your mask must be neutral in colour and not indicate support or opposition to any candidate or political party on the ballot.)
- Staying at least two metres from others, including poll workers, at all times.

- Washing your hands often or using hand sanitizer when soap and water are unavailable.
- Staying home if you are sick or if you have been in contact with someone who has or is suspected of having COVID-19.
- Avoiding touching surfaces where possible.
- Bringing your own pen to sign ballot box seals.
- Providing your name and phone number for contact tracing purposes, where applicable (recommended but not mandatory).

Representatives may also wish to consider downloading and activating the Government of Canada's COVID Alert exposure notification app.

## Impacts on the Functions of Candidates' Representatives

The health and safety measures being put in place at polling stations do not impact the rights and obligations of candidates' representatives. However, to ensure the safety of electors, election workers and candidates' representatives during the pandemic, the following changes will apply.

### Candidates' representatives during voting hours

While every candidate is entitled to send two representatives per polling place, we ask candidates to help ensure that there is enough space in the building to allow voting to proceed as quickly as possible while meeting physical distancing requirements. This should not affect the periods before polls open when ballot boxes are being sealed and after voting hours when votes are being counted.

Note: Under the health and safety measures, the central poll supervisor (or the deputy returning officer or designated supervisor on site) may restrict the movement of candidates' representatives within the polling place if necessary to ensure the health and safety of electors and workers both during voting and during the count.

### Voter identification

If you cannot keep a distance of two metres from an elector when examining their ID, you may ask the elector to place their ID on the table and step back while you examine it. Candidates' representatives may **not** touch or handle the ID.

### Contact information and the *Visitors Log*

When entering the polling place and before showing your *Authorization of a Candidate's Representative* form, you may be asked to provide your name and contact information for the Entry Register for contact tracing purposes. Although providing this information is voluntary, you **must** sign the *Visitors Log* when entering and leaving the polling place. This log will help us keep an accurate record of everyone—other than electors—who enters and leaves.

Note that public health authorities conduct contact tracing, not Elections Canada. We will provide the Entry Register to public health authorities if they request it. Protocols are in place to protect the information in the register and properly dispose of it. It will be destroyed 30 days after election day.



## Guidelines for Observing Special Ballot Voting Operations and Special Ballot Verification and Counting at Returning Offices

This document is Elections Canada's DRAFT guideline OGI 2021-07, Part 2.

### Introduction

You have been chosen as a candidate's representative for this federal election. These guidelines have been prepared to help you perform your duties in accordance with applicable rules.

The following is provided for your guidance. The final authority is the *Canada Elections Act*. The returning officer, assistant returning officer, additional assistant returning officer or service point supervisor has the final say for its application in the office of the returning officer.

The primary role of election officers is to serve electors as they come to register and vote. Your role is to observe registration and voting proceedings under the Special Voting Rules and provide the level of scrutiny necessary to a fair and transparent process.

We suggest that you register and vote by special ballot or vote at your advance poll if your duties will make it impossible for you to vote on election day at the polling station where you are legally entitled to vote.

### Special Voting Rules – Authorization of a Candidate's Representative

The *Authorization of a Candidate's Representative* (EC 20020) form authorizes you to act as a candidate's representative in an electoral district for this federal election. Speak with your candidate or official agent to obtain the authorization form.

Before you can be admitted to any service centre or polling place, you must present the form signed by your candidate or official agent. Show it to the returning officer, assistant returning officer, additional assistant returning officer or service point supervisor. The original form or a photocopy of the form will be accepted; a digital copy cannot be accepted. The service point supervisor will verify that the top section of the form has been duly completed, and you will be required to make a solemn declaration. If required, you will be provided with a *Candidate's Representative Identification Badge* (EC 20901) inside a *Clear Plastic Badge Holder* (EC 20909). You must not add or write anything on the badge.

Rules governing the conduct of local offices and polling stations differ. If you are observing proceedings at a polling place, please refer to the *Guidelines for Candidates' Representatives* (EC 20045).

You may visit any polling place or service centre in the same electoral district at any time during voting for this federal election without being required to make another solemn declaration, as long as you present a valid *Candidate's Representative Identification Badge* (EC 20901).

## Responsibilities at the Service Centre

### As a candidate's representative, you **MUST**:

- aid in maintaining the secrecy of the vote;
- respect the right of electors to an accessible voting process;
- be prepared to show your signed *Authorization of a Candidate's Representative* (EC 20020) form to the returning officer, assistant returning officer, additional assistant returning officer or service point supervisor, when requested;
- display the *Candidate's Representative Identification Badge* (EC 20901) when acting in the capacity of a candidate's representative; and
- respect the decisions of the returning officer, assistant returning officer, additional assistant returning officer or service point supervisor.

### As a candidate's representative, you **MAY**:

- observe the registration and voting activities in any service centre or polling place in the same electoral district as the candidate you represent at any time during registration and voting for this federal election without being required to make another solemn declaration, as long as you present a copy of your signed authorization form;
- observe the sealing and unsealing of ballot boxes, or the transfer of outer envelopes to a secure storage medium, as need be;
- request to examine, but not handle, an elector's identification when the service agent is verifying proof of identity and residence—electors may vote even if they refuse to allow you to examine their identification, and election officers will keep a record of such situations;
- during office hours, examine certain official election material—such as the *Record of Outer Envelopes Issued to Local SVR Electors (RO)* (EC 78720)—provided it does not interfere with the registration or voting process;
- request, through the service agent, that an elector make a solemn declaration if you have reasonable doubt about the elector's qualification (age and citizenship) or residence in the electoral district when voting in person;
- be present in the office of the returning officer during the verification and counting of local special ballot votes—the deputy returning officer in charge will review your authorization form and administer your solemn declaration (if not already performed); and
- examine and object to any outer envelope or ballot being verified or counted—the deputy returning officer will keep a record of all objections.

**As a candidate's representative, you MAY NOT:**

- interfere with the registration or voting process, at the risk of being removed from the office;
- talk directly to an elector or act as an interpreter for an elector—you may direct your comments, questions or objections only to the returning officer, assistant returning officer, additional assistant returning officer or service point supervisor;
- attempt to obtain information about how any elector is going to vote or has voted, or attempt to influence an elector's choice of candidate;
- directly or indirectly induce an elector to show their marked ballot to any person;
- handle an elector's identification;
- take any photographs or make any audio or video recordings in the office of the returning officer or the service centre;
- sit at a service agent's desk;
- display partisan symbols or material inside or near the office, which may include the parking lot, grounds and sidewalk;
- display campaign literature or other material that could be taken as an indication of support for or opposition to the election of a candidate or political party; and
- use or wear colours or emblems in the office that would identify your candidate or party.

<b>Number of Candidates' Representatives Permitted (per candidate)</b>	
Service Centre (During Registration and Voting Period)	2 per office
During the Counting of Special Ballot Votes	1 per team of deputy returning officer and poll clerk

## Special Voting Rules

Any elector who cannot or does not wish to vote at a polling station during an election may vote using a special ballot. With a special ballot, an elector can vote by mail or in person at the office of any returning officer or additional assistant returning officer. If the elector is away from their electoral district, inside or outside Canada, they can also register to vote with Elections Canada in Ottawa. Voting by special ballot is governed by the Special Voting Rules, set out in Part 11 of the Canada Elections Act.

In offices of returning officers, registration and voting services are offered to two types of electors:

*1. Local electors—Canadian electors in their electoral districts during the election*

Canadians who will be 18 years of age or older on election day and who, during an election, cannot or do not wish to vote at the advance or election day polls, may apply to vote by special ballot in their own electoral districts.

*2. National electors—Canadian electors temporarily away from their electoral districts during the election*

Canadians who will be 18 years of age or older on election day and who live in Canada but who expect to be absent from their electoral districts, either in Canada or abroad, during an election may apply to vote by special ballot.

## Registration and Voting Procedures

### Registering to Vote by Special Ballot

Service agents make sure that everyone who is eligible to register to be on the list of electors and to vote by special ballot gets that opportunity. They are required to check electors' proof of identity and residence. When an elector applies in person, a photocopy of their ID is not required, but the information is captured in REVISE, which will generate the *Record of Outer Envelopes Issued to Local SVR Electors (RO)* (EC 78720). Service agents must ensure that the elector's application is complete before they issue a special ballot voting kit to the elector. A multi-envelope system is used to protect the secrecy of the vote while also ensuring that adequate administrative measures are in place. The elector must complete and sign the declaration on the outer envelope that forms part of the voting kit. The declaration states that the elector is a Canadian citizen and will be at least 18 on election day, and that they have not already voted and will not attempt to vote again in the current electoral event.

When an elector applies by any other means, they must pick up their voting kit themselves or it is sent by mail to them. A third party cannot pick up a special ballot voting kit on the elector's behalf.

Electors who reside in a different electoral district or who will be completing their ballot while outside of the local Elections Canada office must always vote using a "blank special ballot." Electors who reside in the electoral district and who are voting immediately at the RO or AARO offices vote using a regular ballot once they are printed.

Once an elector's application to vote by special ballot is accepted and a special ballot voting kit is issued, they can only vote by special ballot in the current election. They cannot vote at the advance or election day polls.

Service agents record anything unusual that happens during registration in their office.

An elector who wishes to register to vote by special ballot does not need to be on the list of electors to do so. By registering to vote by special ballot, the elector will automatically have their name added to the list of electors.

A *local* elector who does not vote immediately, but rather leaves with their special ballot voting kit, is responsible for ensuring that the completed ballot reaches the office of the returning officer in their electoral district before the polls close in that electoral district on election day. Otherwise, it cannot be counted. The ballot must be returned in the envelopes provided, either in person or by mail.

A *national* elector is responsible for ensuring that Elections Canada headquarters receives the ballot no later than 6:00 p.m., Eastern Time, on election day. Otherwise, it cannot be counted. The ballot must be sent in the envelopes provided.

A ballot received by fax or other electronic means cannot be counted.

### **Crossing Electors Off the List When They Register to Vote by Special Ballot**

After service agents register electors in the system, they will automatically be crossed off the list of electors as having received a special ballot.

On the lists of electors, an “S” appears in the left margin next to electors’ names to indicate that their *Application for Registration and Special Ballot* was accepted.

### **Placing Ballots in the Ballot Boxes**

When an elector votes immediately in the office or returns their ballot there, the service agent ensures that the elector has completed and signed the outer envelope before depositing it in the ballot box.

Ballots for national electors are returned to Elections Canada in Ottawa (before the deadline) for processing. Ballots for local electors are kept in the RO Office for the count.



## Ballot Counting Procedures

Ballots from local electors are counted in the office of the returning officer by teams of deputy returning officers and poll clerks. They may only be counted once the polls have closed in the electoral district.

The special ballots of other electors (electors temporarily away from their electoral districts, incarcerated electors, Canadian Forces electors and electors residing outside Canada) are counted at Elections Canada headquarters by special ballot officers, under the supervision of the Special Voting Rules Administrator.

With the updates to the verification and count of local special ballot process, the timeframe during which the verification and count of local special ballots takes place will differ for an election called during the COVID-19 pandemic. It is important to note that candidates still have the right to witness all components of the verification and count, **regardless of when they take place**, including:

- The verification of outer envelopes against the local record
- The processing of Voting Status Certificates from polling locations
- The separation of inner envelopes and outer envelopes
- The count of local special ballots

The returning officer will be able to confirm when each part of the verification and counting process will take place so the candidate can attend or send their representative as a witness.

### Counting *Local* Ballots at the Office of the Returning Officer

- The deputy returning officer and poll clerk open the ballot box and verify each outer envelope to ensure that it is from a registered elector and that no previous ballot has been issued to that elector.
- They then open the outer envelopes, remove the sealed inner envelopes containing the ballots and deposit them in a sealed ballot box.
- Finally, they open the ballot box, remove ballots from their inner envelopes and count the votes. These procedures ensure the secrecy of the vote.

### As a candidate's representative present during the count, you **MUST**:

- become familiar with the rules governing the counting of the votes;
- present your signed *Authorization of a Candidate's Representative* (EC 20020) form to the deputy returning officer, or make a solemn declaration and sign the form with the deputy returning officer if you have not already done so;
- maintain and aid in maintaining the secrecy of the vote;
- display your *Candidate's Representative Identification Badge* (EC 20901) whenever you are acting in the role of a candidate's representative; and
- respect the decisions of the deputy returning officer.

**As a candidate’s representative present during the count, you MAY:**

- examine any ballot;
- object to any ballot being counted and have the objection recorded by the deputy returning officer;
- write your name on any seal (after the count);
- write your name on the *Statement of the Vote* (after the count); and
- request to receive a copy of the *Statement of the Vote*.

**As a candidate’s representative present during the count, you MAY NOT:**

- return or be replaced if you leave before the counting of the votes is completed;
- interfere with the counting of the ballot papers;
- handle any ballots during the count;
- try to obtain any information as to how an elector has voted;
- communicate any information as to how an elector has voted; or
- take any photographs, or make any audio or video recordings.

**Communication of Results**

Once the special ballots for every electoral district are counted at Elections Canada headquarters, voting results are communicated to each returning officer. Those results, known as “SVR Group 1,” include:

- Canadian Forces electors
- Canadian citizens residing outside of Canada
- Incarcerated electors whose address for voting purposes was in the electoral district
- Votes of electors temporarily outside of their electoral district

Each returning officer enters these results and then enters the ones for “SVR Group 2,” which comprises those of local electors who returned their ballot to their local Elections Canada office.

## New COVID-19 Measures in RO/AARO Offices

It is your responsibility to become familiar with the health and safety protocols at an Elections Canada office. Everyone must follow health and safety protocols, signage messages and instructions at all locations.

In the RO or AARO office, the additional assistant returning officer or service point supervisor is responsible for the application of and adherence to health and safety measures. Therefore, you should follow the measures outlined below, which include but are not limited to:

- Wearing a mask in the office at all times, including during the count of local special ballots (Elections Canada will supply a mask or you may bring your own. Your mask must be neutral in colour and not indicate support or opposition to any candidate or political party on the ballot.)
- Staying at least two metres from others, including election workers and office staff, at all times
- Washing your hands often or using hand sanitizer when soap and water are unavailable
- Staying home if you are sick or if you have been in contact with someone who has or is suspected of having COVID-19
- Avoiding touching surfaces where possible
- Providing your name and phone number for contact tracing purposes, where applicable (recommended but not mandatory)
- Bringing your own pen to sign ballot box seals

### Additional Information

If you have questions about your role, please contact the returning officer for the electoral district in which you will be working. You may also contact Elections Canada:

**elections.ca**

Phone: 1-800-463-6868 or 613-993-2975

Fax: 1-888-524-1444

Email: [info@elections.ca](mailto:info@elections.ca)

30 Victoria Street  
Gatineau, Quebec  
K1A 0M6



## Guidelines for Observing Counting Operations at the Office of the Special Voting Rules Administrator

This document is Elections Canada's DRAFT guideline OGI 2021-07, Part 3.

### Introduction

As a result of the COVID-19 pandemic, an unprecedented number of electors are expected to vote by mail during the 44th general election, and Elections Canada will open the doors of the office of the Special Voting Rules Administrator (SVRA) to political party representatives who wish to observe the counting of the ballots. The office of the SVRA is located at 440 Coventry Road in Ottawa, Ontario.

While at the office of the SVRA, the role of political party representatives is to observe the counting process being performed by special ballot officers (SBOs) under the supervision of the SVRA or a designate. The presence of observers will help ensure the level of scrutiny required for a fair and transparent process.

The pandemic is evolving quickly. Elections Canada's location at 440 Coventry Road—which houses both the office of the SVRA and our national distribution centre—is currently subject to capacity limits. Therefore, a limited number of employees, political party representatives and visitors will be allowed inside the office of the SVRA at any one time. We will ask political parties to provide, by no later than the 21st day before polling day, the number of representatives they plan to send to the office of the SVRA on each day of counting. We expect counts to occur daily starting the 14th day before polling day, and we anticipate that a second daily shift of counting will be added near the end of the election period. The Chief Electoral Officer could decide to restrict the number of representatives from each party who may be present at the office of the SVRA—for example, where doing so would be necessary to ensure equitable access to all parties. We will let parties know immediately if such a decision is made.

We encourage political parties to provide the names of their representatives as early as possible in the election period. Elections Canada will send the representatives an email containing:

- An authorization form to be completed ahead of time (top section only)
- Details about an information session on the counting procedures at the office of the SVRA
- Information about voluntary COVID-19 rapid testing
- Instructions on how to access the building at 440 Coventry Road
- Information on the health and safety measures in place

Since the counting procedures at the office of the SVRA are complex and differ from those at the polls, political party representatives will be required to attend a mandatory information session.

## Authorization of a Political Party Representative—Office of the Special Voting Rules Administrator

The *Authorization of a Political Party Representative* form (EC 20074) authorizes you to act as an observer at the office of the SVRA for this federal election. Ask the person from your party who is responsible for coordinating observation at the office of the SVRA to provide you with the signed form, as it is required to access the office.

You must present the signed *Authorization of a Political Party Representative* (EC 20074) to the SVRA or a designate when you arrive at 440 Coventry Road and, once inside the building, whenever asked. The original form or a photocopy will be accepted; a digital copy cannot be accepted. The SVRA or a designate will verify that the top section of the form has been properly completed, and you will be required to make a solemn declaration. You will be given a *Political Party Representative Identification Badge* (EC 20902) inside a *Clear Plastic Hanging Badge Holder* (EC 20909). Do not add anything to or write anything on the badge.

**Note:** Rules governing the conduct of representatives at the office of the SVRA, local Elections Canada offices and polling stations differ. If you are observing proceedings at a polling station, please refer to the *Guidelines for Candidates' Representatives* (EC 20045). If you are observing proceedings at a local Elections Canada office, please refer to the *Special Voting Rules—Guidelines for Candidates' Representatives* (EC 78058).

As a political party representative observing the counting of the ballots, you **MUST**:

- Respect and help maintain the secrecy of the vote and the confidentiality of preliminary results.
- Be prepared to show your signed *Authorization of a Political Party Representative* form (EC 20074) to the SVRA or a designate.
- Display your *Political Party Representative Identification Badge* (EC 20902) whenever you are acting as a political party representative.
- Respect the decisions of the SVRA.
- Observe the work being performed by a pair of SBOs, provided that your presence does not interfere with their work.
- Stand in the designated areas for political party representatives.
- Follow the health and safety measures in place.
- Attend a training session (date and time to be determined) on the counting process at the office of the SVRA and the health and safety measures in place.

As a political party representative during the count, you **MAY NOT**:

- Interfere with the counting process; if you do so, you risk being asked to leave or being removed from the office of the SVRA.
- Systematically challenge an SBO about the counting process.
- Talk directly to an SBO; you may address your comments, questions or objections only to the SVRA or a designate.
- Take any photographs or make a video recording of the counting procedures.
- Handle, manipulate or in any way touch a ballot during the count.
- Sit next to a SBO's table.
- Display any campaign literature or wear any colours or emblems that would identify your candidate or a party.

**Note:** Counts at the office of the SVRA could start as early as Day 14, depending on the volume of ballots received. As volumes increase throughout the election period, a second daily shift of counting may be added. The counting schedule will be posted on the Political Entities Service Centre (PESC) portal as counts are confirmed.

### **Access to the Office of the Special Voting Rules Administrator**

- The office of the SVRA is located at 440 Coventry Road, in Ottawa, Ontario, in a warehouse behind the RCMP building.
- The counting of the ballots takes place on the 2nd floor; there are no available elevators (if necessary, a freight elevator can be used).
- The office is in a warehouse with concrete floors; appropriate and comfortable footwear is recommended.

### **Parking**

- There is NO parking available on the premises.
- Daily passes allowing you to park at the Canadian Tire store located at 330 Coventry Road are available from the Commissionaire at 440 Coventry Road. The cost of the parking pass remains to be determined. The walk between the parking lot and the Office of the SVRA takes about five minutes.
- Public transportation: The nearest bus stop is #18 Belfast/Coventry; the nearest O-Train station is St-Laurent.

## Health and Safety Measures During the COVID-19 Pandemic

Employees, guests and observers must follow strict health and safety measures during the COVID-19 pandemic. These measures have been put in place for the safety and well-being of everyone entering and working at the 440 Coventry Road location. They were developed by Elections Canada in consultation with the Public Health Agency of Canada.

Every political party representative must follow the guidelines below for their own safety and the safety of others.

### Wear a mask and practise proper hygiene

- Everyone in the building must wear a properly fitted mask at all times. If you will be at the office of the SVRA for more than eight hours, you should change your mask after every four hours.
- Elections Canada will supply a mask, or you may bring your own. Your mask must be neutral in colour and must not show support for or opposition to any candidate or political party.
- If you choose to wear a face shield, you must also wear a mask.
- You should wash your hands frequently, or use hand sanitizer when soap and water are not available; cough or sneeze into the bend of your arm; and avoid touching your eyes, nose or mouth with unwashed hands.

### Maintain physical distancing

- Avoid gathering around doors and common areas.
- Respect and follow the floor markings on the 2nd floor of 440 Coventry Road, including in the “counting cage” and outside the counting area (kitchen, hallways, bathrooms, etc.).
- Minimize contact with others while observing a count.
- Stay at least two metres from others, including election officers and other representatives, at all times.

**Note:** If you are experiencing any symptoms of COVID-19, please stay home. If you start experiencing symptoms of COVID-19 while at the office of the SVRA, leave the building and inform the SVRA or a designate in case there is a need for contact tracing.

Elections Canada is planning to offer voluntary rapid testing for COVID-19 to its employees at the 440 Coventry Road location. Political party representatives will also be eligible for voluntary testing if they wish. We will provide more details in our confirmation email.