



ELECTORAL COMMISSION OF ZAMBIA

STANDARD OPERATING PROCEDURES AGAINST COVID-19



THE TECHNICAL COMMITTEE ON COVID-19 IN THE ELECTORAL PROCESS

The Technical Committee to work on mainstreaming COVID-19 prevention mechanisms into the 2021 General Election Calendar developed the Standard Operating Procedures against COVID-19 in the Electoral Process following a consultative process.

Membership of the Technical Committee is multi-sectoral and multidisciplinary as follows;

- Ministry of Information and Broadcasting;
- Ministry of General Education;
 - Ministry of Health;
- Zambia National Public Health Institute (MOH);
- Disaster Management and Mitigation Unit Office of the Vice President (DMMU-OVP)
- Zambia Centre for Inter Party Dialogue
 - Ministry of Local Government
- Ministry of Home Affairs/ Zambia Police
 - Media Institute for Southern Africa
 - WaterAid
 - Electoral Commission of Zambia

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1. INTRODUCTION

The Electoral Commission of Zambia (ECZ) is an autonomous electoral management body in the Republic of Zambia. The ECZ is established under Article 229 of the Constitution of Zambia and is responsible for spearheading, facilitating and supervising the electoral process in Zambia, in line with the country's electoral system. Zambia will hold a General Election on 12th August 2021. The 2021 General Election will be held amidst the coronavirus (COVID-19) pandemic. The impact of COVID-19 since its outbreak, in November 2019, has been seen in the disruption of the social, economic, political and cultural activities of the country. Elections in most parts of the world have been impacted with some countries opting to delay elections, in other cases conducting elections amid COVID-19.

The ECZ is cognisant of the accompanying risks involved in implementing the electoral process, amidst the COVID-19 pandemic. This is so, due to the fact that electoral activities by nature involve stakeholder interactions and gatherings which serve as a conduit for the spread of COVID-19.

On 22nd February 2021, the Electoral Commission of Zambia and Ministry of Health held a meeting to consider how elections would be conducted amidst COVID-19. This resulted in the formation of a Multi sectoral Technical Committee that developed modalities and guidelines for conducting elections amid the pandemic.

This document, therefore, contains Standard Operating Procedures for conducting elections amidst the COVID-19 pandemic.

2. PURPOSE

The purpose of these Standard Operating Procedures (SOPs) is to put in place COVID-19 preventive measures aimed at guiding the preparations and administration of the electoral activities before, during and after the August 2021 general election.

3. SCOPE

The SOPs will recommend appropriate measures aimed at improving adherence to COVID-19 guidelines using a multi-sectoral approach at all stages of implementing and administering electoral activities. These guidelines shall apply to all elections and electoral activities of the Commission during the COVID-19 pandemic.

4. RESPONSIBILITY

The responsibility of implementing and adhering to these SOPs will involve officials and staff of the Commission, political parties, members of the technical committee and stakeholders participating in elections and COVID-19 prevention and mitigation in Zambia not limited to those stated in this document.

5. DEFINITIONS OF TERMS

The following key terms are defined:

1. COVID-19 also known as the Novel Coronavirus Disease: is an infectious virus mainly transmitted through contact and respiratory droplets.
2. IEC Materials: refer to Information, Education and Communication materials such as posters, leaflets, magazines, billboards e.t.c containing education information.

6. IDENTIFIED RISK FACTORS

Conducting elections during the COVID-19 pandemic has several associated risks that include;

- i. High rate of transmission of respiratory droplets from person to person during mass gatherings;
- ii. Potential transmission virus via fomites (surfaces and objects likely to be contaminated) through touching of mouth, nose and eyes;
- iii. Older adults and people with serious chronic conditions such as heart disease, diabetes and lung disease are at higher risk of dying from the disease;
- iv. Inadequate healthcare services to support the potentially high number of patients, particularly in remote parts of the country;
- v. Potential rise in the number of COVID-19 cases "3rd wave" before the general election; and
- vi. Reduced voter turnout due to COVID-19 fears;

7. GENERAL PROTECTIVE/PREVENTIVE MEASURES

The most immediate challenge that COVID-19 poses to the electoral process is health related. In order to protect voters, election officials and other stakeholders in the electoral process, the Commission shall implement the following:

7.1. GENERAL PROTECTIVE MEASURES

- i. Thermo scanners will be used by electoral officers at Nomination Centers, polling stations and totaling centers to take body temperature of voters and stakeholders;
- ii. Mandatory wearing of face masks for all Electoral officials, staff and stakeholders involved in the election process and at all election locations;
- iii. The Commission shall provide face masks and Alcohol based hand sanitizers to all election officials during electoral activities;
- iv. Appropriate disinfectants will be provided for the disinfection of the electoral equipment during electoral activities;
- v. The rules of physical distancing shall be enforced at all electoral activities including stakeholder engagements, trainings, queuing at Polling Stations, etc;
- vi. Electoral publicity and education materials to contain COVID-19 awareness messages on the 5 Golden rules;
- vii. All protocols issued by the Ministry of Health (MoH), Zambia National Public Health Institute (ZNPHI) and other relevant authorities shall be observed by election officials and all stakeholders.
- viii. The Commission shall work with the MoH, ZNPHI and other relevant authorities to have in place a system of surveillance and COVID-19 testing of electoral staff before and after deploying for electoral activities.

7.2. Voters and Election Officers showing signs and Symptoms of COVID – 19

The Commission shall work with the MoH, ZNPHI and other relevant authorities to implement the national COVID-19 guidelines when attending to persons who show signs and symptoms of COVID-19 at election venues.

Where an election officer, a voter or any other person present at an election venue shows signs and symptoms of COVID-19, the prevailing COVID-19 protocols shall be observed as follows;

- i. the person shall be isolated from other persons at the venue;
- ii. the attention of the security personnel should be drawn;
- iii. the dedicated number for COVID – 19 emergencies (909) shall be called;
- iv. On advice from medical authorities, a voter showing signs and symptoms of COVID-19, at an election venue, will be facilitated to vote and allowed to seek immediate medical attention; and
- v. If the affected person is an election officer, the Commission will be notified through the office of the Director Electoral Operations or District Electoral Officer.

8. SPECIFIC PROCEDURES

The following are the specific standard operating procedures that shall be followed during election administration and management amidst COVID-19.

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
1. Certification of the Register of Voters	9 th May 2021	This is the process of validating/ authenticating the register of voters for a polling district in readiness for an election. The ECZ holds a public meeting with the media and key stakeholders to certify the register.	<ul style="list-style-type: none"> • identify an appropriate venue to accommodate the maximum number of 50 participants; • The meeting will be live streamed on social media and TV for the access of other stakeholders; • The meeting will not last for more than one (1) hour; • All invited guests will adhere to the 5 golden rules of mitigating the spread of COVID-19; • Provide temperature check, hand washing facilities, masks and hand sanitizers at the venue; and • The management at the venue should ensure that the sitting arrangements for participants is at least 1 metre apart. the room is disinfected before use, COVID-19 materials are readily available and located at entrances and other strategic points. 	ECZ to : <ul style="list-style-type: none"> • coordinate the event; • disseminate information on COVID-19 • engage the venue management to ensure an appropriate sitting arrangement that confirms to the COVID-19 guidelines • Facilitate for Media: dissemination/ coverage of the event • Political parties to: witness the signing of the final Register of Voters • Ministry of Health to: carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. • Venue Management to: provide conference facilities which conform to the COVID -19 prevention standards. • Civil Society Organisations to: monitor and observe the certification process • ZNPHI to: provide surveillance of COVID-19 • DMMU to: facilitate for emergency preparedness • Other partners to: provide support towards the process 	Adherence to COVID-19 guidelines Prevention of the spread of COVID-19.

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
<p>2. Pre-Processing of Presidential Nomination Supporters</p>	<p>10th to 15th May</p>	<p>Presidential Aspiring candidates are required to have their supporters backing their nomination verified by ECZ. Aspiring Candidates are required to present their 100 supporters with their Green NRCs and voters cards to a Verification Officer for the purposes of verification at the provincial verification centre during the prescribed period before nomination day.</p>	<ul style="list-style-type: none"> • Identify an appropriate venue ; • The Environmental Health Personnel to inspect the room to be used as verification centre and ascertain the number that can be accommodated; • ECZ to ensure the cleaning and disinfection of the venue; • Allocate adequate time in-between the processing of supporters for each aspiring candidate; • Place hand washing facilities with liquid soap/ Hand sanitizers at strategic places; • Compulsory masking up and provision of masks; • chairs in the venue should be physically distanced and placed at least 1 metre apart; • ECZ Staff to be provided with adequate hand sanitizers and to frequently sanitize their hands and disinfect the equipment; • Political parties to come with only the required number of supporters; • Monitors and Observers accredited to observe the verification process to alternate being in the verification room. A maximum of 10 observers/ monitors to be in the verification room at a given time; • ECZ to provide accreditation to the media and issue guidelines on their conduct during the verification process so as to ensure strict adherence to COVID-19 in the verification room; • Outside the venue; crowd management – The police to manage the 100 supporters, these should be physically distanced, masked and sanitized; • Inside the venue: allow 20 supporters at a given time to be processed in the verification room before another group comes in; • ensure all invited guests adhere to the 5 golden rules: masked up, physical distancing, sanitize/hand washing; and • Conduct temperature Check for every person entering the verification centres. 	<ul style="list-style-type: none"> • ECZ: to coordinate activities during the verification process Political parties to : <ul style="list-style-type: none"> • ensure supporters adhere to COVID-19 guidelines Media to: <ul style="list-style-type: none"> • provide coverage of the event; Observers/monitors to: <ul style="list-style-type: none"> • observe and monitor the process; Ministry of Health to: <ul style="list-style-type: none"> • carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. Venue Management to: <ul style="list-style-type: none"> • provide conference facilities which conform to the COVID -19 prevention standards; Zambia Police to: <ul style="list-style-type: none"> • provide security, crowd management and control; ZNPHI to: <ul style="list-style-type: none"> • provide surveillance of COVID-19; DMMU to facilitate for: <ul style="list-style-type: none"> • emergency preparedness Other partners to : <ul style="list-style-type: none"> • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

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3. Presidential Nominations	17 th to 20 th May 2021	<p>This is a process where aspiring presidential candidates formally register with ECZ their intentions to participate in a presidential election. The aspiring presidential candidate shall present him/herself at the nomination centre submitting the required nomination documents. ECZ will compile and publicise the nomination dates and times for each candidate.</p>	<ul style="list-style-type: none"> • An appropriate certified venue shall be identified; • The venue shall be cleaned and disinfected; • Hand washing facilities with liquid soap/ alcohol based hand sanitizers shall be placed at strategic places; • Electoral officers and stakeholders to compulsory adhere to the 5 golden rules whilst at the nomination centre; • Physical distancing of at least 1 metre shall be observed; • Aspiring candidates to be accompanied by not more than 10 persons; • the nomination process to be live streamed; • Accredited media to be issued with guidelines on their conduct during the nomination process so as to ensure strict adherence to COVID-19 rules whilst at the nomination centre. • Accredited Monitors and Observers to observe the nomination process, to alternate being in the nomination room. A maximum of 10 observers/monitors to be allowed in the nomination room at a given time; • Conduct temperature Checks for every person entering the nomination centres • Zambia Police to provide security and crowd management and control at the nomination centre 	<ul style="list-style-type: none"> • ECZ to: • coordinate activities during the verification process • Political parties to: • ensure supporters adhere to COVID guidelines • Zambia Police : • to provide security, crowd management and control; • Media: • To provide coverage of the event • Observers/monitors to: • observe and monitor the process so as to enhance transparency of process • Ministry of Health to: • carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. • Venue Management to: • provide conference facilities which conform to the COVID -19 prevention standards; • ZNPHI to: • provide surveillance of COVID-19; • DMMU to: • facilitate for emergency preparedness • Other partners to: • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
4. National Assembly Nominations	17 th May 2021	<p>This is a process where aspiring candidates for Member of the National Assembly formally registers with ECZ their intentions to participate in an election. The aspiring candidate shall present him/herself at the nomination centre submitting the required documents and is accompanied by 15 registered voters within the respective constituency to support their nomination. ECZ will compile and publicise the nomination dates and time for each candidate in each constituency</p>	<ul style="list-style-type: none"> • An appropriate certified venue shall be identified; • The venue shall be cleaned and disinfected; • Hand washing facilities with liquid soap/ alcohol based hand sanitizers shall be placed at strategic places; • Electoral officers and stakeholders to compulsory adhere to the 5 golden rules of mitigating the Covid 19 virus at the nomination centre; • Physical distancing of at least 1 metre shall be observed; • Aspiring candidates to only be accompanied by 15 supporters and 2 election agents; • the nomination process to be live streamed; • Accredited media to be issued with guidelines on their conduct during the nomination process so as to ensure strict adherence to the COVID-19 rules whilst at the nomination centre. • Accredited Monitors and Observers to observe the nomination process, to alternate being in the nomination room. A maximum of 10 observers/monitors to be allowed in the nomination room at a given time; • Conduct temperature Checks for every person entering the nomination centres • Zambia Police to provide security and crowd management and control at the nomination centre 	<ul style="list-style-type: none"> • ECZ to: • coordinate activities during the verification process • Political parties to: • ensure supporters adhere to COVID guidelines • Zambia Police to: • provide security, crowd management and control; • Media to: • provide coverage of the event • Observers/monitors to: • observe and monitor the process so as to enhance transparency of the process • Ministry of Health to: • carryout the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. • Venue Management to: • provide conference facilities which conform to the COVID -19 prevention standards; • ZNPHI to: • provide surveillance of COVID-19; • DMMU to: • facilitate for emergency preparedness • Other partners to: • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

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5. Mayor/ Council Chairperson Nominations	18 th May 2021	<p>This is a process where aspiring Mayor/Council Chairperson candidates formally registers their intentions with ECZ</p> <p>Procedure: The aspiring Mayor/Council Chairperson candidate shall present him/herself at the nomination centre submitting the required documents with 15 registers voter supporters drawn from the respective the District.</p> <p>ECZ to schedule and publicise the nomination dates and time for each candidate in each district</p>	<ul style="list-style-type: none"> • An appropriate certified venue shall be identified; • The venue shall be cleaned and disinfected; • Hand washing facilities with liquid soap/ alcohol based hand sanitizers shall be placed at strategic places; • Electoral officers and stakeholders to compulsory adhere to the 5 golden rules at the nomination centre; • Physical distancing of at least 1 metre shall be observed; • Aspiring candidates to only be accompanied by 15 supporters and 2 election agents; • the nomination process to be live streamed; • Accredited media to be issued with guidelines on their conduct during the nomination process so as to ensure strict adherence to the COVID-19 rules whilst at the nomination centre. • Accredited Monitors and Observers to observe the nomination process, to alternate being in the nomination room. A maximum of 10 observers/monitors to be allowed in the nomination room at a given time; • Conduct temperature Checks for every person entering the nomination centres • Zambia Police to provide security and crowd management and control at the nomination centre 	<ul style="list-style-type: none"> • ECZ to: • coordinate activities during the verification process • Political parties to: • ensure supporters adhere to COVID guidelines • Zambia Police to: • provide security, crowd management and control; • Media to: • provide coverage of the event • Observers/monitors to: • observe and monitor the process so as to enhance transparency of process • Ministry of Health to: • carryout the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. • Venue Management to: • provide conference facilities which conform to the COVID -19 prevention standards; • ZNPHI to: • provide surveillance of COVID-19; • DMMU to: • facilitate for emergency preparedness • Other partners to: • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevention of the spread of COVID-19.</p>

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6. Councillor Nominations	19 th May 2021	<p>This is a process where aspiring Councillor candidates formally registers their intentions with ECZ at ward level.</p> <p>Procedure: The aspiring candidate for councillor election shall present him/herself at the nomination centre submitting the required documents with 9 registers voter supporters drawn within the ward. ECZ to schedule and publicise the nomination dates and time for each candidate in each ward</p>	<ul style="list-style-type: none"> • An appropriate certified venue shall be identified; • The venue shall be cleaned and disinfected; • Hand washing facilities with liquid soap/ alcohol based hand sanitizers shall be placed at strategic places; • Electoral officers and stakeholders to compulsory adhere to the 5 golden rules of Covid 19 at the nomination centre; • Physical distancing of at least 1 metre shall be observed; • Aspiring candidates to only be accompanied by required 9 supporters and 2 election agents; • the nomination process to be live streamed; • Accredited media to be issued with guidelines on their conduct during the nomination process so as to ensure strict adherence to COVID-19 rules at the nomination centre. • Accredited Monitors and Observers to observe the nomination process, to alternate being in the nomination room. A maximum of 10 observers/monitors to be allowed in the nomination room at a given time; • Conduct temperature Checks for every person entering the nomination centres • Zambia Police to provide security and crowd management and control at the nomination centre 	<ul style="list-style-type: none"> • ECZ to: <ul style="list-style-type: none"> • coordinate activities during the verification process • Political parties to: <ul style="list-style-type: none"> • ensure supporters adhere to COVID guidelines • Zambia Police to: <ul style="list-style-type: none"> • provide security, crowd management and control; • Media to: <ul style="list-style-type: none"> • provide coverage of the event • Observers/monitors to: <ul style="list-style-type: none"> • observe and monitor the process so as to enhance transparency of process • Ministry of Health to: <ul style="list-style-type: none"> • carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. • Venue Management to: <ul style="list-style-type: none"> • provide conference facilities which conform to the COVID -19 prevention standards; • ZNPHI to: <ul style="list-style-type: none"> • provide surveillance of COVID-19; • DMMU to: <ul style="list-style-type: none"> • facilitate for emergency preparedness • Other partners to: <ul style="list-style-type: none"> • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

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7. Campaign Period	12 th May to 11 th August 2021	This is the period when political parties and nominated candidates promote their political ideas to the voters for purposes of obtaining votes for an election. Campaigns are traditionally conducted by engaging voters through rallies, door to door campaigns, processions, distribution of materials among others.	<ul style="list-style-type: none"> Political parties to conduct all their activities in strict observance of the 5 Golden Rules of mitigating the spread of COVID-19; Political parties to include COVID-19 awareness messages in their Campaigns; Political Parties are discouraged from holding rallies, and instead urged to utilise alternative medium of communication and information dissemination such as the use of ICT platforms (social media, zoom, internet e.t.c), Public Address, Radio, TV and other Media. Media messages on COVID-19 featuring each Presidential Candidate to be developed, to engage and disseminate information to their respective supporters on elections and covid-19. Political parties to assign safety officers to ensure meeting attendees adhere to COVID-19 guidelines Speakers during meetings should ensure that COVID-19 messages are shared at each rally; Zambia Police to provide security, crowd management and control and ensure adherence to COVID-19 guidelines. Media Institutions are urged to ensure fair coverage of all political parties during the campaign period. 	<ul style="list-style-type: none"> ECZ to: <ul style="list-style-type: none"> manage the campaign timetable; Political parties to: <ul style="list-style-type: none"> ensure strict adherence to COVID-19 guidelines during campaign activities; Zambia Police to: <ul style="list-style-type: none"> Ensure crowd management, control and enforcement of the adherence to COVID-19 guidelines; Media to: <ul style="list-style-type: none"> provide coverage of the campaigns and dissemination of COVID-19 messages; Observers/monitors to: <ul style="list-style-type: none"> observe and monitor the campaigns Ministry of Health to: <ul style="list-style-type: none"> carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. ZNPHI to: <ul style="list-style-type: none"> provide surveillance of COVID-19; DMMU to: <ul style="list-style-type: none"> facilitate for emergency preparedness ZCID to: coordinate and sensitize political parties on the campaign process and COVID-19 guidelines Other partners : support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
8. Electoral Trainings	On-going	This an activity which involves training of the various electoral officers and stakeholders.	<ul style="list-style-type: none"> Identify appropriate venue Incorporate messages on COVID-19 in the training packages Participants to adhere to the COVID-19 5 Golden rules Decentralise the trainings where possible Mandatory temperature checks on a daily basis during the training Mandatory masking, Hand washing facilities with liquid soap/ alcohol based hand sanitizers to be placed at strategic places; 	<ul style="list-style-type: none"> ECZ to: <ul style="list-style-type: none"> coordinate the Training of electoral officers Ministry of Health to: <ul style="list-style-type: none"> carry out the COVID-19 health protocols during the event and disseminate information on COVID-19 and ensure compliance. Other partners to : <ul style="list-style-type: none"> offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>
Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
9. Voter Education	Ongoing	This is the process of educating and disseminating information to the voters on the importance of elections, voting procedures and process.	<ul style="list-style-type: none"> Conduct small group training workshops or sensitisation meetings; Decentralise the VE awareness trainings and meetings where possible; Incorporate COVID-19 Messages in VE IEC materials; utilise e-learning and electronic platforms to disseminate voter education ensure strict observance of the COVID-19 5 golden rules during the conduct of voter education; display COVID-19 IEC materials at training venues; Disseminate VE messages using non-contact platforms such as TV, radio, PA Systems, use of Champions etc. Avoid drama groups; music concerts or roadshows as they bring crowds together. 	<ul style="list-style-type: none"> ECZ to: <ul style="list-style-type: none"> coordinate VE activities and production of IEC materials containing COVID-19 messages Ministry of Health to: <ul style="list-style-type: none"> carryout the COVID-19 health protocols during VE and disseminate information on COVID-19 and ensure compliance. CSO to: <ul style="list-style-type: none"> provision of VE and COVID-19 awareness Other partners to: <ul style="list-style-type: none"> offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
10. Deployment of Electoral Staff	7 th to 11 th August 2021	The period during which electoral officers are deployed to their various polling stations	<ul style="list-style-type: none"> • Ensure electoral staff observe the COVID-19 5 golden rules; • Conduct screening and testing of electoral officers and security staff before training and deployment 	<ul style="list-style-type: none"> • ECZ to: • coordinate recruitment and deployment of the electoral staff • Ministry of Health to: • carry out the COVID-19 health protocols, facilitate testing and disseminate information on COVID-19 and ensure compliance. • Zambia Police to: • Ensure crowd management, control and enforcement of adherence of COVID-19 guidelines; • Other partners to: • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>



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11. General Election (Poll Day)	12 th August 2021	<p>This is a day when registered voters appearing on the certified register of voters are given the opportunity to exercise their right to elect their leaders through the ballot every after five years. Registered voters go to their polling station to cast their vote to elect leaders of their choice through a secret ballot.</p>	<ul style="list-style-type: none"> • MOGE to facilitate the closing of schools before 12th August 2021 . • polling stations certified to be cleaned and disinfected; • Hand washing facilities with liquid soap/ Hand sanitizers to be placed at strategic places at polling stations; • Compulsory masking up by electoral officers, voters and other stakeholders at polling stations; • Compulsory adherence to the 5 Golden rules of COVID-19 by electoral officers, voters and other stakeholder at polling stations; • Political parties to encourage voters to come to the polling station with masks not branded with political party symbols. • Mark on the ground the Physical distancing of 1 meter apart to direct where voters will stand in queues • Enforcement of crowd management and control. • Posters on the 5 Golden rules of COVID-19 to be stuck inside and outside the polling stations; • Polling stations located in one venue should be separated to ensure adherence to COVID-19 guidelines • Limit numbers of polling agents to 1 polling agent per political party or candidate inside the polling station at a given time; • Accredited Monitors and Observers to observe the counting process, to alternate being in the polling station. A maximum of 5 observers/monitors to be in the polling station and 10 monitors/observers • Maintain an attendance register at polling stations for purposes of contact tracing; • Electoral officers to constantly hand sanitize after attending to each voter; and • Conduct temperature checks at polling stations for voters and electoral staff. Voters detected with the high temperature will be treated as "voters with special needs" and will be given priority to vote. 	<ul style="list-style-type: none"> • ECZ to: • manage and administer elections while adhering to the COVID-19 guidelines; • Ministry of Health to: • carry out the COVID-19 health protocols, and disseminate information on COVID-19 and ensure compliance • Political parties to: • ensure supporters adhere to COVID-19 guidelines as they come to vote • Zambia Police to: • Ensure crowd management, control and enforcement of adherence of COVID-19 guidelines at polling stations. • DMMU to: • Facilitate for emergency preparedness and response • Other partners to: • offer support towards the process • 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>

Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
12. Vote Counting and Totalling	12 August 2021	After the close of the polling station, the presiding officer in the presence of polling agents, monitors, observers, electoral staff and duly accredited individuals begin the counting process. This process includes emptying the ballot box, counting the ballot papers in the ballot box, sorting ballot papers per candidate and adding /totalling ballots cast for each candidate for each election.	<ul style="list-style-type: none"> • The certified polling station/totalling centre shall be cleaned and disinfected • Hand washing facilities with liquid soap/ hand sanitizers shall be placed at strategic places at polling stations; • The polling station shall be re-arranged to facilitate the counting process and ensure physical distancing and crowd control during the counting process • One (1) polling agent representing a political party/candidate shall be present inside the polling at a given time. • Accredited media to be issued with guidelines on their conduct during the counting process so as to ensure strict adherence to COVID-19 at the counting centre. • Accredited Monitors and Observers to observe the counting process, to alternate being in the polling station. A maximum of 5 observers/monitors to be in the polling station and 10 monitors/observers to be at the totalling centre at a given time • Political parties/ candidates to come with only accredited political party representatives at the polling station/ totalling centres to witness the count; • Polling stations located in one venue should be separated to ensure adherence to COVID-19 guidelines; • Stakeholders and election officer during the count to adhere to the COVID-19 5 golden rules; • Zambia Police Service to enforce crowd control and management during the count inside and outside the polling station and totalling centres, including adherence to COVID-19 guidelines. 	<ul style="list-style-type: none"> • ECZ to: • manage and administer elections while adhering to the COVID-19 guidelines; • Ministry of Health to: • carry out the COVID-19 health protocols, and disseminate information on COVID-19 and ensure compliance • Political parties to: • ensure supporters adhere to COVID-19 guidelines as they come to vote • Zambia Police to: • Ensure crowd management, control and enforcement of adherence of COVID-19 guidelines at polling stations. • DMMU to: • facilitate for emergency preparedness and response • ZNPHI to: • Provide COVID-19 surveillance • Other partners to : • offer support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>



Electoral Activity	Timeframe	Description of the Process	Procedure for COVID-19 Measure/Intervention	Stakeholder involved & Role	Desired Outcome
13. Inspection of Polling Stations	After nominations and before polls	This is the process of inspecting the suitability of a venue to be used as a polling station.	<ul style="list-style-type: none"> • Develop an inspection checklist that incorporates COVID-19 compliance requirements 	<ul style="list-style-type: none"> • ECZ to: <ul style="list-style-type: none"> • coordinate and facilitate the inspection of polling stations. • MOH to: <ul style="list-style-type: none"> • provide input in the ECZ polling station inspection checklist • Members of the Technical Committee to: <ul style="list-style-type: none"> • participate in the inspection of polling stations • Other partners to: <ul style="list-style-type: none"> • support towards the process 	<p>Adherence to COVID-19 guidelines</p> <p>Prevent the spread of COVID-19.</p>





ELECTORAL COMMISSION OF ZAMBIA



P. O Box 50274 Lusaka – Zambia



Tel: +260 21 1 253 155 / 7



Fax: +260 21 1 253884 | +260 21 1 257 274



Email: elections@elections.org.zm



website: www.elections.org.zm



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