
Precinct Elections Official

Health & Safety Process

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Election Day and General Guidelines

Health Check

Precinct election officials should take their temperature prior to working at the polling location. If an individual has a temperature above 100.3 degrees, they must stay home.

If a precinct election officials does not feel well or has been exposed to someone with COVID-19, they must stay home.

Notify the Board of Elections immediately if you are unable to serve.

419-354-9120

General

All precinct election officials must wear cloth face coverings at the polling location. Masks must be worn to cover both the nose and mouth. It is permissible for officials to bring and wear a personal mask so long as it does contain any messaging that is of a political nature or can be construed as such. Masks will be provided for use by precinct elections officials.

Precinct election officials should maintain at least six feet of distance between each other and voters as much as is practicable.

Precinct election officials should wash their hands throughout the day with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.

Due to the current State health guidelines the Board of elections must prohibit polling locations from any form of communal eating, such as sharing pizza or from a crockpot. Pre-packaged or single serving food or snack is permitted. Rotating eating breaks are encouraged. It is recommended that precinct elections officials eat separate from the voting area.

Election Day Personal Protection Equipment

The Board of Election will be providing Election Day Personal Protection Equipment for use at the polling locations.

The following PPE items will be provided;

- Face Masks - supply of disposable masks and one KN95 mask per PEO
- Gloves - supply of disposable gloves for all PEOs
- Plastic Face Shield - supply of face shields for all PEOs
- Gowns - supply of disposable surgical gowns for use by curbside voting PEOs
- Plastic Barriers - one table barrier will be provided for every Pollpad for use during check-in
- Floor Stickers - Social Distance stickers will be provided for line areas
- Signage - Safe polling place signage encouraging social distancing and information on curbside voting option.

The following sanitizing supplies will be provided;

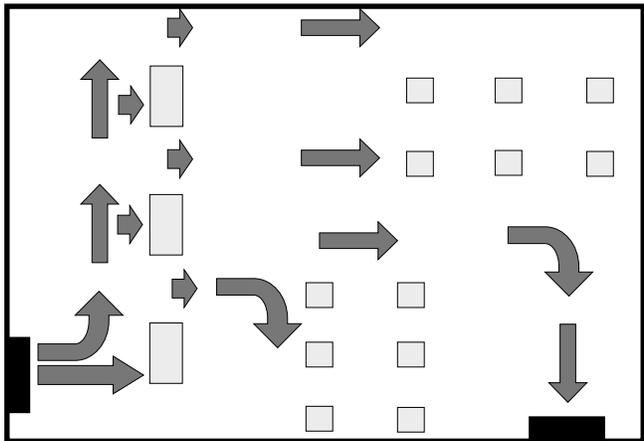
- Hand Sanitizer - for voter and PEO use
- Alcohol spray - for use on ICX screens, styluses and voter cards
- Microfiber towels - for cleaning with Alcohol spray
- Alcohol wipes - for use on poll pads or other small areas

These supplies will be provided in a separate bag that will be picked up by the Curbside PEO staff for each location. All PEOs will need to assist in getting the supplies into the location and setup for use

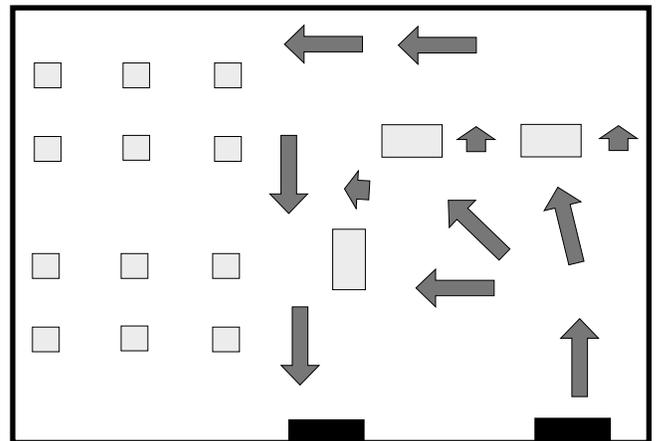
Polling Location Layout

Polling Locations should work together to find ways to modify the flow of the voting so that voters are moving in one linear direction, whenever practicable.

- ✓ Polling Locations should try to have separate doors for entry and exit.
- ✓ Check-in stations should be set up to permit election officials and voters to maintain distance.
- ✓ Board of elections should arrange provisional ballot tables so that voters are apart from each other.
- ✓ ICX pods spacing should be increased where possible.



One Way Flow



6 Foot Spacing

Precinct election officials should consider propping doors at polling locations open to increase air circulation and work with facility hosts to find other ways to encourage maximum ventilation, if possible, taking into consideration weather and security concerns. Boards should also consider maximizing ventilation bathrooms, if possible, in light of weather and security concerns.

Setting up Voter Check-in Area

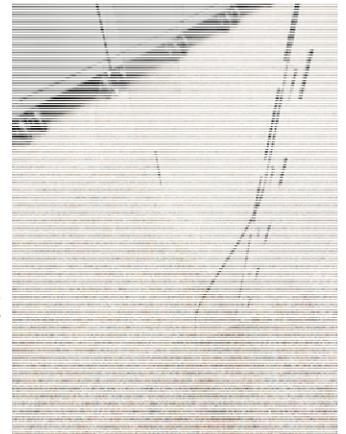


Each Plastic Check in Barrier comes in three pieces. It is best to assemble on the floor and then set completed unit on table. To assemble do the following;

- 1) Peel off protective film.
- 2) Place large center section with side L brackets pointing down
- 3) Place side sections with the flare out portion on floor.

4) Slot the center section L brackets into one side section slots and push down to lock.

5) Slot the center section L brackets into the other side section remembering to keep the flared curve sides matching and push down to lock.



6) Using the handles two PEOs should lift the assembled Check in Barrier onto the check in table.

7) Apply the ID Placement Stickers located in the Starting the Election bag found in the Poll Pad cases.

8) Use the enclosed removable stickers to indicate to the voter where to place their ID for scanning on the Pollpad.

9) This allows the voter to have their ID scanned without contact with the PEO.

10) Stick label to table on the voter side of Check in Barrier.

11) Place a green bin for clean styluses at each check in station behind the Check in Barrier.

12) Place Poll Pad in center of each Check in Barrier with printer off to one side.



13) Wipe down and sanitize all areas around the check in table before voting begins.

Voting and Cleaning

Voting Process

Voters should be encouraged to sanitize their hands before beginning the voting process.

At check-in voters will be given a voter card and stylus. The stylus will be used to sign in at the Poll Pad and then carried to the ICX unit for use in voting. The voter can use the stylus to make the voter experience contact free however they may chose to touch the screen with their finger if desired. After the completion of voting the voters will place their used voter card and stylus in the red bins placed at the exit.

Voters should be encouraged to sanitize their hands after completing the voting process.

General Sanitation

Precinct Election Officials must frequently disinfect surfaces that are frequently touched by election officials and/or voters, such as the check-in station, provisional ballot tables, and door handles. Frequency may vary depending upon voter traffic and usage. One PEO should be assigned to monitor and clean at all times. This job may be rotated.

Precinct Election Officials should monitor and clean the ICX voting units using the alcohol spray and microfiber cloth. Alcohol spray must be sprayed on cloth and not directly on the ICX screen. ICX units are medical grade screens which resist bacteria however they should still wiped down frequently. One PEO should be assigned to monitor and clean at all times. This job may be rotated.

Precinct Election Officials must ensure voters are returning their voter cards and styluses to the red bins. Be sure to cover the gold chip with your finger before wiping the card with microfiber cloth sprayed with Alcohol. All styluses must wiped with microfiber cloth sprayed with Alcohol. All supplies must be wiped down before being return to the green bins on check in tables.

Voters

Election officials must encourage all voters to wear a cloth face covering while inside or in line to vote at the polling location. Voters may wear face shields. However, the CDC and medical professionals agree that a cloth face covering is more effective in preventing transmission of the virus.

Each polling locations will have a supply of masks for voters who may not have a face covering but are willing to wear one in the polling location.

If a voter arrives without a face covering, a PEO should

- 1) Offer a disposable face covering.
- 2) If the voter refuses, offer the option of curbside voting.
- 3) If the voter refuses both options, **the voter must still be permitted to vote in-person.**

All lawfully qualified and registered voters who present themselves to vote in-person must be allowed the opportunity to vote.

Any voter may choose to vote curbside and do not need to provide proof of a medical condition.

It is essential that precinct election officials work to de-escalate any conflict related to the health precautions, particularly the expectation that voters wear cloth face coverings.

When interacting with voters precinct election officials should:

- Speak with a calm voice.
- Do not engage in discussion or speculation regarding underlying issues that may factor into the objection.
- Remind the voter that they are permitted to vote, and that they are being asked to wear a face covering for the health and safety of other voters and precinct election officials.
- If de-escalation fails, inform a voting location manager or supervisor.
- If a precinct election official or election official feels the safety of any person is in jeopardy, contact law enforcement.

Cleaning up & Supply Return

At the end of voting the first priority for all Precinct Election Officials is to assist with getting the election materials finalized and ready for transport. This includes the ICX results USB sticks, Poll Pads and paper ballot box. Once these supplies are gathered it is essential that the Delivery Judges depart for the Board of Elections. Other PEOs may need to remain at the location to assist with posting results tapes, taking down ICX units and completing a final cleaning.

Delivery Judges must distance themselves in the same vehicle, as far apart as possible, while transporting ballots and election materials for return to the Board of Elections. Election officials and precinct election officials must wear cloth face coverings during transport, particularly when maintaining six feet distance is not possible. If weather allows, they should consider opening the vehicle's windows to increase air flow.

All ICX units, voter cards and styluses should be wiped down before being packed.

All Plastic Check in Barriers, tables, chairs should be wiped down before leaving.

Any unused PPE and sanitation supplies must be return to the Board of Elections by the Curbside Judges. These supplies should be returned the Wednesday through Saturday following Election.