Heath and Safety Guidelines
Election Judges and Voters

2020 PRESIDENTIAL ELECTION
PPE Items Provided

EVERYONE ENTERING MUST HAVE A TEMPERATURE CHECK BY AN EMT

Face Masks – Everyone Must Wear
Gloves for judges

Face Shields – All Judges Must Wear

Hand Sanitizer – Pump and Spray Bottles
Disinfectant Cleaner in Spray Bottles

Disinfecting Wipes – for tables, chairs, voting booths, pens, etc.

ES&S Cleaning Kits – for scanning units, ballot marking devices (BMD) and pollbooks
All Election Judges

MUST Wear face shield and mask at all times
  ◦ You are permitted to wear your own mask.
  ◦ Wipe Face Shield with disinfectant at least once an hour.
    ◦ Take face Shield home at end of day or discard.

When wearing gloves, change frequently.

Avoid touching your face, clothes and other voters and Judges.

When removing PPE, discard directly in trash.

Wash hands with soap and water for at least 20 seconds. Use hand sanitizer before putting new PPE on.

Use Hand Sanitizer regularly throughout the day
**Greeters/Exit Judges & Line Management Responsibilities**

1. **Greeters must be at the entrance to the polling place to provide hand sanitizer, masks and gloves.**
   - Hand sanitizer will be distributed in pump bottles.

2. **2 Election Judges must manage the line to ensure voters maintain 6’ social distancing inside and outside of the voting room.**
   - 6’ social distancing floor decals will be provided. The decals are removable. Additional cones will also be provided.
   - Painters tape and yellow caution tape will be also be provided to assists with this effort.

3. **1 Election Judge must be at the entrance of the voting room to control when a voter enters. This Judge will direct voters to a check in station one at a time.**
   - The Judge will hand the voter a baggie that includes a pen to sign the VAC and mark the ballot and an “I Voted” sticker. The voter will keep the baggie.

4. **An Exit Judge must be at the exit of the voting room to make sure voters are doing their best to be 6’ apart.**
   - Privacy sleeves should be collected in a ballot transfer bin or other container. As much as possible, privacy sleeves should be only used once during the day.
Check-In Judges

- Wipe down the table where the voter has interacted at least after every couple of voters with disinfecting wipes or spray hand sanitizer and let air dry for a few seconds.
- Initial VAC BEFORE giving it to voter to sign so to reduce handling.
- Every voter will receive a pen to keep to sign VAC and mark their ballot.
- Use the ES&S cleaning kit to clean stylus, pollbook.
- Wipe down the chairs and tables between each voter and when you leave for a break and return.
- Pollbooks must be 6’ apart as much as possible.
- Signal greeter when you are ready to take the next voter.
Same Day Registration (SDR) and Provisional Judges

Follow all procedures in the Check-In Judge slide, but also:

- Do as much of the provisional process to reduce the amount of back and forth as possible.
  - Complete the back of the provisional application and initial voter authority card (VAC) BEFORE giving it to voter to complete.
  - Wipe clipboards after each use.
  - If the voter has to sit down, wipe down or spray and air dry the chair after they are finished voting.
  - Clean table and chairs after each voter.
- Wipe down or spray the table and provisional screen after each voter.
- Change gloves frequently if you physically touch the voter’s personal belongings such as a driver’s license when you do a same day registration transaction.
- Spray and air dry the provisional bag zipper after each voter submits their application.
- Spray and air dry the provisional sign in sheet after each voter completes it.
### Voting Judges/Chief Judges at Booths, Ballot Marking Device and Scanning Units

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<tr>
<th>Table</th>
<th>Use</th>
<th>Use</th>
<th>Wipe down</th>
<th>NOTE</th>
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| At the ballot issuing station, clean with disinfectant frequently.  
  - DO NOT spray the ballots!  
  - Privacy Sleeves are one time use. | At the scanning unit, use the ES&S cleaning kit to wipe down the screen and ballot slot after each voter. | At the ballot marking device (BMD), use the ES&S cleaning kit to wipe down the screen, headset and keypad after each voter. | At the voting booths, clean with disinfectant after each voter. Wipe the inside, including the privacy screen.  
  - If the voter did NOT take their pen, put it into a central location with other pens so they can be sanitized after the election. | NOTE: DO NOT put cleaning supplies on the voter authority card (VAC) as it will turn it black and be unreadable! |
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