

COVID-19 Response Guide

State Primary Aug. 11
General Election Nov. 3

2020

Hotline for Election Day ONLY

651-266-2173

**Hotline available all year
(including Election Day)**

651-266-2219

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Preparations due to COVID-19

To keep judges and voters safe in the polling place, we provide the following supplies and guidance for reducing physical contact and keeping the polling place clean.

Supplies & sanitation

Masks

- all-day masks for election judges who do not have their own masks; wearing a mask is required
- complimentary masks for voters to wear, if they choose - voters must be allowed to vote even if they do not wear a mask

Plastic shields - at least eight per location

Hand sanitizer - two one-gallon containers for the entrance and exit, and several bottles throughout the precinct

Latex-free gloves (medium and large size) - for when documents are exchanged between voters and judges

Alcohol prep pads - for use on ballot counter, Touch Writer ballot-marking device, and poll pads

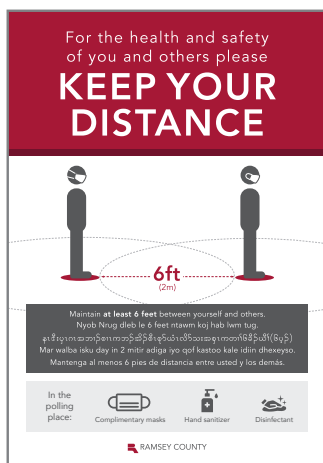
Disinfectant wipes & spray - for use on surfaces (*not on equipment*)

Pens - single-use, deposited into a banker's box at the exit of the polling place

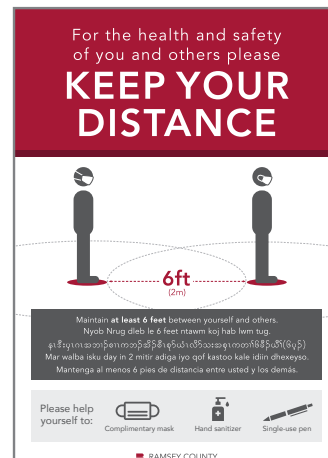
Protective goggles - if needed

Blue tape and tape measurer - measure six feet between election judges and standing/sitting spots in your polling place layout

Signs



Attached to a stake, inserted into a cone. Place outside by the VOTE HERE sign.



Delivered in a sign stand. Place at the entrance to the polling place, next to a table containing masks, hand sanitizer, and pens.

Requirements



Election judges should wear a mask at all times to protect others. Plastic shields will be available in the case an election judge is unable to wear a mask for a period of time (such as working with voters who may need to read lips to communicate).



Sanitize your hands often. Working in a public space, you may share touchpoints with others. Avoid touching your face, and make sanitizing your hands a regular routine.



Notice high-touch spots where voters may share surfaces/materials. Use the disinfectant wipes on those surfaces after every voter touches them.

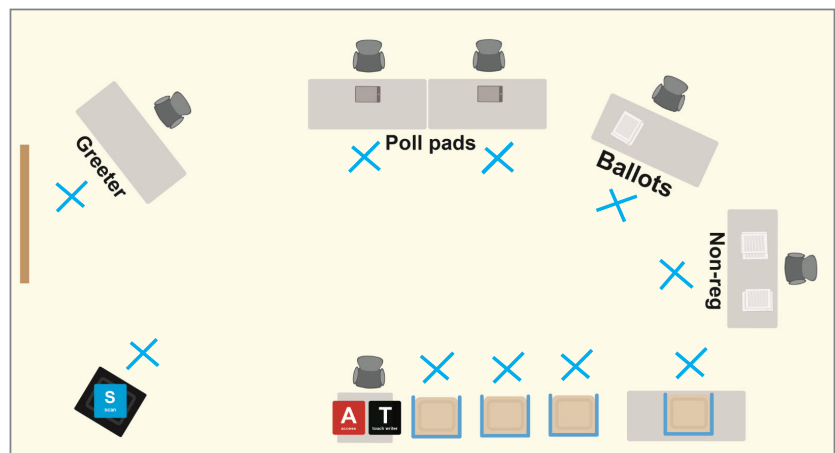


In addition to hand sanitizer, wash your hands often—when it is not busy in the polling place—and often throughout the day. When washing your hands, public health recommends 20 full seconds soap and rinsing.

Layout and line management

Use the tape measurer in your supplies to determine six feet between election judges when setting up your work stations. Please also make efforts to mark spots for standing and sitting six feet apart so voters know and may choose to be at a six-foot distance from other voters and election judges. The layout image below may be a general guide for distancing and marking spots for voters to stand or sit and ensuring six feet distance between election judges. Your polling place layout will be unique to your location; if there is not enough room in the polling place to provide six-foot distance for voters, greeter judges may form a line outside the polling room to accommodate voters with six-foot distance.

For the health and safety
of you and others please
KEEP YOUR DISTANCE



Path of a pre-registered voter through the polling place

Step 1

The voter enters the polling place

The voter enters the polling place and speaks to the greeter judge, who directs voters to a table with hand sanitizer, complimentary masks, and single-use pens. If the greeter is not at the entrance, a sign should be positioned at the table to communicate to voters that they may help themselves to these items. The voter must grab a “new pen” from the banker’s box. All voters will then go to the poll pad judge.

Step 2

The voter goes to the poll pad

The election judge will touch the poll pad - voters will not. The printer will face out toward the voter. When the voter’s receipts are printed, the voter may take the receipts and separate them. They will sign the poll pad signature receipt and leave it on the table. Then they will take the ballot receipt to the ballot judge.

Step 3

The voter goes to the ballot judge

At the ballot judge, the voter will leave their receipt on the table and the ballot judge will hand the ballot to the voter. If the voter would like a secrecy sleeve or clipboard, election judges should sanitize them after use.

Step 4

The voter goes to voting booth

The voter will use their single-use pen to mark their ballot, taking the pen with them. Using the spray and paper towel, election judges should clean the booths after voters visit them – and pick up any pens that have been left behind. Remember to sanitize or wash your hands afterward.

Step 5

The voter goes to the ballot counter

The voter will insert their ballot into the ballot counter and take an “I Voted” sticker. As they exit, they will deposit their pen into a “used pen” banker’s box.

Path of a non-registered voter through the polling place

Step 1

The voter enters the polling place

The voter enters the polling place and speaks to the greeter judge, who directs voters to a table with hand sanitizer, complimentary masks, and single-use pens. If the greeter is not at the entrance, a sign should be positioned at the table to communicate to voters that they may help themselves to these items. The voter must grab a “new pen” from the banker’s box. All voters will then go to the poll pad judge.

Step 2

The voter goes to the poll pad

The election judge will touch the poll pad - voters will not. The printer will face out toward the voter. After judges determine the voter needs to register, a non-registered voter will receive a “precinct finder slip.” The voter will take the slip and they will be directed to the non-registered table (or to a different polling place, if that is the case).

Step 3

The voter goes to the non-registered table

The voter completes the same paper documents; however, the Election Day registration roster is now one-sided. A plastic shield will be placed between the voter and the judge. When the voter is finished completing their documents, they will slide them under the shield for the election judge to review.

Step 4

The voter goes to the ballot judge

At the ballot judge, the voter will leave their receipt on the table and the ballot judge will hand the ballot to the voter. If the voter would like a secrecy sleeve or clipboard, election judges should sanitize them after use. Remember to sanitize or wash your hands afterward.

Step 5

The voter goes to voting booth

The voter will use their single-use pen to mark their ballot, taking the pen with them. Using the spray and paper towel, election judges should clean the booths after voters visit them – and pick up any pens that have been left behind.

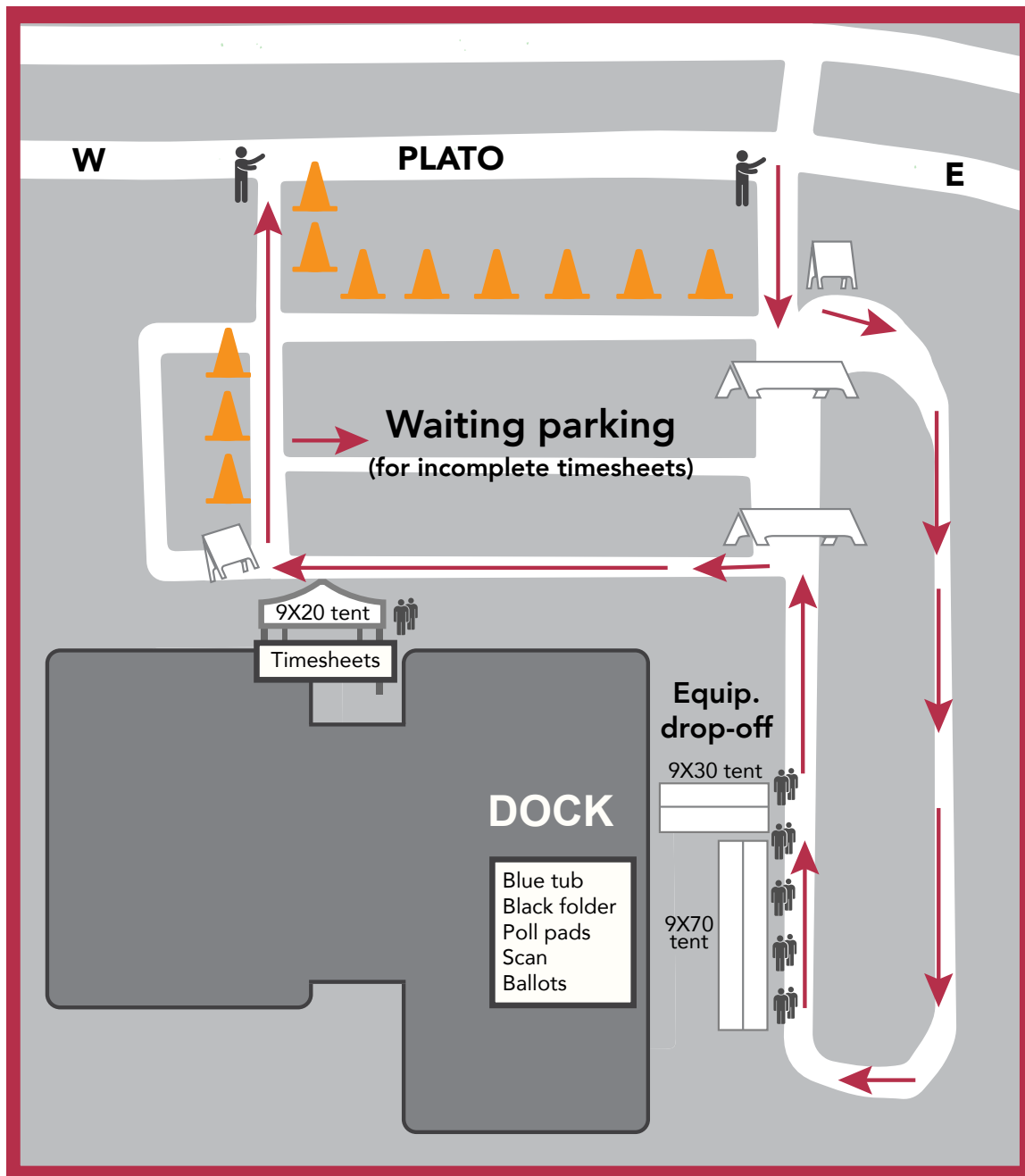
Step 6

The voter goes to the ballot counter

The voter will insert their ballot into the ballot counter and take an “I Voted” sticker. As they exit, they will deposit their pen into a “used pen” banker’s box.

Closing & election night returns

Ramsey County Elections Office has diagrammed a drop-off only approach for designated judges to return materials on election night. See the map below for directions. Please enter the parking lot through the east entrance. After entering the parking lot, you will be guided through a queue. At your first stop, near the loading dock, staff will remove the blue tub, the black folder, poll pads, the scan ballot counter, and voted ballots. Please have these materials in your trunk or in your back seat, easily accessible to our staff. Next, you will be guided to a tent to return your election judge timesheets. If any of your paperwork is incomplete at either stop, you will be asked to wait in a designated area in the parking lot until the paperwork is completed and staff have all questions answered.



Safely cleaning the voting equipment

Poll pads

Please use the 70% isopropyl alcohol wipes to lightly wipe the screen periodically. If one judge is the primary user of the poll pad, it is not necessary to wipe after each touch. The screen should, however, be wiped between users.

Scan ballot counter and Touch Writer ballot-marking device

Ballot counter and ballot-marking device should only be cleaned with designated 70% isopropyl wipes. *Cleaning/disinfecting products with bleach, ammonia, or other ingredients (i.e. aloe, glyceryl, fragrance) can damage the voting equipment.*

The polling place is designated a finite amount of wipes for the ballot county and ballot-marking device—please do not use these wipes on other things. General guidance:

- There is no need to keep wiping the ballot counter if only one judge is working as equipment judge
- Wipe the back, power and poll worker buttons, if switching equipment judges

PLEASE THOROUGHLY DISINFECT THE BALLOT-MARKING DEVICE BEFORE EACH USE

- Wipe the plastic part of the headphones
- Wipe the access controller
- Wipe the screen, case, stand, and printer (where hands might touch)
- Allow the printer to dry before printing
- For voters using headphones: use the provided (individually bagged) disposable headphone covers
- and throw away immediately after use
 - » Located in blue headphone compartment
 - » Each polling place provided five individually bagged pairs—call the Election Day Hotline (651-266-2173) to request more if down to one

OTHER NOTES:

- Wetting a ballot (especially with hand sanitizer or cleaning products) will likely cause ink to bleed and make the ballot unreadable.
- Voters should make sure to let their hands dry after sanitizing before touching their ballot.
- Judges should make sure to let their hands dry after sanitizing and before handling ballots.
- Judges should make sure to let booths or equipment completely dry before instructing voters to place their ballot in/on the booth/equipment.
- If a voter's ballot gets wet, instruct them to get a new ballot right away to ensure it is read by the ballot counter.

