September 18, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20216

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robbie Anderson
                   Elections Counsel

RE: Publication: Updated 2020 Poll Worker Training Standards

The Secretary of State's office has updated the Poll Worker Training Standards to include information on COVID-19 health and safety measures and updated procedures for the November 3, 2020, General Election.

The updated 2020 Poll Worker Training Standards may be found on our website at: http://elections.cdn.sos.ca.gov/poll-worker-training-standards/poll-worker-training-standards.pdf.

The Secretary of State has also prepared additional materials (referenced below and attached to this CCROV) for use by counties to assist with their poll worker training on COVID-19 health and safety measures.

These additional materials can be found on our website at: Poll Worker Training Standards webpage and November 3, 2020, General Election webpage.

Attachments

  PowerPoint:
  - Poll Worker – CA COVID-19 Training PowerPoint Slides

  Checklists:
  - Election Administrators – CA COVID-19 Safety Checklist
  - Election Workers - CA COVID-19 Safety Checklist

  Posters:
  - COVID-19 Symptoms Poster
  - Voters – Help Prevent the Spread of COVID-19
  - Poll Works Must – Help Prevent the Spread of COVID-19
  - Election Staff Must - Help Prevent the Spread of COVID-19

If you have any questions, please contact me at aanderso@sos.ca.gov. Thank you.

Election Administration Guidance under COVID-19

Checklist for Election Administrators

The following checklist is based on the Election Administration Guidance under COVID-19, California Secretary of State. Each item is a separate issue you must plan for.

Personal Prevention Measures   *pages 5-10*

❏ A training program on COVID-19 and preventative measures for all levels of staffing (short- and long-term employees, trainers and election workers)

❏ A health screening regimen adapted for different worker classifications

❏ A list of supplies and materials to provide workers with protective equipment including face coverings, disposable gloves and hand sanitizer to employees, trainers and election workers.

❏ Signs and/or posters to remind workers of the use of face coverings and maintain physical distancing, along with the locations to post them

❏ Different levels of communications to reinforce the COVID-19 safety plan.

Organizing Work Areas – Physical Distancing   *pages 11-13*

❏ An individual design for all election work areas including guidelines that election workers can use to set up each voting locations; that show how to:

    ❏ Separate all booths, check-ins, scanner stations and points in line by 6 feet;

    ❏ Create and provide visual cues to a circuit -- a standard flow of traffic from point to point in the voting location that minimizes cross traffic and maintains distancing;

    ❏ Use plexiglass or other partitions (if you provide them) to separate air space in cramped voting locations where 6 feet between every station may not be possible.

❏ A plan to place signs or other visual cues in the voting location to reinforce these messages.

❏ A plan to adjust/modify staffing hours for shifts and breaks

❏ Contact with building managers to encourage ventilation that maximizes fresh air intake, whether via HVAC settings or open doors and windows,

❏ A plan for contactless signatures for deliveries and physical distancing requirements at loading bays.

Organizing Work Areas – Cleaning and Disinfecting   *pages 13-16*

❏ A plan to clean and disinfect all office spaces correctly (or confirmation that building management is meeting appropriate standards.)

❏ A plan to ensure that employees regularly clean and disinfect their personal work areas

❏ Signs in restrooms showing the proper hand-washing technique.

Encouraging Voters to Practice COVID-19 Safety   *pages 17-24*

- ❏ Signs which voters can easily see with their responsibilities relative to health and safety in the voting location
- ❏ A protocol and training program on how to handle voters who are reluctant to follow the health and safety guidelines.

Communication to Media, Social Media and Voters   *pages 24-26*

- ❏ Communications with voters utilizing various media, direct communications and the elections website (consider creating a COVID-19 page and providing a link in all communication with voters).
- ❏ Communicating alternative voting methods such as RAVBM and drive-through options.

Voting Location Guidance – Layout   *pages 27-28*

- ❏ Custom layouts for voting locations where possible. If custom layouts are not possible, create and provide model layouts showing how different spaces can be organized and a model traffic flow pattern for each type of site.
- ❏ A plan for drop-off option if available

Voting Location Guidance – Cleaning and Disinfecting   *pages 28-31*

- ❏ Assign cleaning and disinfection tasks; if possible, assign to a staffer or election worker for whom that is the sole responsibility.
- ❏ A plan to work with the facilities on cleaning and disinfection the site
- ❏ A cleaning plan for the voting location detailing the supplies and frequency of cleaning/disinfecting

Voting Location – Curbside Voting   *pages 31*

- ❏ Create and train on procedures for Curbside Voting

Ballot Handling – Receiving and Processing   *pages 31-33*

- ❏ A plan to retrieve ballots from a Drop Box, including staffing, travelling and ballot retrieval
- ❏ A plan to process mail ballots in a safe way using physical distance guidelines

Election Observation   *pages 33-35*

- ❏ A room layout which details the location of observers
- ❏ A limit to the number of observers in an area

- ❏ A sign so that observers understand the requirements and their responsibilities
- ❏ Assign one staffer to answer questions and in any other way interact with observers.
- ❏ A plan to create an alternative to direct observation if possible, such as video for observers
- ❏ A limit to the number of observers in the voting locations, with a sign for observers

Election Training   *pages 35-36*

- ❏ A Train the Trainer program which thoroughly goes through all health and safety protocols and procedures so that trainers are aware of all new procedures as well as their responsibilities
  - ❏ Training site layout
  - ❏ Cleaning and disinfecting
- ❏ Plans for training alternatives to in-person training
  - ❏ Video conferencing
  - ❏ Online training to augment and/or replace in-person training

Election Administration Guidance under COVID-19

Checklist for Election Workers - Set up and Opening

The following checklist, for election workers, is based on the Election Administration Guidance under COVID-19, California Secretary of State.

Voting Location – Physical Distancing and Layout *pages 11-13 & 27-28*

- ❏ Election workers maintain physical distance during set up (and closing)
- ❏ Separate check-in stations, voting booths and scanners, as well as any other stopping points, separated by six feet per the specific or model layout provided by the jurisdiction.
- ❏ Place partitions where physical distancing cannot be maintained per direction by the jurisdiction.
- ❏ Place floor markings per direction by the jurisdiction. Replace floor markings as necessary.
- ❏ Place signs to guide voters and observers to the appropriate distance to maintain with directional arrows to follow.
- ❏ Assign an election worker at the entrance to the voting room to give voters directions.
- ❏ Set up a separate entrance and exit, where possible. Create a separate exit door where possible.
- ❏ Open doors and windows for airflow in the room.
- ❏ Set up curbside or outside drive-through voting points.

Voting Location – Cleaning and Disinfecting *pages 13-16 & 28-31*

- ❏ Assign all responsibilities related to the following cleaning and disinfection, either to a single staffer or on a rotation. Responsibilities include:
    - ❏ communicating with the building about shared/public space and supplies;
    - ❏ maintaining the stock of health supplies for voters and workers; and
    - ❏ conducting routine cleaning of equipment and shared items.

Encouraging Voters to Practice COVID-19 Safety *pages 17-24*

- ❏ Post a sign at the entrance relative to new health and safety procedures
- ❏ Role-play how to handle voters without masks and voters who refuse to wear masks, including how to seek back-up if needed.

Curbside Voting *pages 31*

- ❏ Review and practice all curbside voting Covid-safety steps.
- ❏ All supplies necessary for safe curbside voting have been obtained.
- ❏ Follow these steps when assisting a Curbside Voter:
- ❏ After washing/disinfecting hands, put on gloves before assembling the materials to be brought outside to the voter;

- ❏ Bring gloves and sanitizer for the voter to use (also a face covering if available);
- ❏ Wear a face covering and ask the voter to do so if they are not already; and
- ❏ Maintain physical distance to the extent possible.

## Election Observation   *pages 33-35*

- ❏ Provide for an observation space as you set up equipment.
- ❏ Agree on the number of observers that can be accommodated and role-play procedures for working with observers.
- ❏ Assign one election worker to answer questions and handle other interactions with observers
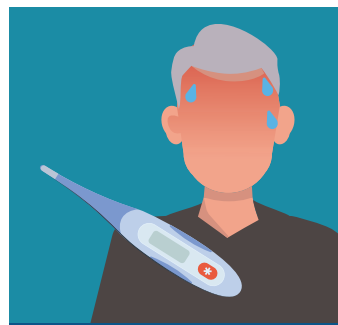
Cough? Fever?

STOP

If you have symptoms of COVID-19, **please don't enter** the polling place right now. Instead, call _____ for options to allow you to vote without risking the health of others.
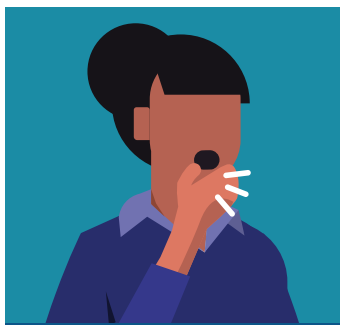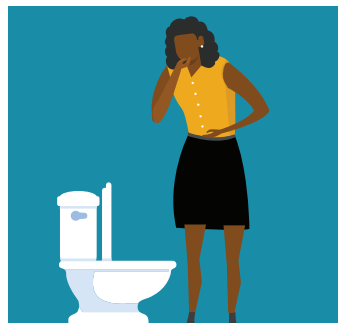
Cough, shortness of breath or difficulty breathing
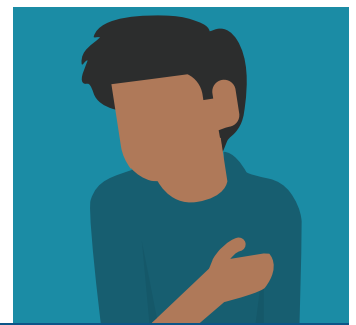
Fever or chills

Muscle or body aches

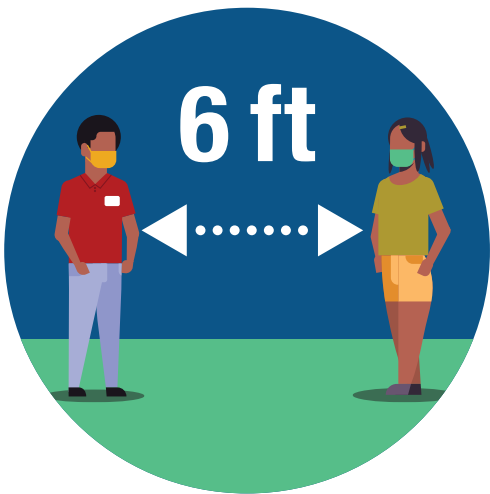**Vomiting or diarrhea**

New loss of taste or smell

Voters!

Help Prevent the Spread of COVID-19

Wear a face covering

Next voter step over

Follow all polling place instructions

6 ft

Maintain physical distancing while you are in the polling place

Stay 6 feet away
from poll workers and other voters

Use hand sanitizer after transactions
with poll workers or any voting device, but not before or at any point while in possession of a ballot

Sanitizer can damage paper ballots and render them unreadable

Poll Workers Must

Help Prevent the Spread of COVID-19

6 ft

Stay 6 feet away
from other poll workers and voters
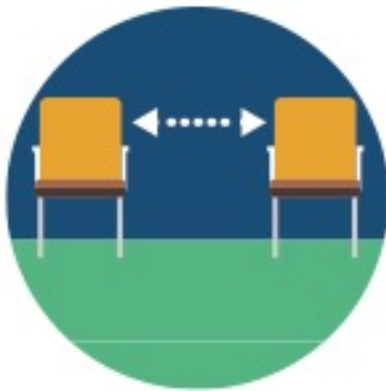
Wear a face covering

Wash or sanitize hands frequently
including after arriving to work, using
the restroom, blowing your nose or
sneezing, and prior to departing work

Sanitize items
such as pens, pollbooks, and voting
booths regularly

Help Prevent the Spread of COVID-19

Elections Staff Must:

Work at least 6 feet apart
from other staff

Use partitions if 6 feet separation is not possible

Wash your hands often
with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing

Wear gloves
(when appropriate)

Stay home
if you are sick

Avoid close contact with people who are sick

Wear a face mask
You could spread COVID-19 to others even if you don't feel sick

Regularly sanitize
work items such as keyboards, pens, and any shared materials