

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