

# 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