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  

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.