



# COVID-19 Response Guide

State Primary Aug. 11  
General Election Nov. 3

2020

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**If you are feeling ill or have been exposed to COVID-19, please stay home  
and notify Elections staff at 651-638 2045 or 651-638 2054**

# 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 who did not bring their own - see next page for more info

**Plastic shields** - tabletop plexiglas dividers and a limited number of face shields

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

**Latex-free gloves (M/L/XL sizes)** - 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

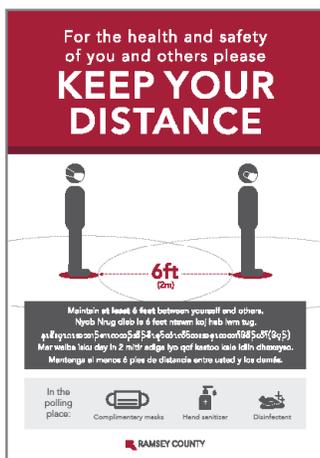
**Disinfectant wipes & spray** - for use on surfaces (do **not** use disinfectant wipes and spray on poll pads, the Ballot Scanner or TouchWriter)

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

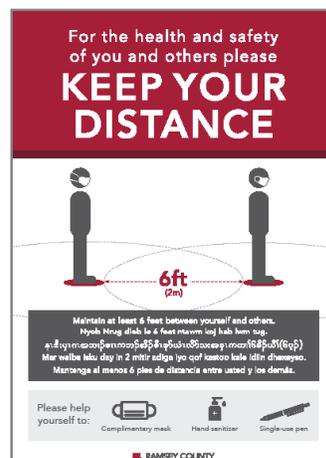
**Protective goggles** - if needed

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

## Signs



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

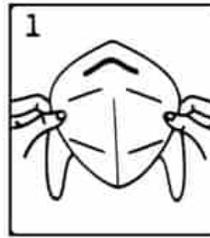


Delivered in a sign stand.  
Place at the entrance to the polling place, next to a table containing masks, hand sanitizer, and pens.

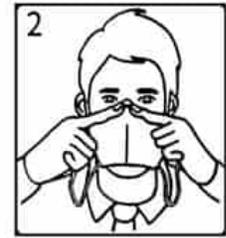
# How to Get A Proper Fit With A KN95 Mask

To put the KN95 mask properly, make sure to do as follows;

1. You should wash your hands thoroughly with soap and water or alcohol-based sanitizer before putting the mask.
2. Hold the earloop mask and nosepiece facing up and place the mask under your chin.
3. Stretch the earloops over each ear.
4. Position and adjust the mask on your nose by using both of your hands. You should mold the nosepiece to the shape of your nose and push downwards on both sides of the nosepiece.
5. Always perform a fit and seal check by placing both hands over the mask. Make sure not to move or disturb the position of the mask. You can test whether the mask fits properly by exhaling; if there is air leakage, then make sure to adjust the mask again, especially the nosepiece.



1 Pull the elastic earloop behind your ears and adjust the mask to feel comfortable



2 Cover the mask with your hand and exhale. If gas leaks clearly from the edge of the mask, adjust the mask again until no gas leaks out



3 Stretch out the mask, hold the inner side close to your face, and the edge with metal strip is above the mask



4 Press with both index fingers from the middle to both sides, making its upper end close to the nose bridge

For a more comfortable fit, you can attach the earloops to an "ear saver."



## Governor's Executive Order 20-811: Face Coverings

The Executive Order requires that face coverings be worn in any indoor public space or indoor business—including polling places. Voters who refuse to wear a face covering within the polling place will be provided with the opportunity to vote using curbside voting procedures which will allow the voter to vote outside and without violating the Executive Order.

A voter who refuses to wear a face covering and refuses the curbside option will not be prevented from voting. However, any individual who fails to comply with the Executive Order—whether in a polling place or other indoor public space or business—may be subject to a petty misdemeanor citation and a fine of up to \$100.

See complete procedure in OSS instructional memo.

# Requirements



Election judges must wear a mask at all times to protect others.



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.

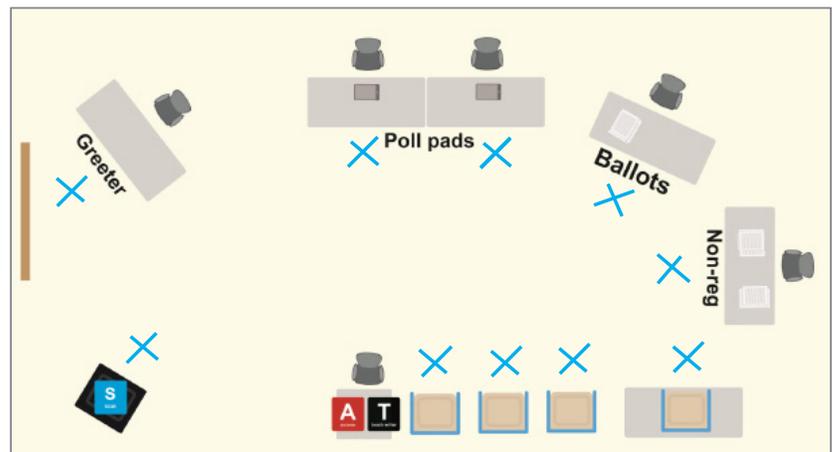


Stay at least 6 feet away from voters and other election judges whenever possible.

## 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. Please do not allow lines to form inside the voting room. The Greeter Judge should ask voters to wait in a line spaced 6-feet apart outside the voting room until it is their turn at the poll pad table.

If your polling place is already set up, please do not make significant changes without checking with election staff. Refer to the diagram provided by your facility and follow the plan specific to your location.



## **Path of a pre-registered voter through the polling place**

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### **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, provide them with a single-use manila folder.

### **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. The election judge should **not** hand the voter the sticker. As they exit, they will deposit their pen and secrecy folder into a “used pen” and “used secrecy folder” banker’s box.

## **Path of a non-registered voter through the polling place**

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### **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 along with their proof of residency 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, provide them with a single-use manila folder. Remember to sanitize or wash your hands afterward. Sanitize the chair and tabletop between every voter and wipe down the Plexiglas periodically.

### **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. The election judge should **not** hand the voter the sticker. As they exit, they will deposit their pen and secrecy folder into a “used pen” and “used secrecy folder” banker’s box.

## Closing & election night returns

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Please bring the following to City Hall:

- Ballot Counter
  - iPads for Poll Pads
  - WiFi Device
  - Sealed Transfer Case of Voted Ballots
  - Sealed transfer case of Unvoted ballots
  - Emergency Voting kit, if any
  - Black messenger bag
  - With Everything itemized on the Black Messenger Bag packing list
  - Green bin with Binders
  - Blue Bins with supplies
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- New Brighton Elections staff will be conducting curbside Election Night audits at New Brighton City Hall. All materials need to be returned in a sealed container by the Head Judge and at least one assistant head judge who will drive in a **separate** car.
  - When you arrive at City Hall, please enter the lower level parking lot.
  - Election staff can only assist two polling places at a time. Please be prepared to park and wait in your car until your turn.
  - When you arrive, call election staff at (651) 775-5668 or (612) 209-8753 to let them know you have arrived.
  - When directed to do so, you may pull your car up to the designated area at the curb. Unload your car onto the carts provided. Leave the cart at the curb, return to your car and prepare to wait 10 – 15 minutes as staff brings your materials inside City hall and checks everything in. If a signature is needed or if something is missing, you may be called inside the building to help find it. If you are required to enter the building a mask and 6-foot social distancing is required.
  - After staff has verified that all materials were received and all forms are complete, you will be able to leave. If you choose to leave before your audit is complete, you may be called at home and required to return if items are missing or if forms are not complete.

# Safely cleaning the voting equipment

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## Poll pads

Please use the 70% isopropyl alcohol wipes and 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 counter and ballot-marking device—please do not use these wipes on other things. General guidance:

- There is no need to keep wiping down the ballot counter—maybe once in the morning
- Wipe the back if switching equipment judges

### YOU MUST THOROUGHLY DISINFECT BALLOT-MARKING DEVICE BEFORE EACH USE

Wipe plastic part of 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 5 individually bagged pairs—call if down to 1

### OTHER NOTES:

- If your station has Plexiglas, wipe it down periodically.
- 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.

