

Presidential General  
Election  
November 3, 2020

**WELCOME TO  
EROSTER CLERK TRAINING**

Let's get started!

Introduction

Please sign in

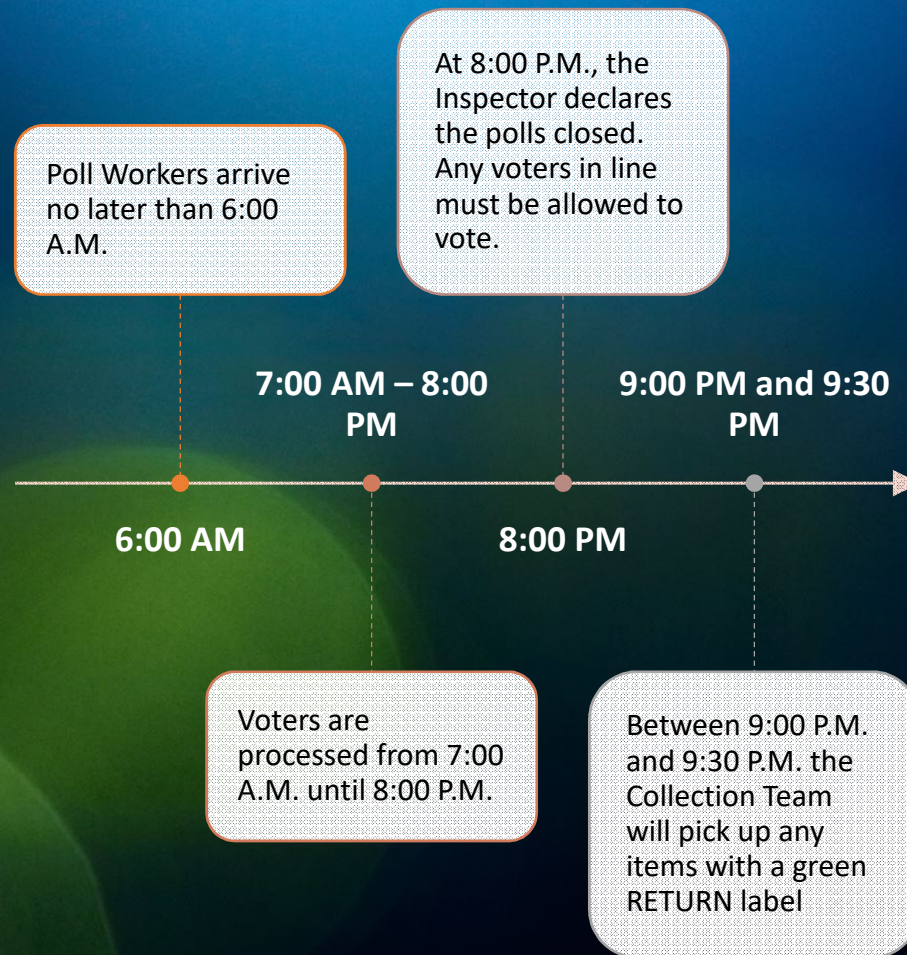
Restrooms

Exits

Masks

# Election Schedule

- Arrive at 6:00AM
  - Polls are open from 7:00AM – 8:00PM
  - ANY VOTER IN LINE PRIOR TO 8:00 AM MUST BE ALLOWED TO VOTE BEFORE CLOSING PROCEDURES CAN BEGIN
- Dress comfortably and professionally
- Take short breaks when possible
- Busiest times typically:
  - 7:00-9:00 AM as voters vote before work
  - 4:30-end as voters vote after work





**SOLANO**  
COUNTY

## STAYING SAFE AT THE POLLS

- Solano County is following guidance from the Secretary of State in order to mitigate the risks at the polls including issuing PPE to poll workers:
  - Masks
  - Gloves
  - Hand sanitizer
- Voters will also be provided with hand sanitizer when entering and exiting the polling place and offered a mask if they are not already wearing one
- Social distancing of at least 6 feet should be maintained between all poll workers and voters
- Cloth face coverings should be worn by all workers.
  - Face coverings are most essential in times when physical distancing is difficult.

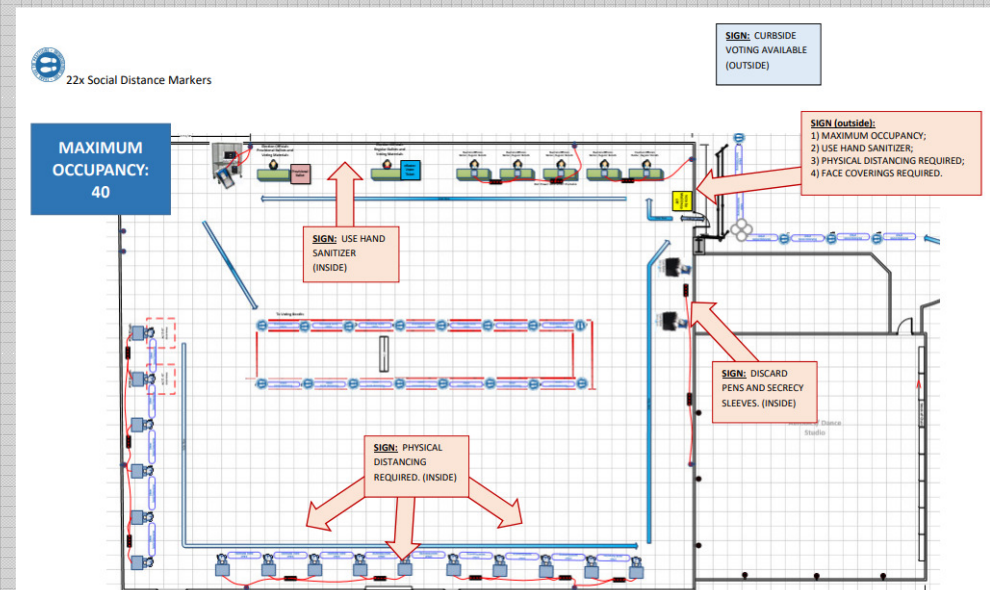
**Poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19 should stay home.**



# SOCIAL DISTANCING

- Be sure to follow the provided map of the poll place layout as closely as possible to ensure social distancing is maintained!
- There is a flow of traffic voters should follow in order not to avoid crossing paths and infringing on social distancing guidelines
- A distancing stick will be provided to help make sure 6 feet is maintained when setting up furniture, equipment, and any floor markers
- Signs must be posted and should be placed according to the map
- If possible, doors and windows should be opened to allow for greater ventilation


The corrugated diagram itself should be posted at entrance of polling place so that voters are aware of the layout and the maximum capacity of each site






If the space has changed for any reason, please be sure to follow the diagram as closely as possible and maintain 6 ft distancing.

# FYI Board

- Please make sure the FYI board is posted near the entrance in an area accessible and obvious for voters entering the polling place
- Make sure to mark at the top any languages voters can be helped in!
  - **Poll Workers should also be wearing the language tags to identify to voters if they can help in another language!**
- If Electioneering is occurring, you can point voters to the FYI board, which goes warns voters electioneering is prohibited
- Also on the board is the Voters Bill of Rights and information on translated ballots
- Acceptable ID forms (ONLY ASK FOR ID WHEN PROMPTED BY THE EROSTER) are also listed
- Information on Provisional Ballots is also listed



## For Your Information

 [www.solanocounty.com/](http://www.solanocounty.com/)
 (707)784-6675
  [elections@solanocounty.com](mailto:elections@solanocounty.com)

**Podemos ayudarlo en español**

**We can help you in English**

**Matutulungan namin kayo sa Tagalog**

**Request a Translated Ballot From a Poll Worker**

**Solicite una boleta traducida de un trabajador electoral**

**Humiling ng isang Isinang Balota Mula sa Isang Tagagawa sa Poll**

**Tampering Warning**

Tampering with or attempting to interfere with voting equipment, hardware, or software, is a felony punishable by up to four (4) years in state prison. Violators may also be subject to civil penalties of up to \$50,000 per violation.

If you detect any tampering with voting equipment or supplies including broken or voided seals, alert the Registrar immediately.

**No Electioneering Within the Polling Place**

Display of signs, buttons, stickers or clothing that support or oppose a candidate, measure or convey any political affiliation is not allowed.

Speaking to a voter on the subject of marking his/her ballot is not allowed.

Discussion of a political nature are not allowed.

Thank you for your cooperation.

**First Time Voters May Need to Show ID**

**Photo Identification**

Mark with an X in the box

- State Driver's License or ID card
- Passport
- Employee ID card
- Commercial ID card
- Credit/Debit Card w/ photo
- Military ID card
- Student ID card
- Health Club ID card
- Insurance Plan ID card w/ photo

**Other Acceptable IDs**

Mark with an X in the box

- Utility bill
- Bank statement
- Government Check
- Document issued by a government agency
- Sample Ballot
- Voter notification card

**Voting Provisional**

If we cannot verify your information, you can still cast a **PROVISIONAL** ballot.

**Why a provisional ballot?**

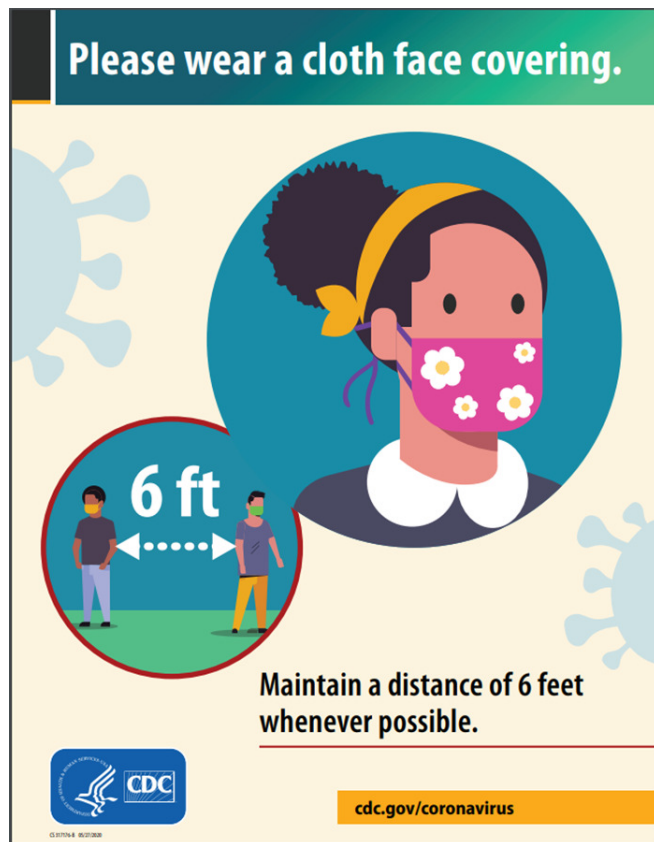
- Your name is not on the Roster of Voters for this precinct or for Solano County
- You are a new voter who registered by mail but did not show the required ID

**Was my provisional ballot counted?**

Call our office at 1-888-833-VOTE (8683) 30 days after the election to find out.

Voters who need help in languages other than those offered in Solano will now be able to be helped via an online translator from the Secretary of State's office—your inspector will receive details on how to best utilize this service!

# PPE, NEUTRAL SPACE, & SINGLE-USE ITEMS



- Hand sanitizer should be located at the entrance for voters
- Each clerk will be provided with gloves and masks
- A dedicated cleaning technician has been contracted to do sanitize touch points, especially the booths, with disinfectant wipes throughout the day
- As much as possible keep a “neutral” space between you and the voters
- Rather than handing them anything directly, slide it under the plexi sneeze guard to them
- Use hand sanitizer after touching hands
- Some items will be “disposable” and not reused by voters:
  - Pens
  - Secrecy sleeves
- These items can be taken home by the voters or disposed of in provided trash bins

# Voters without Face Coverings

- **The right to vote is of utmost importance. Even voters neglectful of important health and safety precautions must be allowed to vote if they enter a voting location.**
  - Election workers must not turn a voter away for lack of face covering.
  - The right to vote takes precedence. In such circumstances, election workers should consider additional physical distancing.
- Voters must be allowed to vote, and that allowing them to vote—as safely as possible under the circumstances—will help prevent incidents like those seen in social media, most of which take place in settings where people are in fact barred from entry for not wearing face coverings.



# Electioneering



- What is Electioneering?
  - Any act of campaigning for or against a party, candidate, or measure that appears on the ballot
  - Speaking to voters about marking his or her ballot
  - Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure
  - Voters quietly discussing their choices in a voting booth within earshot of other voters
- Any form of campaigning or attempting to solicit votes at a polling place is not allowed within 100 feet of the entrance to the room in which ballots are cast.
- If you encounter electioneering, politely approach the individual, and advise that electioneering is not allowed within 100 feet of the entrance to the polling place.
- Use the precut 100-foot string to measure the proper distance that must be enforced.
- Place your electioneering signs at the 100-foot boundaries.

# SOS Sensitivity Guidelines

## Working with someone with a disability

- Respect personal boundaries – do not touch people without asking permission
- Do not touch the support equipment, i.e. service dog, chair, cane etc.
- Offer assistance, but don't insist on providing it
- Speak directly to the person, not just the person accompanying them
- Use appropriate language when speaking



# Observers

- Observers are allowed at the polling place to observe the how the polling place is running smoothly and if guidelines are being followed but cannot interfere with the normal process of voting
- Observers can ask to see the whose voted list
  - Can be produced from eRoster, they can look at the Voter Processing Cards, or be given a card directing them to the Solano County Website where the most up to date information is posted
- Often checking to see if ADA and language requirements are being met so that no one is being disenfranchised
  - Are translated ballots available? Are they posted?
  - Are bi/multilingual poll workers wearing language tags?
  - Is ADA booth set up properly with 5-foot clearance?
  - Is Ballot Marking Device (Touch Writer) available?
- Also overserving that no voter is denied their ballot and that no electioneering or voter intimidation is taking place

# Observers –Who Voted List

Observers can ask to see the whose voted list

- Can be produced from eRoster
  - Select Menu in top right corner
  - Select “Summary Reports” from options
  - Navigate to check-in screen and allow them to view it or print the page for them
- They can look at the Voter Processing Cards – they must not take them, as they must be returned to the ROV office at the end of the night in the Red Bag
- Be given a card directing them to the Solano County Website where the most up to date information is posted – your inspector will have these cards



**SOLANO  
COUNTY**

REGISTRAR  
OF VOTERS

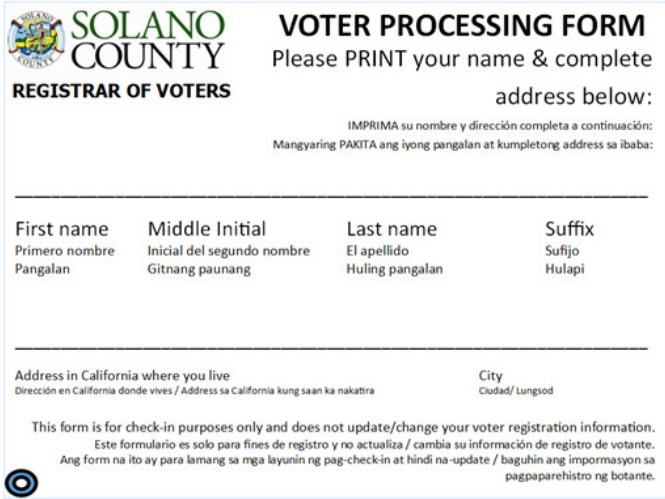
For an up-to-date turn out list, visit:

[https://www.solanocounty.com/civicax/filebank/  
blobdload.aspx?BlobID=28357](https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=28357)

## Changes in this Election

- By order of the Governor, all active California voters were sent a Vote-by-Mail Ballot
- As in previous elections, voter **DO NOT** need to surrender this ballot to receive a regular ballot
- If a voter has already returned their VBM ballot their status on the eRoster will be “VBM Received” and it print a provisional ticket for them
  - If the eRoster says “VBM Sent” they have not returned their ballot and receive a Regular Ballot—**DO NOT GIVE THEM A PROVISIONAL TICKET**
- If they have the ballot to surrender, follow normal procedure and write “SURRE” on the ballot before placing it in the Red Bag

# New for this Election: Voter Processing Forms to help with communication



**SOLANO COUNTY**  
REGISTRAR OF VOTERS

**VOTER PROCESSING FORM**  
Please PRINT your name & complete address below:

IMPRIMA su nombre y dirección completa a continuación:  
Mangyaring PAKITA ang iyong pangalan at kumpletong address sa ibaba:

First name Primer nombre Pangalan	Middle Initial Inicial del segundo nombre Gitnang paunang	Last name El apellido Huling pangalan	Suffix Sufijo Hulapi
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Address in California where you live  
Dirección en California donde vives / Address sa California kung saan ka nakatira

City  
Ciudad/ Lungsod

This form is for check-in purposes only and does not update/change your voter registration information.  
Este formulario es solo para fines de registro y no actualiza / cambia su información de registro de votante.  
Ang form na ito ay para lamang sa mga layunin ng pag-check-in at hindi na-update / baguhin ang impormasyon sa pagpaparehistro ng botante.



Voters will be provided a “Voter Processing Form” to fill out name & address



This will help prevent confusion when trying to communicate through masks & barriers



The eRoster clerk will collect these cards and attach them on a ring which will go in the Red Bag at the end of the night



Voters who do not wish to come inside can also fill out these cards so that their ballot can be brought to them in their car

**Remember to let voters know this is to speed up the process and avoid miscommunication due to the barriers and masks and that it will not update their information**



Solano County Registrar of Voters – 2020 November 3 General Election

**Remember that TWO poll workers must deliver and retrieve ballots!**

# Curbside Voting

Poll workers will set up the curbside voting sign outside in a convenient parking spot (be sure it does not infringe any ADA parking spots!)

Write the number of the iPhone provided to the Inspector on this sign

Voters can call this number for 2 reasons:

1. To have their VBM Ballot collected from the Poll Workers and have their ballot deposited in the Yellow VBM Bag
2. If needed, Poll Workers can bring the Voter a Voter Processing Form and use the information collected, **with a second Poll Worker**, to bring the voter their Voter Roster Ticket and Ballot in their car.
  - Once the voter is finished voting, **the two poll workers** will take the ballot back in its secrecy sleeve and run it through the Ballot Scanner for the voter

# What to do with curbside voted ballot

1. A Poll Worker, typically a Greeter, brings the Voter a Voter Processing Form
2. Back inside the polling place, poll workers use the information collected to find the voter in the eRoster
  - If the Voter is at the wrong location, the Poll Worker can let the Voter know they have the option of either going to the correct polling location OR voting provisionally
3. If the voter is located (or confirms they want to vote provisionally) the voter's Voter Roster Ticket and Ballot (along with an "I Voted" sticker) will be placed in a secrecy sleeve
4. **TWO** Poll Workers will bring the Voter Roster Ticket and Ballot to the voter in their car.
5. Once the voter is finished voting, the **two** Poll Workers will take the ballot back in its secrecy sleeve and run it through the Ballot Scanner for the voter
6. The Voter Roster Ticket must be placed in the Blue Ticket Bag
7. Finally, the secrecy sleeve will be disposed of



# Changes in this Election: Two-Card Ballot

- Due to the length of the ballot for this election, it is a two card (two page) ballot
- This affects a number of things:
  - Be sure that voters are given both A & B cards
  - If printed via the Touch Writer, make sure to wait for both cards to print
  - When a ballot is spoiled both an A card and a B card must be spoiled (if the voter only needs to replace one card, spoil the other from the stock)
  - Voters must put both cards into the ballot scanner and they must be put in one at a time
  - Per usual, voters do not have to vote any contests they do not wish too

## Changes in this Election

- As in March, a voter can update their address by hand writing it in the provided field on their voter roster ticket
- These voters will have the correct ballot printed on the Touch Writer but it is NOT A PROVISIONAL BALLOT
- These ballots go into a White Change of Address Envelope with the Voter Roster Ticket also inside the Envelope
- This Change of Address Envelope is then placed into the Auxiliary Bin of the Ballot Box
- At the end of the night, these envelopes will be put into the Red Ballot Bin with all voted ballots and returned to the Registrar of Voters



# Changes for this Election



- Red Ballot Bin
  - Inside of the Ballot Box is a Red Ballot Bin
  - All voted ballots (including the Change of Address Ballots in their White Envelope) will be put into this bin and returned to the Registrar of Voters at the end of the night
  - Non-voted ballots will still go into the clear bags at the end of the night and be put into the Red Bag

## What is an eRoster Clerk?

The screenshot displays the Solano County Testing eRoster Clerk interface. At the top, it shows the title "Solano County Testing CALVARY COMMUNITY CHURCH" and a "REGISTER" button. Below this is a search bar with the text "JO" and a "SEARCH" button. To the right of the search bar is an "ADVANCED SEARCH" link. Below the search bar, it indicates "SEARCH RESULTS: 122". The results are listed in a table with four rows, each showing a voter's name (JO), a date, a precinct, and a split name.

Name	Date	Precinct	Split
JO	05/17/20	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE
JO	04/11/20	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE
JO	05/21/20	CALVARY COMMUNITY CHURCH Precinct: 17005	Split CLEAR
JO	05/17/20	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE


- Checks a voter into the polling location
- Gives voter correct ticket to obtain the correct precinct ballot
- Confirms voter information



# Typical Voter

Voter does not want to change anything

- Voter takes eRoster ticket to the Ballot Clerk
- Ballot Clerk checks the eRoster ticket for anything written
- Anything written overrides printed information
- Ballot Clerk places eRoster ticket in the Blue Bag
- Ballot Clerk gives voter ballot
- Voter casts ballot in the scanner



# Typical Voter – Change of Address

## Voter wants to change their **ADDRESS**

- Voter takes Regular Voter Roster Ticket to Provisional Clerk
- Provisional Clerk checks the eRoster ticket for anything written
- Anything written overrides printed information
- Provisional Clerk looks up the voter's new address using the Street Index
- Provisional Clerk prints (using Touch Writer) **REGULAR** ballot for the voter, using new address information from Street Index
- Voter places the ballot in white envelope along with the eRoster ticket
- **Voter puts Voter Roster Ticket and Ballot in the White Change of Address Envelope and deposits it in the Auxiliary Bin of the Ballot Box**

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**Please update my voter registration information and give me a precinct ballot based on the following:**  
(voter may update information per SB207):

Request Different Party:  
(take to ballot clerk to show party change for correct ballot):

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Request Different Address:  
(show to provisional clerk to verify address/precinct and ballot type):

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# Typical Voter - Address

New address info must be written on the eRoster Ticket

## Voter at WRONG Location

- Voters in the wrong location **MUST** vote provisional
- Voter takes eRoster ticket to Provisional Clerk
- Provisional Clerk prints (using Touch Writer) **PROVISIONAL** ballot for the voter
- Provisional Clerk places eRoster ticket in the clear sleeve attached to the pink provisional envelope
- Voter places the ballot in pink envelope
- Provisional Clerk places pink envelope in Pink Bag



# Voter Marked as Voted in eRoster

- Voters marked as voted in eRoster **MUST** vote provisional
- Voter will **NOT** have an eRoster ticket
- Have voter fill out Provisional Envelope
- Provisional Clerk looks up the voter's address from envelope using the Street Index
- Provisional Clerk prints (using Touch Writer) **PROVISIONAL** ballot for the voter, using new address information from Street Index
- Provisional Clerk places eRoster ticket in the clear sleeve attached to the pink provisional envelope
- Voter places the ballot in pink envelope
- Provisional Clerk places pink envelope in Pink Bag

# Voter Not Found in eRoster

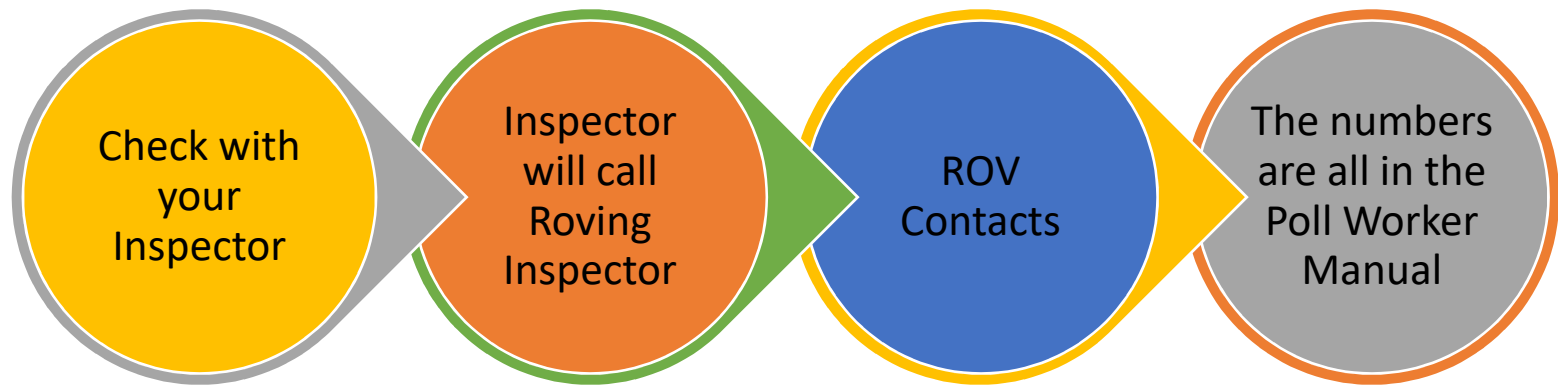
- Voter registers to vote on eRoster
- Voter takes eRoster ticket to Provisional Clerk
- If the voter chooses not to register on the eRoster, they **MUST** fill out the CVR (lilac) envelope
- Provisional Clerk looks up the voter's address on CVR envelope using the Street Index
- Provisional Clerk prints (using Touch Writer) **PROVISIONAL** ballot for the voter, using new address information from Street Index
- Provisional Clerk places eRoster ticket in the clear sleeve attached to the purple provisional envelope
- Voter places the ballot in purple envelope
- Provisional Clerk places CVR (lilac) envelope in Pink Bag

# What to Do if eRoster is Not Working

- Alert your inspector – your Roving Inspector will bring you a replacement device
- If only one eRoster is not working, use just the functioning device to check in voters until replacement arrives
- If both eRosters are down, use the Back Up Paper Roster, in the Inspector's Binder (located in their Inspector Bag) to check in voters and have them sign
  - In this case, as you are unable to see if a Voter has already voted, you will need to process voter's without their VBM ballots to surrender provisionally until the replacement eRosters arrive

# Support

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## **Processing Voters on the eRoster**

- Follow along as we set up the eRoster
- Then begin searching up voters using the Processing Voter Scenarios sheet at your station
- Please let us know if you have any questions!

# Election Day Closing Polls

- Select the Menu option at the top right of the screen
- From the list of options, select “Summary Reports”
- Print this page for the Inspector
- Put eRoster in sleep mode and pack it away
- Inspector will reseal the eRoster case
- It will be picked up by the Collection Team with the other items

# Election Day Closing Polls

- All paperwork must be completed
  - Closing polls report – signed by ALL workers
  - Inside front cover roster – signed by ALL workers
  - Precinct Security Log – completed in ALL areas
  - All bag labels – signed
  - Ballot Statement – complete and accurate
  - Payroll – completed and signed by ALL workers (include hours if any workers did not work all day)
  - Post 2<sup>nd</sup> copy of signed Closing Polls report before leaving

# Returns Pouch

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- At the end of the evening, the Inspector will place the vDrive from the Ballot Scanner into the “Returns Pouch” and hand it directly to the elections official who picks up your election materials.





Thank you  
for serving  
as a Poll  
Worker!

Please fill  
out the  
feed back  
forms!

