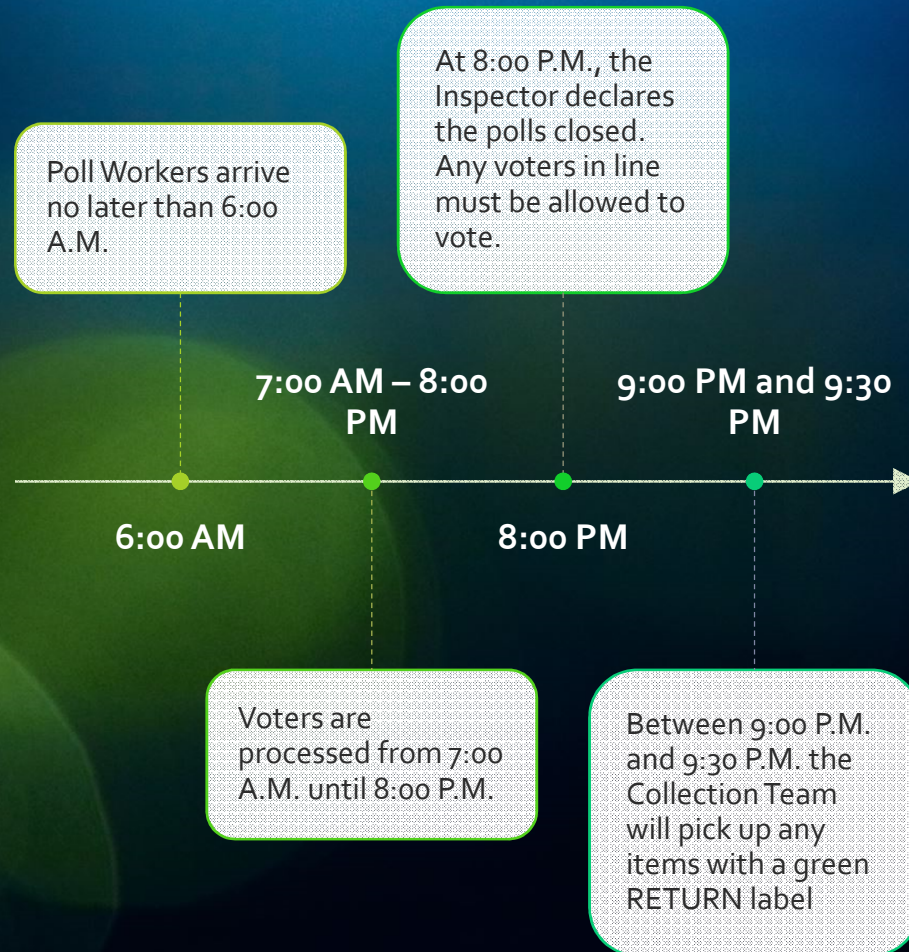


**PRESIDENTIAL
GENERAL
ELECTION
NOVEMBER 3,
2020**

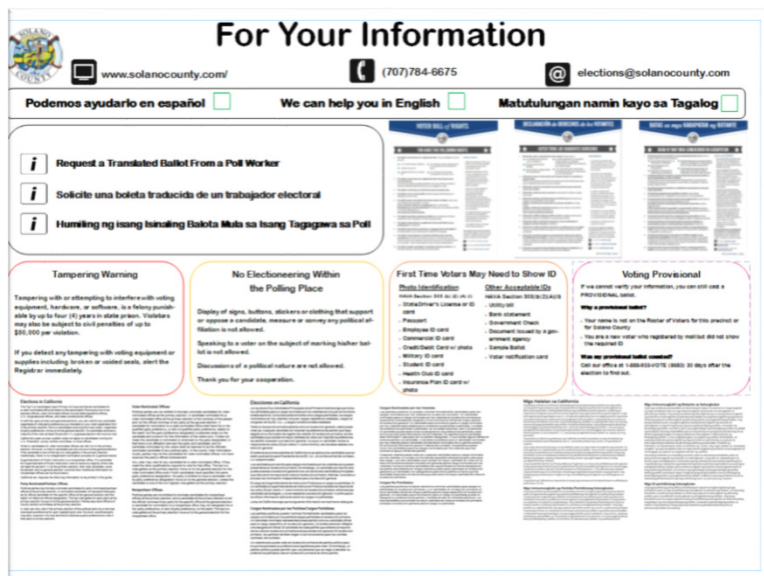
**WELCOME TO
EQUIPMENT
CLERK
TRAINING**

ELECTION DAY SCHEDULE

- Arrive at 6:00AM
 - Polls are open from 7:00AM – 8:00PM
- 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



FYI BOARD



For Your Information

www.solanocounty.com | (707)784-6675 | 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 translated Ballot 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 \$20,000 per violation.
 If you detect any tampering with voting equipment or supplies including hardware or related assets, alert the Registrar immediately.

No Electioneering Within the Polling Place
 Display of signs, buttons, stickers or anything that support or oppose a candidate, measure or convey any political affiliation is not allowed.
 Speaking to a voter on the subject of marking ballot but not allowed.
 Discussion of a political matter is not allowed.
 Thank you for your cooperation.

First Time Voters May Need to Show ID
Photo Identification
 Voters must show ID to cast a ballot.
Other Acceptable IDs
 Bank statement
 Government Check
 Document issued by a government agency
 Vehicle title
 Voter registration card
 Driver's License or ID card
 Passport
 Commercial ID card
 Qualified State or Postal Military ID card
 Student ID card
 Health Care ID card
 Medicare Plan ID card or other

Voting Provisional
 If you cannot verify your information, you can still cast a PROVISIONAL ballot.
Why a provisional ballot?
 Your name is not on the Registrar's list of voters for this precinct or the State District.
 You are a new voter who registered by mail but did not have the required ID.
Was my provisional ballot counted?
 Call an office at (707)784-6675 (TDD) 30 days after the election to find out.

- 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 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



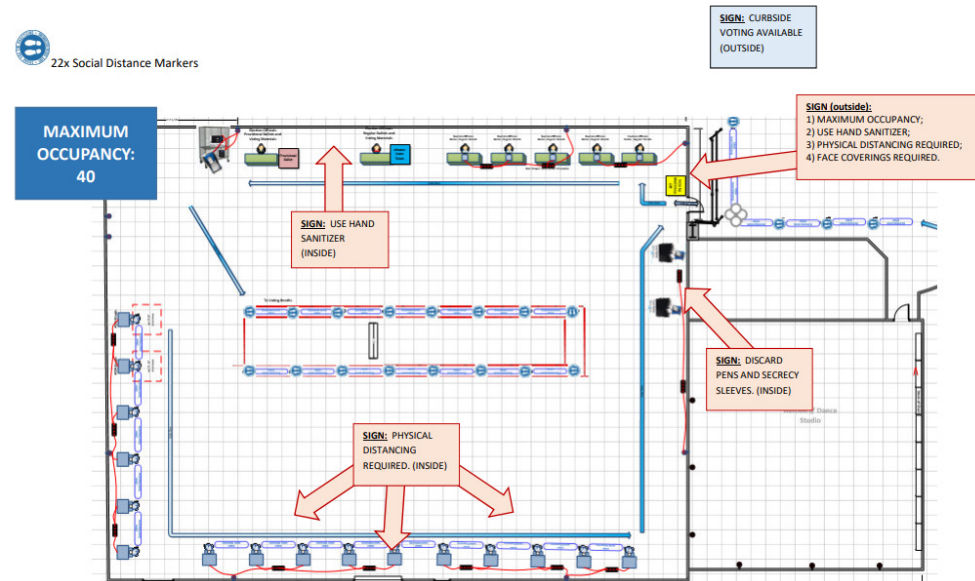
STAYING SAFE AT THE POLLS

- Solano County is following guidance from the Secretary of State in order to mitigate the risks at the polls
- PPE will be issued 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.

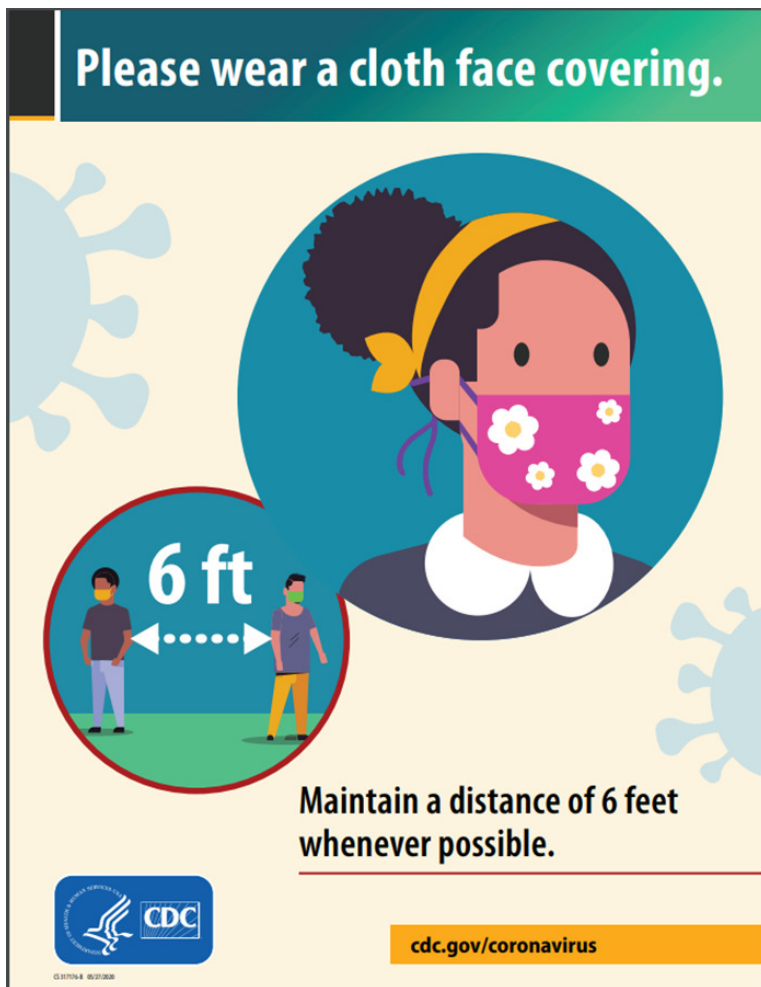
Poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19 should stay home.

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 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 should be posted 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



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
- Frequently touched surfaces should be wiped down with disinfectant wipes often
 - A dedicated cleaning technician has been contracted to do this
- 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

NEW FOR THIS ELECTION: VOTER PROCESSING FORMS TO HELP WITH COMMUNICATION



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 Primerio nombre Pangalan	Middle Initial Inisial del segundo nombre Gitnang paunang	Last name El apellido Huling pangalan	Suffix Sufixo Hulapi
<hr/>			

Address in California where you live
Dirección en California donde vive / 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 into 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

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.



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



**SOLANO
COUNTY**

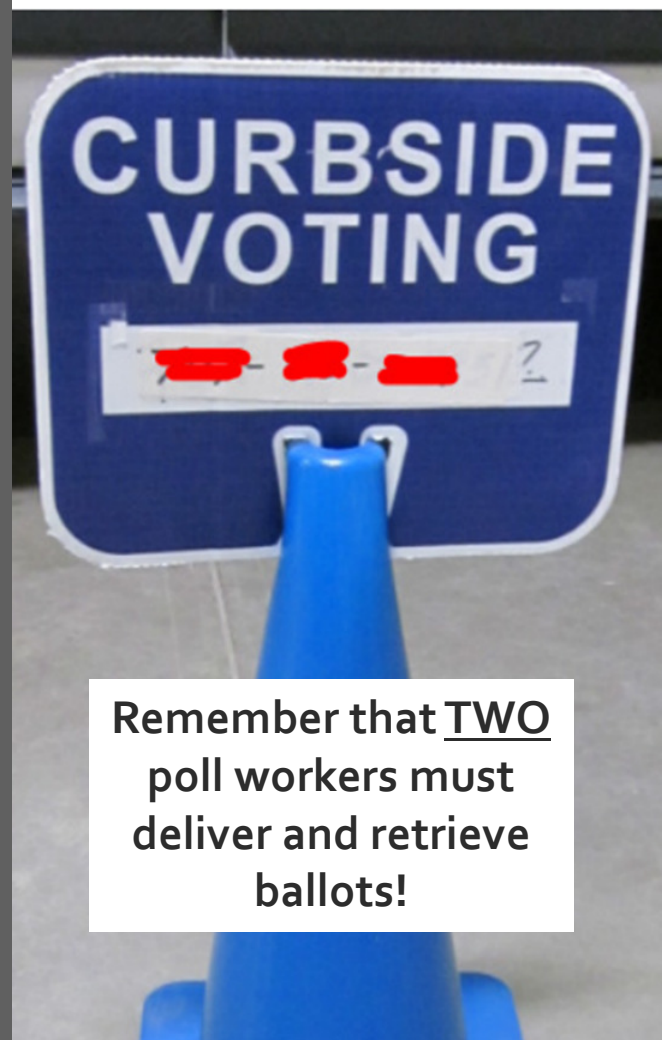
CURBSIDE VOTING

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



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

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



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.

OBSERVERS

- Observers are allowed at the polling place to observe how the polling place is running and if guidelines are being followed. Observers cannot interfere with the normal process of voting
- Observers can ask to see the who 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 the ADA booth set up properly with 5-foot clearance?
 - Is the Ballot Marking Device (Touch Writer) available?
- Also overseeing that no voter is denied their ballot and that no electioneering or voter intimidation is taking place

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

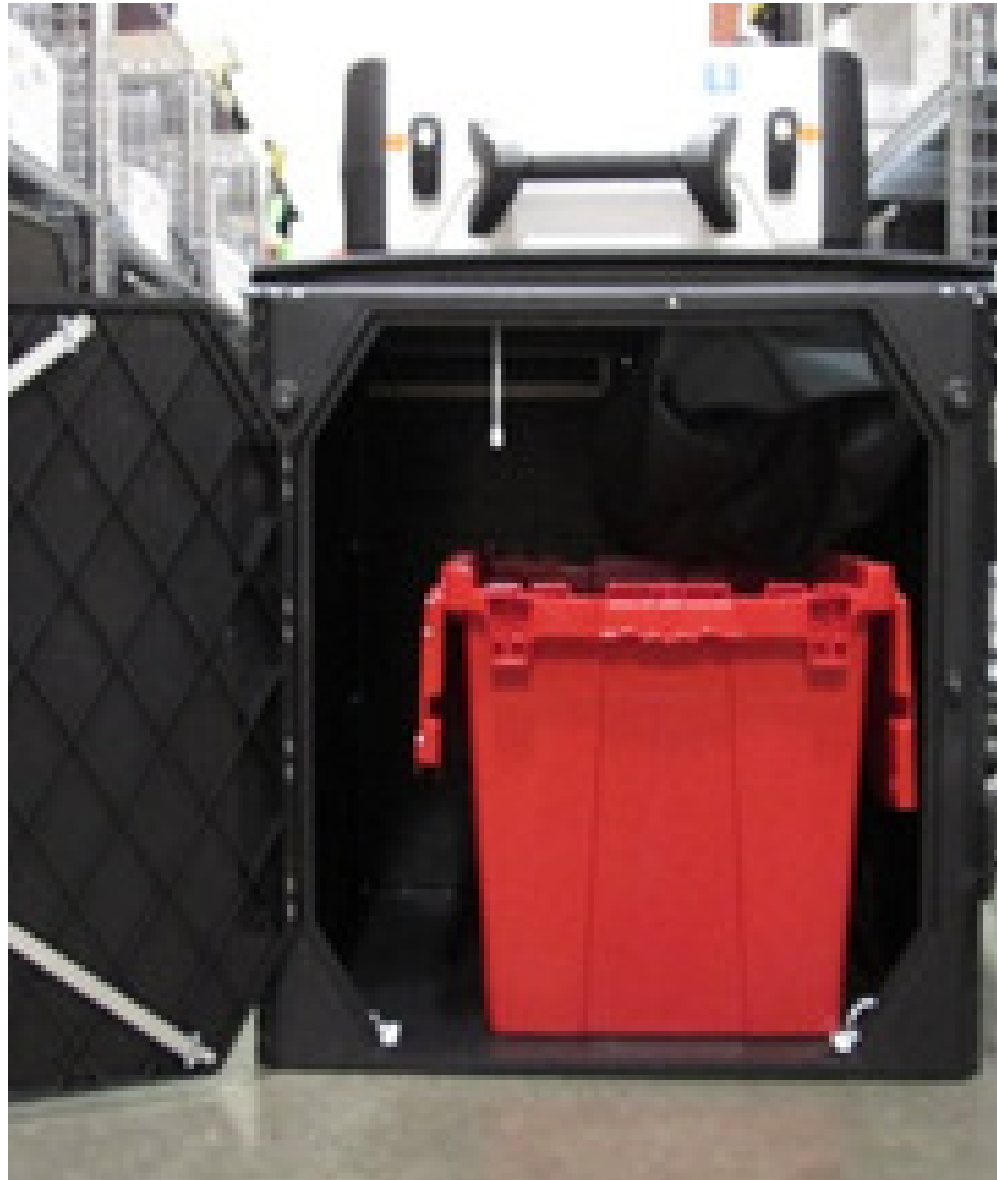
CHANGES IN THIS ELECTION



- 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

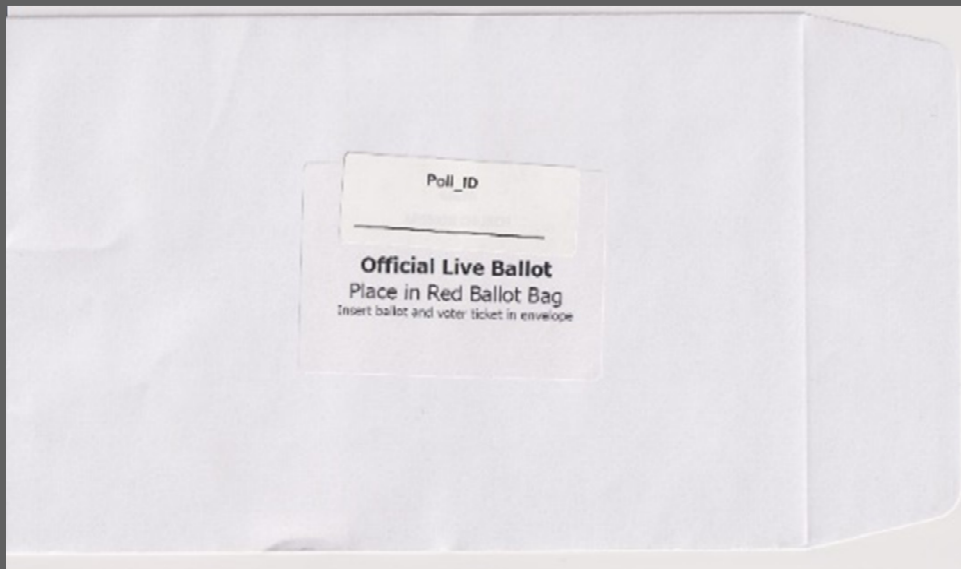
- Red Ballot Bin
 - Inside of the Ballot Box is a Red Ballot Bin
 - All voted ballots (including the Change of Address Ballots in their White Envelope) will be put into this bin and returned to the Registrar of Voters at the end of the night
 - Non-voted ballots will still go into the clear bags at the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





SOLANO
COUNTY

WHITE ENVELOPE



- 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

EQUIPMENT CLERK

- Responsible setting up and closing down the Ballot Scanner
- Help voters who need it to put their ballot into the scanner
- Remind voters to put ballot in one card at a time
- Troubleshoot any problems with the scanner



**SOLANO
COUNTY**

VERITY SCANNER

**Welcome to the Verity Voting System
Polling Place Training**

Verity Scan



**SOLANO
COUNTY**

CLOSING THE POLLS ON THE BALLOT SCANNER



The red bin should be put with the other items to be collected by the Collection Team



If you have more than one scanner be sure to pull vDrives out from each one!



Be sure to check in the empty ballot box to ensure no ballots were missed. They should all be in the red bin!



Double-check the auxiliary bin to ensure that it is empty as well!

CLOSING THE POLLS ON THE BALLOT SCANNER

- Remove the vDrive from the Scanner and place in the Official Returns Pouch, along with the keys.



CLOSING THE POLLS ON THE BALLOT SCANNER

The Official Returns Pouch is
NOT packed into a bag.



It is handed directly to the
Collection Team

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 2nd copy of signed Closing Polls report before leaving

Check with your
Inspector

Inspector will
call Roving
Inspector

ROV Contacts

The numbers
are all in the Poll
Worker Manual

SUPPORT

QUESTIONS?

