

CANTON – SAFE VOTE PLAN

HANDOUT OUTLINING SPECIAL PROCEDURES FOR ELECTION DAY SAFETY



Distance. Protection. Patience.

PROTECTIVE EQUIPMENT AVAILABLE

- Face masks for workers and any voter that does not have one. Inspectors are required to properly wear a face mask. Voters are strongly encouraged to wear face coverings, but they may not be prevented from voting if they do not wear one.
- A limited number of face shields are provided for assisting voters or personal preference. Face masks are required while wearing a face shield.
- Gloves are provided and are encouraged, but not required.
- Disinfectant spray is provided in spray bottles.
- Hand sanitizer is provided.
- Paper Towel is provided for the disinfectant spray
- A sneeze guard for Station #1

PRECINCT SETUP (AM)

- Place the AV Apps (Station #1) at the entrance of your polling location. Both Precincts can use Station #1.
 - Place the AV Apps on the table with clean pens
 - Place sneeze guard at Station #1 with the AV Apps
- Use blue masking tape to place 6' markers in the hall/entrance way and leading up to the tabulator
- Gather protective equipment in one location
- Place a box of face masks and hand sanitizer on a table outside the precinct room entrance for voters to take before getting in line
- An Inspector at Station #1 is encouraged to wear a face shield, mask, and gloves. This Inspector should provide instruction to voters, and then leave the station until the voter is ready for assistance.
- Setup equipment and voting booths should be well distanced (at least 6'). If this means using less voting booths, then please proceed with less voting booths.

PROCESSING A VOTER

- The voter will arrive at Station #1
- Instruct the voter to complete an APP to vote, and all other voters to remain in the line 6' apart
- Instruct the voter to prepare their photo ID if able, or sign the affidavit
- Through the Sneeze Guard, receive the app and ID
- Instruct the voter to **WAIT** for a ballot
- Bring the app and ID to the laptop worker at Station #2. Do not hand these items to the other workers if able, show them to the laptop worker
- Issue a ballot number, and gather the correct ballot with a secrecy sleeve from Station #3
- Walk back to the voter, provide the ballot and the app (in the secrecy sleeve if possible), and the ID back to the voter
- Check for an open voting station
- Instruct the voter which station to vote at

AFTER THE BALLOT IS MARKED

- When the voter arrives at Station #4, instruct them to carefully remove the stub and set the stub and app on the table
- Instruct the voter to insert their ballot and leave their secrecy sleeve on top of the tabulator bin
- If the voter needs to spoil the ballot or needs assistance have the voter return to the voting booth. Spoil the ballot and reissue. Deliver the ballot to the voter at the same voting station they used prior.
- Instruct the voter to insert the ballot

AFTER A VOTER LEAVES

- Spray the voting booth, and ballot marking pen with disinfectant
- Spray the secrecy sleeve with disinfectant
- Ensure the pen used to complete the app was set inside in a pile of “used pens”. Periodically disinfect these pens and place them back into circulation (as needed)
- Wipe down any touchscreens (VAT) if the voter touched those devices.
- Wipe down the tabulator if the voter pressed the buttons or used the touchscreen

WHILE VOTERS ARE VOTING

- If, for example, the precinct has three voting booths setup. Only allow three voters to be in the voting area. Do not provide another ballot to a new voter, or allow the new voter to enter a voting booth until AFTER the first voter has voted, and their booth has been cleaned
- This will cause a delay. Lines will move much slower. Voters will be required to wait, 6' apart in line
- This process is not quick, but it is safe

COMMON SENSE

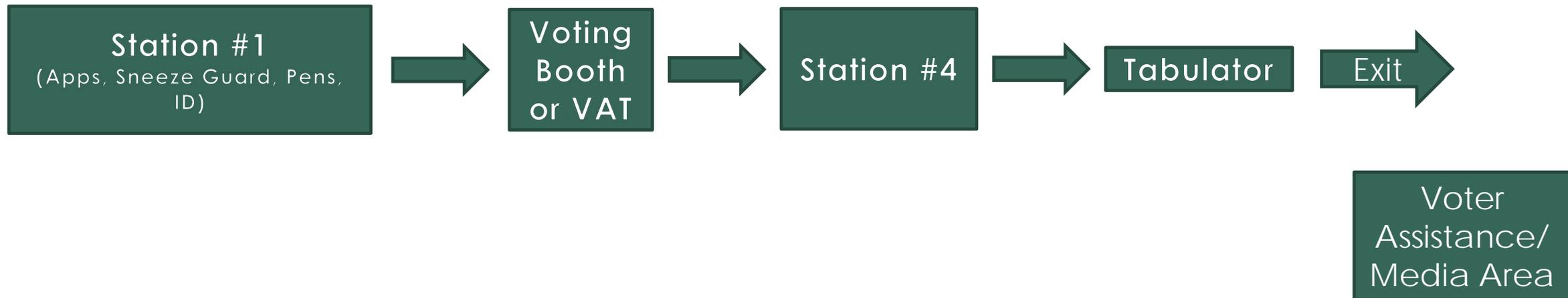
- Wear a mask at all times
- Think about distance
- Clean surfaces to the best of your ability
- Don't touch your face/eyes
- Reminder: Surface contact is not considered to be the main way the virus spreads. Mask use is essential in protecting you. Cleaning helps create an extra layer of safety
- Reminder: Do not hug/shake hands with those you may know at the polls

REPORTING FOR WORK

- Canton does not have the ability to provide thermometers to each location
- Ask each Inspector, "Are you feeling well, do you have any symptoms?"
- If someone states they are not feeling well, or they do have symptoms – allow them to go home for the day. They will get invited back next election
- If a voter is in line and states they are not feeling well, or refuses a mask, ask the voter to return to their car. Deliver their ballot to the vehicle using a face shield, mask, and gloves

PRECINCT DIAGRAM (VOTER EXPERIENCE)

Entrance – Voters wait here. 6' apart



Inspector Area: Laptop, Ballots, Forms, Envelopes, Cleaning/Protective Supplies.
Limit public contact if possible.

END OF NIGHT

- Follow all end of night procedures as normal
- Please disinfectant supplies as much as possible
- Don't forget to remove any blue masking tape, or signs that were placed
- Leave the precinct clean and tidy
- Any voter in line at 8:00 pm can vote
- Please remember: Chairs should be returning the laptop bag, the blue ballot bin, the red transfer container, the rolling cart, and the sneeze guard ONLY. Sign bags can get set next to tabulator. Black supply bags get placed inside tabulator

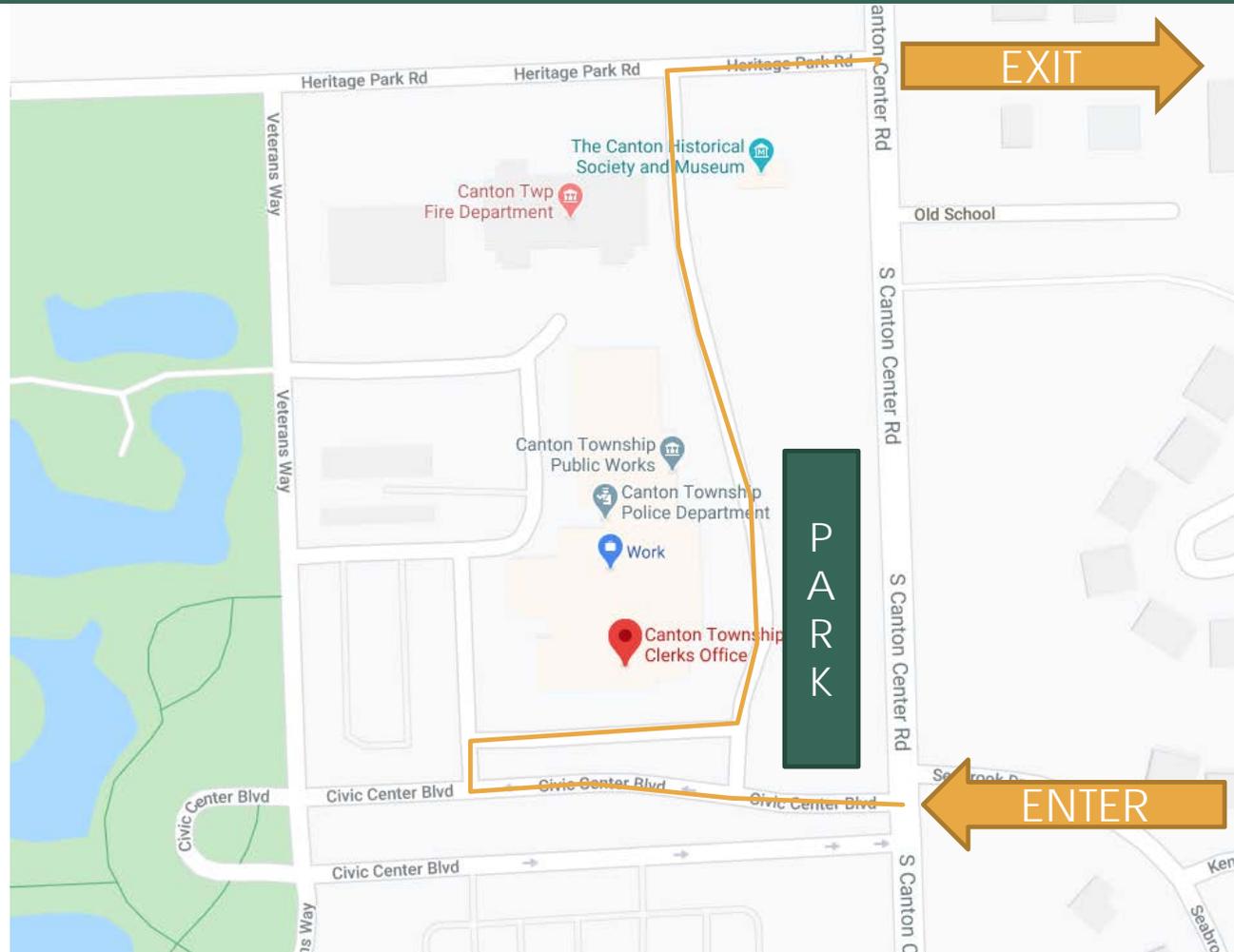
CHAIRS & VICE CHAIRS – CURBSIDE LAPTOP PICKUP

- Pick up instructions & supplies between 6:00 p.m. & 7:00 p.m. on Monday, August 3rd.
- Chairs should pull their vehicle up to the staff member at the front of 1150 S. Canton Center
- Chairs should wait in their vehicle for supplies to be delivered. Please unlock your trunk. Chairs will take an oath, and sign the Paper Poll Book after leaving the pickup line.
- Please have a facemask on at all times.
- If a Chairperson needs questions answered or further assistance, they may park their vehicle, enter the building, and wait for assistance.

CHAIRS & VICE CHAIRS – CURBSIDE RECEIVING BOARD

- Chairs & Vice Chairs will arrive at the Township Hall on election night
- Staff will complete a check in and remove items from the vehicle
- An area to park will be provided
- DO NOT LEAVE
- Await a phone call inviting Chairs & Vice Chairs inside to resolve an issue (both the Chair and Vice Chair will need to come inside – have masks ready and park near each other to communicate – only the Chair will receive a phone call)
- OR await a phone call releasing your precinct and confirming everything has been verified
- Again, DO NOT LEAVE unless a phone call is received

CURBSIDE LAPTOP & RECEIVING BOARD TRAFFIC MAP



ONE WAY TRAFFIC ONLY!

SATELLITE MAP

ONE WAY TRAFFIC ONLY. CHECK-IN AT BLUE MARK.

