



HEALTH AND SAFETY COVID-19
HANDBOOK

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COUNTY OF SAN LUIS OBISPO
OFFICE OF THE CLERK RECORDER

San Luis Obispo Voter Service Center Health and Safety Handbook – COVID-19

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk. Transmission can occur when people are in close contact with an infected person, even if that person is not showing symptoms. People can best protect themselves and prevent transmission to others when they understand the basic facts of COVID-19, particularly its transmission and the importance of simple personal and community prevention measures they can take.

The public health situation is volatile, and the virus will remain disruptive through the November 3, 2020 General Election. To address impacts on the General Election, Governor Gavin Newsom issued Executive Orders N-64-20 and N-67-20. In general, these orders, in combination with the recently enacted legislation, direct all counties to issue mail ballots to all registered voters with an active status and provide in person voting opportunities at the County Clerk-Recorder offices and Voter Service Centers to ensure that every eligible voter can cast their ballot. The orders also continue to require access to voter services, observer opportunities and election worker training, among other things.

General guidelines to reduce the spreading and contracting of COVID-19:

All vulnerable populations are encouraged not to participate as an election worker for the November 3, 2020 General Election if they have:

- Chronic lung disease (e.g., asthma, emphysema, chronic bronchitis)
- Cardiovascular disease
- Diabetes mellitus
- Hypertension
- Cancer
- Immunodeficiency
- Chronic kidney disease
- Are age over 65

Practice social distancing by maintaining distance (approximately 6 feet) from others when possible. Avoid close contact with people who are sick.

Wear a face mask or cloth face covering. The County will provide disposable surgical masks to all workers at Voter Service Centers. Workers may choose to use their own face coverings if surgical masks impede their breathing. Cloth face masks should be washed daily. Voters and observers who do not have face coverings will also be provided with disposable face masks.

Wash your hands (front and back) often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands or with gloved hands. Cover your mouth and nose with a tissue when you cough or sneeze or cough/sneeze into the inside of your elbow. Throw used tissues in the trash and immediately

wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% ethanol and 70% isopropyl.

Regularly clean and disinfect your work areas daily. Disinfectant and wipes are provided in all Voter Service Centers (VSC).

Stay home when you are sick. If you are exhibiting COVID-19 symptoms, do not report to work. Contact your medical provider and notify your supervisor. If you experience symptoms at work, return home. Symptoms from the virus currently identified by the Center for Disease Control are:

- Congestion or runny nose
- Nausea
- Diarrhea
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat.

If you had contact with someone who tested positive for COVID-19 contact your medical provider and notify your supervisor.

We do not want you to unnecessarily put yourself in danger while performing your duties. If you begin to experience symptoms of COVID-19, please check with your physician. In addition, the County will make available medical consultations and tests if needed.

Physical distancing

Always practice physical distancing to the maximum extent possible, a minimum of 6 feet. Steps to encourage physical distancing:

1. Limit the number of people in the facility at any one time to the maximum number which allows for them to easily maintain at least six-foot distance from one another, at all practicable times.
2. Separate voter service stations by at least six feet.
3. Require sneeze guards and face coverings in workstations where direct contact with the public is necessary.
4. Establish directional hallways and passageways for one-way foot traffic, if possible, to eliminate workers and voters from passing by one another.
5. Designate separate routes for entry and exit into facility spaces to help maintain social distancing and lessen the instances of people closely passing each other. When weather permits, prop open the main entry and exit doors to minimize touch points and to improve air flow.
6. At voter check-in stations or in other locations such as curbside voting or ballot drop-off where queuing is possible, placing tape or other markings at least six feet apart inside the facility and on sidewalks at entrances with signs directing voters to use the markings to maintain distance.

7. Where long lines can form, assign a worker to monitor lines to ensure that the maximum number of customers in the facility is not exceeded. Direct voters to line up outside the facility if weather is not a factor.
8. Workers should avoid greeting co-workers and voters with physical contact. "Distancing starts at hello."
9. Post signage in strategic and highly visible locations to remind voters and workers to use face coverings and maintain physical distance.

In situations when physical distancing is not possible, disposable surgical face masks will be provided by the County. Participants may bring their own cloth face coverings that can be washed and reused.

Frequent handwashing with soap and water for at least 20 seconds is encouraged and when possible. Hand sanitizers are provided when handwashing is not available or is not convenient.

Other distancing considerations

- To the extent feasible, limit the number of nonessential visitors at voting locations.
 - Encouraging voters to leave children at home.
 - Encouraging observers to work in shifts rather than remaining present.
- Require voters and election workers to avoid greeting others with physical contact.

Regular cleaning and disinfection

All workers should practice simple cleaning techniques in their daily routine.

- Regularly clean and disinfect personal work areas. Set aside time for cleaning during work hours.
- Avoid sharing equipment and office supplies. This includes:
 - Pens, procedure manuals/guides, tables/desks and other work supplies.
 - Technology like touchscreens, tablets, laptops, keyboards, mice, stationary and mobile equipment controls and audio equipment.
 - Where such items must be shared, workers should clean and disinfect them between each use.
 - Training and cleaning supplies appropriate to each item or surface will be provided by the County.
- Equip entrances and exits, promenades and other common-space areas with proper sanitation products, including hand sanitizer.
- Display signage indicating where the nearest hand sanitizer dispenser is located. Check hand sanitizer dispensers periodically and refill before they run out. Hand sanitizer dispensers should be touchless whenever possible.
- Display signage in restrooms encouraging handwashing.

Health and safety at Voter Service Centers

The County will have VSC locations thoroughly cleaned before and after the November 3, 2020 General Election.

Worker safety:

1. Wear applicable Personal Protective Equipment (PPE) such as disposable gloves and eye protection for all tasks in the cleaning process, including handling trash. Wash hands immediately after removing disposable gloves.

2. Disinfect high-contact surfaces (i.e. door handles, tables, voting equipment, etc.) frequently.
3. Sanitizer / disinfectant and related cleaning supplies are available at all locations.
4. Frequently wash hands using soap, water, and single-use paper towels. In situations where hand washing facilities are not available or convenient, use hand sanitizer that contains at least 60% ethanol and 70% isopropyl.
5. Hand sanitizers are provided to all workers and voters at common points of ingress/egress and in voting stations. Hand sanitizers are provided at voter service stations for workers whose role requires regular interaction with voters.
6. Ensuring hands are dry (sanitizer fully evaporated) before handling ballots. Ballots may be damaged by sanitizers. This applies to workers and voters.

Voting equipment

Clean commonly used surfaces on the voting equipment frequently. Follow the cleaning guidelines for the Dominion Voting Systems:

Equipment can be wiped down with a clear isopropyl alcohol/water-based solution using a lint-free wipe. To clean and sanitize, it is best to use a mixture of 70% alcohol and 30% water or stronger mix solution. Use at least 70% alcohol.

- Do not use solutions that contain ammonia, nor acidic, alkali or other caustic chemicals.
- Do not use vinegar-based solutions.
- Do not use coarse cloths or paper towels.
- Do not spray cleaning/disinfecting agents directly on the ImageCast tabulator or ICX Touchscreen.
- To avoid spotting, make certain that equipment screens are wiped dry.
- Do not leave puddles.
- Do not wipe or wet paper ballots.

For ICX Touchscreens, ImageCast Precinct, or ImageCast Evolution systems, thoroughly clean/disinfect all units in every voting location each morning before powering them on. Clean the units again in the evening after they have been powered off.

- Cleaning/disinfecting the units while they are powered on is acceptable; however, moist wipes may alter the touch sensitivity of screens until the moisture is removed. Use only a cleaner intended for use on a screen or display. Do not use window cleaners, household cleaners nor any other cleaner not screens or displays. Additionally, some screen buttons may be inadvertently activated during wipe down.
- Regular alcohol wipes can be used expressly recommended for cleaning activation cards and non-porous privacy sleeves.
- These products are intended solely for cleaning/disinfection of the exterior of the tabulators. Do not apply to interior components.

Accessories and voting equipment for voters with disabilities

Special care should be taken in disinfecting equipment before use by voters with disabilities because they may interact with the equipment in different ways, and some may have unique health vulnerabilities. Some items of concern:

- The exterior, including the body of the printer, can be wiped down with a disinfectant solution as frequently as is deemed appropriate. As with other mechanical and electronic equipment, take care not to allow liquid inside, nor to apply it in quantity. Use damp but not wet cloths.
- Accessibility controls for voting equipment should be cleaned before and after each use.
- Single-use disposable ear covers for device headphones should be used.
 - Replace covers after each use, washing hands before touching them.

Pens and styluses

Single use pens will be issued to voters for completion of forms, voter information and to sign documents.

Styluses are to be used on touch screen devices such as tablets, ballot on demand machines and the ICX ballot marking devices. Place used styluses into a designated receptacle to be disinfected when time permits.

Peripherals

Tablets - use only a cleaner intended for use on a screen or display.

Wireless or USB keyboards, mice and trackpads can be cleaned using a gentle disinfectant solution. Do not get moisture in any openings or use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) are provided by the County. These include disposable surgical face masks, face shields, disposable gloves, and physical barriers when applicable. Never share protective equipment.

Proper use of face coverings requires:

- Coverage of the mouth and nose.
- Washing hands before and after use or adjustment.
- Washing or replacing them after each shift.
- Avoiding touching the eyes, nose, or mouth.
- Avoiding touching the front of the mask when putting it on, adjusting it, or removing it.

Proper use of face masks/coverings

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- **Do not** touch the mask. If you do, wash your hands, or use hand sanitizer to disinfect

Take off your mask carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together

- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Single used face coverings are to be disposed off in a plastic lined trash bin or plastic bag.

Wearing of disposable gloves, especially in high traffic settings and areas where contact with items others have touched are required for election worker. Some of these settings include symptom screening, voter check-in, ballot handling, and operation of voting machines.

Gloves alone do not guarantee protection. Wearers should not touch their mouth, nose, and eyes or face covering with gloved hands. They should wash hands before putting gloves on and after removing them. New gloves should be used after washing hands, after using the restroom, eating, or drinking, or any other activities that may contaminate the gloves, including touching unsanitized items.

Symptoms and self-screening

Refrain from going to work when ill. For workers in short-term VSC, self-screening is required. Workers experiencing any of the symptoms listed previously should not report to work. The CDC listed a Big Three Symptoms to determine if a person is at risk of this virus:

1. A cough that does not seem to go away
2. A fever over 100.4 degrees
3. Shortness of breath, like you just walked up five flights of stairs.

In addition, it will be critical to identify new cases of illness and notify public health authorities quickly so they can intervene to halt the spread of the virus. Worker sign-in forms will include confirmation of self-screening.

Specific Guidelines to Safeguard Against COVID-19 at Voter Service Centers (VSC)

Layout each Voter Service Center uniquely where queuing areas, check-in stations, voting stations, and other stopping points are separated by at least six (6) feet.

- Add partitions and visual cues (e.g., floor markings, colored tape, or signs) to remind workers and voters and guide them to appropriate distancing.
- Where physical distancing cannot be maintained or in voting locations with limited space, install acrylic, plexiglass or other barriers that separate airspace for voting stations and check-in stations.
- Keep such exposures brief and use face coverings to mitigate exposure.
- Use barriers or increase distance between tables/chairs to separate workers.
- Where possible, create outdoor areas with shade covers for voters in line that ensures physical distancing.
- Discourage workers, voters, and observers from congregating in high traffic areas such as bathrooms, hallways, and stairwells.

Layout and set-up at Voter Service Centers

The County will provide custom layouts for each VSC to ensure compliance and easier setup by positioning check-in near entrance/exit allows traffic flow with few crossing paths.

- Workers should maintain physical distance during set-up to the extent possible.
- Stations and booths should be placed to create physical distance:
 - Between check-in stations.

- Between voting booths.
- Between the ballot box and queuing space.
- Booth placement for distance should not compromise the privacy of any voter.
- If feasible, create clear and separate directional, one-way entry and exit paths.
- Mail ballot drop-off boxes/bags should be provided either outside the voting location (ideal) or near the entrance to limit the number of people who need to enter.

Coordinating entry, exit and queuing strategies to promote distancing

Assign workers at point of entry to communicate safety procedures and direct voters to check-in stations quickly, to ease entry bottlenecks.

Implement foot traffic and crowd management strategies to ensure physical distancing between voters. This can include:

- Separating entrance and exit, if feasible and appropriate for the space.
- Requiring foot traffic be one-directional.
- Guiding voters and observers with visual cues, barriers, props, and signage.
- Wherever possible, leave doors open if they do not open and close automatically. Prop doors open during peak periods when voters are entering and exiting, in accordance with security and safety protocols – this helps keep people from touching door handles that may have contaminants and can help increase airflow in buildings and rooms.
- Create clearly marked curbside or outside drive-through voting points that maintain physical distance with visual cues or other measures.
- Reconfigure any seating and other public amenities to ensure physical distancing.

Communication about physical distancing

- Display signage at entrances and other appropriate areas to remind voters and observers at every opportunity of physical distancing and face covering requirements and updated foot traffic patterns.
- Require voters and observers to physically distance themselves from those outside their household, avoid touching surfaces and leave if they feel unwell.
- If a voter is accompanied by children at a voting location, election workers should offer a face covering to the parent for their child (2 years and older) and should allow a voter to distance themselves away from others while maintaining their place in line.
- Children can assist their parents with voting and election workers should be sensitive to the childcare needs of any parent or guardian.

Ventilating to maximize fresh air intake

Because airborne transmission of COVID-19 is increasingly seen as a primary path of infection, officials should also explore improving fresh air supply in all worksites.

- Maximize fresh outside air by:
 - Changing ventilation system settings to reduce recirculation and increase fresh air intake, if possible.
 - Opening doors/windows (weather permitting).
- Maximize air quality by:

- Upgrading building air filters to the highest efficiency possible.
- Installing portable high-efficiency air cleaners as needed.

Encouraging voters and observers to practice COVID-19 safety

The impact of a COVID-19 safety and health plan will be compromised if voters and observers do not recognize its importance, understand what is expected and find safe alternatives that work for them.

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.

Signage, visual cues, and messaging at Voter Service Centers

Use signage, visual cues, and messaging to instruct voters about COVID-19 safety as they enter voting locations.

Signage

Post entrance signage in English and Spanish with a simple message:

- Please wear a face covering over your nose and mouth.
- Maintain physical distance of 6 feet from others.
- Use hand sanitizer at the check-in station.
- Place your own ballot into the ballot box.
- Use hand sanitizer again after you vote.

Strong visuals will help provide information to those whose language is not mandated.

Visual cues

Place signs or floor tape arrows to indicate preferred traffic flow, replacing tape daily if necessary. During high-turnout periods, a welcome staffer could deliver messages and keep voters and observers from congregating.

In lines and other potential points of congregation, use floor tape or decals to mark 6-foot intervals.

Messaging

Election workers are ultimately responsible for reminding and encouraging voters and observers to keep health and safety in mind. Use simple phrases to remind voters and observers of precautions:

- Thanks for wearing your mask.
- Remember to use the hand sanitizer.
- Thanks for keeping your distance.

And specific instructions:

- Your ballot is fragile; make sure your hands are dry and your sanitizer has evaporated.
- You can put your ballot directly in the ballot box. It is easy.

Voters and observers without face coverings

Election workers are to follow specific instructions and messaging for interacting with voters who are negligent or reluctant to follow guidelines, including methods for defusing potentially difficult situations

with voters who insist on not abiding by health and safety requirements. Such voters must still be allowed to exercise their right to vote regardless of face covering or distancing compliance.

Simple messages like these can help election workers defuse situations:

- Following the guidelines on face coverings or distancing can protect you and everyone else, so we do ask that you follow them.
- If you do not have a face covering, we would be happy to provide one.
- We regret that you are unwilling to follow the guidelines, but we do respect your right to vote. Please give us a bit of time to organize the area to allow additional physical distance between you, our fellow election workers, observers, and other voters.

Voters who refuse face coverings

Those who refuse to use a face covering inside a VSC, including some unable to do so for medical reasons, and some who may also refuse to practice social distancing, create not only health risks, but also challenging encounters for you.

First, understand that such voters must be allowed to vote, and that allowing them to vote—as safely as possible under the circumstances—will help prevent confrontations and risks. Second, know that when risk mitigation efforts prove insufficient, there are additional protocols to protect workers and voters.

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.

Understand that face coverings and physical distancing are overlapping and to some degree duplicative protective measures. Face coverings lower the risk of brief breaches of physical distancing. Accordingly, if a voter refuses to wear a mask, use greater care to maximizing physical distancing.

During the voting process, the primary areas of focus must be:

- Waiting to check in (i.e. waiting in line)
- Checking in (with election)
- Waiting for a voting booth
- Voting
- Casting the ballot

At each step, election workers should focus on obtaining a successful outcome by:

1. Attempts to keep all involved calm and limits potential escalation.
2. Does not unduly delay a voter without a face covering.
3. Communicates effectively with the voter.
4. Maintains physical distancing for workers and other voters; and
5. Provides a course of action if a situation escalates.

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. Confrontation is not advisable. Among other considerations, intense conversation and shouting increase the volume of exhalations and may increase risk. Additionally, election workers may not turn away observers and other visitors not using a face covering.

Some voters may come into the voting location wearing branded face coverings that represent a candidate or ballot measure; this may be deemed electioneering. If this occurs the election worker may politely request that the voter use a different face covering, or in the alternative, provide another face covering.

Section 319.5 of the California Election Code defines “electioneering” as “the visible display or audible dissemination that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an election official’s office, or a satellite location under Section 3018.” This effectively means electioneering cannot be conducted within 100 feet of the entrance to the polling place. Prohibited materials include, but are not limited to: a display of a candidate’s name, likeness or logo; a display of a ballot measure’s number, title, subject or logo; buttons, hats, pencils, pens, shirts, signs or stickers containing information about candidates or issues on the ballot; any audible broadcasting of information about candidates or measures on the ballot; and, at vote-by-mail drop boxes, loitering near or disseminating visible or audible electioneering information.

Observers who refuse face coverings

Observers who refuses to wear a face covering are to be asked to leave the voting areas.

Conflict, de-escalation and seeking back-up

Experience suggests that face coverings are a common if unfortunate point of conflict, but that few people object to distancing once they understand that they will be allowed to vote with or without a face covering. However, voters who arrive expecting conflict may have difficulty recognizing their right to vote is being respected because of their stress level on arrival.

Election workers will need to rise above the anger, using de-escalation measures to lower the stress level of the voter and reach the best possible outcome.

Understanding that election workers will also find these encounters stressful, it will be helpful to practice de-escalation measures beforehand, as well as those measures required when de-escalation fails, using role-playing. Key elements:

- Speak with a calm voice at a normal volume and communicate with posture and expression that you are confident the voter will understand that their right to vote will be respected.
- Resist the urge to engage on the underlying objection.
- Repeatedly use words like “You’re going to get to vote. We will get you to the voting booth as quickly as possible.”
- Remember that serving the voter quickly, with less conflict, will best ensure your safety and that of other workers and voters.

Seeking back-up when de-escalation fails

County elections officials should determine the appropriate response when de-escalation related to face covering fails—building security or law enforcement—and provide that information for each worksite.

- Election workers should role-play the possibility of a negative outcome to de-escalation.
- Consider how to recognize that de-escalation is failing:
 - Look for changes in posture or tone from the voter that suggest they are getting angrier despite de-escalation attempts. Election workers are to call the county elections office if they feel threatened or intimidated, if voters feel threatened or intimidated, or if a disturbance of any

kind occurs. Election workers should call local law enforcement first if they believe the safety of any person in the polling place is in jeopardy.

- Make sure that more than one election worker is present in any situation of conflict, with one worker engaging the voter, the other standing back to assess where the encounter is trending.
- Consider whether time devoted to the upset voter is significantly delaying other voters in deciding when to seek outside help in dealing with the situation.
- Use a method for calling in back-up from security or law enforcement if needed.
 - For instance, communicating with fellow election workers using a safe, coded phrase (“Is John here?” where no one named John is working) that they will recognize as expressing a need for security or law enforcement assistance.
 - Have relevant phone numbers readily available – keyed into election worker phones, for instance.

Waiting to check in:

The Primary Defense is Physical Distancing

If you become aware of a voter waiting without a face covering and confirm that the voter is unwilling to put on a face covering, they should stand at a distance to speak with the voter.

- Reassure the voter that their right to vote expeditiously will be respected.
- Ask whether they are willing to maintain appropriate distance from voters in front of them and from workers at check in, ballot issue and voting stations.
- The primary defense in this instance is physical distancing.
 - Also, avoiding conflict will minimize the volume of air exchange, while shouting and excitement can maximize air exchange and risk.
- Inform the voter of any marginally different processing to expect at forthcoming stages of the voting process.

Where distance is insufficient

In the case of voters that refuse to maintain social distance, consider moving voters into a separate space while holding their spot in line.

- Explain to the voter that they will be checked in without delay and their place in line will be held for them; that you recognize their right to vote (without reference to their decision on face covering), but that the situation will require modified procedures.
- Take the voter's information on a clipboard - name, address and other information needed. Have the voter verbally verify the accuracy of their information.
- Select a worker in charge of monitoring the line and summoning the voter at the appropriate moment and introduce them to the voter.
- Direct the voter to wait in an appropriate space you have selected - an outdoor space, in their vehicle, or a larger indoor space away from others. If such a space has sight lines with the check-in, that will reassure the voter that they know what is happening.
- Summon the voter when their place in line is next.
- Find the voter in the street file tablet or roster while they approach to minimize the duration of physical proximity.

- Provide a single-use pen to each voter.

Check-In

At check-in, ensure physical distancing from election workers and other voters.

- Explain to the voter where you would like them to stand, if at a greater distance from check-in.
- If possible, ensure all check-in stations are appropriately distanced and protected with barriers.
 - If necessary, create at least one check in station that meets those requirements as a designated station for voters without face coverings.
 - In the event neither option is viable, it may be necessary to move surrounding check-in stations to appropriate distance or to pause check-in while such voters are handled.
- Use pauses to allow distancing between tasks, asking the voter to move forward to the table, then back to the standing point, the poll worker doing the same. These create a moving six-foot zone.

Voting and waiting for a booth

Place voting booths that are physically distanced from other booths and stations. If it is not possible, have at least one booth that will fit these criteria in your standard set-up.

- Explain to the voter which booth they will need to use.
- Reiterate that they will be handled as quickly as possible, stressing that you do need to maintain physical distance between them and other voters and workers.
- If necessary, move surrounding voting booths.
- Judge how quickly such a booth can be available and inform the voter.
- If the wait time will be long because only a certain booth is appropriate, consider whether there is appropriate waiting space to allow physical distancing within the site, or follow the procedures described above in the Waiting to Check In section.
- When an appropriate voting booth becomes available, direct the voter, with consideration for a route six feet from other voters and workers.
- Explain that you would like the voter to let you know when they have completed marking their ballot, so you can create distance as they go to cast it.
- Disinfect the voting booth after the voter leaves.

Casting the ballot

When the voter indicates they are ready to cast their ballot, direct them to the voting booth or ballot marking device, with consideration for a route keeping them six feet from other voters and workers.

- If necessary, hold the voter back at a six-foot distance while a previous voter completes the process; and delay any other voters while the scofflaw voter casts their ballot.
- Explain any distinct procedures to the voter.
- If election worker intervention is necessary, follow the move-forward, step-back process described in the Check-In section.
- Direct the voter to the exit, with care for a route that maintains six feet from other voters and workers.

Curbside voting

Curbside voting presents unique challenges in a COVID-19 setting because election workers must carry materials and exchange them with the voter, approach the voter in a less familiar and controlled setting and the voter may have specific vulnerabilities to COVID-19.

In addition to all normal precautions outlined above, some considerations for election workers conducting curbside voting include:

- Putting gloves on before assembling the materials to be brought outside.
- Bringing hand-sanitizer for the voter to use before and after voting. (Also, a face covering, if needed.)
- Approaching the voter vehicle slowly, motioning to lower the window partially to talk through the process and remaining at six-foot distance until necessary.
- Wearing face coverings, face mask and face shield, and asking the voter to do so if they are not.
- Maintaining physical distance to the extent possible, by approaching only briefly for necessary hand-offs of material and then moving back.
- Providing hand-sanitizer before materials have been exchanged, and again after the voted ballot and other materials are handed back.