

# VOTE AREA MONITOR REFERENCE GUIDE

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## November 3rd, General Election

**Position Overview:** The Vote Area Monitor is responsible for greeting voters as they walk in the polling place and sanitizing after voters are processed. As government officials we have an obligation to keep our workers and voters as safe as reasonably possible during the Covid-19 pandemic by adopting sanitation standards.

## YOUR ELECTION DAY

### Before the Polls Open

1. Find tote with PPE and sanitation supplies
2. Distribute PPE and sanitation supplies to other clerks
3. Setup the public sanitation station near the main entrance of the polling place
4. Mark off 6 feet at the entrances, exits, and lines for the clerk tables
5. Assist other clerks with their setup
6. Once setup is complete and polls are about to open, ensure all clerks have PPE

### Throughout the Day

1. Greet voters as they walk through the door and make sure they know we have sanitizer and masks available
2. Answer any questions the voters may have
3. Encourage voters to wear masks and remain socially distant at least 6 feet apart
4. Sanitize all equipment, booths, and surfaces both voters and poll workers are touching **every 15 minutes**
5. Hold other poll workers accountable for sanitizing their station, wearing PPE, and remaining socially distant

### Sanitation Protocol

1. Sanitize all surfaces touched by voters and workers after about every 15 minutes consistently throughout the day
2. Hold voters accountable for remaining socially distant, encourage them to wear masks that are provided and sanitize hands
3. Ensure all lines, entrances, and exits are marked off at 6ft intervals for social distancing

### **After the Polls Close**

1. Sanitize all surfaces a final time before breaking down the polling place
2. Remove all indicators (e.g. tape on the ground) used for marking social distancing
3. Clean up all PPE and sanitizer and put back neatly in tote
4. Assist other clerks with closing the polls as needed

# CHECK-IN CLERK REFERENCE GUIDE

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## November 3<sup>rd</sup>, General Election

**Position Overview:** The ePollbook clerk is responsible for checking in registered voters and registering new voters. One ePollbook will be used for both registration and check-in and the other(s) will be used for check-in only.

### The Poll Book Clerk:

1. Locates voters in the Electronic Poll book
2. Processes voter check-ins and registrations
3. Reviews required photo identification or instructs voter to sign personal ID affidavit if the required identification is not provided
4. Directs voters where to sign in the Electronic Poll Book
5. Issues secrecy envelopes and voter ticket
6. Directs voters to Issuing Clerk for their ballot

### Voter ID Requirements:

**Title 34, Chapter 11, Section 13** of the Idaho State Code states that all voters must show one of the following forms of identification prior to signing the Poll Book and voting:

1. An Idaho driver's license or identification card issued by the Idaho Transportation Department;
2. A passport or an identification card, including photograph, issued by an agency of the US government;
3. A tribal identification card, including photograph, or
4. A current student identification card, including a photograph, issued by a high school or an accredited institution of higher education including a university, college or technical school, located within the state of Idaho; or
5. A license to carry concealed weapons issued under section 18-3302, *Idaho Code*, or an enhance license to carry concealed weapons issued under section 18-3302K, *Idaho Code*.

**Title 34, Chapter 11 Section 14** of the Idaho State Code states that a voter may complete a Personal ID Affidavit in lieu of showing one of the above listed forms of identification.

**NOTE:** This option only applies after a voter is registered; the Personal ID Affidavit cannot be signed in lieu of photo ID to register.

**What does this mean?** Voters need to show one of the acceptable forms listed above or sign a Personal ID Affidavit before they sign the ePollbook if they're already registered.

### IMPORTANT INFORMATION

#### 1. DO NOT PROMPT VOTERS BY STATING THEIR ADDRESS – ASK THEM FOR THEIR NAME AND ADDRESS

- a. If you have questions about how to process a voter in the ePollbook, refer to the ePollbook poll worker training guide.

## YOUR ELECTION DAY

### Before the Polls Open

1. Assist the Chief Judge in setting up the tables and the voting booths
2. Make sure you have all items included with the Electronic Poll Book case
3. Arrange your work area according to the "Assembly Diagram"
4. Hang signs
5. Clock-in via the ePollbook
6. Review the check-in procedures via the ePollbook Poll Worker Guide
7. Assist the Chief Judge and other Clerks with final preparations

### After the Polls Close

1. Make sure all poll workers clock out for the day (only on one ePollbook)
2. Select "Logout" and close the election
3. Complete all "Accounting" for the day
4. Return all equipment to the ePollbook case and pack up as shown in loading diagram
5. Assist the Chief Judge in taking down the polling place

### Assisting Voters Who Are Not Able to Sign

No one can sign the ePollbook for another individual – Idaho Code states that it must be the voter. Encourage them to make their own unique mark.

**SPOILING A BALLOT:** If a voter makes a mistake while marking their ballot and would like another, write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE. Select "Spoil/Cancel Check-In" from the dropdown menu and go through the steps to reissue their ballot and check-in. If needed, refer to the ePollbook guide for a walkthrough.

# COVID-19 POLLING PROCEDURES

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## November 3<sup>rd</sup>, General Election

### 1. PPE

- a. All workers must wear a mask when processing voters
  - i. Breaks/Lunch okay to remove when outside of the voting area
    - 1. Emphasis on outside of the voting area
  - ii. Once you enter the polling place mask must be on
    - 1. All workers shall refrain from touching their eyes, noses, ears or mouth. If they do touch their face, workers must wash their hands and change their masks
- b. Face shields
  - i. Face shields are provided to each polling place for additional poll worker protection
    - 1. Workers will not be required to wear face shields in conjunction with masks but are encouraged.
- c. Gloves
  - i. Gloves will be provided to each polling place for additional poll worker protection
    - 1. Workers will not be required to wear gloves in conjunction with other PPE
    - 2. Workers with significant direct contact with voter personal items, i.e. check-in and registration clerks, are encouraged to wear gloves

### 2. Vote Area Monitor/Check-in Clerk

- a. Greeter
  - i. As voters walk through the door, they will be greeted by the clerk who will indicate where the sanitizer/disposable marking devices are
    - 1. They will also confirm that they are registered
- b. Monitor voting area
  - i. Workers ensure voters are staying socially distant (6 ft minimum if they don't live in the same household) by indicating the marked distance for lining up
  - ii. Ensure poll workers remain socially distant and wear required PPE
  - iii. Be able to respond to voters who have questions about voting
- c. Sanitation
  - i. After every fifteen minutes the clerk should sanitize any surfaces voters or clerks may have touched, e.g. touch-writer, scanner, registration table, doors, etc.
- d. Check-in Clerk

- i. Is responsible for sanitizing the ePollbook after every voter to ensure the surface is clean
- ii. Have a stylus available for the public to use and sanitize after every use
- iii. If voter volume requires it (e.g. lines are forming and wait times are increasing), check-in and registration clerks may switch to ePollbook and stylus sanitization every 15 minutes

### 3. Polling place setup

- a. Clerk stations
  - i. Each clerk needs to be positioned at least 6ft away from each other in all directions
- b. Voting booths
  - i. The voting booths should be positioned 6ft away from each other in all directions
- c. Entrance
  - i. Public sanitation station
    - 1. Needs to be positioned at the entrance
  - ii. Need to have markers (tape) on the floor marking 6 ft of distance
    - 1. Use the provided twine or string if necessary, for line management from entrance to check-in clerk
- d. Exit
  - i. Scanners
    - 1. Positioned 6ft apart if more than one
  - ii. Scanner queue
    - 1. Painters tape marking 6ft of distance for scanner queue
- e. Doors
  - i. Ideally all doors, interior and exterior, should remain propped opened, however, if not possible it needs to be sanitized in accordance with 2.c. above
  - ii. Entrance and exit ways should be clearly marked for ingress and egress

# ISSUING CLERK REFERENCE GUIDE

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## November 3<sup>rd</sup>, General Election

**Position Overview:** The Issuing Clerk dispenses official ballots and explains voting instructions to electors.

### The Issuing Clerk:

1. Issues official ballots
2. Secures ballot pads not in use
3. Clarifies voting instructions
4. Directs voters to available voting booths

### IMPORTANT INFORMATION

1. Only issue a ballot as a voting booth becomes available
2. Each page of the ballot stub is numbered and coded, sever ballots in order
3. Ensure the ballot matches the style as indicated by the voter ticket that the voter presents with their secrecy sleeve **(if more than one style)**
4. A voter must present a secrecy sleeve before you can issue them a ballot. This means the voter has properly checked in with the Poll Book Clerk
5. A voter may have any assistance of their choice while casting a ballot. The mechanism of assistance cannot disrupt the polling place or be left behind in the voting booth

**SPOILING A BALLOT:** If a voter makes a mistake while marking their ballot and would like another, take their ballot and write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE. Have the Check-In Clerk spoil and reissue the voter's check-in via the ePollbook.

## YOUR ELECTION DAY

### Before the Polls Open

1. Assist the Chief Judge with setting up the tables and the voting booths
2. Make sure you have all items listed on your supply bag inventory
3. Arrange your workstation
4. Hang signs
5. Take Oath of Elections and check-in to the ePollbook
6. Assist the Chief Judge and other Clerks with final preparations

### The First Voter of the Day

1. Have the first voter observe unlocking of the transfer case(s).
2. Arrange pads of ballots in sequential and code order
3. Keep the lowest numbered pad(s) at your station. Place the rest of the ballot pads in a secure location

### Throughout the Day

1. When the next voter in line approaches your station make sure they have a secrecy envelope
2. Look to make sure that a voting booth is available
3. Carefully tear off one ballot from the pad, put it in the secrecy envelope and hand to voter
4. Instruct the voter to mark their ballot at the voting booth and then deposit it in the scanner
5. Direct the voter to an open voting booth

### After the Polls Close

1. Count the total number of unused ballots; give the count to Chief Judge
2. Count the total number of spoiled ballots (those issued and spoiled at the polls), give count to Chief Judge
3. Give the following items to the Chief Judge:
4. UNUSED Ballots
5. SPOILED BALLOTS in the Envelope
6. SPOILED ABSENTEE BALLOTS in the Envelope
7. BALLOT STUBS in the Bag
8. Return your supplies to the supply bag and tote
9. Assist the Chief Judge in counting ballots and taking down the polling place

### SPECIAL NOTES:

1. Once you've issued the last ballot on a pad, place the binding from the pad in the BALLOT STUBS bag(s)
2. If a ballot is severed from the pad of ballots and is not used, spoil it by writing, "DETACHED, NOT USED – SPOILED" and put it in the SPOILED BALLOT envelope.
3. Sometimes a voter who requested an absentee ballot wants to deliver it to their polling place. When this happens, the ballot envelope containing the absentee ballot must be marked spoiled and the voter must be issued the same ballot style at the polling place.
4. A voter may drop off their absentee ballot at the Elections Office (400 North Benjamin Lane, Suite 100 – Boise) 8am to 8pm on Election Day
- 5.

# RECEIVING CLERK REFERENCE GUIDE

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## November 3<sup>rd</sup>, General Election

**Position Overview:** The Receiving Clerk keeps the ballot boxes secure and announces the voter's names as they deposit their ballot in the scanner (Verity Scan).

### The Receiving Clerk:

1. Voters will approach your station ready to deposit their ballot
2. Ask the voter to deposit their ballot in the scanner (Verity Scan)
3. Ask the voter their name
4. Announce: "VOTER'S NAME, HAS VOTED"
5. Give Voter "I Voted" sticker

### Voter Announcement

**Title 34, Chapter 11, Section 07** states: "The judge shall then record that the elector has voted and proclaim the same in an audible voice."

### IMPORTANT INFORMATION

1. Remind voters not to fold their ballot.
2. If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to the ePollbook Clerk to spoil and reissue their ballot
3. Be on the lookout to make sure no one leaves the Polling Place with a ballot!

## YOUR ELECTION DAY

### Before the Polls Open:

1. Assist your Chief Judge in setting up tables and voting booths
2. Set up the Ballot Box Scanner (Verity Scan)
3. Make sure you have all items listed on your supply bag inventory
4. Arrange your work area
5. Hang signs
6. Clock-in via the ePollbook
7. Assist the Chief Judge and other Clerks with final preparations

### The First Voter of the Day:

You must demonstrate that the ballot box(es) is/are empty before you lock it with the seal and put it in use.

1. Show the voter that the ballot box is empty
2. Lock the ballot box(es) door(s), then seal
3. Have the voter fill out **BALLOT BOX WITNESS AFFIDAVIT**.
4. Have the voter deposit their ballot into the scanner (Verity Scan). Announce, “**(VOTER’S NAME)** has voted” in a clear and audible tone
5. Voter receives “I Voted” sticker

### Throughout the Day

1. Maintain the security of the ballot box and scanner
2. Collect secrecy sleeves and help recycle them back to the Registration and Poll Book Clerks
3. Perform the following steps as voters deposit their ballots:
  - a. As the voter approaches your station ask the voter to remove their ballot from the secrecy sleeve and places it in the ballot scanner (Verity Scan). If the ballot scanner rejects the ballot read the reason on the screen and resubmit.
  - b. Audibly announce, “(Voter’s Name) has voted”
  - c. Offer the voter an I VOTED sticker

### After the Polls Close

1. Assist the Chief Judge when they open the ballot box and prepare the ballots for transfer to Election Central
2. Disassemble and prepare the ballot scanner (Verity Scan) to be returned with the Chief Judge’s election night supplies
3. Return your supplies to the supply bag and tote
4. Assist the Chief Judge and other Clerks in taking down the polling place and putting away supplies and signage