

COVID GUIDE

CALIFORNIA GUBERNATORIAL RECALL ELECTION
September 14, 2021

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Overview

This COVID Guide provides general guidance on safety measures and considerations that should be made at voter assistance centers. As COVID circumstances change and updated guidance from local, state, and federal is received, modified safety measures and considerations will be shared with election workers as quickly as possible.

Please become familiar with this COVID Guide and how to apply safety measures at your voter assistance center.

Personal Protective Equipment (PPE)

Voter assistance center teams will be provided with personal protective equipment (commonly referred to as PPE) for personal use at the voter assistance center and for voter use. Equipment provided includes temporary masks, disinfectant wipes, 70% isopropyl hand-sanitizer, face shields, plexiglass dividers, and gloves.

Hand Hygiene

Hand hygiene is washing your hands with soap in warm or hot water or applying 70% isopropyl hand-sanitizer. Hand hygiene should be applied for approximately 20 seconds. Hand hygiene should be applied before and after (1) assisting a voter; (2) touching your face, mask or face covering; (3) cleaning surfaces; (4) prior to putting gloves on and after removing them; and (5) other circumstances where appropriate. Hand pump and free-standing unit 70% isopropyl hand-sanitizer will be provided to voter assistance centers for election worker personal use and voter use.

Masks and Face Coverings

Election workers must wear a mask or face covering that covers the mouth and nose inside the voter assistance center. The Center for Disease Control stresses that proper use of masks and face coverings slows the spread of the Coronavirus (COVID). Wearing a mask or face covering does not replace the need for physical distancing and frequent hand washing. Temporary masks will be provided to voter assistance center for election worker personal use and voter use.

Disinfectant Wipes

Disinfectant wipes should be used to clean all surfaces (e.g. door hardware, tables, booths, plexiglass dividers, etc.) before the polls open, between groups of voters being processed, after the polls close, and other times as needed. Sufficient pens will be provided for single use each day; however, pens must be cleaned after the polls close for use the following day. Disinfectant wipes will be provided to voter assistance centers. DO NOT use disinfectant wipes on voting equipment.



DO NOT use bleach on voting equipment.

Plexiglass and Plastic Dividers

Plexiglass and/or plastic dividers should be placed at voter stations where voters will come into close contact to election workers, such as at the check-in table and ballot handling table. Plexiglass and/or plastic dividers will be provided to voter assistance centers.

Gloves

Gloves are optional for election workers to wear during high traffic settings and areas where contact with items others have touched is routine. This may include voter check-in, ballot handling, and when cleaning surfaces with disinfectant wipes. Gloves will be provided to voter assistance centers for election worker use. Gloves should not be made available for voter use.

Physical (Social) Distancing

Proper use of PPE does not take the place of physical distancing (commonly referred to as social distancing). Election workers should maintain six (6) feet (or two arm lengths) of distance between themselves and others whenever possible. This includes team members and voters.

Configuring Voting Area

The voting area must be configured so that voter stations and paths of travel allow for a minimum of six (6) feet of distance between them and creating a natural flow directing voters along a one-way path of travel to avoid multiple voters sharing the same space at the same time. Use blue masking tape to mark one-way arrows every six (6) feet along the path of travel to direct voters along the proper voting route from one voter station to another. Below is a graphic exemplifying one-way path of travel flow. See the ADA Guide for specific layout of voter stations, booths, and paths of travel at each voter assistance center.

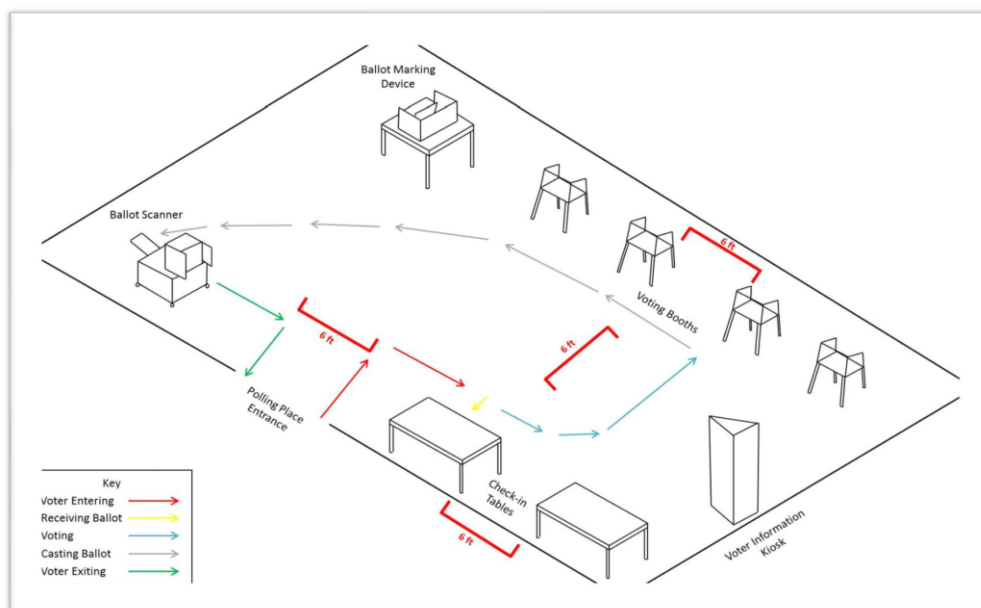


Table for Voters without Face Coverings

Set-up a separate table for voters without face coverings that is distanced at least six (6) feet from other voting stations. Increase the distance to up to 12 feet if a facility’s voting area is large enough to accommodate additional distance. The table for voters without face coverings is not identified on the ideal voting area graphic in your ADA Guide, but should be incorporated into the voting area layout.

The table for voters without face coverings could be set-up in the front lobby, foyer, or (if weather permits) outside the main entrance. If you have questions or unsure where to set-up the table for voters without face coverings, contact Lucinda Jackson (Office: 707-445-7481 / Cell: 707-599-0417).

Measuring Six-Foot Distance

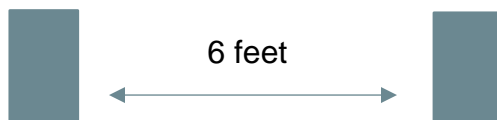
Measure six (6) feet of distance from the left-edge of the voter station or booth to the right-edge of the next voter station or booth.

Voter Check-in Line Queue

The voter check-in line must begin outside of the facility. A free-standing sign marking the start of the voter line will be provided. From the start of the line, place masking tape standing markers every six (6) feet to guide voters on where to stand while in line.

Measuring Six-Foot Distance

Measure six (6) feet of distance between arrows from the edge of standing marker to the bottom of the next standing marker.



Election Worker Screening

Election workers are an extension of the Humboldt County Office of Elections and must complete three (3) pre-screening tasks each day before attending in-person training or arriving at the voter assistance center:

1. Take temperature.
2. Symptom check.
3. Apply hand hygiene.

Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. Election workers experiencing cold,

flu, or COVID-related symptoms, or with a temperature of 100.4 or greater must stay home and call a personal healthcare provider, then contact the Office of Elections and team manager immediately.



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Cleaning Guidelines

Election workers are responsible for cleaning the voting area before, during, and after the polls are open. Areas that require regular cleaning include door hardware, tables, voting booths, pens and styluses, accessible supplies, and other surfaces. Cleaning must be completed before the polls open, regularly throughout the day, after high voter turnout periods, after the polls close, and other times as appropriate. Use the PPE provided by the Office of Elections to conduct regular cleaning. See the Personal Protection Equipment (PPE) section above for instructions on how to properly clean the voting area.

Cleaning Scan, Touch Writer, and On-Demand Printer

All Hart voting equipment can be wiped down with a 70% clear isopropyl or ethyl alcohol solution using a lint-free wipe that has been slightly dampened, or with a 70% clear isopropyl or ethyl wipe. It is best to do this after every voter is processed. Do not use bleach on HART voting equipment. No other ingredients or fragrance-based solutions should be used or admixed.



Do not use bleach on voting equipment.

To avoid spotting:

- Make certain that equipment screens are wiped completely dry.
- Do not leave puddles.
- Do not wipe or wet paper ballots.
- Do not use any other type of ammonia, bleach or detergent-based solutions on HART voting equipment, as these may be harmful to the screens or the plastics surrounding the displays.

Cleaning Poll Pad

Using a 70% clear isopropyl or ethyl alcohol solution using a lint-free wipe that has been slightly dampened, or with a 70% clear isopropyl or ethyl wipe, gently wipe the hard, nonporous surfaces of the Poll Pad, including the display and other exterior surfaces.

When cleaning the Poll Pad:

- Unplug all cables and turn off the Poll Pad.
- Use the lens cleaning cloth to wipe off the display screen.
- Avoid getting moisture in openings.
- Do not use any other cleaning products or compressed air.

Worksite Specific Action Plan

Every voter assistance center will have a worksite specific action plan for that facility. The purpose of the worksite specific action plan is to provide worksite contact information, procedures and forms for reporting COVID-related instances, safety and cleaning information, and provide the worksite specific evaluation form template. Voter assistance center managers will be responsible for completing a worksite specific evaluation form twice each day of voting: (1) between 10 am – 11 am; and (2) between 2 pm – 3 pm.

COVID-Related Signage

Voter assistance centers will receive exterior and interior signage that must be set-up prior to the polls opening. During the worksite specific evaluation process, the voter assistance center manager will evaluate exterior and interior signage and adjust or replace signage as needed.

Exterior Signage

Voter assistance centers will receive COVID-related materials that must be in place before the polls open.

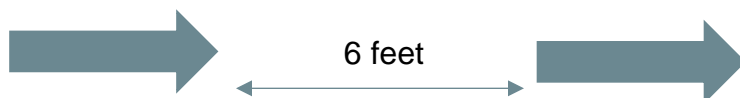
- A poster reminding voters of proper COVID protocols. The poster should be affixed to the outer wall of the facility in a visible location and (if possible) under an awning to avoid weather damage.
- Free-standing “Line Starts Here” sign. The sign should be placed outside of the facility at the point the voter check-in line queue starts.
- Blue masking tape. Beginning at the voter check-in line queue, place masking tape standing markers on the ground every six (6) feet to guide voters on where to stand.

Interior Signage

- Blue masking tape. Beginning at the front entrance of the voter assistance center, place blue masking tape on the floor every six (6) feet in the shape of arrows to guide voters along the one-way voting route.

Measuring Six-Foot Distance

Measure six (6) feet of distance between arrows from the top of the arrow to the bottom of the next arrow.



Processing Voters

When processing voters, election workers should maintain a six (6) foot distance from voters whenever possible. When working at voter stations that require closer proximity, election workers should use the PPE supplies provided (gloves and plexiglass) to increase protection.

Curbside Voting

In addition to PPE measures provided above, considerations for election workers conducting curbside voting include:

- Wear gloves.
- Bring hand-sanitizer for the voter to apply before and after voting and a temporary mask in the event the voter forgot to bring one.
- Approach the vehicle or proximity on the path of travel (for curbside voting along the path of travel and not at a vehicle) slowly and maintain a six (6) foot distance until necessary.
- Wear a mask or face covering and ask the voter to put on a mask if not already wearing one. Provide the temporary mask if the voter forgot to bring one.
- Maintain physical distance throughout the interaction except when necessary for hand-offs. Keep hand-offs brief and move back as quickly as possible.

Ballot Handling: Processing

The Center for Disease Control has advised that the contamination from processing paper ballots and envelopes is low when proper hand hygiene and personal protective equipment are applied. Considerations for election workers during ballot handling include:

- Use disposable gloves when handling ballots and ballot envelopes.
- Follow guidelines for proper use of gloves in the Personal Protection Equipment (PPE) section above.

Voters without Face Coverings

Voters without face coverings should never be denied the right to vote. If a voter arrives to the voter assistance center without a face covering, a member of the leadership team should offer the voter a temporary mask.

Voters who Refuse Face Coverings

Voters who refuse to wear a face covering should never be denied the right to vote. If a voter refuses to wear a face covering, the member of the leadership team assigned to processing voters without face coverings should accompany the unmasked voter to the section of the voting area set-up for voters without face coverings.



Voters who refuse to wear a face covering should never be denied the right to vote.

Processing Voters without Face Coverings

The voter assistance center leadership team (manager, assistant manager, and voting equipment technician) will be responsible to assist voters who refuse face coverings. Voter assistance center teams will set-up a space in the voting area separate from other voter stations. If weather permits, the table for voters without facial coverings may be set-up outside of the facility.

When a voter refuses a face covering:

1. Have the voter sit or stand at the table designated for voters without face coverings.
2. Ask for the voter's name and address and write this information on the paper.
3. Go to the voter check-in table and find the main roster page with the voter's name on it.
4. Take to the voter:
 - a. Main roster page with the voter's name on it.
 - b. Official ballot.
 - c. Ballot stub (ballot voter receipt).
 - d. Single-use secrecy sleeve.
 - e. Pen.
 - f. Assisted voter list form, if necessary.
5. Direct the voter to sign the main roster.
6. Provide the voter with their official ballot and secrecy sleeve and wait while the voter marks the ballot.
 - a. If the voter has not already done so, put the ballot in the secrecy sleeve.
7. Ask the voter to wait while you go to the Scan to deposit the ballot into the ballot box. (If there is a problem such as an overvote, this will give you the opportunity to tell the voter so that they can make a correction or spoil the first ballot and vote a second one.)
8. Go to the Scan and deposit the ballot into the ballot box.
9. Return to the voter to verify their ballot has been successfully cast.
10. Escort the voter along the one-way path of travel to the exit door.

Important Reminders when Assisting Voters without Face Coverings

- Maintain a minimum six (6) feet distance from the voter.
- Wear a face covering.
- Wear gloves.

Observers and Watchers who Refuse Face Coverings

Observers and watchers must comply with directives of the California Department of Public Health, County of Humboldt, and Humboldt County Department of Public Health. Observer directives include:

- Wear a mask or face covering.
- Maintain physical distance of six (6) feet.
- Apply hand hygiene and cough etiquette.

If an observer or watcher refuses to follow state and county guidelines, contact the Office of Elections at 707-445-7481. If the situation escalates contact law enforcement (Voter Assistance Center Manual - Section 1: Contact Information for additional information). If at any time election workers or others present feel unsafe or threatened, call 9-1-1 then the Office of Elections immediately on the emergency hotline at 707-382-4157.



Observers and watchers must wear a mask or face covering inside the voter assistance center. If an observer refuses to follow state and county guidelines, contact the Office of Elections immediately.

Conflict and De-escalation

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

Election workers must rise above a voter's disgruntlement or anger, using de-escalating measures to lower the stress level of the voter to reach the best possible outcome.

Since election workers will find these encounters stressful, election workers should respond to voters using de-escalation measures including:

- Speak with a calm voice at a normal volume.
- Be respectful.
- Communicate with posture and expression of confidence so the voter will understand their right to vote is being respected.
- Resist the urge to engage on the underlying objection.
- Repeatedly use words like "You are able to vote in-person and we have a location in the voting area for people without a mask."
- Use the process for processing voters without face coverings above to process the voter.

When De-escalation is not Successful

If efforts to de-escalate a stressful encounter are not successful, contact the Office of Elections at 707-445-7481. If the situation escalates contact law enforcement (see Voter Assistance Center Manual - Section 1: Contact Information for additional information). If at any time election workers or others present feel unsafe or threatened, call 9-1-1 then the Office of Elections immediately on the emergency hotline at 707-382-4157.



If at any time election workers or others present feel unsafe or threatened, contact 9-1-1 and the Office of Elections immediately.

COVID Exposure Response

If an election worker has COVID-19 or symptoms of COVID-19, the following information must be gathered to share with the local health department:

- Date of discovery of COVID-19 infection or symptoms.
- Election worker's name.
- Hours worked.
- Assigned voter assistance center (include name and address of facility).
- Last date and time the election worker was at the facility.
- Names and phone numbers of all election workers who worked within six (6) feet of the election worker showing COVID-19 infection or symptoms.