



## **Interim Guidance: Safer Voting During COVID-19**

**Updated October 26, 2020**

CCSF (City and County of San Francisco) is sharing this guidance in an effort to promote the general welfare and health and safety of election workers and voters during the COVID-19 pandemic and current personal protective equipment (PPE) shortages. Anyone reviewing this guidance must understand the following:

Data, knowledge, and recommendations concerning the safe use of PPE is evolving rapidly. CCSF developed this guidance based on its inventory of PPE and the client services being provided as of September 18, 2020. This guidance is based specifically on the data, knowledge and recommendations concerning the safe use of PPE and supply chain prognosis as of September 18, 2020 and is subject to change without notice.

Employers should consult the Centers for Disease Control (CDC) guidelines for the current selection, alternatives, and safe use of PPE. This framework may not strictly comply with all guidelines for PPE but was developed to address the COVID-19 pandemic emergency and the resulting PPE shortages.

Employers should consult with their Health & Safety, Infection Control, and Risk Management staff before deciding to use any of the information or processes in this guideline. Any decision to use all or part of this guideline rests solely with that employer. In making this guidance publicly available, CCSF is not assuming or imposing on CCSF, or its officers or employees, any obligation for which it may be liable to any person who claims that this guidance proximately caused injury.

This document was updated from October 1, 2020, to include social distancing protocol for polling locations that have one doorway for entry and exit:

- Traffic layout modified to ensure voters move in one direction through the voting area and to facilitate social distancing when entering and exiting the site; and when available, using dedicated entrances and exits to avoid bottlenecks so that crowds do not form

The following guidance was developed by the San Francisco Department of Public Health for use by Department of Elections. This interim guidance may change as knowledge, community transmission, and availability of PPE and testing change.

**AUDIENCE:** In-person voters, Department of Election staff and associated personnel such as election workers and greeter clerks.

**BACKGROUND:** With the election approaching, the Department wants to ensure voting is as safe as possible for both election workers and voters during the COVID-19 pandemic.

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## Health and Safety Protocols at In-Person Voting Locations

**Election workers and greeter clerks must abide by the following health and safety - related rules in the Poll Worker Manual:**

- Complete the Polling Place Health and Safety Checklist (see Appendix A) and post at the polling place. This should occur during set up and before opening, affirming that election workers have completed all health and safety protocol and passed the [Poll Worker Public Health Self-Screening Checklist \(see Appendix B\)](#)
- Maintain six feet physical distance from other people as much as possible
- Always wear a face covering while inside polling places (cloth masks provided)
  - Follow CDC guidelines on [How to Safely Wear and Take Off a Mask](#)
  - Election workers may bring and wear their own masks, provided they are clean and well-fitting, meet CDC guidelines (no holes or air vents) and are politically neutral (no text or logos)
  - Removal of masks is allowed when eating or drinking while on break outside polling places. Maintain six feet distance from others while eating or drinking.
- Properly use personal protective equipment (PPE) such as face masks, face shields, and gloves. [See **Table 1** for appropriate usage of PPE]
- Wash hands with soap and water for at least 20 seconds or sanitize hands (using sanitizer with at least 60% ethanol or at least 70% isopropyl alcohol) during these activities:
  - Upon arrival
  - Before and after removing gloves (instruction on [proper removal of gloves](#)) [see **Table 1** below for circumstances under which gloves are to be worn]
  - After each break
  - After coughing, sneezing, or touching their eyes, nose or mouth
  - After touching any equipment or supplies that have not been disinfected
  - Whenever instructed to in their procedures
- Frequently clean and disinfect voting supplies, equipment, and high-touch surfaces, approximately every 30 minutes or more frequently when equipment is used (see Cleanliness and Sanitation Protocol below for details)
- Complete cleaning logs to document the times when cleaning tasks are completed throughout the day

**Election workers must take and pass the Poll Worker Public Health Self-Screening Checklist (see Appendix A) prior to serving voters.**

**Polling place greeter clerks are responsible for maintaining health-related protocols. While stationed at site entrance, their duties include:**

- Assisting voters who are dropping off their vote-by-mail ballots so those voters do not need to enter voting area



- Distributing hand sanitizer with at least 60% ethanol or at least 70% isopropyl alcohol
- Offering health and safety supplies such as face coverings and gloves
- Answering voter questions
- Making regular announcements to remind voters to maintain a six feet distance from one another and discouraging the gathering of groups while in line
- Limiting the number of voters and observers entering a voting area at any one time; the quantity of voters will depend on size of site-specific voting area

### Face Coverings and Voters

- Voters are expected to wear face coverings properly, covering both mouth and nose
- Voters and observers who arrive without face coverings will have access to disposable face coverings
- Voters who choose not to follow health and safety related guidance, such as the use of facial coverings, must still be allowed to vote. Ultimately, the right to vote must take precedence.

### Cleanliness and Sanitation Protocols

All election workers will be trained on cleanliness and sanitation protocols, expected to track and record cleaning tasks and follow the below protocols on Election Day:

- Frequent and thorough handwashing with soap and water for at least 20 seconds or hand sanitizer if soap and water are unavailable
- Alcohol-based hand sanitizers with at least 60% ethanol or at least 70% isopropyl alcohol made available to all voters and election workers at entrances and exits
- Frequent disinfection of surfaces and supplies (clean and disinfect supplies every thirty minutes or more frequently as needed) using EPA approved [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#), the virus that causes COVID 19
  - Follow instructions on label of disinfectant to ensure safe and effective use of the product
  - Keep surface wet for a period of time (see product label)
  - Ensure good ventilation during use of the products
- Gloves provided to all poll workers worn when disinfecting equipment and handling supplies
  - Election workers will be provided with a bulletin that includes [instructions on proper glove removal and disposal](#) to avoid cross-contamination

The inspector and field election deputy will be responsible for:

- Checking cleaning records
- Ensuring that cleaning protocols are followed
- Maintaining the stock of cleaning supplies
- Regularly sanitizing the voting booths and materials
- Disinfecting the ballot-marking device after each use
- Maintaining stock of cleans pens by ensuring pens are regularly disinfected

### Supplies to support cleaning and disinfecting of in-person voting locations

- EPA Approved disinfectants [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)



- Follow recommended vendor and manufacturer guidance on disinfection for cleaning voting machine surfaces (including touch screens).
  - Avoid use of alcohol wipes due to flammability unless specifically required by vendor
- Disposable gloves to use when cleaning and disinfecting
- EPA-approved hand sanitizer with at least 60% ethanol or at least 70% isopropyl alcohol
- Disinfectants and disposable paper towels to clean ballot marking pens, voting booths, tables, chairs, and any other frequently touched surfaces and objects (except voting machines)
- Disposable, sanitary earpiece covers for headphones for voters with disabilities

**Ballot envelopes redesigned to support sanitation protocols**

- Vote-by-mail and provisional ballot envelopes now have adhesive “peel and seal” strips
- Reusable ballot secrecy folders replaced with single-use secrecy folders
- Voter Information Pamphlets and reference ballots will be provided in multiple languages and offered to voters with gloves

## Polling Place Plans and Layouts

**Each polling location will have a Site-Specific Protection Plan (SSPP) with a custom layout based on the specific characteristics and blueprint of that voting site. The layout in the plan will ensure the safety of voters and election workers, including:**

- Social distancing measures
- Diagrams indicating placement of floor markers inside and outside the site
- Voter privacy measures
- Accessible voting paths
- Traffic layout modified to ensure voters move in one direction through the voting area and to facilitate social distancing when entering and exiting the site; and when available, using dedicated entrances and exits to avoid bottlenecks so that crowds do not form
- Spacing of six feet between voting equipment, voting tables, and voting booths
- Maximum capacity precautions
  - Maximum capacity of each site will vary depending on size and layout
  - Ensure safety by limiting the number of voters inside the polling place to prevent crowding

**Physical distancing protocols for safety and access — see sample diagram (see Appendix C) — which indicates where each item will be placed:**

- Greeter table where voters will be able to view health and safety sign alerting voters to health and safety protocols and will receive:
  - Hand sanitizer (with at least 60% ethanol or at least 70% isopropyl alcohol)



- PPE [see **Table 1**]
- Election tables where voters sign the roster and pick up ballots
- Voting equipment ballot scanner and ballot marking device for people with disabilities
- Voting booths
- Marked voter pathways to maintain six-feet distance
- Accessibility considerations for voters with disabilities, including navigation, voting privacy and safety
- Signs taped to identify suitable standing or sitting areas for election observers (an observer is any member of the public who wishes to observe opening, closing and/or voting procedures)
- Curbside voting. Refer to the Poll Worker Training Manual
- Voting for voters with symptoms, those who are sick, or known COVID-19 positive:
  - Signage on the door of polling locations directing ill voters to access alternative voting
  - Brief video, for non-reading or visually impaired voters who are unable to read signage, directing ill voters to access alternative voting options
  - Election workers assisting voters with symptoms should advise voters of alternative voting options such as emergency ballot delivery
  - Request ballot delivery, available the week before the election through the close of polls on Election Day

**Table 1**

**Personal Protective Equipment for Election Workers at In-Person Voting Locations**

- Wear face mask or face covering at all times
- Use gloves if there is contact with potentially contaminated surfaces (view instruction on [proper removal of gloves](#))
- Wear safety glasses or face shield when interacting with a resident without a barrier and where six feet distancing cannot be maintained

**Requestors of Ballot Delivery**

Emergency ballot deliveries are conducted the week before election in accordance with California election law. Voters who have not received their ballots for any reason and who are not able to vote in person or authorize someone else to pick up a ballot, may request this service up through the close of polls on Election Day. This service is intended for voters experiencing unexpected illness or disability. These voters include:

- **Homebound voters**

Voters who misplaced ballot, it is too late to mail a new ballot to voter, and the voter is unable to visit the Voting Center or a polling place to receive a replacement ballot in person

- **Patients in hospitals or homecare**



Voters who are or were recently hospitalized, never received their ballot in the mail, and now request a new ballot be delivered to a hospital or their home

- **Residents of shelters, nursing homes, convalescent homes, isolation and quarantine hotels, and other short-term and long-term medical care facilities**

## Ballot Delivery Safety Protocol

The safety of the requestors and Department of Election staff is a top priority. In order to successfully complete these requests, it is crucial that ballot delivery drivers follow these procedures.

### COVID-19 Self-Assessment

- Each day before beginning ballot delivery, self-screen using the site [Check Your Health for City staff](#).
- [Stay home](#) if sick, have tested positive for COVID-19, or have recently had [close contact](#) with a person with COVID-19. A brief overview of what to expect with testing, isolation, and quarantine in San Francisco can be found [here](#).

### Staying Healthy

- Maintain safe physical distance of six feet at all times.
- Wear a mask (face covering) at all times. Masks will be provided, but staff may use their own. It is recommended to have multiple face coverings (whether reusable or disposable) to ensure a clean one is used each day. Masks with one-way valves should only be worn if another non-valve mask is worn covering it.
- Wash hands with soap and water for at least 20 seconds, or use hand sanitizer (with at least 60% ethanol or at least 70% isopropyl alcohol) if soap and water not available:
  - before entering pickup ballot locations
  - before and after breaks or shifts
  - after touching your face, hair, other areas of body, and after handling masks and other Personal Protective Equipment (PPE)
  - after using the restroom
  - after coughing, sneezing, using a tissue, smoking, eating, or drinking
  - after touching shared surfaces or objects when dropping off ballots to individuals or facilities
  - wash/sanitize your hands throughout your shift
- Delivery vehicle should be kept clean and free of clutter. Disinfect high-touch surfaces in delivery vehicles throughout the work shift using an approved disinfectant.
- Remember to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- Drivers will be provided with [personal protective equipment](#) (PPE), including respiratory protection, face shields, gowns/protective clothing, and gloves. Follow [procedures](#) on how to appropriately use PPE equipment.
- PPE recommendations in **Table 2** follow CDC recommendations based on potential exposure scenarios that election workers may encounter during delivery of ballots.





**Table 2**

**Personal Protective Equipment (PPE) for election workers conducting ballot delivery to locations where suspected or confirmed COVID-19 individuals may be present\***

**Ballot delivery to voters where residents and others are:**

- **Masked**  
**AND**
- **Where six feet distancing can be maintained**

Example: Delivery and drop off of ballots to residents in SROs or residences where voter and/or co-habitants present are masked

**Recommended PPE**

- Facemask<sup>1</sup> with reuse and extended use practices in place.<sup>2</sup> Discard if any discard criteria is met (Table 3).
- Gloves if there is contact with potentially contaminated surfaces or shared items during interaction. Discard after use.

**Ballot delivery with brief interaction (< 15 minutes duration) and you are:**

- **Within six feet of residents or others who are masked**  
**OR**
- **With residents or others who may or may not be masked and six feet distancing can be maintained**

Example: Handing a ballot directly to residents in SRO or residence where voter and/or co-habitants present are masked; or delivering ballot to unmasked residents while maintaining six feet distance

**Recommended PPE**

- Facemask<sup>1</sup> with reuse and extended use practices in place.<sup>2</sup> Discard if any discard criteria is met (Table 3).
- Face shield or safety glasses with reuse and extended use practices in place.<sup>2</sup>
- Gloves. Discard after use.

**Ballot delivery and extended interaction (> 15 minutes duration) or repeated short duration interactions with residents:**

- **Who are not masked**  
**AND**
- **Where six feet distancing cannot be maintained throughout the encounter**

Example: Close extended (>15 minutes) interaction or repeated brief interactions with residents who need assistance with understanding ballot instructions in SRO or residence

**Recommended PPE**

- Fit tested N95 with reuse and extended use practices in place.<sup>2</sup> Discard if any discard criteria is met (Table 3).
- Face shield or safety glasses with reuse and extended use practices in place.<sup>2</sup>
- Protective clothing.<sup>3</sup>
- Gloves. Discard after use.

\* Includes locations where quarantined clients are present.





<sup>1</sup> Facemasks are PPE and are often referred to as surgical masks or isolation masks. An N95 respirator for which the wearer has not been fit-tested are considered to be substitutes for facemasks.

<sup>2</sup> PPE reuse and extended use is per your facility policy and during times of PPE scarcity. Please see **Table 3** for guidance about when PPE should be discarded in settings of reuse and extended use. Adherence to proper hand hygiene is essential when redonning a facemask, eye protection, or other PPE. For additional information go to: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>

- **Extended Use** refers to the practice of wearing the same facemask or eye protection for repeated close contact encounters with clients, without removing the protective equipment between client encounters.
- **Reuse** refers to the practice of repeated use of a facemask or eye protection by the same person over a period of time for multiple encounters with clients and removing it ('doffing') after each encounter. The facemask or eye protection is stored in between encounters to be put on again ('donned') prior to the next encounter with a client

<sup>3</sup> Includes smocks, shop coats, uniforms, gowns, or similar garments which will protect the wearer's personal clothing. Replacement garments must be readily available in case garments become soiled during a shift, and all reusable garments must be laundered after a single day's use.

**Table 3. Discard Criteria for PPE in Settings of Reuse and Extended Use\***

PPE	Discard criteria
N95 or facemasks	<ul style="list-style-type: none"><li>• Dirty or visibly soiled</li><li>• Comes in contact with blood or bodily fluids</li><li>• Is hard to breathe through</li><li>• If the straps appear overly stretched, torn or if face-piece becomes damaged</li><li>• If the inside of the respirator is inadvertently touched by a dirty glove or hand</li></ul>
Protective Clothing	<ul style="list-style-type: none"><li>• Dirty or visibly soiled</li><li>• Comes in contact with blood or bodily fluids</li><li>• Physically damaged, including broken ties and fasteners</li><li>• Consider discarding after high risk activities depending on supply availability</li></ul>
Face shield, goggles	<ul style="list-style-type: none"><li>• Can no longer fasten securely to the provider</li><li>• Visibility obscured and reprocessing does not restore visibility</li></ul>
Gloves	<ul style="list-style-type: none"><li>• Discard after each use</li></ul>

\* Dispose of all soiled linens and discarded PPE in a trash receptacle and close the lid. Use gloves when handling soiled PPE.

### **Cleanliness and Sanitation**

- Use provided disinfectant wipes to:
  - Disinfect high-touch surfaces in delivery vehicles throughout your work shift.
  - Disinfect pens, equipment, and devices before and after each use.
- Dispose of all soiled linens and discarded PPE in a trash receptacle and close the lid. Use gloves when handling soiled PPE.



- Disposable, sanitary earpiece covers for headphones must be replaced and the headband properly disinfected after each use. Headphones are intended for use by voters with disabilities.

### **Physical Distancing**

- Maintain physical distancing of at least six feet, except momentarily as necessary, such as to deliver or retrieve ballots.
- If practical, use a “neutral zone” for passing ballots and other election materials, instead of handing a requestor a ballot.

### **Limiting Contact**

- Use elbow or shoe to knock on doors. Use elbow to push elevator buttons.
- Avoid handshakes and similar greetings that break physical distance.
- Avoid sharing signing equipment such as a pen or stylus. If unavoidable, disinfect pens, equipment or devices before and after each use.
- Try to limit interactions to a maximum of five minutes per occurrence.
- When possible, do not go inside homes, even if resident invites you in.
- Use contactless processes for pickup and delivery, away from high traffic areas, when feasible. This may include drop-off locations for pickup and delivery.

Delivery drivers are instructed to contact the Voter Support Manager (415) 553-0712 or the Department’s admin team if they have questions about safety procedures.

## **Ballot Delivery Procedures**

### **Delivery process**

- Ballot deliveries are scheduled in two blocks:
  - Morning deliveries take place between 9 a.m. and 12 p.m.
  - Afternoon deliveries take place between 1 p.m. and 4 p.m.
- Delivery drivers determine the most efficient route based on the locations of the requests
- When starting their work shift, drivers are expected to pick up cell phone, red identification vest, car keys, binder, container for ballots
- Check in with the Voter Support Manager who will provide:
  - Ballot packets: These packets will include the ballot, the Ballot Pickup Authorization form (if needed), a Voter Information Pamphlet, and an “I Voted” sticker.
  - Delivery instructions sheet: This sheet will have the delivery addresses, requestor contact information, and any special instructions
- Drivers plan delivery route and depart for first location



### Three most common delivery types

- **Drop off**
  - If a drop off is indicated, delivery drivers will leave the ballot where directions specify and follow any special instructions.
- **Drop off and pick up**
  - Drivers will deliver the ballot and a Ballot Pickup Authorization Form to the requestor, wait while they fill out the forms, and then deliver the signed and sealed ballot and the authorization form back to the Department.
  - If the delivery instruction sheet specifies, or the requestor indicates that they need more time to fill out the ballot and the authorization form, this is fine. Drivers will then need to inform the requestor that they will return after completing the remaining deliveries to pick up the filled-out ballot and form. Drivers should give the requestor an estimated time that they will return.
  - When picking up the ballot, drivers must verify that the requestor has signed and sealed the ballot.
  - Put ballot into the provided container.
- **Hospital delivery and pickup**
  - Hospitals usually have a designated Department liaison. In most instances, the paperwork will have already been completed, and drivers will need to either deliver the ballots to this liaison or pick up ballots from them.
  - Drivers are to follow the delivery instruction sheet.
  - Before leaving the location, delivery drivers should verify that the ballots have been signed and sealed.
  - Delivery drivers will put the ballot into the provided container.

### Requestor Needs and Delivery Schedule

- The Department does its best to accommodate each requestor's specific needs. Drivers, as Department emissaries, must meet the needs of the requestor while also making sure that all deliveries are met on schedule.
- If a situation requires more assistance than delivery drivers can provide in a timely manner, drivers are expected to contact the Voter Support Manager at (415) 553-0712.

### Finishing a Shift

- When a shift is finished, drivers will deliver the signed and sealed ballots, any Ballot Pickup Authorization Forms, and any other elections material to the Voter Support Manager.
- Delivery drivers are expected to report any issues or relevant information to the manager and return other supplies to their designated locations.
- Drivers should dispose of all soiled linens and discarded PPE in a trash receptacle and close the lid. Gloves should be worn when handling soiled PPE.



### **Handling Ballots**

- Handling and processing delivered ballots entail similar procedures as processing mail-in-ballots. The CDC provides the following safety guidelines for mail-in ballots:
  - Handling mail-in ballots is considered a low-risk activity.
  - To further minimize risk, those who handle or process these ballots should practice hand hygiene frequently.
  - Ballots submitted directly can be held for three hours prior to processing to further reduce risk.

### **Best Practices**

- This program serves individuals with mobility needs.
  - When calling, ringing a doorbell, or knocking, delivery drivers should make sure to give the requestor extra time to make it to the phone or entranceway.
- Requestors may forget that they had requested a ballot.
  - Delivery drivers must wear the Department's red identification vest and introduce themselves as a representative of the Department of Elections who is there to deliver a ballot.
- Requestors may have an aide assisting them; drivers should speak directly to the requestor unless it is otherwise indicated.
- Requestors will have different levels of comfort when interacting with strangers.
  - Delivery drivers should be mindful of body language and wait for the requestor to indicate how they would like the interaction to proceed. If the situation is unclear, please ask the requestor how they would feel most comfortable proceeding.



## Resources

Centers for Disease Control and Prevention (CDC)

- [Considerations for Election Polling Locations](#)
- [Partner Call: COVID-19 Considerations for Elections and Voters](#) (Webinar)

U.S. Election Assistance Commission, Joint COVID Working Group (EAC)

- [Health and Safety at the Polling Place](#)

California Secretary of State

- [Election Administration Guidance under COVID-19](#)

San Francisco Department of Public Health (SFPDH)

- [Health Officer Order No. C19-07k, Appendix A: Social Distancing Protocol \(revised 9/14/20\), attachments revised 9/30/2020\)](#)
- [Interim Guidance: Prevention and Management of COVID-19 in Residential Treatment Settings for Adults, Children, and Youth](#)
- [Interim Guidance for Food Delivery Workers During COVID-19](#)

San Francisco Department of Elections

- Poll Worker Training Manual - report submitted to the Board of Supervisors (dated June 29, 2020)
- 1.3 Protecting the Health of Voters and Poll Workers V3

Los Angeles County Public Health

- [Health Officer Order, Protocol for Restaurants, Appendix I](#)



## Appendix A: Polling Place Health and Safety Checklist



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF ELECTIONS**

John Arntz, Director

### Polling Place Health and Safety Checklist

The health and safety protocols established at this polling place were developed in accordance with current public health guidance and in consultation with the San Francisco Department of Public Health.

All poll workers at this polling place were trained on health and safety related protocols and procedures. All poll workers were also required to pass the Poll Worker Public Activity Health Self-Screening prior to reporting to site.

Poll workers at this polling place have completed the following tasks prior to opening the site:

- ☐ Set out face masks, gloves, and hand sanitizer for poll worker and public use
- ☐ Posted health and safety related signage inside and outside the polling place
- ☐ Placed floor markers to assist voters with social distancing
- ☐ Arranged the polling place, including voting booths, equipment, and voter processing tables to allow for social distancing
- ☐ Reviewed and understands cleaning schedules to sanitize equipment and materials throughout the day

For more information or to report suspected non-compliance, please call the Department of Elections at (415) 554-4375.

\_\_\_\_\_  
**Inspector Print Name**

\_\_\_\_\_  
**Today's Date**

#### Lista de comprobación de salud y seguridad en los lugares de votación

Los protocolos de salud y seguridad establecidos en este lugar de votación fueron desarrollados de acuerdo con las directrices de salud pública actuales y con el asesoramiento del Departamento de Salud Pública de San Francisco.

Todos los trabajadores electorales en este lugar de votación recibieron capacitación respecto a los protocolos y procedimientos relacionados con la salud y la seguridad. Asimismo, se exigió que los trabajadores electorales pasaran la Auto-evaluación de Salud para Trabajadores Electorales que Realizan Actividades Públicas antes de presentarse a trabajar en el sitio.

Los trabajadores electorales en este lugar de votación completaron las siguientes tareas antes de la apertura del sitio:

- ☐ Preparar cubrebocas, guantes y desinfectante de manos para uso de los trabajadores electorales y el público
- ☐ Colocar los letreros relacionados con la salud y seguridad dentro y fuera del lugar de votación
- ☐ Colocar marcadores en el piso para ayudar a que los electores mantengan el distanciamiento social
- ☐ Organizar el lugar de votación, lo que incluye colocar las cabinas de votación, el equipo y las mesas de procesamiento de electores de modo que faciliten el distanciamiento social
- ☐ Mantener horarios de limpieza para desinfectar el equipo y los materiales a lo largo del día

Para obtener más información o reportar el posible incumplimiento de estos protocolos, por favor, llame al Departamento de Elecciones al (415) 554-4366.



## Appendix B: Poll Worker Public Health Self-Screening Checklist



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF ELECTIONS**

John Arntz, Director

### Poll Worker Public Health Self-Screening Checklist

You must review and pass this screening before taking part in any public poll worker activity, including any in-person training or service in any public space, including your assigned polling place. If you answer "Yes" to any of the questions below, do not report to training or Election Day service -- instead, call (415) 554-4395 and go to [sf.gov/gettested](https://sf.gov/gettested) as soon as possible.

**1. Do you currently have or in the past 24 hours had any one of the following symptoms which is new or not explained by another reason?**

- |                                      |   |   |
|--------------------------------------|---|---|
| • fever at or above 100.4 F (38.0 C) | • cough, difficulty breathing, or shortness of breath | • fatigue, body aches, or headache        |
| • chills, sweats, or sore throat     | • persistent sneezing or runny nose (not allergies)   | • new loss of smell or taste, or diarrhea |

**YES**

**NO**

**2. Have you had close contact\* with anyone in the last 14 days at home or in the community who has been confirmed to have COVID-19?**

**YES**

**NO**

**3. Within the past 10 days, have you been diagnosed with or tested positive for COVID-19?**

**YES**

**NO**

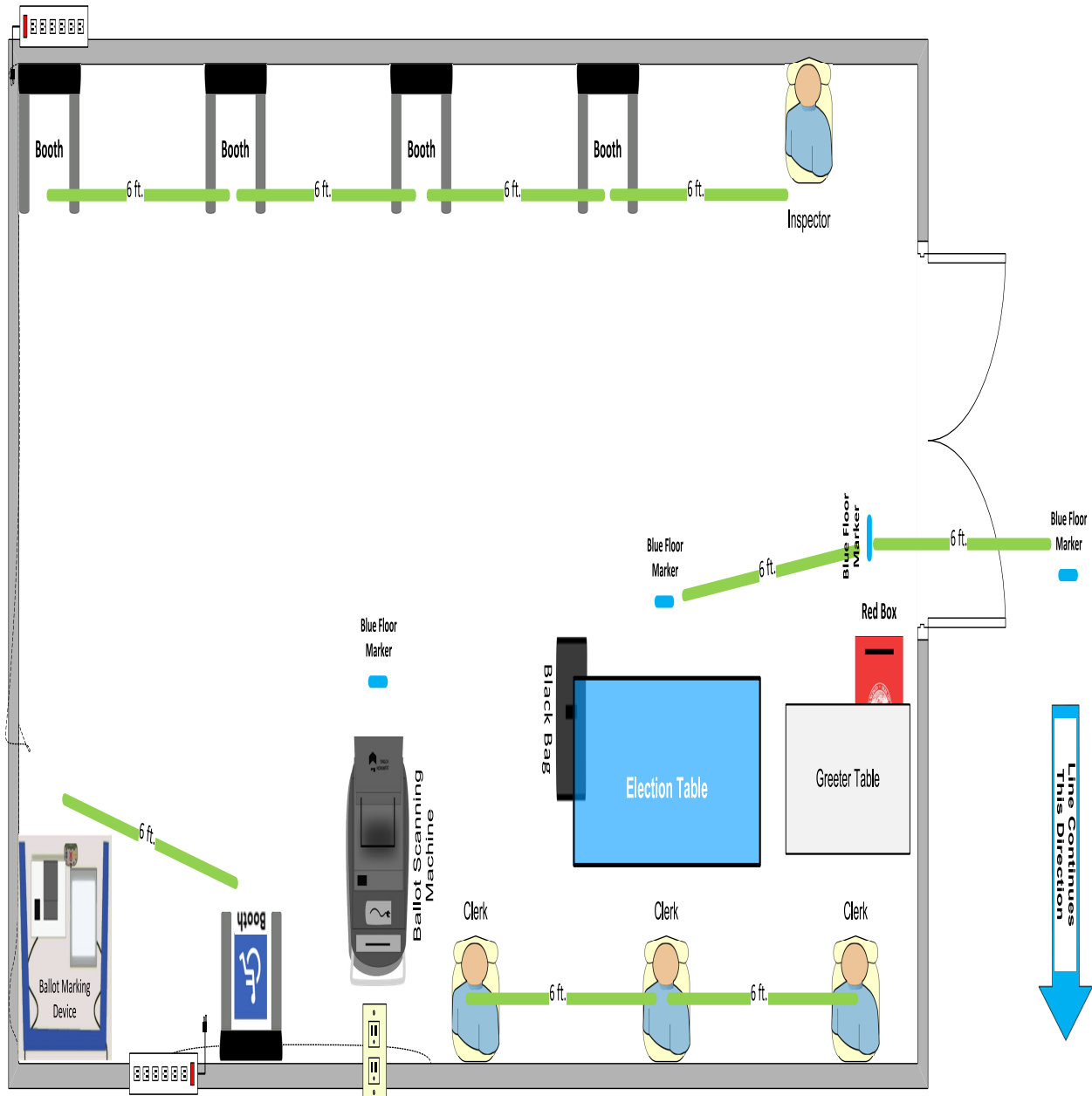
*\* People in your home, sex partners, or people who you take care of or who take care of you. Close contact also includes any contact with people who were within 6 feet of you for more than 10 minutes not wearing a face covering, or with whom you had contact with their body fluids or secretions while you were not wearing a face covering or sufficient protective equipment.*

Note: Passing this self-screening does not provide a guarantee that you are free from infection of any kind. Because it is possible to transmit COVID-19 and/or other pathogens without having been knowingly exposed and without showing common symptoms, poll workers who answer "No" to all questions must still take precautions to protect themselves and others while in training or serving on Election Day. Local health officials currently advise everyone in San Francisco wear a facial covering and stay 6 feet away from others wherever possible.





**Appendix C: Sample Polling Place Diagram**





## Appendix D: Health and Safety Protocols

### HEALTH AND SAFETY PROTOCOLS

PROTOCOLOS DE SALUD Y SEGURIDAD | 衛生及安全守則 | MGA ALITUNTUNIN UKOL SA KALUSUGAN AT KALIGTASAN

**Do your part to protect public health inside this polling place:**



Wear a face covering (masks are available).



Observe physical distancing by staying 6 feet apart from others.



Hand sanitizer and gloves are provided.

**Or you can request a ballot without coming inside:**



To request curbside ballot delivery to your car or the sidewalk, call (415) 553-0703.



The Department of Elections provides ballot delivery for voters who have experienced symptoms of COVID-19\* in the last 24 hours, OR have been diagnosed with or tested positive for COVID-19 within the past 10 days, OR live in the same household with, or have had close contact with someone who in the past 14 days has been in isolation for, or tested positive for COVID-19. To request ballot delivery, call (415) 553-0712.

*\*Symptoms of COVID-19: • cough • shortness of breath or difficulty breathing • fever of 100.4° or greater • chills • muscle or body aches • fatigue • headache • sore throat • persistent runny nose • diarrhea • new loss of taste or smell*

Ponga de su parte para proteger la salud pública dentro de este lugar de votación: Use un cubrebocas (tenemos cubrebocas disponibles). Cumpla con las normas de distanciamiento social al guardar una distancia de 2 metros de los demás. Use el desinfectante de manos y los guantes que se proporcionan.

O solicite una boleta sin necesidad de entrar: El Departamento de Elecciones brinda el servicio de entrega a domicilio de la boleta a los electores que hayan presentado síntomas de COVID-19\* en las últimas 24 horas; O que hayan sido diagnosticados con COVID-19 o hayan resultado positivos a la prueba de COVID-19 en los últimos 10 días; O que vivan o hayan tenido contacto cercano con una persona que en los últimos 14 días haya estado en cuarentena por COVID-19 o haya resultado positiva a la prueba de COVID-19. Para solicitar la entrega a domicilio, llame al (415) 553-0712.

*\*Síntomas de COVID-19: • tos • falta de aire o dificultad para respirar • fiebre de 100.4o F (38 o C) o más • escalofríos • dolor muscular o de cuerpo • fatiga • dolor de cabeza • dolor de garganta • escorrimiento nasal persistente • diarrea • pérdida inusual del gusto o del olfato*

您有責任保障此投票場地內的公共衛生：戴上口罩（備有口罩可供取用）。緊記時刻與他人保持6呎距離。提供搓手清潔消毒液和手套。或您不需要入場也可以取得選票：選務處可以為有需要的選民提供選票送遞服務。如選民在過去24小時內出現新冠病毒（COVID-19）\*症狀，或在過去10天內被診斷出COVID-19陽性或經檢測呈陽性，或者患者同住，或與過去14天內因COVID-19需要自我隔離或測試呈陽性的人有密切接觸，可使用此服務。如需要求選票送遞服務，請致電（415）553-0712。

\* COVID-19的症狀：• 咳嗽 • 呼吸急促或呼吸困難 • 發燒100.4度或以上 • 發冷 • 肌肉或身體疼痛 • 疲勞 • 頭痛 • 喉嚨痛 • 持續流鼻涕 • 腹瀉 • 近期失去味覺或嗅覺

Gawin ang inyong parte upang maprotektahan ang pampublikong kalusugan sa loob ng lugar ng botohan: Magsuot ng pantakip sa mukha (makakukuha ng mga maskara). Magpanatili ng 6 na talampakang distansya sa pagitan ng mga tao. May nakalaang mga panlinis ng kamay at guwantes.

O maaari kayong humiling ng balota nang hindi pumapasok sa loob: Magbibigay ang Departamento ng mga Eleksyon ng mga serbisyo sa paghahatid ng balota para sa mga botanteng nakararanas ng mga sintomas ng COVID-19\* sa huling 24 oras, O na-diagnose o naging positibo sa COVID-19 sa loob ng nakaraang 10 araw, O nakatira sa parehong bahay kasama ang, o nagkaroon ng malapit na pakikipag-ugnayan sa isang tao sa nakaraang 14 araw na naka-kwarantana para sa, o naging positibo sa COVID-19. Upang humiling ng serbisyo sa pagpapadala ng balota, tumawag sa (415) 553-0712.

*\*Mga Sintomas ng COVID-19: • ubo • igsi ng paghinga o nahihirapang huminga • lagnat na 100.4° o mas mataas pa • pangginginig • pananakit ng kalamnan o katawan-pagkapagod • pananakit ng ulo • pananakit ng lalamunan • paulit-ulit na sipon • pagtatae • pagkawala ng lasa o pang-amoy*