**NOVEMBER 3, 2020**

**GENERAL ELECTION**

# POLL WORKER MANUAL

SAN FRANCISCO
NOVEMBER 3, 2020
GENERAL ELECTION
VOTE

I AM A POLL WORKER
MAY I OFFER YOU ANY ASSISTANCE?

Madison
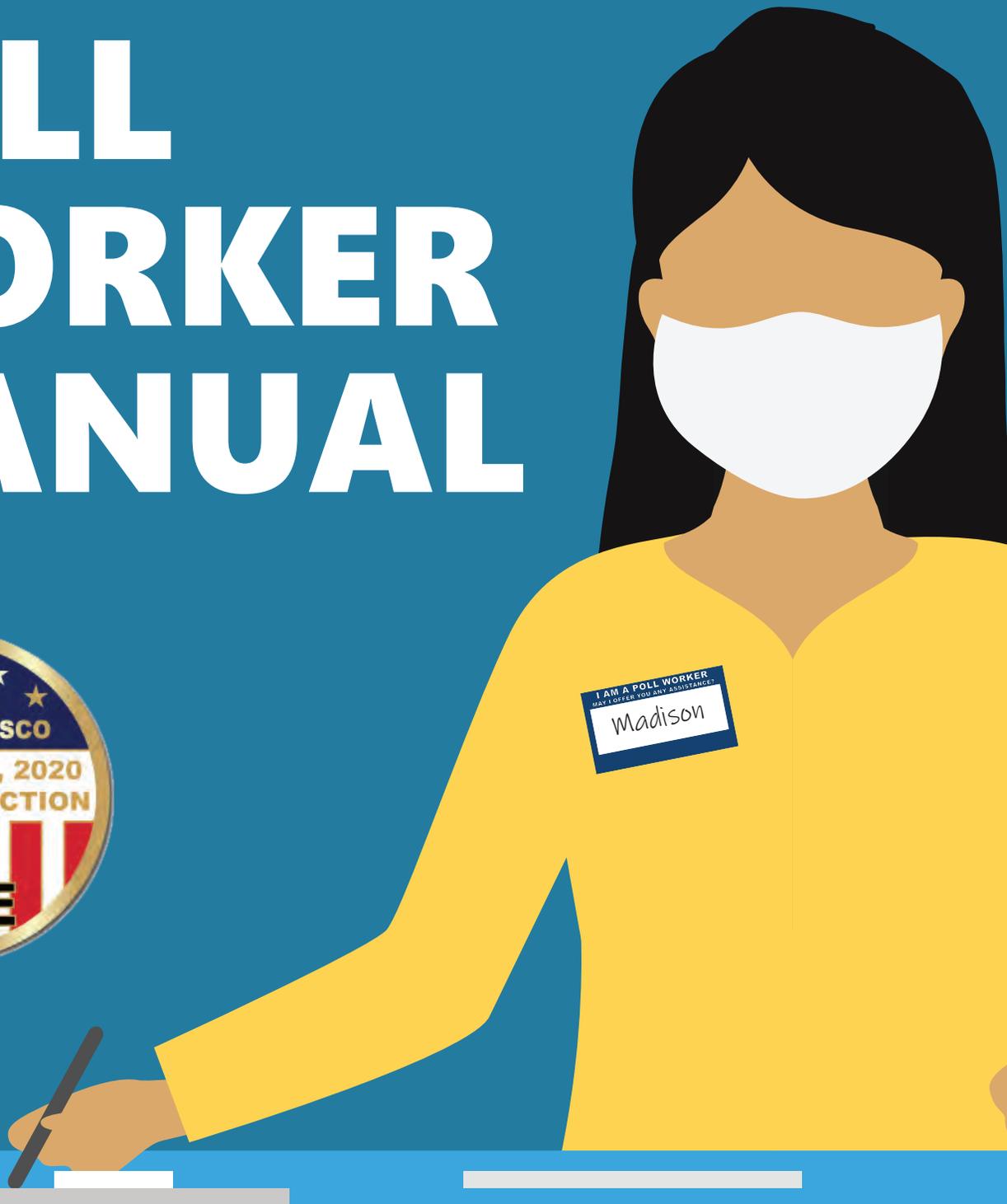
SAN FRANCISCO
**ELECTIONS**

# About This Manual

This manual is designed to help you fulfill your Poll Worker Mission, to efficiently carry out your duties, and to provide excellent service to voters.

In every election, new laws, forms, regulations, and technology affect poll worker procedures. This election, mainly due to changes in law related to the COVID-19 pandemic, a large number of poll worker procedures have changed in fundamental ways. In addition to following new procedures, poll workers in this election must fill new roles, utilize new forms, and adhere to new public health standards.

This manual describes current poll worker tasks and protocols in detail, and for the benefit of returning poll workers, highlights changes for the upcoming election, including the new 5:45 a.m. arrival time; new health and safety rules, such as regular cleaning of common supplies and voting equipment; new documents, such as the custom Site-Specific Protection Plan; new roles, such as the "Greeter Clerk"; and new procedures, such as the modified method for processing vote-by-mail voters who want to vote in person.

To successfully carry out your duties on Election Day, you will need to read every chapter of this manual. Begin with the Table of Contents, which is color-coded to help you find the information you need as quickly as possible. In Chapter 1, you will find information about your goals and duties as a poll worker, new health and safety protocol, and tips on how to respectfully interact with and protect the rights of all voters. In Chapters 2-4, you will find information about specific procedures and Job Cards with step-by-step instructions for setting up a safe and accessible polling place, processing voters during voting hours, and securing and transferring ballots and results after the polls close. The last several pages of this manual consist of an index and an appendix with essential forms and translated scripts.

Please remember to take notes in this manual and send questions to Department staff as soon as possible so you are fully prepared to assist voters on Election Day. You can reach Department staff who would be happy to answer any questions about the contents of this manual by calling (415) 554-4395 or emailing pollworker.communication@sfgov.org.

We thank you in advance for your diligence and hard work, and hope you enjoy both learning about current elections processes and helping San Francisco voters participate in the general election on November 3!

# Table of Contents

# CHAPTER 1

# ELECTION FUNDAMENTALS

# 1. Election Fundamentals



## 1.1  Poll Worker Mission

Your mission this November 3 is to help the Department of Elections conduct a free, fair, and functional election in San Francisco.

In a *free* election, poll workers ensure all polling places are welcoming, neutral places where every voter can safely cast a secret ballot.

In a *fair* election, poll workers offer voting resources and secure all ballots so every voter has an equal opportunity to have their voice heard.

In a *functional* election, poll workers read and follow all opening, voting, and closing procedures carefully and exactly.

## 1.2  Professional Standards

On Election Day, poll workers serve as official representatives of the Department of Elections. As such, you must act appropriately:

- Do not express your personal opinion about any candidate or measure on the ballot.

- Address voters by their full name and avoid pronouns such as "he," "she," and titles such as "Mr." and "Mrs."

- Be discreet, considerate, and courteous at all times. Dress in a manner that dignifies your important and official role.

- Do not use your cell phone for personal matters unless you are on break. Do not use a television or radio at any time.

- Remember to take your assigned breaks – break schedules are printed in Appendix 5.10 of this manual.

## 1.3  New Health and Safety Protocol

To mitigate the transmission of COVID-19 and to protect the health and safety of voters, poll workers, observers, and the general public, it is vital that you read, understand, and follow all health and safety related guidelines and procedures in this manual. If you have any questions about this new guidance, please call (415) 554-4395 as soon as possible.

On Election Day, every polling place will be supplied with health and safety signage reminding voters to take certain actions to protect public health. This signage must be placed during opening in accordance with the steps listed on Job Card 3.

Voters who choose not to comply with health and safety related guidelines, such as social distancing or the use of facial coverings, must still be allowed to vote.

Do not argue with or confront any voter who chooses not to comply with health and safety guidelines. If, at any time, you feel your health or safety might be compromised, politely step away and follow the advice on page 70 of this manual.

### 1.3.1  Public Activity Health Self-Screening

Before taking part in any public activity, including any in person poll worker training class, poll worker lab, or Election Day service at a polling place, you must pass the Poll Worker Public Activity Health Self-Screening Checklist (see Appendix 5.1). This checklist will also be mailed to you along with your Polling Place Assignment Confirmation Letter and posted in your online Poll Worker Profile at *sfelections.org/pw/profile.*

While passing the self-screening means you are less likely to have a COVID-19 infection, it does not guarantee that you are not infected. Because it is possible to transmit a COVID-19 infection without showing symptoms, poll workers who pass the screening must still take all precautions to protect others as well as themselves.

If you do not pass the health screening, do not report to any lab, or, on Election Day, your polling place. Instead, call (415) 554-4395 as soon as possible and get tested. For information on testing options, go to *sf.gov/find-out-how-get-tested-coronavirus.*

## 1.3.2  Face Coverings, Gloves, and Clean Hands

All poll workers must follow the health and safety rules described in this manual, including physical distancing, wearing face coverings at all times while inside polling places, regular hand washing or use of hand sanitizer, and frequent cleaning and disinfection of voting supplies, equipment, and high-touch surfaces.

To safely accomplish Election Day tasks, all poll workers will have access to personal protective equipment (PPE) such as face masks, face shields, hand sanitizer, and gloves. Poll workers may bring and wear their own face coverings, provided they are clean and well-fitting, do not have air holes or vents, and do not have text or logos. Poll workers may remove their face coverings to eat or drink while on break outside polling places.

All poll workers should regularly wash their hands with soap and water for at least 20 seconds or use the hand sanitizer provided. At a minimum, poll workers should wash or sanitize their hands: 1) upon arrival, 2) before and after removing gloves, 3) after each break, 4) after coughing, sneezing, or touching their faces, 5) after touching any un-sanitized equipment or supplies, and 6) whenever instructed to do so in their procedures. For more information about proper wearing, removal, and disposal of PPE, see Appendix 5.2.

## 1.3.3  Social Distancing Protocol

While it is important to remember that wearing a face covering and keeping your hands clean can mitigate public health risks, health experts agree that limiting close face-to-face contact with others is the most effective way to reduce the risk of transmitting or contracting a COVID-19 infection.

You must stay at least six feet away from all other people throughout the day to the maximum extent possible and encourage visitors to your polling place to do the same. Voters waiting in line should be politely reminded to use the social distancing floor markers.

Poll workers must remain six feet apart while performing all tasks, even when completing tasks together. If you have served as a poll worker in the past, you may notice that the job cards poll workers use to perform Election Day tasks have been revised to conform to social distancing rules. For example, rather than passing out job cards directly, poll worker will set them down on a table and ask each clerk to come up, one at a time, to take their job card.

## 1.3.4   Site-Specific Protection Plans

Your polling place will have a Site-Specific Protection Plan, with a custom layout based on the specific characteristics and blueprint of your site.

The Site-Specific Protection Plan for your polling place will be posted in your online Poll Worker Profile at *sfelections.org/pw/profile* along with your polling place assignment information by October 20. Please review your site's plan in advance of Election Day so you are familiar with the site's layout.

The layout in your site's plan takes social distancing, voter privacy, accessible voting paths, and the site's maximum capacity into account. The layout allows for at least six feet between voting equipment, tables, and voting booths, and shows where to place social distancing floor markers.

Since City polling places come in all shapes and sizes, the "maximum capacity" at each site will vary. When your polling place reaches its maximum capacity, a voter who wants to enter will need to wait at the entrance until someone inside leaves. Encouraging voters to use the social distancing floor markers properly will help your team monitor capacity while eliminating the need to repeatedly count everyone inside.

Your Site-Specific Protection Plan may also include special notes about how to unlock the site, how to prop open doors, where to find electrical outlets or light sockets, etc. When your team is done setting up the polling place on election morning, the last step before announcing the opening of the polls will be to complete and post a Health and Safety Opening Checklist included in your Site-Specific Protection Plan.  You can find this checklist in Appendix 5.3 of this manual.

### 1.3.5  Cleaning and Sanitization Procedures

All poll workers share the responsibility of regularly cleaning and sanitizing their polling places. You will notice that the Voting Job Cards now include specific cleaning tasks to be performed at regular intervals, as well as cleaning records, to keep track of and record cleaning tasks.

The Inspector and Field Election Deputy will share responsibility for checking cleaning records, ensuring that all cleaning protocols are followed throughout the day, and maintaining an adequate stock of cleaning supplies.

With every cleaning or sanitation task, it is important to follow the instructions on your job card and wear gloves.

## 1.4  New Roles and Procedures

For the November 3 election, all registered California voters will be sent ballots in the mail. As before, any voter may drop off their vote-by-mail ballot at any polling place.

In anticipation of a significant increase in the number of vote-by-mail ballot drop-offs, and to comply with social distancing protocol, the Department of Elections has introduced new poll worker roles and modified several voter processing tasks.

### 1.4.1  Mandatory 5:45 a.m. Arrival

In light of the fact that completing the new health and safety related opening tasks may take a few extra minutes, the Department of Elections  requires that all poll workers arrive at 5:45 a.m. on election morning rather than at 6 a.m. as in previous elections. This 5:45 a.m. mandatory arrival time will allow poll workers to review and complete new health and safety tasks and all other morning tasks without feeling rushed.

### 1.4.2  Greeters at Polling Place Entrances

In recent elections, the poll worker team at most polling places was made up of a Roster Clerk, a Ballot Clerk, a Ballot-Scanning Machine Clerk, and an Inspector. In the upcoming election, the first two roles will be combined so that only one poll worker, the Election Table Clerk, will sit behind the election table.  To assist in welcoming voters, a "Greeter" will be stationed at the polling place entrance to offer health and safety supplies and assist with vote-by-mail ballot drop-offs.

### 1.4.3  "VBM Received" Roster Notes

All registered voters will be issued vote-by-mail ballots in this election and the roster will identify voters who returned their vote-by-mail ballots to the Department of Elections before Election Day with a "VBM Received" note.

Every person listed in the roster with a "VBM Received" note must vote provisionally so the Department can review their voting history before processing the ballot.

### 1.4.4  Black Provisional Ballot Bag

Instead of depositing provisional ballot envelopes into the red ballot box, which will be located at the greeter table near the entrance, provisional voters in this election will deposit their provisional envelopes into the Inspector Bag (a.k.a., the "black ballot bag"), which will be located at the election table. This will free up room in the red ballot box for vote-by-mail ballot drop-offs and make sorting tasks simpler during closing.

### 1.4.5  Voter Information Poster instead of Voter Information Kiosk

To free up space and ensure that every polling place can comply with social distancing rules, polling places will be supplied with a Voter Information Poster instead of a Voter Information Kiosk.

The Voter Information Poster must be taped to a wall where voters can easily and safely read it. Voter information materials, which were formerly stored in pockets of the Voter Information Kiosk, will now be placed on the election table.

### 1.4.6  Polling Place Health and Safety Checklist

Before opening, your team will need to complete and post the new Polling Place Health and Safety Checklist (see Appendix 5.3), which will serve to notify visitors to your site that your polling place is in compliance with current public health guidance.

## 1.5  Election Security

### 1.5.1  Physical Protection

From the moment your team unlocks the door of your polling place until the moment you transfer custody of ballots and other vital elections materials to Deputy Sheriffs and Municipal Transportation Agency (MTA) officers after the close of the polls, you must work together to protect the integrity of the election.

A key component of protecting the integrity of any election is protecting vital election materials. Such materials include ballots, the roster, voting equipment, and memory cards containing vote count data.

Providing physical protection means that your team may need to remind members of the public to refrain from touching or looking at other people's ballots (unless a voter has requested assistance), attempting to troubleshoot voting equipment issues, or tampering with any security seals, including those on the red ballot box and black ballot bag.

Any and all troubleshooting must be performed only by those people specifically authorized by the Department of Elections to provide technical or logistical assistance. All authorized personnel will be carrying Department identification badges.

### 1.5.2  Creating a Public Record

In addition to physically protecting materials at your site, your team will create an official public record of all voting activities at your polling place:

1. Ballot-Scanning Machine Zero Vote Report, to be printed before the polls open;

2. Ballot-Scanning Machine Total Votes Cast Report, to be printed after the polls close;

3. Posted Ballot Statement, to be completed after the polls close, itemizing how all types of ballots were processed at your polling place;

4. Security Seals Sheet, which Inspectors use to keep track of security seals on the voting equipment;

5. Custody Transfer Form, which Department staff, poll workers, and election results collection officers use to create a paper trail documenting the possession of vital election materials before, during, and after Election Day.

One of your main responsibilities as a poll worker is to watch and bear witness to the electoral process. Therefore, it is imperative that if anything unusual happens with the voting machines or other vital election materials, that you immediately notify the Election Center, 1-800-554-9934, and obtain official direction on how to proceed.

## 1.6 Election Day Roles

Many visitors – voters and observers – will stop by your polling place throughout Election Day. To assist these visitors and accomplish your Poll Worker Mission, you must work together, understanding and respecting one another's official roles:

**Polling Place Team:**

- The Inspector oversees voting site operations, leading 3-4 clerks in opening, voting, and closing tasks. The Inspector also brings supplies such as ballots and the roster.

- Clerks assist with setting up in the morning, processing voters throughout the day, and organizing supplies at closing. Sometimes, a clerk will need to serve as a temporary Inspector.

**Field Support Team:**

- Field Election Deputies (FEDs), each assigned to oversee 7-9 polling places, roam their territories to deliver back-up supplies and provide assistance and advice.

- District Support Drivers (DSDs) and Voting Systems Technicians (VSTs) also roam to provide voting equipment technical support and resolve facility issues.

- Deputy Sheriffs and MTA officers visit every site after the polls close to retrieve election results and ballots for transfer to the Department of Elections. Poll workers must stay at the polling places until both custody transfers are complete.

- The Election Center, staffed with telephone operators and stationed at City Hall, coordinates with poll workers across the City to answer questions and assist in resolving issues throughout the day.

## 1.7  Voter Rights

In a free, fair, and functional election, poll worker teams work together to provide welcoming and safe polling places where voters are able to cast their ballots free of interference and intimidation.

### 1.7.1   Voter Bill of Rights and Language & Accessibility Resources

The Voter Bill of Rights (see the back inside cover) guarantees voters of all backgrounds are treated fairly. When setting up for opening, be sure to post the Voter Bill of Rights posters near the entrance and inside your polling place. The Language and Accessibility Resources sign lists the languages spoken by poll workers as well as the accessible resources available.  Be sure to update the sign with languages spoken at your site and place it prominently on the election table.

### 1.7.2   Non-Citizen Voting in the Board of Education Election

In the November 3 election, eligible non-US citizens will vote on the Board of Education contest (see Appendix 5.9). This means that on Election Day poll workers will assist both types of voters: standard voters and non-citizen voters, also known as EDU voters. All poll workers are responsible for protecting the rights of voters. Do not engage in a conversation about, or question a voter's citizenship or immigration status. The blue pages of the roster list voters who are eligible to vote an EDU ballot; poll workers do not need to ask any additional information from EDU voters in order to issue a ballot.

### 1.7.3   Observers and Media

Members of the media and advocacy organizations may visit your site to observe voting. You must accommodate observation as long as voters can continue cast their ballots without intimidation or interference, keeping in mind these rules:

- Observers may inspect, but not mark or remove, official documents such as rosters and street indices.

- Observers may observe voting activities, but cannot sit at the election table, process voters, or look at marked ballots.

- Observers must follow social distancing rules, staying 6 feet away from voters and poll workers.

- Media and organizations may conduct exit polling and surveys, provided they do so at least 25 feet from the polling place.

- Use of cameras in polling places is limited. Voters may take "ballot selfies," but cannot photograph others or cause disruptions.

- If you are uncertain whether a certain activity is allowed, call the Election Center, 1-800-554-9934, to seek advice.

## 1.7.4  Electioneering

Any visible or audible advocacy for or against any candidate or measure on the ballot, or any soliciting of petition signatures, within 100 feet of a polling place, constitutes a type of illegal election interference called "electioneering." Prohibited electioneering activities include:

1. Wearing a garment, sticker, or pin indicating support or disapproval for a candidate or measure on the ballot;

2. Distributing, carrying, or posting political literature, posters, or buttons related to issues on the ballot;

3. Soliciting a vote or speaking to voters about how to mark their ballots;

4. Broadcasting information about a candidate or measure on the ballot.

If there are people who are electioneering, please remind them that state election law prohibits anyone attempting to influence voters within 100 feet of a polling place entrance. Let them know that they are electioneering within the 100- foot boundary and ask them to move beyond it.

If a voter enters your polling place wearing a garment, button, or sticker referring to a ballot measure or candidate, politely ask the voter to remove or cover the item.

If there are electioneering signs within reach, please remove them.

Please be aware that while voters and visitors cannot engage in electioneering, they retain the right to express general political opinions as long as these are not related to candidates or measures on the ballot and they do not interfere with voters or cause disruption.

Always remain composed and diplomatic when asking someone to stop electioneering. Do not put yourself or others in harm's way. If your team is unable to resolve an electioneering issue, call your Field Election Deputy or the Election Center, 1-800-554-9934, for assistance.

## 1.8 Language Assistance

San Francisco is a city rich in diversity with thousands of voters who prefer to receive election information and assistance in languages other than English. A number of federal, state, and local laws require the Department of Elections to provide translated materials and resources. As a poll worker, it is essential that you become familiar with these resources and let voters know they are available.

### 1.8.1 Language Resources

All signage, printed materials, and official ballots at polling places are available in Chinese, Spanish, and Filipino, in addition to English. In specific neighborhoods, some materials, including the California Voter Information Guide and facsimile (reference) ballots, are also available in Burmese, Japanese, Korean, Thai, and Vietnamese.

By law, your team must display translated materials so that they are visible to voters at all times during voting hours, and offer language resources to all voters. If a voter has a language preference note in the roster, be sure to issue voting materials in that language.

Many polling places have bilingual poll workers. By law, poll workers must wear nametags indicating the languages they speak; these languages must also be clearly indicated on the Language and Accessibility Resource sign.

If a scheduled bilingual poll worker does not show up on Election Day, call the Election Center, 1-800-554-9934, to request a replacement.

If no poll worker on site speaks a voter's language, you may read or display the scripts printed in Appendix 5.8 or call (415) 554-4375 to ask for interpreting services (available in over 200 languages).

## 1.8.2   Communication Tips

Below are some communications tips you may find helpful when interacting with voters with limited-English proficiency.

1.  If you have difficulty understanding a voter's name, or any other key information, ask the voter to write it down.

2.  Offer any relevant translated resources available at your polling place.

3.  Remember to speak more slowly rather than more loudly, and use short phrases. Avoid acronyms and idioms.

4.  As necessary, ask another poll worker to cover your tasks while you help a voter who needs language assistance.

# 1.9  Accessible Voting and Services

To meet the needs of all voters and in accordance with various accessibility laws, every polling place is provided with accessible voting equipment and tools.
As a poll worker, it is essential that you become familiar with accessible resources at your polling place and let voters know they are available.

## 1.9.1   Accessible Pathways

Some voters may utilize mobility aides that require a wider path. When setting up a polling place on election morning, be sure to allow for a clear path between the election table, the voting booths, and both voting machines. (Your team will have a measuring string and diagram to set up your site.)

Most San Francisco polling places have accessible entrances. Be sure to post the "Vote Here" sign and directional signs outside the polling place, directing voters towards the accessible entrance if it is separate from the main entrance.

## 1.9.2   Ballot-Marking Device

On election morning, you will set up an accessible ballot-marking device that allows any voter to mark a ballot using audio or touchscreen formats and to view or hear a summary of their choices and change any selections before printing a ballot. The ballot-marking device has a braille-embossed keypad and a set of headphones, and is compatible with assistive technology, including sip-and-puff devices, and head-pointers.

### 1.9.3   Accessible Voting Tools

On Election Day, voters may use chairs for seated voting as well as wheelchair accessible voting booths. Other accessible voting tools include optical sheets to magnify the print on paper ballots and pen grips to make marking paper ballots easier. Your team will place these tools on the election table so that any voter can easily access them.

### 1.9.4   Curbside Voting

If a voter is unable to enter a polling place, the voter may request curbside voting. In such a situation, you will need to bring voting supplies to a voter who opts to stay in the car or vote outside on the sidewalk. If a voter requests curbside service assistance, refer to Job Card 6 on page 67.

### 1.9.5   Personal Assistance

Voters can choose (almost) anyone to help them vote. There are two exceptions: the voter's employer/agent and the voter's union representative.

A voter may ask a poll worker to provide any degree of personal assistance. When helping a voter, do not:

- Make decisions for the voter;

- Guess what the voter wants;

- Try to influence the voter;

- Reveal the voter's choices to anyone.

If you help a voter mark a ballot, fill out the Assisted Voters List in the roster.

## 1.9.6  Interacting with Voters with Disabilities

Good manners and public health rules apply when interacting with any voter who enters your polling place.

Do not assume a voter does or does not have a disability. Keep in mind that disabilities can be physical, psychiatric, intellectual, developmental, etc. and that some individuals, including those with certain disabilities, may be at higher risk of COVID-19 related complications or other health issues.

When interacting with voters, keep the following rules of etiquette and public health in mind:

1.  Do not touch the voter in any way (e.g., handshakes).

2.  Do not touch the voter's mobility tool (e.g., cane).

3.  Communicate directly with the voter, not the voter's companion.

4.  Offer personal assistance, but do not insist on providing it.

5.  Always ask how you may best assist rather than assuming.

6.  Listen closely and follow the voter's specific instructions.

7.  Use people-first language, e.g., say "person with a disability."

8.  Be patient; do not finish the voter's sentences for them.

9.  If you do not understand, ask the voter to rephrase or repeat.

10. If communication is difficult, try tools, such as pen and paper.

11. Do not leave the voter abruptly; explain where you are going.

12. If you are guiding the voter, point out obstacles along the way.

13. Do not distract or touch the voter's guide or service animal.

## 1.10 Preparing for Election Day

Make sure you are prepared to serve on Election Day! All poll workers should allocate time in their schedules to complete pre-election tasks listed below.

Tasks to be completed by all Poll Workers:

☐ Complete the mandatory online training at *sfelections.org/pw/profile.* (If you do not have access to a computer, call (415) 554-4395 to schedule time to complete online training at City Hall.)
☐ Read this manual carefully. Call (415) 554-4395 with any questions.
☐ Know your Election Day assignment. You may confirm the assignment at *sfelections.org/pw/profile* or by calling (415) 554-4395.
☐ Plan your commute for election morning to make sure you get to your polling place by 5:45 a.m.
☐ Get plenty of sleep, pack water, snacks, and warm layers for Election Day.
☐ Complete the Poll Worker Public Activity Health Self-Screening Checklist.

Additional tasks to be completed by Clerks:

☐ If you would like to attend an in-person hands-on practice with the voting equipment, call (415) 554-4395 to sign up.
☐ Confirm your assignment and Election Day start time with your Inspector.

Additional tasks to be completed by Inspectors:

☐ Attend an in-person hands-on practice with the voting equipment and pick up your Inspector Bag with ballots and supplies afterward.
☐ Contact each of your clerks to confirm assignments and start time.
☐ Notify the Department if any clerk has become unavailable.
☐ Confirm your assignment and talk to your Field Election Deputy.

Please remember the fundamentals outlined in this first chapter, and refer to them as necessary as you fulfill your duties on Election Day.

# CHAPTER 2

# POLLING PLACE SET-UP

# 2. Polling Place Set-Up

Voter Bill of Rights
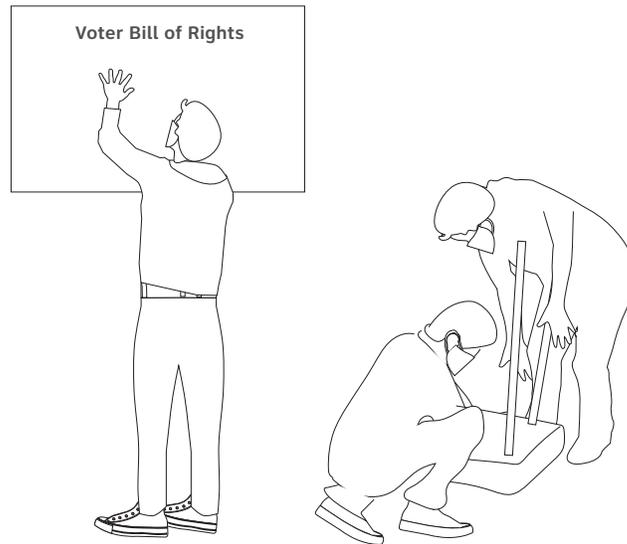
## 2.1 Getting Started

No later than 5:45 a.m. on Election Morning, your team will need to begin setting up your polling place. By law, all voting equipment, materials, and signage must be ready for voters when the polls open at 7 a.m.

Inside your polling place, you will find voting equipment, voting booths, tables, chairs, a Red Box, signage, and various supplies. The Inspector will bring ballots, the Site-Specific Protection Plan, and other voting materials.

To safely complete opening tasks, your team will need to work together while wearing facial coverings, practicing good hand hygiene, and staying six feet away from one another.

## 2.2 Staying on Track

The Inspector will begin by distributing green Opening Job Cards (see pages 23-40) and copies of the Site-Specific Protection Plan. Here is a timeline for completing opening tasks:

**5:45 a.m.** - Your team will begin with Team Job Card 1, working together to stage large items according to the layout diagram in the Site-Specific Protection Plan.

**6:00 a.m.** - One clerk will use Clerk Job Card 2 to set up the election table and greeter table. Another will use Clerk Job Card 3 to post signs and place floor markers. The third will use Clerk Job Card 4 to set up the ballot-marking device. The Inspector will use Inspector Job Card 6 to set up the ballot-scanning machine, complete a security seal check, and initialize both the ballot-scanning machine and the ballot-marking device.

**6:30 a.m.** - Most or all of the clerk tasks should be complete. Clerks will begin working together to set up the voting booths using Team Job Card 5. The Inspector may still be working on Inspector Job Card 6, setting and initializing the voting equipment.  Your FED will arrive approximately at this time to deliver additional ballots and roster pages.

**6:45 a.m.** - Your team should have completed all job card tasks and be ready for opening. The Inspector will update the Roster, perform a final check and make any necessary adjustments.

Call the Election Center at 1-800-554-9934 and refer to the What- If scenarios in this section if things do not go according to plan or if you have questions.

## 2.3  Referring to the Site-Specific Protection Plan

The Site-Specific Protection Plan that the Inspector will distribute includes a layout diagram. In order to ensure safe and accessible polling place, it is important for all clerks to follow the layout as exactly as possible. Refer to the Site-Specific Protection Plan to complete the following opening tasks:

**Team Job Card 1** – Stage large items (tables, booths, etc.)

**Clerk Job Card 2** – Place the black ballot bag

**Clerk Job Card 3** – Tape down social distancing floor markers

**Clerk Job Card 4** – Place the accessible ballot-marking device

**Team Job Card 5** – Set up voting booths and chairs

**Inspector Job Card 6** – Complete the final check

Use these tips to make set up more efficient:

- Start with placing items in corners and along walls.
- Use the green 6-foot string to measure out the distances shown in green on the diagram.
- Measure from the center of each voting booth.

## 2.4 Updating the Roster and Accepting Extra Ballots

Prior to opening, the FED will deliver a green bag with extra ballots, supplemental purple roster pages listing voters who registered after the roster was printed, and supplemental orange roster pages listing voters who returned a vote-by-mail ballot.

It is essential that the Inspector updates the white pages of the roster by writing "VBM Received" under the names of all voters whose names appear in the orange pages. Updating the roster will alert the Election Table Clerk if a voter has already returned a vote- by-mail ballot. Voters who are listed on the orange page must vote provisionally.

After the Inspector has updated the roster, the Inspector will place the supplemental orange and purple roster pages in the back of the white pages of the roster.

The Inspector will also place the green bag with extra ballots under the election table; ballots can remain in the bag until they are needed.

## 2.5 Final Check

When all set up tasks are complete, the Inspector will conduct a final check. The Inspector will also complete and post the Health and Safety Checklist for public viewing.

The entire team will read and sign the Declaration of Poll Workers located in the roster and the Poll Worker Payroll Sheet.

Just before opening, the Inspector will distribute and review Voting Job Cards (and remind poll workers that state law requires them to wear their name tags at all times while processing voters.

At exactly 7 a.m., the Inspector will announce "The polls are now open!"

Promptly after everyone arrives at 5:45 a.m., the first team tasks will be to 1) sanitize hands and put on personal protective equipment, and 2) review the Site-Specific Protection Plan layout diagram and stage large items.

Please allocate 15 minutes to complete tasks on this Job Card. By 6:00 a.m., all poll workers, including the Inspector, should have begun setting up using job cards 2-6.

## 1. Sanitize hands and put on personal protective equipment.

**a.** From the red box, remove the Election Table COVID-19 Supply Box

**b.** Remove one bottle of hand sanitizer, face masks, face shields, and gloves.
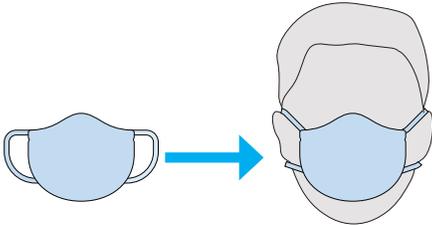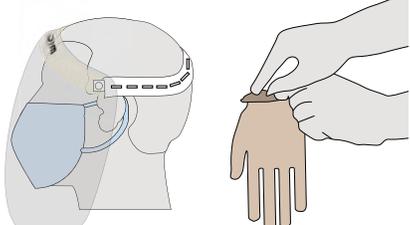
**c.** Sanitize or wash your hands.

**d.** Put on face masks provided. (You may wear your own face covering instead.) Wearing a face covering while in the polling place is required at all times!

**e.** Put on gloves and face shields, if you wish to wear them, and place extra supplies in box.
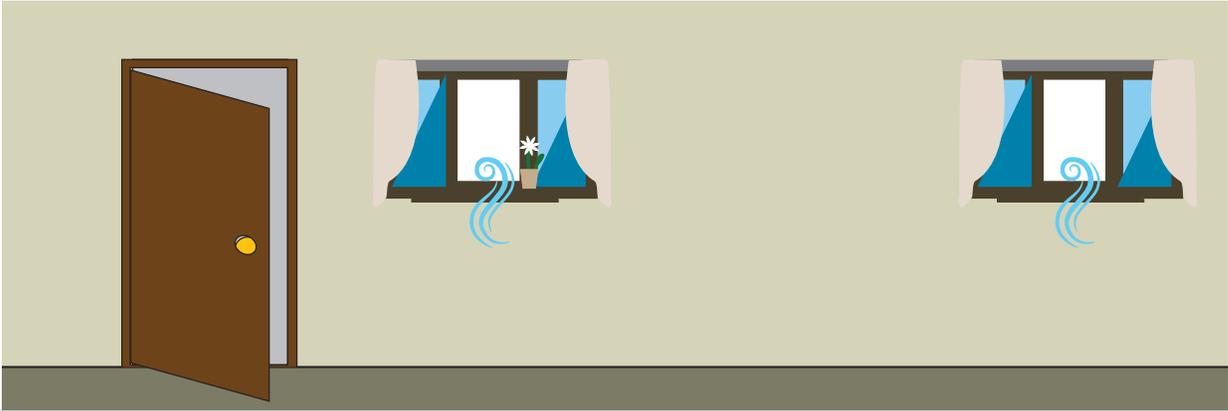
**f.** Prop open doors slightly and open windows, as appropriate, so that your polling place is well ventilated.

## 2. Review the Site-Specific Protection Plan (SSPP) layout diagram and stage large items.

**a.**
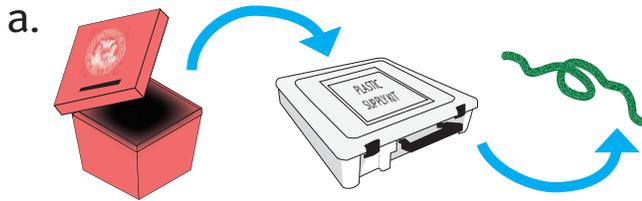
From the supply kit located in the red box, remove the green 6-foot measuring string.

**b.**

From the Inspector Folder, locate and distribute copies of the SSPP and turn to the diagram.
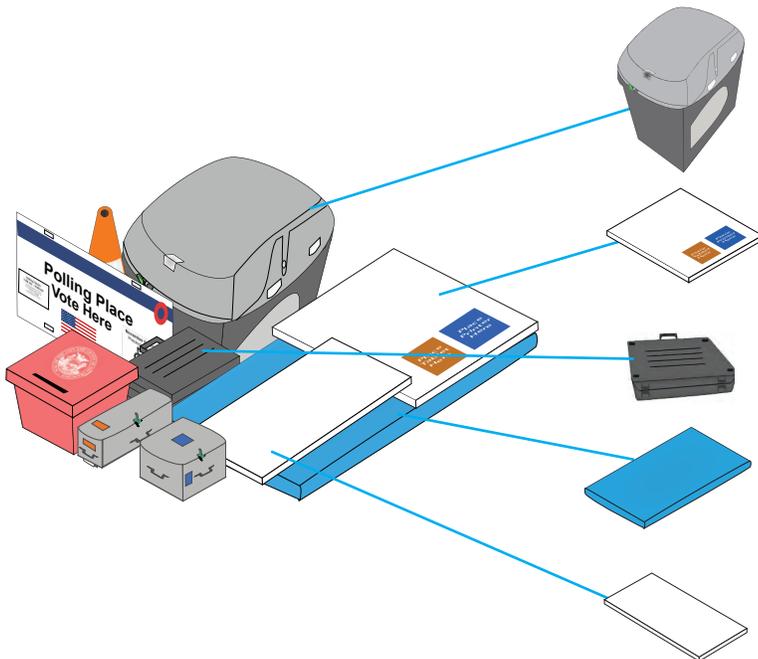
**c.** Move the ballot-scanning machine to its location on the diagram.

**d.** Move the white, 3-foot ballot-marking device table to its location on the diagram.

**e.** Move voting booth cases to their locations on the diagram.

**f.** Move the blue, 6-foot election table to its location on the diagram.

**g.** Move the white, rectangular greeter table to its location on the diagram. **\*Depending on the size of your site, the greeter table will either be 4 or 6 feet long.

**h.**

6 feet

Center of Booth          Center of Booth
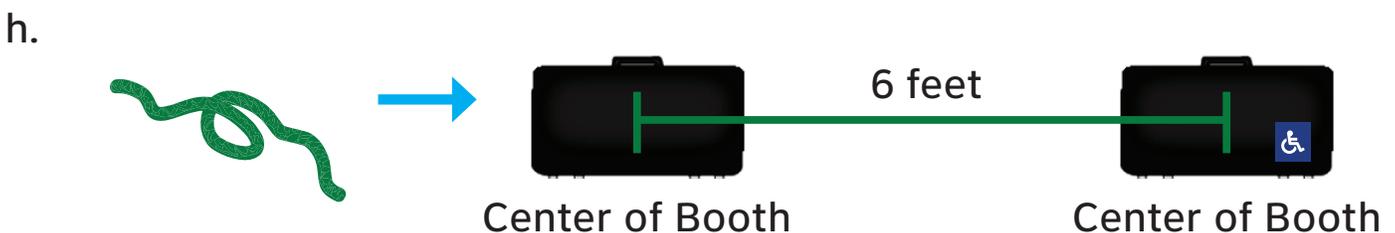
Use the green string to ensure that all voting booth cases are placed at least 6 feet apart, measuring from the center of one case to the center of next case, as shown in this step.

By 6:00 a.m., move on to job cards 2-6 to complete the setup.

# Clerk Job Card 2: Setting up election table and greeter table

Your initial tasks will be to 1) set up and sanitize the election table, 2) organize election table supplies, 3) secure the Inspector Bag for ballots, 4) set up the greeter table, and 5) secure the red box for ballots. When you have completed these tasks, please move on to Job Card 5.

## 1. Set up and sanitize the election table and gather supplies.

| a. | b. | c. |
|---|---|---|
|  |  |  |
| Unfold the blue, 6-foot election table, lock its legs into place, and set it upright. | From the Election Table COVID-19 Supply Box, remove the "Surface Sanitizer" and paper towels. Spray, wipe, and dry the table, and return items to box. | Remove the Election Table Supply Bag from the ballot-scanning machine's main bin (Inspector has key). |

## 2. Organize election table supplies.

| a. | b. |
|---|---|
|  |  |
| From the Inspector Bag, remove all ballot boxes and place them on the election table. | Place one of each type of ballot pad (EN/CH green pad; EN/SP orange pad; EN/FI yellow pad; and EDU blue pad) on the table; keep the remaining pads in the boxes and place boxes under the table. |

**c.**
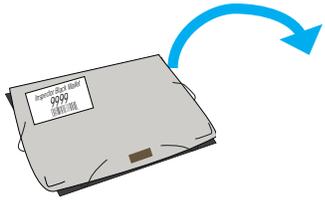


From the Inspector Folder, remove the write-in candidate list, roster, and one copy of the street index and place them on the table.

**d.**



From the Election Table Supply Bag, remove ballot secrecy folders, Election Table Folder, Language and Accessibility Resources sign, "I voted" stickers, pen cup, pens, pen grips, page magnifier, and the "Used Voting Supplies" box. (Leave voter registration cards in the bag.)

**e.**

From the Election Table Supply Bag, remove one bundle of pink provisional envelopes (15 EN/CH, 5 EN/SP, 5 EN/FI),  and one bundle of blue EDU provisional envelopes (5 EDU) and place in Election Table Folder. Keep the remaining bundles in the bag.

**f.**

From the Election Table Supply Bag, remove plastic pockets with voter information guides, voter information pamphlets, and facsmile ballots (if your site has any) and place on the table.

**g.**
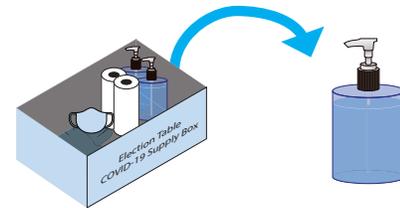
From the Election Table COVID-19 Supply Box, remove one bottle of hand sanitizer and place it on the table. Place supply box underneath the election table.

Organize all supplies on the election table as pictured:

Clerk

Election Table Folder

ballot secrecy folders

street index

roster

ballot pads

voter reference materials

"I voted" stickers

Used Voting Supplies Box

hand sanitizer

pen cup

pen grips

write-in candidate list

page magnifier

Language and Accessibility Resources sign
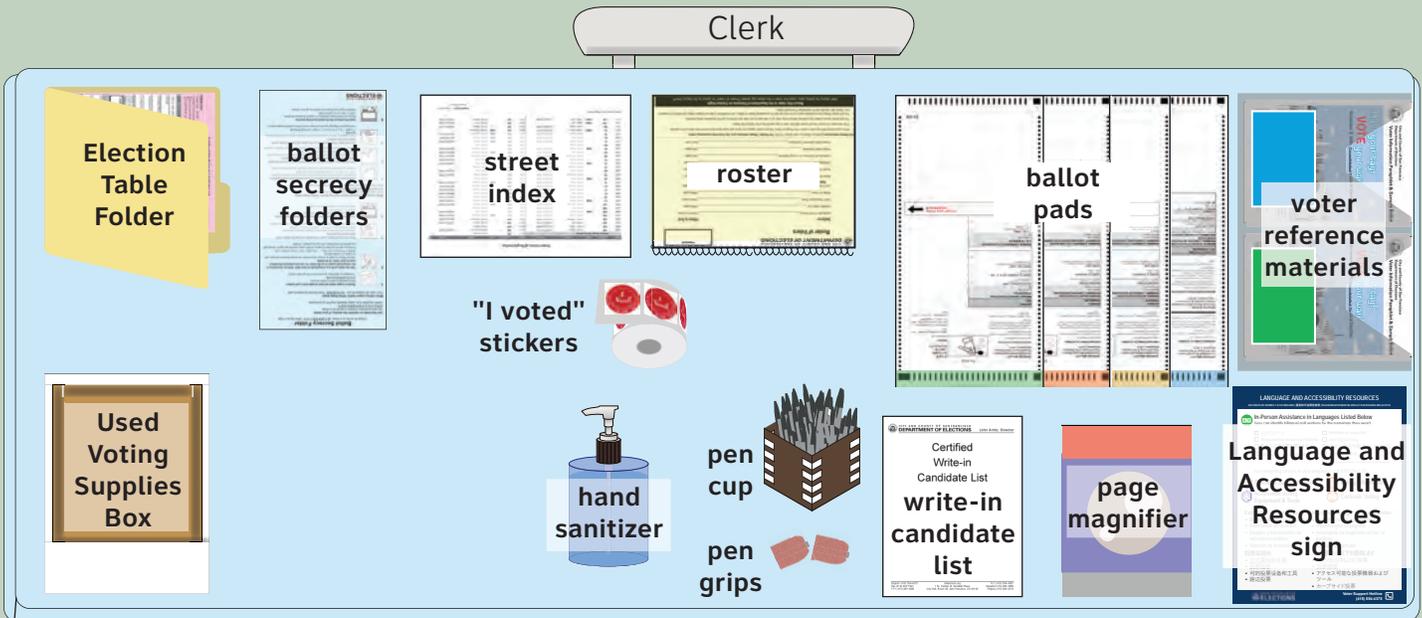
## 3. Secure the Inspector Bag for ballots.

**a.**

Remove a yellow plastic seal from the Election Table Supply Bag.

**b.**
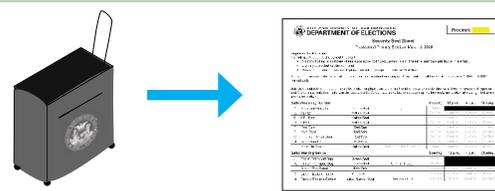
Confirm that the Inspector Bag is empty and ask all poll workers to sign line U of the security seal sheet (located in the Inspector Folder).

## IMPORTANT NOTICE REGARDING NEW HEALTH AND SAFETY SUPPLIES

### 1. New Protective Shields at Polling Places

As an additional public health measure to prevent the transmission of COVID-19, the Department of Elections will provide plastic protective shields ("sneeze guards") to all San Francisco polling places.

Poll workers will need to place a protective shield on the election table to provide a barrier between the clerk at the election table and voters assisted by the clerk.

When setting up your polling place on election morning, you will find the new protective shield located with your other opening supplies.

In addition to completing all other tasks noted in the Opening Job Cards on election morning, poll workers will need to sanitize and then assemble and secure the protective shield to the election table using blue tape, following the instructions below.

### 2. New Steps for Setting up
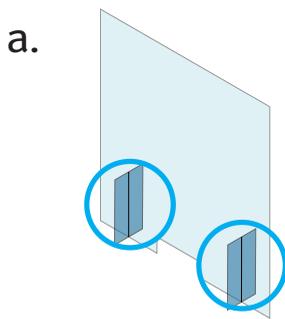


a.

Confirm both holders are in slots.
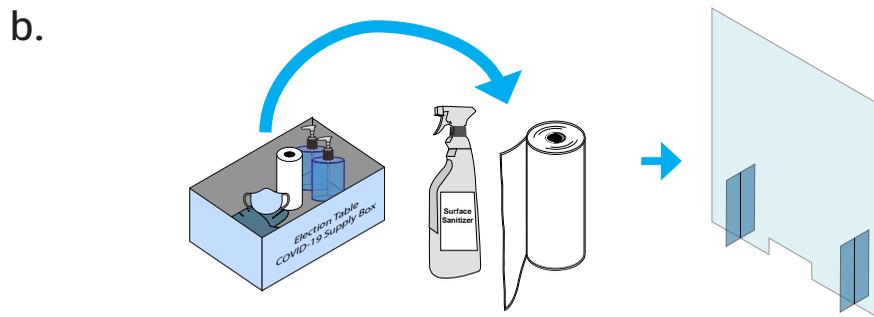
b.

From the Election Table COVID-19 Supply Box, remove the "Surface Sanitizer" and paper towels. Spray, wipe, and dry the protective shield, and return items to box.
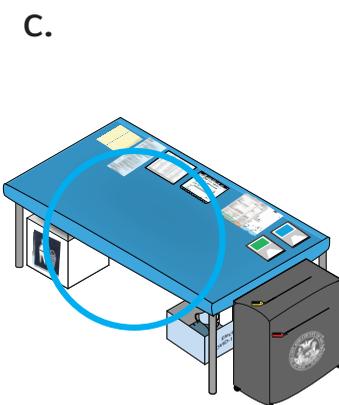
c.

Ensure enough space is cleared on the election table.
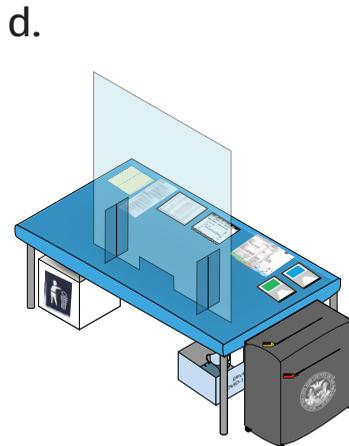
d.

Place protective shield on election table.
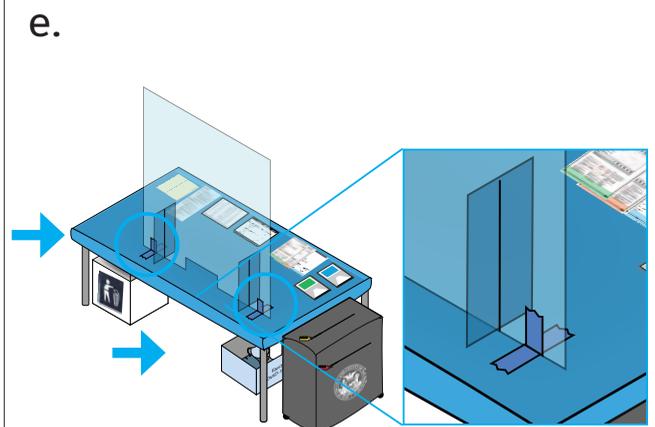
e.

Using blue tape, tape down both sides of the protective shield to the election table.

e.
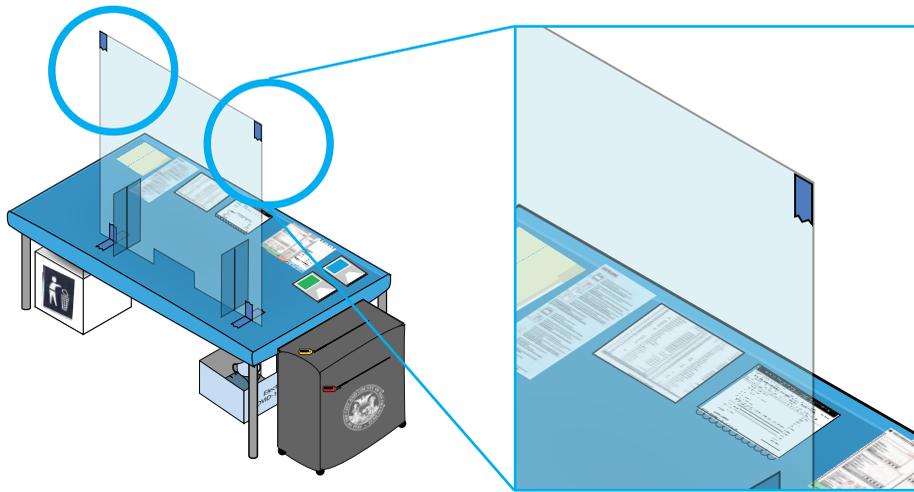


Using blue tape, apply tape to the top corner edges of the protective shield.
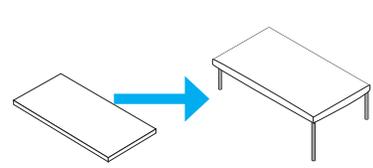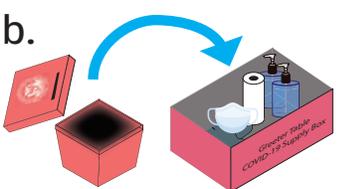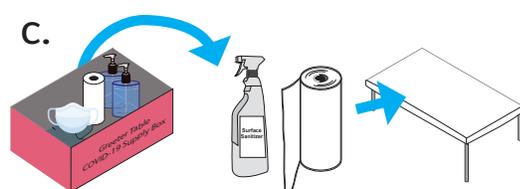
f.



**Clerk**

**Election Table Folder**

**ballot secrecy folders**

**street index**

**roster**

**ballot pads**

**voter reference materials**

**"I voted" stickers**

**Used Voting Supplies Box**

**protective shield**

Certified Write-in Candidate List

**hand sanitizer**

**pen cup and pen grips**

**Language and Accessibility Resources sign**

**write-in candidate list**

Reorganize supplies on the election table as pictured:

**c.**



00000001

Secure Inspector Bag zippers with the yellow seal and record the seal number on line Q of the security seal sheet.

**d.**



00000001

Locate and confirm that the red seal is intact and record the seal number on line R of the security seal sheet.

**e.**
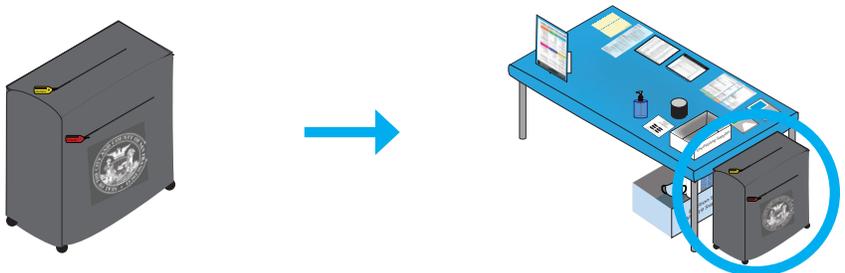


Place the bag next to the election table, and confirm that the slot is unzipped and easily accessible for voters to drop in their provisional envelopes and the black ballot bag label is visible.

## 4. Set up and sanitize the greeter table.

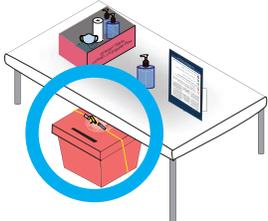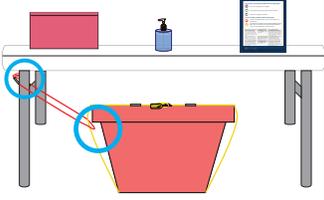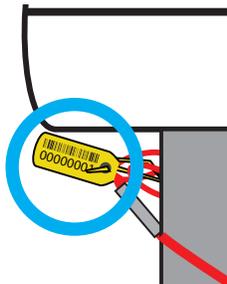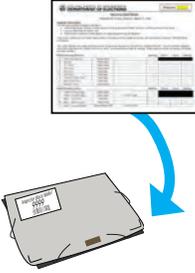**a.**



Unfold the white, rectangular greeter table, lock its legs into place, and set it upright.

**b.**



From the red box, remove Greeter Table COVID-19 Supply Box.

**c.**



Remove the "Surface Sanitizer" and paper towels. Sanitize table and return items to box after use.

**d.**
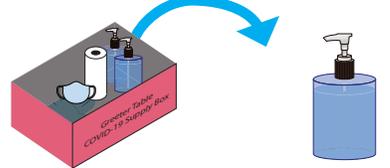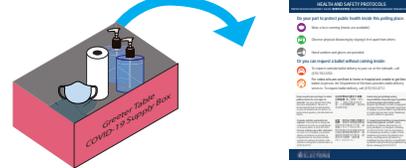


Place Greeter Table COVID-19 Supply Box on the table and remove one bottle of hand sanitizer.

**e.**



Remove the Polling Place Health and Safety sign and place it on the table.

Organize all items on the greeter table as pictured:



**Greeter Table COVID-19 Supply Box**

**hand sanitizer**

**Health and Safety sign**
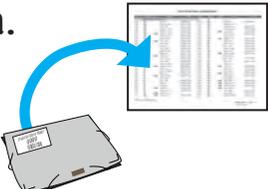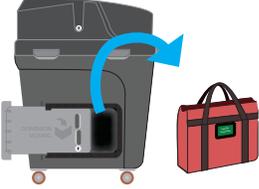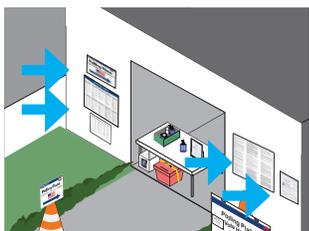
## 5. Secure the red ballot box.

**a.**

Remove and set aside all items from the red ballot box.

**b.**

Confirm that the box is empty and ask all poll workers to sign line S of the security seal sheet.

**c.**
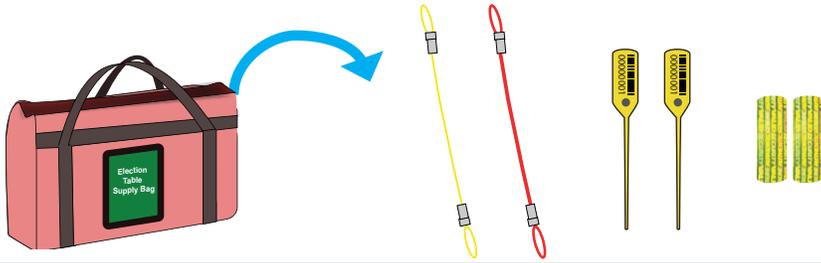
Close lid and remove yellow security cable, red security cable, 2 yellow plastic seals, and 2 yellow security stickers from the Election Table Supply Bag.

**d.**
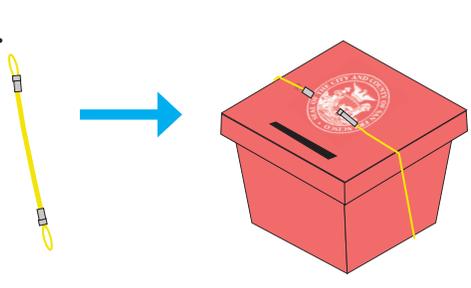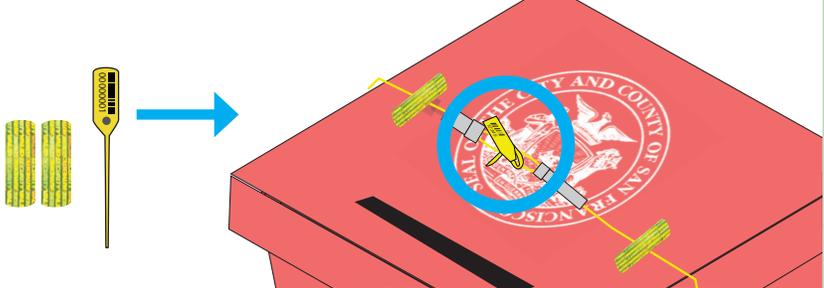
Wrap the yellow cable around the closed box.

**e.**

Secure the yellow cable with a yellow plastic seal and place security stickers on both sides of seal.

**f.**

Record the seal number on line O of the security seal sheet.

**g.**

Place the box under the greeter table so that the slot is easily accessible to voters.

**h.**

Secure the box to the table by looping the red cable through the yellow cable and a table leg bracket.

**i.**

Secure the red cable with a yellow plastic seal.
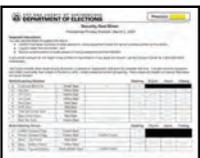
**j.**

Record the seal number on line P of the security seal sheet; place the seal sheet back in the Inspector Folder.

Move on to Job Card 5 to complete the setup.

# Clerk Job Card 3: Posting signs and placing floor markers

Your initial tasks will be to 1) organize and post outdoor signs, 2) place social distancing floor markers as shown on the Site-Specific Protection Plan layout diagram, and 3) update and post indoor signs and distribute nametags. When you have completed these tasks, please move on to Job Card 5.
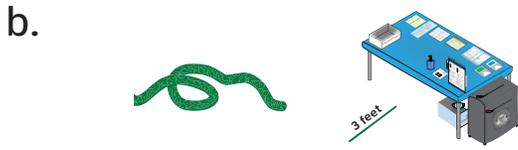
## 1. Organize and post outdoor signs.

| a. | b. | c. |
|---|---|---|
| From the Inspector Folder, remove a copy of the street index. | Remove the Signage Supply Bag from the ballot-scanning machine's main bin (Inspector has key). | Remove all items from the Signage Suppy Bag and locate the precinct number card. |

| d. | e. | f. | g. |
|---|---|---|---|
| Slide the precinct card into the pocket of the Vote Here sign on the orange cone. | Place the orange cone with the Vote Here sign and precinct card near the entrance where visible to all voters. | Place the orange cone with the arrow sign so that it points toward the entrance. | Using blue tape, post one copy each of the street index, Voter Bill of Rights poster, Elections in California poster, and Polling Place Health and Safety poster, outside the entrance. |

## 2. Place social distancing floor markers as shown in the Site-Specfic Protection Plan layout diagram.

a.
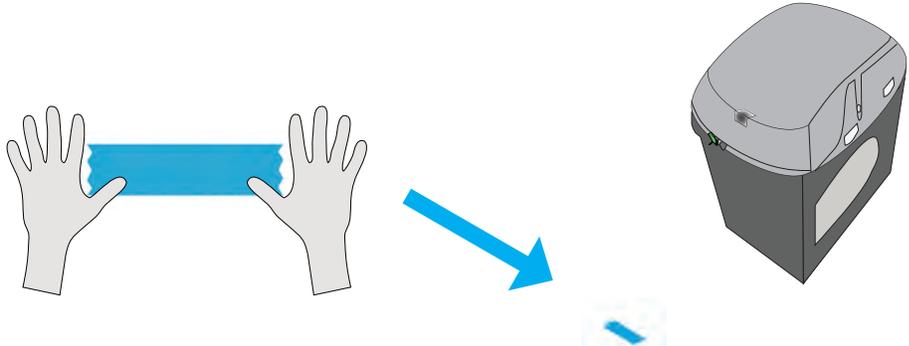
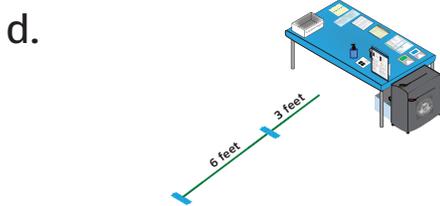Place a 4-5 inch strip of blue tape in front of the ballot-scanning machine.
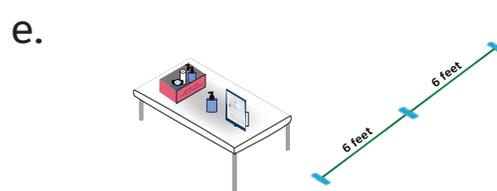
**b.**

Fold the green 6-foot string in half and measure 3 feet out from the front of the election table.
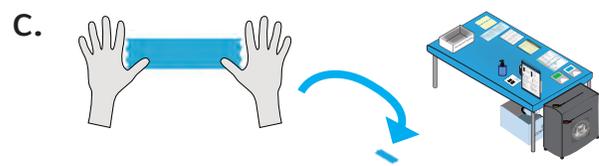
**c.**

Tear off a 4-5 inch strip of blue tape and mark this as the front of the voter line.

**d.**

Using the green 6-foot string to measure, place a 4-5 inch strip of tape 6 feet away from the floor marker in front of the election table.

**e.**

Continue to measure and tape 10 markers 6-feet apart from each other, according to the diagram. At most polling places, markers will continue outdoors, past the greeter table.

**f.**

| 6 feet | 6 feet | 6 feet | 6 feet |
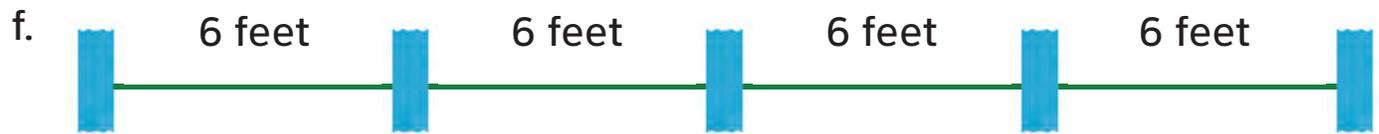
When you are done, confirm that all 10 markers are at least 6 feet apart from each other.

**a.**

Remove the bilingual staffing sheet from the Inspector Folder.
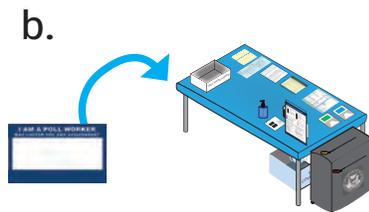
**b.**

Set nametags down on the election table and ask team members to collect them.
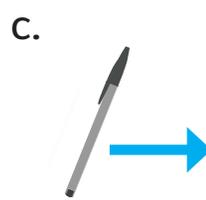
**c.**

Update the Language and Accessibility Resources sign on the election table by checking off or writing in all languages spoken by poll workers at your site.
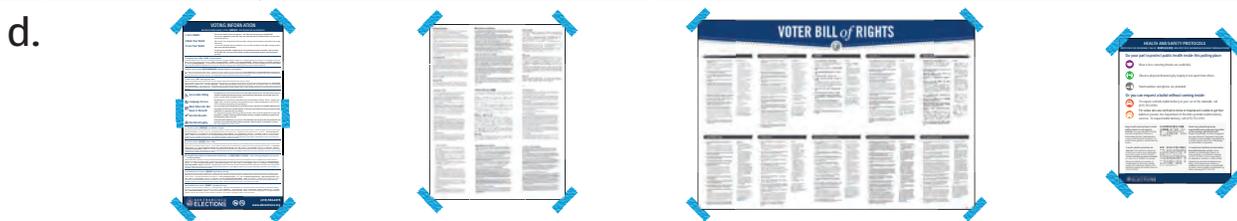
**d.**

Tape the Voter Information poster, Elections in California poster, Voter Bill of Rights poster, and Polling Place Health and Safety poster to the wall where visible to all voters. (If there are any facsimile ballots in the signage supply bag, tape these next to the Voter Information poster.)

Move on to Job Card 5 to complete the setup.

# Clerk Job Card 4: Setting up the ballot-marking device

Your initial tasks will be to 1) set up and sanitize the ballot-marking device table and inspect transport bags, 2) unpack the ballot-marking device tablet and printer, and 3) connect all ballot-marking device components. When you have completed these tasks, please move on to Job Card 5.

## 1. Set up and sanitize the ballot-marking device table and inspect transport bags.

| a. | b. | c. | d. |
|---|---|---|---|
| Unfold the white, 3-foot ballot-marking device table, lock its legs into place, and set it upright. | Set privacy screen aside for now. | From the red box, remove Ballot-Marking Device COVID-19 Supply Box. | Remove the "Surface Sanitizer" and paper towels. Sanitize table and return items to box after use. |

| e. | f. | g. | h. |
|---|---|---|---|
| Locate the orange labeled tablet bag and blue labeled printer transport bag. | With the Inspector, confirm the green plastic seals are intact on both bags. | Confirm the seal numbers on the tablet and printer bags match line J and K of the security seal sheet. | Break seals and place them in the Inspector folder, along with the security seal sheet. |

| a. | b. | c. |
|---|---|---|
| Place the tablet transport bag on the table. | Remove the orange labeled power cord, ATI keypad, and headphones. | Using the handle, carefully lift the tablet out of the bag onto the "Place Tablet Here" sticker. |
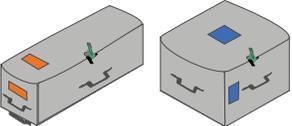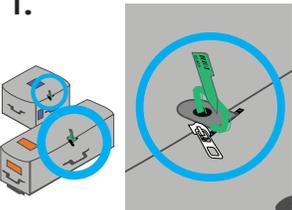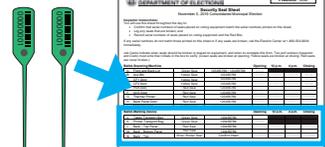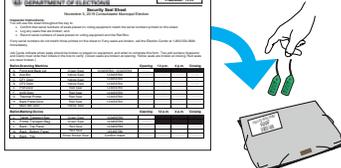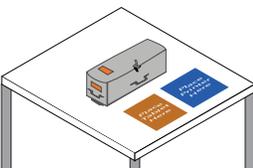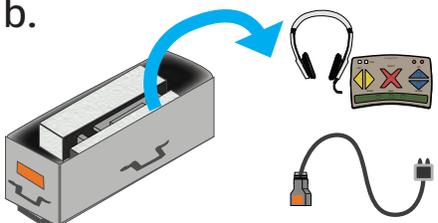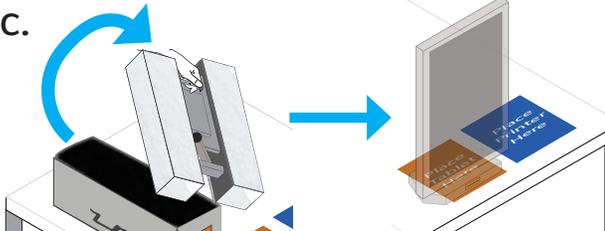
# Clerk Job Card 4: Setting up the ballot-marking device
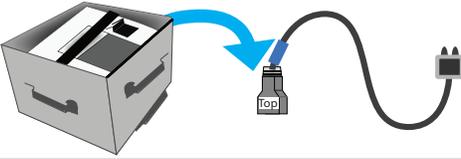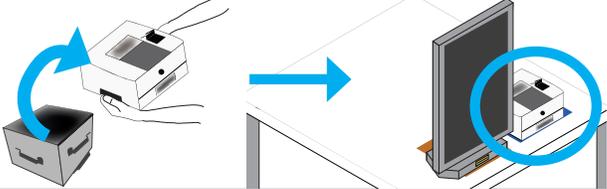
| d. Open the printer transport bag and remove the blue labeled power cord. | e. Unfasten velcro and lift the printer out of the bag onto the "Place Printer Here" sticker. |
| --- | --- |

## 3. Connect components of the ballot-marking device.

| a. Plug the orange labeled power cord into the back of the tablet. | b. Plug the white labeled input cord into the ATI keypad. | c. Confirm headphones are plugged into the ATI keypad and place to the right of the tablet. | d. Plug the blue labeled power cord into the back of the printer. |
| --- | --- | --- | --- |
| e. Plug the pink labeled output cord into the back of the printer. | f. Plug both power cords into an outlet (use a power strip if necessary). | g. The tablet will turn on and boot up automatically. | h. Press the printer power button and confirm the light turns on. |
| i. Set up the privacyv screen around the ballot-marking device and run cables through the opening on the back. | j. To avoid creating a tripping hazard, tape down any loose cords on the floor. | k. Place the ballot-marking device COVID-19 Supply Box behind the privacy screen. |
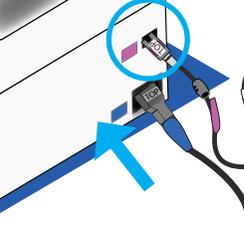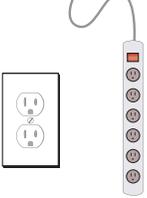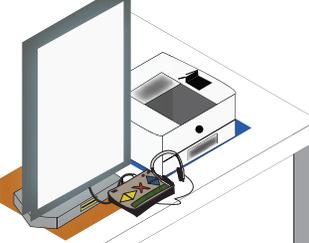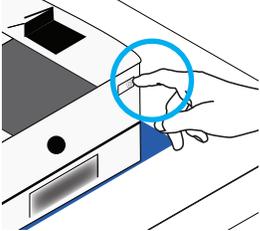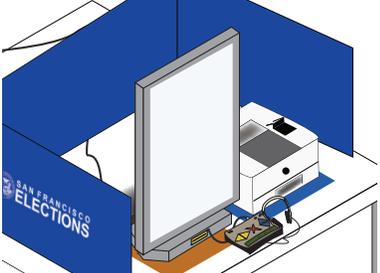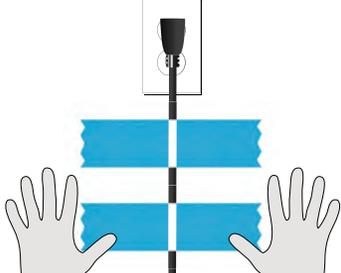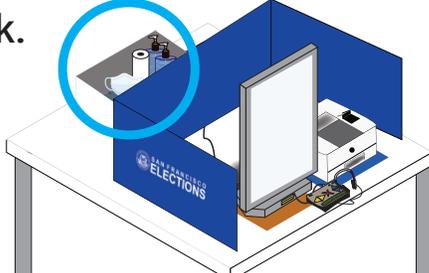
# Team Job Card 5: Setting up voting booths, chairs, and trash bins

When poll workers have finished their initial tasks, they should use this card to 1) set up the accessible voting booth, 2) set up other voting booths, 3) ensure 6 feet of separation between each voting booth, and 4) set up chairs and trash bins.

## 1. Set up the accessible voting booth.

| a. x2 x2 x2 | b. | c. |
|---|---|---|
| Open case, remove leg components, reclose, and turn case upside down. | Insert curved legs into holes nearest the case handle. | Attach leg extensions to curved legs (push in button and rotate leg so button pops up through hole). |
| d. | e. | f. |
| Insert straight legs firmly into the other holes at a slight angle. | Turn booth onto its legs. | Open case lid and snap privacy flaps into side grooves. |
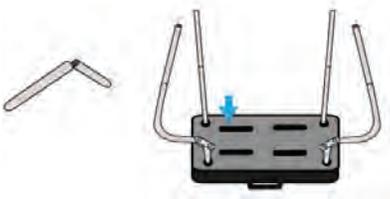
## 2. Set up the other voting booths.
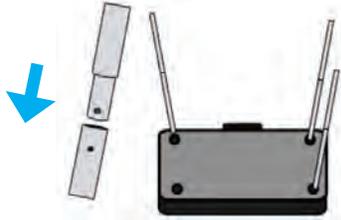
| a. | b. | c. |
|---|---|---|
| Open case, pop open inside covers, remove legs, and reclose the case. | Turn case upside down and insert all four legs into the corner notches. | Place booth upright, and snap gray privacy flaps into side grooves. |

**d.**

Repeat steps a-c until all voting booths are assembled.

**e.**

Plug in the light of the booth closest to an outlet or a power strip.

**f.**

Take the cord from the next booth over and plug it into the lit booth.

**g.**

Continue connecting and lighting booths until they are all lit.

## 3. Ensure 6 feet separation between each voting booth.

**a.**

6 feet    6 feet

Use the green 6-foot measuring string to ensure that all voting booths are placed at least six feet apart, measuring from the center of one booth to the center of the next booth.

## 4. Set up chairs and trash bins.

**a.**
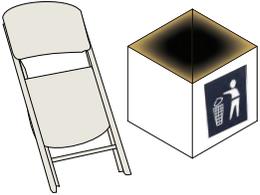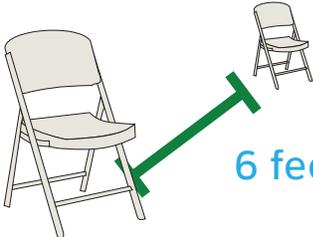
Locate 5 chairs (4 for poll workers; 1 for seated voting) and 2 trash bins.

**b.**

6 feet

Place the 4 poll worker chairs at least 6 feet apart, according to the SSPP diagram.

**c.**

Place the voter chair near the voting booth area, ensuring it does not block the path of travel.

**d.**
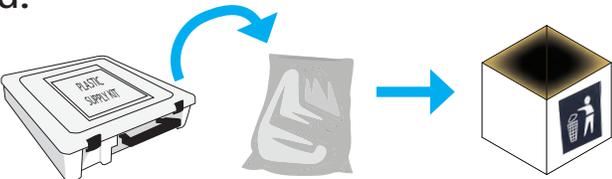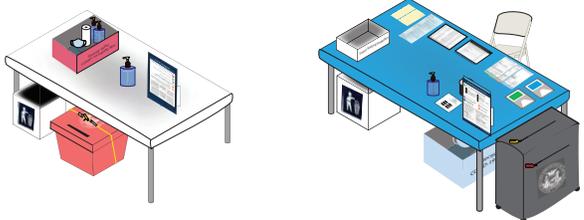
Remove 2 trash bags from the supply kit and line trash bins.

**e.**

Place a trash bin near the greeter table and the other at the election table.

Your tasks will be to 1) complete Team Job Card 1 with clerks and then distribute clerk job cards 2-5, 2) set up the ballot-scanning machine, 3) complete the security seal check, 4) initialize the ballot-scanning machine, 5) initialize the ballot-marking device, and 6) perform a final check and post the Health and Safety Checklist.

## 1. Complete Team Job Card 1 with clerks then distribute clerk job cards.

| a.  | b.  | c.  | d.  |
|---|---|---|---|
| Complete Team Job Card 1 with clerks. | Remind everyone to wear face coverings and maintain 6 feet of distance. | Distribute job cards 2, 3, 4, and 5 to clerks. Remind clerks to first complete their individual job cards 2-4 and then move on to Team Job Card 5. | Ask if clerks have any questions about their opening tasks. |

## 2. Set up the ballot-scanning machine and complete the security seal check.

Begin setting up the ballot-scanning machine as soon as possible! The machine takes 5-10 minutes to boot up before it is ready for initialization.

| a.  | b.  | c.  | d.  |
|---|---|---|---|
| Locate the metal key on the Inspector lanyard and unlock the main bin of the ballot-scanning machine. | Remove all items from the main bin and place them aside. | Ask clerks to confirm the main bin is empty and initial line T of the security seal sheet. | Lock and seal the main bin with a yellow security seal from the supply kit. |

**e.**

Record seal number on line A of the security seal sheet.

**f.**

2x

Confirm both green seals on the ballot-scanning machine (front and back) are intact.

**g.**

Confirm the seal numbers match those on line B of the security seal sheet.

**h.**

Break both green seals and place in the Inspector Folder.

**i.**
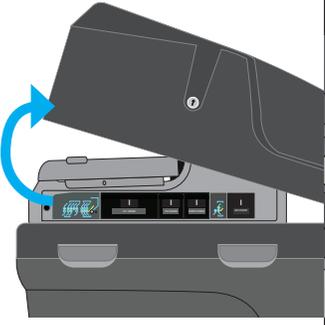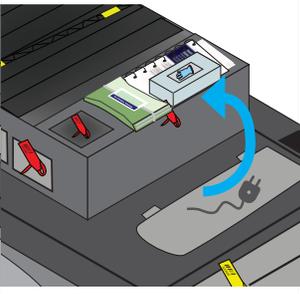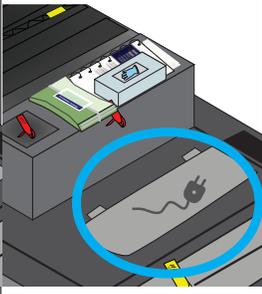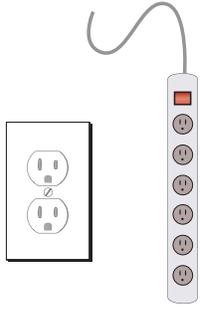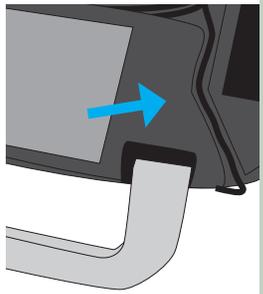
Use the metal key to unlock both sides of the ballot-scanning machine's top lid. Set the lid aside.

**j.**

Place the alcohol wipes, gloves, and flipchart next to the report printer.

**k.**

Lift the gray flap on the back of the ballot-scanning machine.

**l.**

Remove and unravel the power cord and plug it into a nearby outlet.

**m.**

Close the flap and press the power cord into the groove near the flap.

**n.**
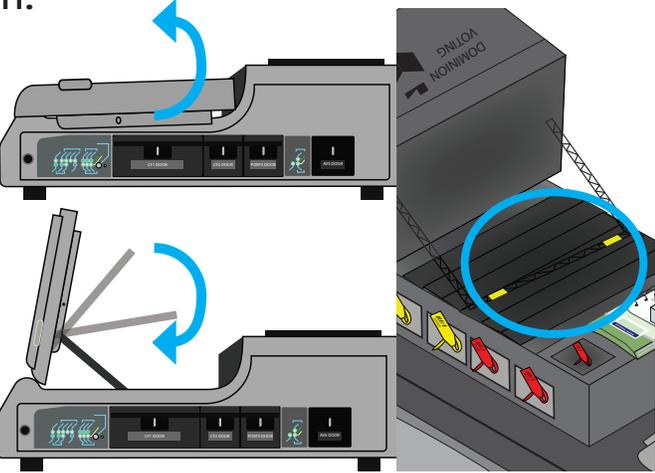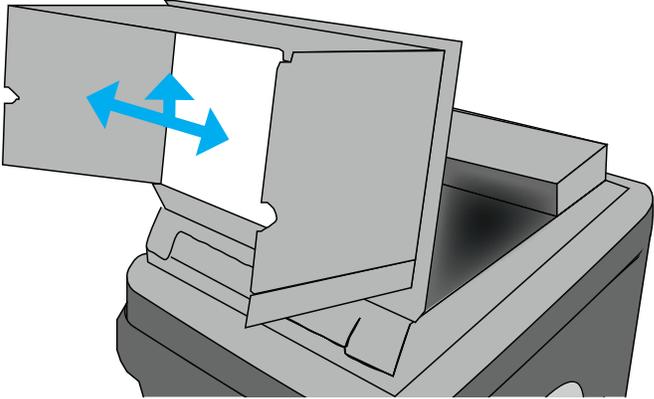
Pull the screen up firmly and place the stand into the notches under the screen.

**o.**

As the ballot-scanning machine begins to boot up, snap all three privacy flaps into place.

**p.**
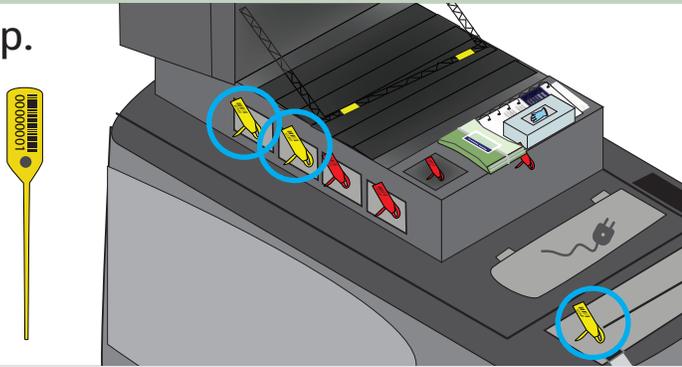


Confirm the 3 yellow plastic seals on the CF1 door, CF2 door, and auxiliary (aux) bin are intact and match lines C, D, and E of the security seal sheet.

**q.**
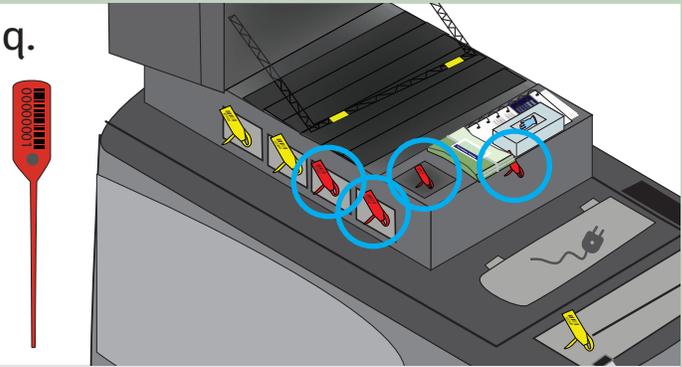


Confirm the 4 red plastic seals on the port door, AVS door, thermal printer door, and back panel door are intact and match lines F, G, H, and I of the security seal sheet.

## 3. Initialize the ballot-marking device.

**a.**
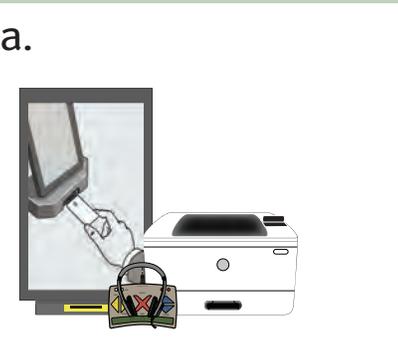


Help the clerk finish setting up the ballot-marking device if necessary using Job Card 3.

**b.**
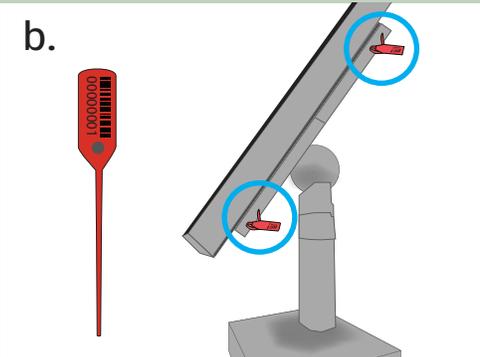


Confirm the 2 red plastic seals on the back of the tablet are intact and match lines L and M of the security seal sheet.

**c.**
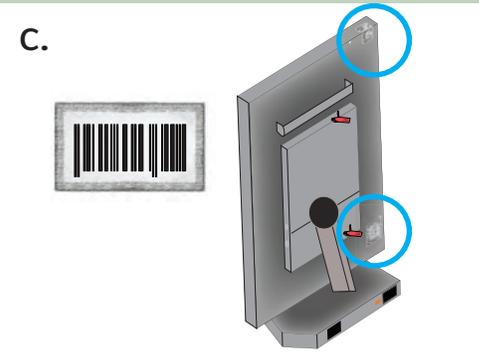


Confirm that the 2 silver sticker seals on the back of the tablet are intact and initial line N of the security seal sheet.
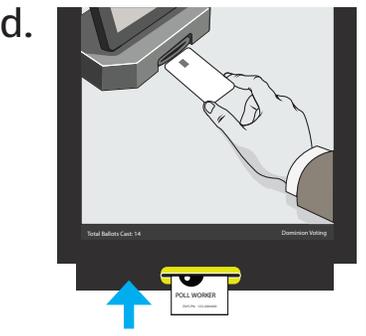
**d.**



Total Ballots Cast: 14     Dominion Voting

POLL WORKER

Insert the poll worker card into the yellow slot, facing upwards.

**e.**

Enter PIN number

| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| DEL | 0 | CLR |

**Login**

Enter your login credentials (see Equipment Access Code Form) and tap "Login."

**f.**

| Time and Date | Public Counter |
| 6:30 AM | Tues, 3, November 2020 | 0 |

Settings     Print

✔ AVS Controller

✔ Manual Session Activation

Print Station Tape     Cha

Hardware

Hardware Details     Ha Tes
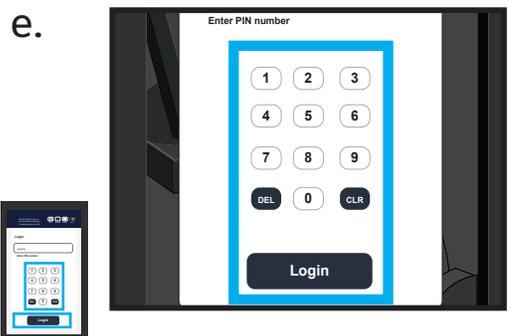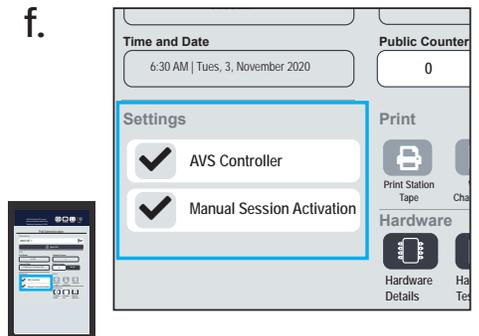
Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.

**g.**



Tap "Hardware Test".

**h.**



Tap "Printer".

**i.**



Tap "Print test page" and place in Inspector Folder.

**j.**
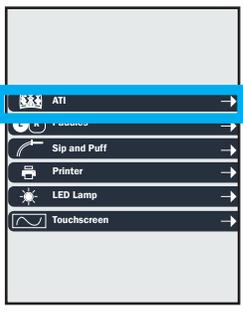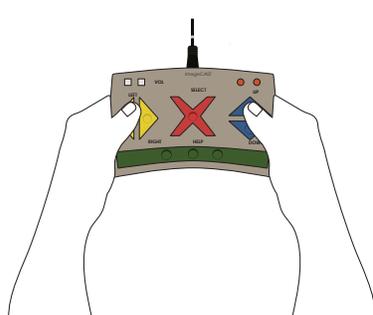


Tap "Back to Menu". Tap "ATI".

**k.**



Follow on-screen instructions to test ATI keypad functions. Once finished, tap "close".

**l.**



Confirm the public counter is set to zero.*

**m.**

Poll Administration

Tabulators

BMD BT 1

Open Poll

Info
Poll Status          Lifetime Counter
CLOSED                    0
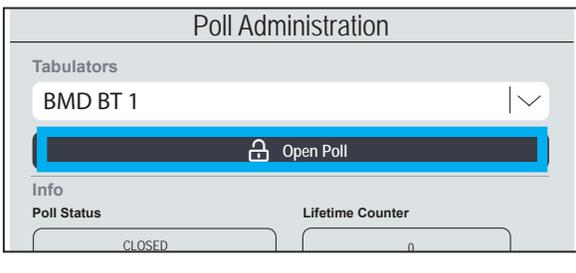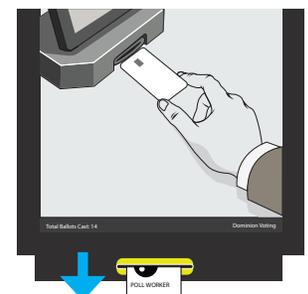
Tap "Open Polls". Tap "Yes".

**n.**



Remove the poll worker card.

*If the public counter is not set to zero, notify the Election Center: 1-800-554-9934.

## 4. Initialize the ballot-scanning machine.

When the ballot-scanning machine has loaded and is ready for initialization, it will begin beeping.
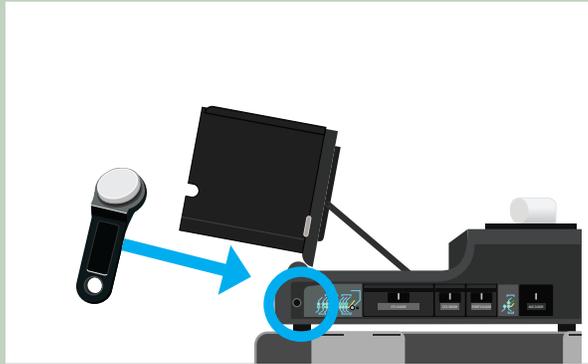
| | | |
|---|---|---|
| | **Username:**<br>admin ⊗<br>**Password:**<br>******** ⊗<br><br>1 2 3 4 5 6 7 8 9 0   Backspace<br>q w e r t y u i o p   Symbols<br>a s d f g h j k l   Caps   Shift<br>z x c v b n m   space   ◀   ▶<br>OK   Cancel | City and County of San Francisco<br>**Main Menu**<br>Open Poll |
| Locate the silver circle on the right side of the machine and hold the key fob firmly and flatly against this circle to turn the beeping off. | Enter your login credentials (see Equipment Access Code Form) and tap "OK." | Wait for the status screen to load and then tap "Open Poll" under the main menu. |

| d. | e. | f. |
|---|---|---|
| ...agement - Open Poll<br>Open | ...mation required<br>**Open Poll Confirmation**<br>You have chose to open the poll. Are you sure wish to continue?<br>OK   Cancel | onfirmation required<br>**Printing completed**<br>Do you want to print another copy of the zero report?<br>Yes   No |
| Under "Poll Management", tap "Open". | A confirmation screen will appear. Tap "OK". | A zero report will print on tape and the screen will read "Printing Completed". Tap "No". |

| g. | h. |
|---|---|
| | **Main Menu**    **Poll Managemen...**<br>Close Poll    Standard Voting Session<br>Start standard voting session<br>Standard Voting    Ballot Review / Disabled<br>Accessible Voting    Electronic Ballot Review / Disabled<br>Utilities |
| Have the team sign the report. Roll up tape and secure with paper clip (found in supply kit). Do not tear off. | Under Main Menu, tap "Standard Voting". |

| i. | j. |
|---|---|
| Under Poll Management, tap "Start". Tap "OK". | When the screen reads "System Ready," it is ready to accept ballots. |
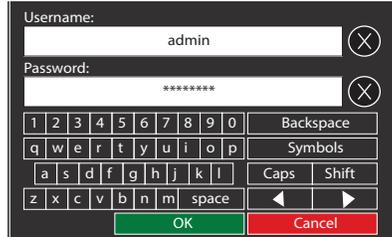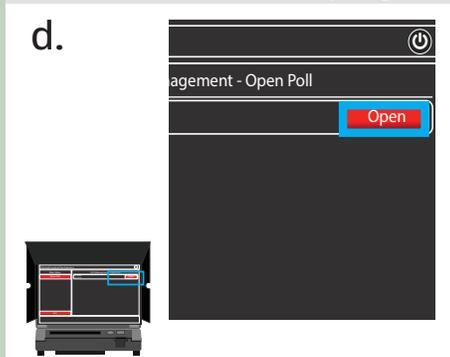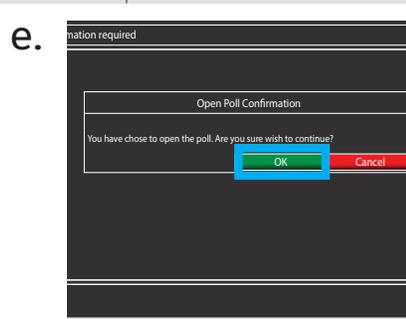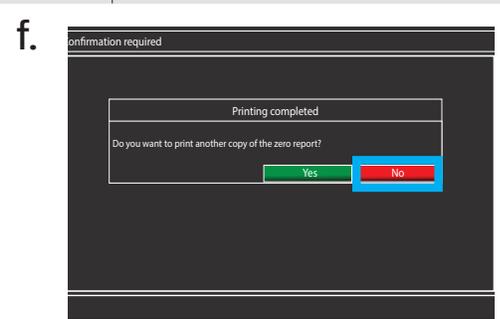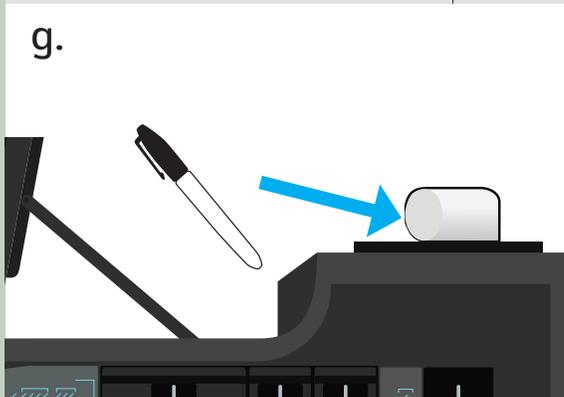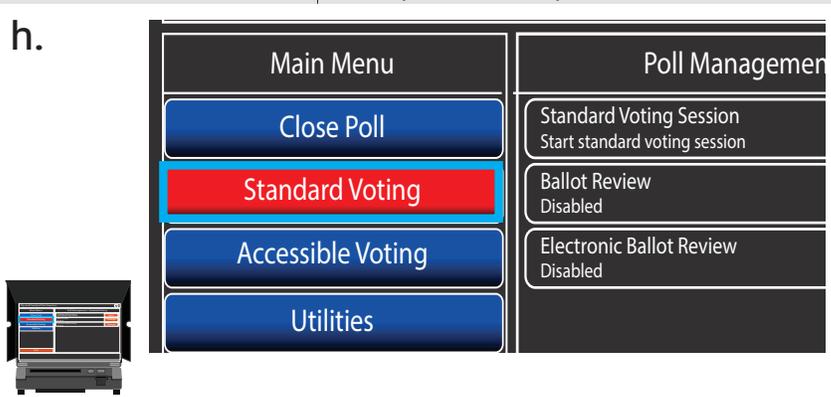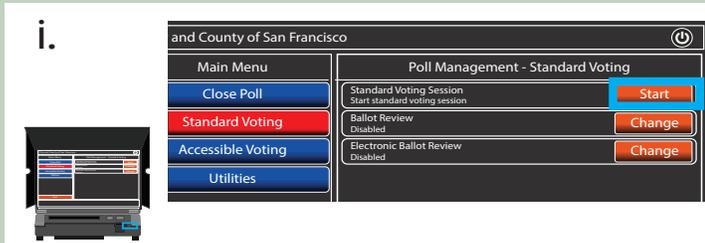
## 5. Perform final check.

Prior to opening at 7 a.m., use the Site-Specific Protection Plan layout diagram and the green string to confirm or correct all of the following:

☐ The greeter table is properly placed and organized.
☐ The red ballot box is properly placed and secured near the greeter table.
☐ The election table is properly placed and organized.
☐ The black ballot bag is properly placed and secured near the election table.
☐ The floor marker designating the start of the line is 3 feet from the election table.
☐ All floor markers are properly placed 6 feet apart.
☐ The voting booths are properly placed 6 feet apart.

After ensuring the polling place has been set up properly, gather the team and complete or confirm the following:

☐ All job card tasks are complete and materials are secured.
☐ All poll workers are wearing face coverings and nametags.
☐ Languages spoken by poll workers are checked off on the Language and Accessibility Resources sign.
☐ All poll workers have signed the Poll Worker Payroll Sheet from the Inspector Folder.
☐ All poll workers have signed the Declaration of Poll Workers in the roster.
☐ Fill out the break schedule (Appendix 5.10).
☐ Remove the Polling Place Health and Safety Checklist from the Inspector Folder. Check each box on the checklist to confirm that you have completed the listed tasks. Post checklist next to the street index posted outside of your polling place.

## 6. Update the roster.

The FED will deliver supplemental purple roster pages listing voters who registered after the roster was printed, and supplemental orange roster pages listing voters who returned a vote-by-mail ballot.

a. Update the white pages of the roster by writing "VBM Received" under the names of all voters whose names appear in the supplemental orange pages.
b. Place the orange and purple roster pages in the back of the white pages of the roster.

## 2.6  What-If Scenarios

Voting must begin promptly at 7:00 a.m.

If something unexpected happens during opening, remember that your team can ask for assistance by calling the election center at **1-800-554-9934**. Department staff, your FED, and roving technicians are all available to help you open on time.

### 2.6.1  What if I am a clerk and I expect to be late or absent?

Call your Inspector to provide an estimated time of arrival or to report your absence. If you do not have your Inspector's contact information, contact the election center. The election center may dispatch a replacement clerk depending on how many clerks are present at the site.

### 2.6.2   What if I am the Inspector and I expect to be late or absent?

**Call the election center immediately.** Bring the Inspector bag to the site as soon as possible or arrange a bag pick-up with the election center. If you will arrive after 6:15 a.m. or will be absent, the election center will dispatch a replacement Inspector and Inspector Bag.

### 2.6.3   What if clerks(s) are late or absent?

The Inspector should distribute job cards to the clerks present at the site, and the team should begin setting up right away.

Call your FED and the election center if there are fewer than three poll workers on site by 6:15 a.m. or if you have concerns about being able to set up on time.

### 2.6.4  What if the Inspector is late or absent?

If the Inspector is not present by 6:00 a.m., call the election center immediately. They will dispatch a replacement Inspector and ask a FED to deliver backup supplies and provide assistance.

Then, go to sfelections.org/pw/profile to locate the Site-Specific Protection Plan for your site and begin staging items using Job Card 1. If you cannot find the Site-Specfic Protection Plan or if you finish staging before help arrives:

1.  Remove the key lanyard from the plastic supply kit, located in the red box.

2.  Unlock the main bin of the scanning machine, remove all supplies, and relock.

3.  Complete Job Card 2, skipping instructions about the Inspector Bag.

4.  Complete Job Card 3, skipping instructions about the street index.

5.  Complete Job Card 4, skipping instructions about the Security Seal Sheet.

6.  Complete Job Card 5 just as it is written; you have everything you need.

When the FED arrives with back up supplies for your precinct **(ballots, roster, supplemental roster pages, the street index, the Site-Specific Protection Plan, the Inspector lanyard, the Security Seal Sheet, the Equipment Access Codes Acknowledgement Form, and Polling Place Health and Safety Checklist),** poll workers should:

1.  Use the Site-Specific Protection Plan to complete the tasks on Job Card 1, if this is not already done.

2.  Referring to Job Cards 1-5, complete any opening tasks not yet completed.

3.  Ask the FED if they are able to stay and complete Job Card 6 or other tasks – if the FED is not able to stay until the new Inspector arrives, you may need to call the election center again for additional help so you can open at 7:00 a.m.

## 2.6.5  What if we are locked out?

As soon as you arrive, check the Site-Specific Protection Plan for special instructions about unlocking your site. If there are none, try knocking, looking for another entrance, or looking for a site representative who can help.

If you are still locked out at 6:00 a.m., call the election center immediately. They will ask a FED to deliver emergency (outdoor) voting supplies. Meanwhile, keep trying to get inside.

When the FED arrives with emergency supplies for your precinct (COVID-19 Supply Box, election table and chairs, ballot secrecy folders, provisional envelopes, pens, security seals, name tags, an empty red box, an empty tote bag, used voting supplies box, "Vote Here" sign, and "I voted" stickers),  poll workers should:

1.  Help the FED retrieve emergency voting supplies from the FED's van.

2.  Use the COVID-19 Supply Box to sanitize hands and put on masks, if not already wearing.

3.  Set up the election table, then use "Surface Sanitizer" to sanitize it.

4.  Place items on the election table as shown in diagram below:
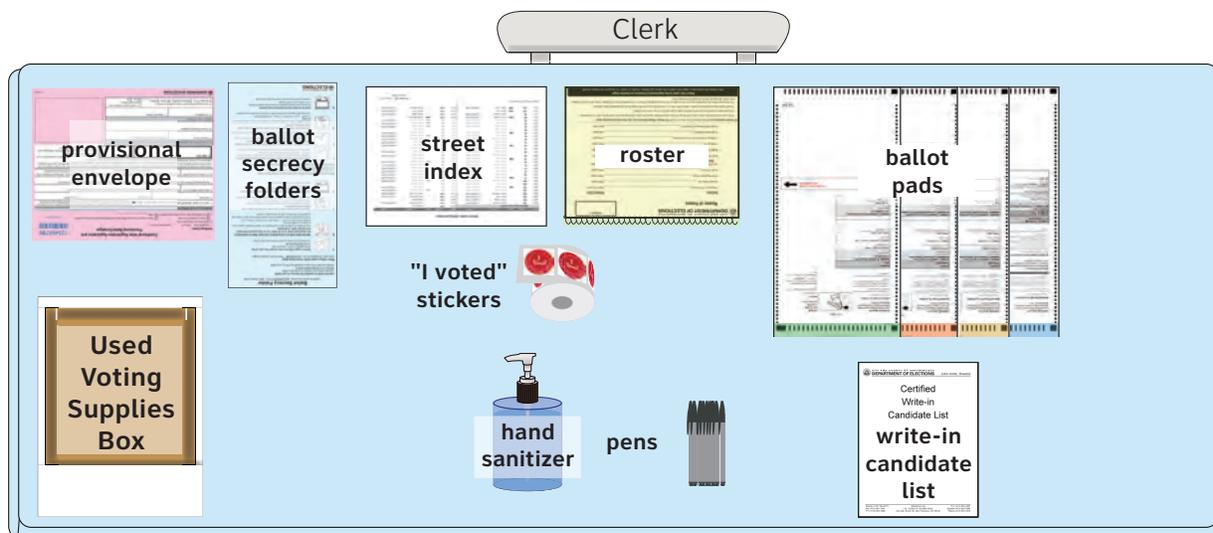


5.  Use Job Card 2 to ready the red box and black ballot tote for voters.

6.  Place the "Vote Here" sign in a place pedestrian voters will see it.

7.  At 7:00 a.m., open the polls and start issuing ballots per Voting Job Card 2A/B.

8.  As usual, collect all dropped off vote-by-mail ballots in the red box.

9.  While outside, place both standard and provisional ballots in the black tote bag.

10. When the polling place is unlocked, ask the FED to help set up inside.

11. When the indoor voting area is set up, insert standard ballots into the ballot-scanning machine.

12. When voters can come inside, ask the FED to remove all outdoor supplies.

## 2.6.6  What if the Inspector is late or absent, and we are locked out?

As soon as you arrive, check the Site-Specific Protection Plan for special instructions about unlocking your site. If there are none, try knocking, looking for another entrance, or looking for a site representative who can help.

**If you are not inside by 6:00 a.m., call the election center, whether or not your Inspector has arrived.** They will dispatch a replacement Inspector and ask a FED to deliver backup supplies and provide assistance.

You will need to begin following the instructions for emergency outdoor voting (2.5.5 on the previous page) and the election center may give you additional instructions as well.

## 2.6.7  What if we cannot locate or access the voting equipment?

Check the Site-Specific Protection Plan for instructions to locate or access the equipment. If this does not work, ask a site representative for help.

If you are unable to locate or access the equipment by 6:00 a.m., call the election center.

## 2.6.8  What if we are missing supplies or equipment?

See Appendix 5.6 for a list of supplies and their location, then double check to confirm that supplies are missing. If you are missing anything, call the election center.

## 2.6.9  What if we are unable to set up the voting machines?

Confirm that the machines are plugged in and see Appendix 5.7 for equipment troubleshooting instructions. If these instructions do not resolve the issue, call the election center.

# CHAPTER 3

# PROCESSING VOTERS

# 3. Processing Voters
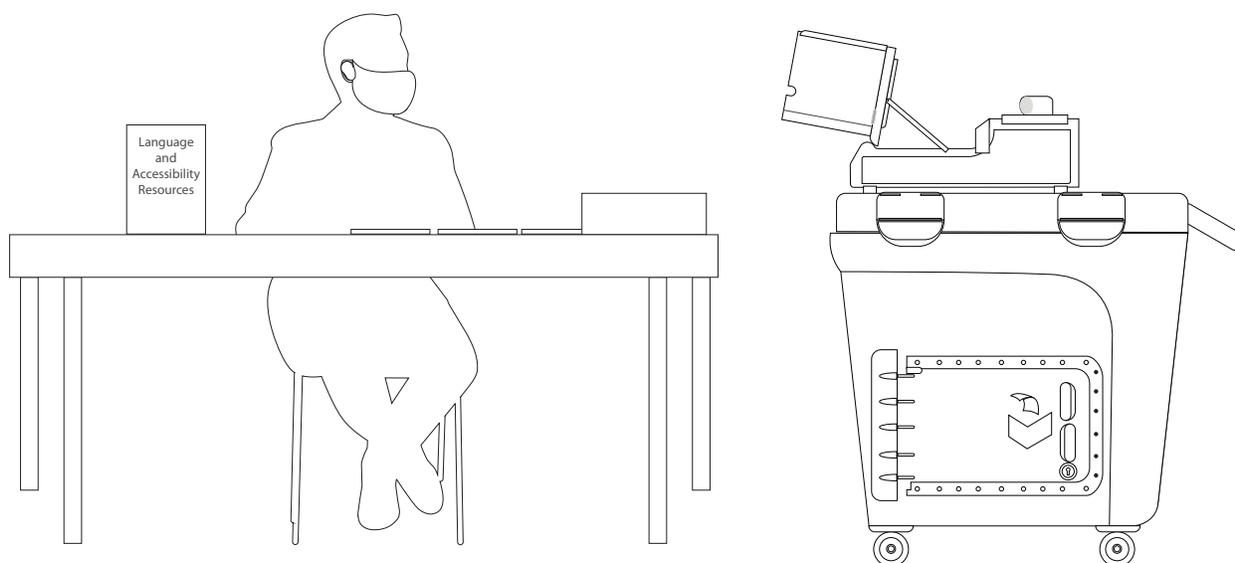


## 3.1 Voting Hours

At 7 a.m. sharp, the Inspector must announce, "The polls are now open." Polls must remain open from 7 a.m. – 8 p.m. Voting can never stop!

Your goals during voting hours are to provide materials and assistance to voters in a safe and efficient manner, regularly sanitize surfaces, equipment, and supplies, and provide assistance when asked to do so. To meet these goals, you will need to carefully follow the steps on your job cards and contact the Election Center at 1-800-554-9934 with any questions.

After your team finishes setting up your polling place, the Inspector will assign voting job cards. Every member of the team has a role to play:

- The Greeter will use Voting Job Card 1 to welcome voters, alert voters to health and safety protocols and resources, assist those dropping off vote-by-mail ballots, safeguard the red ballot box, and regularly sanitize the greeter table.

- The Election Table Clerk will use Voting Job Cards 2A and 2B to locate voters in the roster, offer accessible voting, and provide voters with ballots and voting materials. This clerk will also regularly sanitize pens and the election table.

- The Ballot-Scanning Machine Clerk will use Voting Job Card 3 to assist voters using the ballot-scanning machine, redirect provisional voters to the election table to deposit their envelopes in the black ballot bag, and regularly sanitize the ballot-scanning machine.

- The Inspector will use Voting Job Cards 4, 5, and 6 to monitor and support clerks throughout the day and continually ensure that clerks comply with health and safety protocol, initiate accessible voting sessions and curbside voting, and regularly sanitize the voting booths and ballot-marking device.

No matter your role, remember your mission: to assist the Department of Elections in conducting a free, fair, and functional election.

## 3.2 Maintaining and Encouraging a Healthy Environment

During voting hours, you must always wear a facial covering and stay six feet apart from everyone, including other poll workers, voters, and observers, unless you are outside on a break and at least 10 feet from others.

If a voter asks for help that requires you to step closer, such as assistance in marking a ballot, be sure you have explicit permission to approach and keep the interaction as short as possible. Be vigilant about wearing PPE, washing or sanitizing your hands, and maintaining social distance to the maximum extent possible while providing necessary assistance.

Encourage all voters at your polling place to maintain social distance by using the blue floor markers, and offer a mask to anyone who arrives without one. Your role is to encourage compliance, but remember that people who do not comply with health and safety guidelines must still be allowed to vote. When dealing with a difficult or noncompliant voter, stay calm and collected and refer to the Page 70 for guidance on how to avoid escalating a potentially uncomfortable interaction.

## 3.3  Cleaning and Sanitization Tasks

Every poll worker will be responsible for performing specified cleaning and sanitization tasks at regular intervals throughout the day. Job cards contain instructions for performing these tasks as well as cleaning records to keep track of tasks and record when they have been completed.

It is important to follow the instructions on your job card carefully and only use cleaning supplies as directed. Keep an eye on your cleaning supply and PPE inventory and do not remove labels or waste supplies. To avoid equipment malfunctions, always ensure your hands are dry (with sanitizer fully evaporated) before touching ballots or voting equipment.

Remember to keep up with cleaning tasks according to the schedule on your job card, even when your polling place is busy. At times, your Inspector may need to step-in for you while you perform cleaning tasks, so as not to delay the processing of voters. It is vital that you work together to ensure that you maintain a clean polling place all day long, so every voter can vote in a safe and healthy manner.

The Inspector and Field Election Deputy will share responsibility for checking cleaning records, ensuring that all cleaning protocols are followed throughout the day, and maintaining an adequate stock of cleaning supplies.

## 3.4  Managing Lines and Polling Place Capacity

If you experience a line of voters at your polling place, you must manage the line so every voter is processed in a safe and orderly fashion and your polling place does not exceed its maximum capacity. When your polling place reaches its maximum capacity, anyone who wants to enter will need to wait until a voter inside leaves. To avoid having to count the number of people inside, regularly remind those in line to use blue floor markers and invite anyone dropping off a vote-by-mail ballot to skip the line and go directly to the red ballot box.

If a line extends beyond initially placed floor markers, measure and tape down additional floor markers using the green 6 foot long measuring string and blue tape. Be sure that the path of the new line does not interfere with wheelchair movement or negatively affect voter privacy.

A line may form for obvious reasons (e.g. at rush hour after work), in which case voters may simply need to be patient. If a line is forming for less than obvious reasons, or due to an issue with supplies, equipment, or staffing at the polling place, notify the Election Center at 1-800-554-9934 immediately so Department staff can help resolve the issue.

## 3.5  Roster of Voters

When a voter reaches the front of the line (at the blue floor marker in front of the election table), the Election Table Clerk will search for that voter in the white, purple, and blue pages of the roster of voters.  The white, purple, and blue pages list voters who are registered to vote in the polling place's precinct:

- White page list voters who are eligible to vote a full ballot.

- Purple pages list voters who are eligible to vote a full ballot and who registered to vote after the white pages were printed.

- Blue pages list voters who are eligible to vote a one-card EDU ballot with the Board of Education contest only.

After locating the vote in the roster, the Election Table Clerk will review the voter's language preference and check for notes in the roster to determine whether the voter should vote a standard or provisional ballot.

- Voters listed with a language preference should be offered available materials in the voter's preferred language: CH=Chinese, SP=Spanish, FI=Filipino, BU=Burmese, JA=Japanese, KO=Korean, TH=Thai, VI=Vietnamese.

- Voters listed with a VBM Received note should be issued a provisional ballot, as the voter may have already returned a ballot for the election.

- Voters listed with an ID Required note should be shown the yellow Help America Vote Act Registration Rules page and issued either a standard ballot if the voter presents an acceptable ID, or a provisional ballot if the voter does not.

The roster also contains other pages that are used on an as-needed basis:

- The gray Roster Changes or Corrections page is used by voters to update their language preference or other registration information, or notify the Department of Elections that another voter has moved.

- The yellow Help America Vote Act Registration Rules page lists the acceptable types of identification that voters with "ID Required" notes may present to comply with federal identification requirements.

- The white Assisted Voters page is used by poll workers to list voters who received assistance in marking their ballots or voted curbside.

## 3.6  Official Ballots

San Francisco's official ballots are bilingual in English and either Chinese, Spanish, or Filipino. A voter who does not have a language preference in the roster and who does not express a preference in person should be issued an English/Chinese ballot.

A full ballot is comprised of 3 or 4 cards in a set, depending on the supervisorial district in which your polling place is located. To issue a ballot, locate the correct ballot pad in the voter's preferred language and tear off a full set of cards.

EDU ballots are comprised of only one card—be sure to issue EDU ballot cards to EDU voters.

Unless a voter expresses a preference for the accessible ballot-marking device, issue an official paper ballot (full or EDU).

## 3.7  Facsimile Ballots

Facsimile ballots in Burmese, Japanese, Korean, Thai, or Vietnamese, are available at some polling places for voters to reference when marking their official ballots. If your polling place is provided with any facsimile ballots, be sure that one copy of each is posted on the wall and one copy of each is kept in the designated pocket on the election table unless it is in use.

If a voter has Burmese, Japanese, Korean, Thai, or Vietnamese language preference and your polling place offers facsimile ballots in that language, issue a facsimile ballot with the official ballot.

## 3.8  Ballot-Scanning Machine

The ballot-scanning machine tallies votes on ballot cards cast at each polling place (except for provisional ballots, which must be processed after Election Day and should never be scanned at any polling place).  Vote data and ballot images are stored on scanning machine memory cards, which are brought to the Department of Elections after the polls close and included in official election results.

When a voter finishes marking a ballot, each ballot card must be inserted into the ballot-scanning machine in any orientation, one at a time. The "Ballot Counter" adds one for each card, while the "Total Voters" counter adds one for each set of ballot cards. The machine also makes a *ding* sound, indicating that the ballot was successfully cast.

If the machine detects irregular marks, a warning message will appear. In most cases, the voter can choose to CAST the card as is or RETURN the card for correction. For more information about warning messages, refer to "Guide to Messages on the Ballot-Scanning Machine" available at your polling place and online at *sfelections.org/pw/resources.*

## 3.9  Accessible Ballot-Marking Device

The accessible ballot-marking device allows voters with disabilities to mark, review, and print their ballots privately and independently.

The device does not store or tabulate votes. Printouts from the device must be scanned using the ballot-scanning machine or enclosed in a provisional envelope.

Voters can use any of several accessible features:

- In touchscreen mode, with no assistive device being used, the voter will see ballot contests and instructions onscreen and single-tap the screen to navigate and make selections. Touchscreen mode is available in English, Chinese, Spanish, and Filipino.

- In assistive device mode ("Enable AVS Controller"), the votes may use headphones, the audio-tactile interface (ATI) keypad, a paddle or sip-and-puff device, another personal assistive device, or both headphones and an assistive device.  The voter can navigate or mark the ballot using an assistive device or by double-tapping the screen.

- In assistive device mode, both ballot contests and instructions are available in Cantonese, Mandarin, Spanish, and Filipino. (Instructions are provided via audio and onscreen display by default, but a voter using headphones may turn off the onscreen display for additional privacy.)

Although accessible voting sessions are typically initiated by the Inspector, clerks should familiarize themselves with initiation steps, modes, and features so they can assist if necessary. See Voting Job Card 5: Initiating Accessible Voting Sessions for more information.

## 3.10 Provisional Voting

Any voter whose eligibility to vote cannot be immediately verified must vote provisionally using a provisional envelope. A provisional envelope serves as an official registration application and allows the Department to verify a voter's eligibility before counting their ballot.

Provisional EDU voters must use the blue EDU provisional envelopes.

Every provisional voter must complete and sign the Voter section on the outside of a provisional envelope, mark their ballot, seal their ballot card(s) inside the envelope, and deposit the provisional envelope into the black ballot bag.

In this election, the most common reasons to vote provisionally will be:

1. The voter is not listed in the roster, either because the voter is at the wrong polling place or because the voter is not registered.

2. The voter has an incomplete registration ("ID Required" note), and does not show an acceptable form of identification at the polling place.

3. The voter has already returned a ballot for this election ("VBM Received" note).

If, after processing the information on a provisional ballot envelope, the Department determines the voter was eligible to vote all or part of the enclosed ballot, then all or part of the ballot will be counted. Each provisional envelope contains a detachable receipt the voter can use to check the status of their provisional ballot online or by phone.

# Job Card 1: Greeter

Your main tasks will be to 1) assist voters dropping off ballots while safeguarding the red ballot box, 2) alert voters to health and safety protocols, 3) direct voters to the voting area while preventing crowding, 4) notify voters in line about social distancing and ballot drop-off, 5) notify your inspector if a voter requests curbside voting, and 6) regularly sanitize the greeter table. While completing tasks on this job card, to protect your health and the health of voters, remember to adhere to social distancing protocol, limit unnecessary conversation, and ensure voters receive clean materials.

## 1. Assist voters dropping off ballots while safeguarding the red ballot box.

In this election, all registered voters receive vote-by-mail ballots. As a result, many voters coming to your polling place will return their voted ballots using the red ballot box at the greeter table. Voters dropping off ballots do not need to wait in line.

Among other tasks, you must assist voters using the red ballot box and safeguard voted ballots (at no point can the red ballot box be left unattended).

When a voter enters your polling place, say: ***"Welcome. Are you here to vote or drop off a ballot?"***

A. If the voter wants to drop off a ballot, step back 6 feet and say: ***"Please drop your signed envelope into the red ballot box. Would you like any assistance?"***

B. If the voter wants to vote at the polling place, go to Step 2.

## 2. Alert voters to health and safety protocols.

Say: ***"Please remain six feet apart from others while inside the polling place by following blue floor markers. The sign on the table lists health protocols at this polling place. Let me know if you'd like to use any of the supplies or have questions."***

A. If the voter requests gloves or a mask, remove these from the Greeter Table COVID-19 Supply Box and set them on the table. Step back 6 feet to allow the voter to retrieve items, then go to Step 3.

B. If the voter does not request supplies, go to Step 3.

## 3. Direct voters to the voting area while preventing crowding.

Each polling place has a "maximum capacity" to prevent crowding inside. You will know when your polling place has reached maximum capacity when a voter is standing at the blue floor marker located immediately after the greeter table.

A. If the polling has not reached its maximum capacity, say: ***"Please proceed to the next blue floor marker."***

B. If the polling place reached its maximum capacity, say: ***"The polling place has reached its maximum capacity. Please wait until the next blue floor marker is freed up."***

## 4. Notify voters in line about social distancing and ballot drop-off.

Whenever there is a line of voters at your polling place, regularly announce to those in line to maintain social distancing by following blue floor markers and to not wait in line if they are dropping off ballots.

Say: ***"Please remain six feet apart, following the blue floor markers. If you are here to drop off a ballot, please come forward to the red ballot box; you do not need to stand in line."***

If you notice that the line has formed past the floor markers, notify the Inspector so that the Inspector can set up additional floor markers.

## 5. Notify the Inspector if a voter requests curbside voting.

If a voter requests curbside voting, ***"The Inspector can help you with that. Please wait here while we get the necessary voting supplies for you."***

Then notify the Inspector (in person, if the Inspector is nearby, or call) and call the Election Center.

## 6. Regularly sanitize greeter table.

You will need to sanitize the greeter table every 30 minutes, using the "Surface Sanitizer" and paper towels from the Greeter Table COVID-19 Supply Box. Complete the following steps:

1. Sanitize your hands and put on a new pair of gloves, if you choose to wear them.
2. Spray the table with "Surface Sanitizer", then wipe with paper towels.
3. Spray and wipe any other touched surfaces (e.g. open door handles).
4. Place used paper towels into trash bin.
5. Write your initials in the Cleaning Record:

| Morning | 7:30a | 8:00a | 8:30a | 9:00a | 9:30a | 10:00a | 10:30a | 11:00a | 11:30a | Noon |
|---|---|---|---|---|---|---|---|---|---|---|
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Afternoon | 12:30p | 1:00p | 1:30p | 2:00p | 2:30p | 3:00p | 3:30p | 4:00p | 4:30p | 5:00p |
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Evening | 5:30p | 6:00p | 6:30p | 7:00p | 7:30p | 8:00p | Notes: | | | |
| | Initials | Initials | Initials | Initials | Initials | Initials | | | | |

# Job Card 2A (Primary Procedures): Election Table Clerk

You will use two job cards. This card lists procedures that you will use to assist most voters and explains how to 1) find a voter in the roster, 2) check for voter notes, 3) issue a standard ballot based on the voter's language preference and have the voter sign the roster, 4) update the street index, and 5) regularly sanitize pens and the election table.

While completing tasks on both job cards, to protect your health and the health of voters, remember to adhere to social distancing protocol, limit unnecessary conversation, and ensure voters receive clean materials.

## 1. Find the voter in the roster.

Say: ***"Hello. May I have your name and address?"***

A. If a voter is listed in the white or purple pages, go to Step 2 below.
B. If a voter is listed in the blue pages, go to Step 3A on Job Card 2B.
C. Not listed in the roster, say: ***"You are not listed in our roster, but you can vote a provisional ballot here or go to your assigned polling place or a voting center. Which do you prefer?"***

   i. If the voter wants to vote a provisional ballot here, go to Step 1 on Job Card 2B.
   ii. If the voter wants to vote elsewhere, call (415) 554-4375 or use the map to offer directions.

## 2. Check for voter notes.

A. If the voter is listed with no notes, go to Step 3.
B. If the voter is listed with an ID Required note, open the yellow "Help America Vote Act Requirements" page in the roster and say: ***"The roster shows your registration is incomplete. You can complete your registration by showing any of the types of ID listed on this page. I will move back so that you can approach and view the list."***

   i. If the voter shows ID, issue a standard ballot. Go to Step 3.
   ii. If the voter does not show ID, issue a provisional ballot. Go to Step 1 on Job Card 2B.

C. If the voter is listed with a VBM Received note, say: ***"The roster shows the Department of Elections already received your ballot. If you'd like, you can call the Department to verify, or you can vote here provisionally."***

   i. If the voter wants to verify, give the voter the number: (415) 554-4375.
   ii. If the voter wants to vote a provisional ballot, go to Step 1 on Job Card 2B.

## 3. Issue a standard ballot based on the voter's language preference, and have the voter sign the roster.

Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

A. If the voter wants to use a paper ballot, complete the following steps:

1. Fill in the bubble by the voter's name in the roster.
2. Check the voter's language preference, and tear off a full set of ballot cards based on that preference (English or Chinese=EN/CH green pad; Spanish=EN/SP orange pad; Filipino=EN/FI yellow pad). Tear the receipts off each card.
3. Tear off an "I voted" sticker from the roll.
4. Place the cards, receipts, sticker, and a secrecy folder on the voter's side of the table.
5. Slide the roster next to the ballot, facing the voter, then step back 3 feet and say: ***"Please come forward and take a clean pen to sign the roster, then take your voting materials. After marking your ballot, place it into the secrecy folder and take it to the scanning machine. When the machine accepts your ballot, return the pen and folder to the "Used Voting Supplies" container. Would you like any further assistance?"***

B. If the voter wants to use the ballot-marking device, notify the Inspector and follow these steps:

1. Fill in the bubble by the voter's name in the roster.
2. Tear off an "I voted" sticker from the roll.
3. Place a secrecy folder and "I voted" sticker on the voter's side of the table.
4. Slide the roster to the voter's side of the table, facing the voter, then step back 3 feet and say: ***"Please come forward and take a clean pen to sign the roster, then take your voting materials. The Inspector will activate your ballot on the ballot-marking device. If you need assistance, let the Inspector know."***

## 4. Update the street index.

Update the street index each time you issue a standard ballot by referring to the XREF# in the roster:

1. Find the XREF# by the voter's name and cross out the same number on the table street index.
2. Hourly, through 6 p.m., update the street index posted outside.

## 5. Sanitize pens and the election table.

You will need to sanitize the election table every 30 minutes, using the "Surface Sanitizer" and paper towels from the Election Table COVID-19 Supply Box. Complete the following steps:

1. Sanitize your hands and put on a new pair of gloves, if you choose to wear them.
2. Spray and wipe down pens in the "Used Voting Supplies" box, and place in "Clean Pen Cup".
3. Slide items to one side of election table; spray and wipe down table. Repeat on other side.
4. Place used paper towels into trash bin.
5. Write your initials in the cleaning record:

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Morning | 7:30a | 8:00a | 8:30a | 9:00a | 9:30a | 10:00a | 10:30a | 11:00a | 11:30a | Noon |
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Afternoon | 12:30p | 1:00p | 1:30p | 2:00p | 2:30p | 3:00p | 3:30p | 4:00p | 4:30p | 5:00p |
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Evening | 5:30p | 6:00p | 6:30p | 7:00p | 7:30p | 8:00p | Notes: | | | |
| | Initials | Initials | Initials | Initials | Initials | Initials | | | | |

# Job Card 2B (Less Common Procedures): Election Table Clerk

This card lists less common procedures that you will follow to issue 1) provisional ballots, 2) replacement ballots, and 3) EDU ballots. This card also explains how to assist voters wishing to 4) surrender their vote-by-mail ballots or 5) use facsimile ballots.

## 1. Issuing provisional ballots.

Voters who are not listed in the roster, listed with a VBM Returned note or an unresolved ID Required note must vote provisionally. Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

  A. If the voter wants to use a paper ballot, complete the following steps:

1. Say: ***"Voting materials are available in English, Chinese, Spanish, and Filipino. Do you have a language preference?"*** Wait for response, then find the ballot pad and a provisional envelope in the voter's preferred language.
2. Complete the Poll Worker section of the envelope.
3. Tear off a full set of ballot cards and the receipts.
4. Tear off an "I voted" sticker from the roll.
5. Place the cards, receipts, sticker, and envelope on the voter's side of the table., then step back 3 feet and say: ***"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. Return the envelope and pen to me."***
6. When the voter returns the envelope, confirm it is signed and drop it in the black bag.

  B. If the voter wants to use the ballot-marking device, notify the Inspector and follow these steps:

1. Locate a provisional envelope in the voter's preferred language.
2. Complete the Poll Worker section of the envelope.
3. Place the provisional envelope and an "I voted" sticker on the voter's side of the table.
4. Step back 3 feet and say: ***"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it. The Inspector will activate your ballot. If you need assistance, let the Inspector know."***

## 2. Issuing replacement ballots.

Say: ***"May I have your mismarked cards?"***

1. Write "VOID" on the front and back of the voter's mismarked card(s).
2. Tear off a full new set of ballot cards; give the voter only the cards matching mismarked card(s).
3. Write "VOID" on front and back of the card(s) that the voter did not need from the new set.
4. Place all voided cards in the black ballot bag.

## 3A. Issuing EDU ballots to voters listed in the roster blue pages.

Voters listed in the blue pages must vote an EDU ballot. Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

A. If the voter wants to use a paper ballot, complete the following steps:

1. Fill in the bubble by the voter's name in the roster.
2. Tear off a single EDU ballot card from the blue EDU pad and tear off the receipt.
3. Tear off an "I voted" sticker from the roll.
4. Place the card, receipt, sticker, and secrecy folder on the voter's side of the table.
5. Slide the roster next to the ballot, facing the voter, then step back 3 feet and say: ***"Please come forward and take a clean pen to sign the roster, then take your voting materials. Mark your ballot, place it into the secrecy folder, and take it to the scanning machine. When the machine accepts your ballot, return the pen and folder to the "Used Voting Supplies" container. Would you like any further assistance?"***

B. If the voter wants to use the accessible ballot-marking device, inform your Inspector to activate an accessible EDU ballot, and complete the following steps:

1. Fill in the bubble by the voter's name in the roster.
2. Place a secrecy folder, and an "I voted" sticker on the voter's side of the table.
3. Slide the roster next to the folder, facing the voter, then step back 3 feet and say: ***"Please come forward to sign the roster and take your voting materials. The Inspector will activate your ballot. If you need assistance, let the Inspector know."***

## 3B. Issuing EDU provisional ballots.

Voters not listed in the blue pages of the roster who request to vote in the School Board election must vote provisionally using the blue EDU provisional envelope. Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

A. If the voter wants to use a paper ballot, complete the following steps:

1. Locate a blue EDU provisional envelope and complete the Poll Worker section of the envelope.
2. Tear off a single EDU ballot card from the blue EDU pad and tear off the receipt.
3. Tear off an "I voted" sticker from the roll.
4. Place the card, receipt, sticker, and envelope on the voter's side of the table.
5. Step back 3 feet and say: ***"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. Return the envelope and pen to me."***
6. When the voter returns the envelope, confirm it is signed and drop it in the black bag.

B.  If the voter wants to use the ballot-marking device, notify the Inspector to issue an accessible EDU ballot, and complete the following steps:

   1.  Locate a blue EDU provisional envelope and complete the Poll Worker section of the envelope.
   2.  Place the envelope and an "I voted" sticker on the voter's side of the table, then step back 3 feet and say: ***"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it. The Inspector will activate your ballot on the ballot-marking device. If you need assistance, let the Inspector know."***

## 4.  Voiding surrendered vote-by-mail ballots.

Some voters may bring their vote-by-mail ballots to surrender at a polling place. To assist such voters, step back 3 feet and say: ***"Please come forward to place your ballot on the table and then step back to the floor marker."*** Write "Void" on the ballot and place it in the black ballot bag.

## 5.  Issuing ballot facsimiles.

Some polling places are provided with facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, or Vietnamese. If the voter wants to use a facsimile ballot, retrieve and place the facsimile and a clean pair of gloves on the voter's side of the table. Write the voter's new language preference next to their name in the roster.

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# Job Card 3: Ballot-Scanning Machine Clerk

While stationed at the ballot-scanning machine, your main tasks will be to 1) assist standard voters with scanning their ballot cards, 2) redirect provisional voters to the election table, and 3) sanitize the ballot-scanning machine.

While completing tasks on this job card, to protect your health and the health of voters, remember to adhere to social distancing protocol, limit unnecessary conversation, and ensure voters receive clean materials.

## 1. Assist Standard Voters with scanning their ballot cards.

When the machine is ready to accept ballots, it will say "System ready/Please insert your ballot".

1. When a voter approaches the machine with a blue secrecy folder, step back 6 feet and say: **"When you are ready, please insert your ballot cards one at a time. It does not matter which way they are facing. Let me know if you want me to change the language displayed on the screen."**

    a. If the voter requests to change the language displayed, say: **"Please step back so I may approach."** Then select the voter's preferred language from the left menu and step back.

2. When the voter casts their ballot with no issues, the screen will read "Valid Ballot" and then "Casting Ballot, Please Wait," before returning to the "System Ready" screen and making a "ding" sound. At that point, say, **"Thank you for voting today!"**

3. If the voter receives a warning, the voter may resolve it independently or request your assistance. In either situation, say: **"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". If you would like a pair of gloves, have questions, or would like to review the machine's reference guide, please let me know."**

    a. If the voter would like to use gloves or the reference guide, say: **"Please step back so I may approach."** Then step forward and place the reference guide and/or a clean pair of gloves on top of the machine. Then step back again.

## 2. Redirect Provisional Voters to the ballot bag at the election table.

It is very important that no provisional ballot is scanned before the Department can verify if the person is eligible to vote. If someone steps up to the ballot-scanning machine with a provisional envelope instead of a secrecy folder, say: **"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt. Then take the envelope to the election table and drop it into the black ballot bag."**

# Job Card 3: Ballot-Scanning Machine Clerk

## 3. Sanitize the ballot-scanning machine.

You will need to sanitize the ballot-scanning machine every 30 minutes, or earlier if a voter has touched the machine, using the "Alcohol Wipes" stored on top of the machine. Complete each of the following steps:

1. Sanitize your hands and put on a new pair of gloves, if you choose to wear them.
2. Remove a wipe from the "Alcohol Wipes" container.
3. Wipe the main screen, as well as the "Cast" and "Return" buttons.
4. Place used wipes into trash bin.
5. Write your initials in the cleaning record:

| Morning | 7:30a | 8:00a | 8:30a | 9:00a | 9:30a | 10:00a | 10:30a | 11:00a | 11:30a | Noon |
|---|---|---|---|---|---|---|---|---|---|---|
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Afternoon | 12:30p | 1:00p | 1:30p | 2:00p | 2:30p | 3:00p | 3:30p | 4:00p | 4:30p | 5:00p |
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Evening | 5:30p | 6:00p | 6:30p | 7:00p | 7:30p | 8:00p | Notes: | | | |
| | Initials | Initials | Initials | Initials | Initials | Initials | | | | |

Remember, voting cannot stop throughout the day! If the ballot-scanning machine is not ready or if the machine malfunctions, ask voters to drop ballot cards into the machine's auxiliary (aux) bin, and call the Election Center at 1-800-554-9934.

As the Inspector of your polling place, you are responsible for leading and supporting your team, monitoring the inventory of essential supplies, continually ensuring that clerks comply with all voting procedures and health and safety protocol, cleaning voting booths and the ballot-marking device, facilitating curbside voting, and initiating accessible voting sessions on the ballot-marking device.

## 1. Support your team.

Over the course of the day, be prepared to support your team. Familiarize yourself with all job cards before Election Day. Not only will you need to explain to clerks how to accomplish tasks, but you will need to be ready to complete them yourself whenever a clerk is unavailable.

Frequently remind your team to remain vigilant in carrying out health and safety protocols, and lead by example.

Always try to stay calm and patient in the face of any challenges and provide the knowledge and resources necessary to create a positive experience for voters and poll workers alike.

## 2. Complete the hourly checklist.

Throughout the day, observe clerks to make sure they are wearing facial coverings, maintaining social distance, completing cleaning tasks.

Every hour, use the checklist below to ensure continual compliance with health and safety protocols and monitor the inventory of essential materials. If any supplies are running low or have gone missing, call the Election Center at 1-800-554-9934.

- ☐ Are the security seals on the voting equipment intact?
- ☐ Are clerks completing all required cleaning tasks, and indicating so on their job cards?
- ☐ Are poll workers wearing face coverings and nametags identifying their language skills?
- ☐ Is the Language and Accessibility Resources sign on the election table visible to voters?
- ☐ Are pen grips and the magnifying sheet on the election table visible to voters?
- ☐ Does the "Total Ballots Printed" counter on the ballot-marking device read less than 50 (to ensure adequate printer stock)?
- ☐ Is the red ballot box at the greeter table less than 75% full?
- ☐ Are there at least 10 provisional envelopes remaining?

## 3. Sanitize the voting booths, poll worker card, and ballot-marking device.

You will need to sanitize the voting booths, poll worker card, and ballot-marking device every 30 minutes, using supplies from the Ballot-Marking Device COVID-19 Supply Box stored behind the ballot-marking device. Complete each of the following steps:

1. Sanitize your hands and put on a new pair of gloves, if you choose to wear them.
2. Spray each voting booth with "Surface Sanitizer", including the top, sides, and secrecy flaps, then wipe with paper towels. (If voting booths are occupied with voters, let voters finish voting before sanitizing.)
3. Spray the poll worker card with "Surface Sanitizer", then wipe with a paper towel.
4. To sanitize the table with the ballot-marking device, spray cleaner directly on a paper towel and gently move items out of the way to wipe the table surface. **Do not use this spray to clean the ballot-marking device tablet, printer, ATI, or headphones.**
5. Remove a wipe from the "Alcohol Wipes" container.
6. Wipe the ballot-marking device tablet, (you do not need to turn the machine off to clean), ATI keypad, headband of the headphones, and printer exterior.
7. Place used paper towels and wipes into trash bin.
8. Write your initials in the cleaning record:

| Morning | 7:30a | 8:00a | 8:30a | 9:00a | 9:30a | 10:00a | 10:30a | 11:00a | 11:30a | Noon |
|---|---|---|---|---|---|---|---|---|---|---|
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Afternoon | 12:30p | 1:00p | 1:30p | 2:00p | 2:30p | 3:00p | 3:30p | 4:00p | 4:30p | 5:00p |
| | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials | Initials |
| Evening | 5:30p | 6:00p | 6:30p | 7:00p | 7:30p | 8:00p | Notes: | | | |
| | Initials | Initials | Initials | Initials | Initials | Initials | | | | |

# Job Card 5: Initiating Accessible Voting Sessions

Although accessible voting sessions are typically initiated by the polling place inspector, all clerks should familiarize themselves with these procedures so that they are prepared to assist when needed. This card lists procedures that you will follow to 1) initiate an accessible voting session on the ballot-marking device and provides a 2) guide to assisting voters using the ballot-marking device. Remember to always comply with hygiene rules, allow the voter privacy, and comply with social distancing rules unless the voter specifically asks you to perform a task that requires closer assistance and gives you permission to approach.

## Initiating an accessible voting session

When a voter requests to use the accessible ballot-marking device, the Election Table Clerk will ask you to assist the voter. The clerk will let you know 1) the voter's preferred ballot language, and 2) whether the voter will vote a regular ballot (non-EDU) or an EDU ballot.

1. Say: ***"Hello, I will help activate your ballot on the ballot-marking device. You may use the touchscreen interface to mark your ballot or listen to audio instructions with headphones and mark your ballot using the touchscreen, Audio-Tactile Interface keypad, or personal assistive device. Which type of interface do you prefer to use today?"***

2. Connect any equipment the voter will use.

   A. If the voter will use the keypad or headphones, make sure they are connected.
   B. If the voter has a personal assistive device (e.g. sip and puff), connect it to the ATI keypad Interface. (Call the Election Center for assistance, if necessary.)

3. Insert the poll worker card and enter the activation code:

   A. For a regular ballot (non-EDU), enter "1" followed by your precinct number, or
   B. For an EDU ballot, enter "2" followed by your precinct number.

4. Check or uncheck the AVS Controller box, depending on the voter's preferred interface:

   A. If the voter will use an assistive device, check "Enable AVS Controller", or
   B. If the voter will use the touchscreen only, leave this box unchecked.

5. Confirm you have made the correct selections and tap "Activate."
6. Remove the poll worker card and select the voter's preferred language.
7. If you have enabled the AVS Controller, select the assistive device mode.
8. Provide instructions and offer assistance:

   A. For a voter voting a standard ballot say: ***"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."***
   B. For a voter voting a provisional ballot say: ***"When you are done marking your ballot, please print it out, place it in your envelope, then seal that and bring it to the black ballot bag at the election table. If you need any further assistance, just flag me."***

9. After the voter has left, sanitize the ballot-marking device following the steps on Inspector Job Card 4. If the voter wore headphones, replace the disposable headphone covers with a new pair from the Ballot-Marking Device COVID-19 Supply Box.

# Job Card 5: Initiating Accessible Voting Sessions

## Assisting a voter using the ballot-marking device.

If a voter asks for your help using the ballot-marking device, here is some basic information you need to know about its features. Be sure to ask the voter's permission before approaching or touching a device in session.

**Settings:** These settings can be adjusted by tapping the screen at any point in a voting session:

- "Language:" choose English, Chinese (Cantonese or Mandarin audio), Spanish, or Filipino.
- "Text Size": increase or decrease the font size of displayed text.
- "Audio": adjust reading speed and headphone volume (in AVS controller mode only).
- "View": adjust screen contrast (colors, light or dark backgrounds).

**Navigation:**

- Some contest pages are long; touchscreen voters may need to scroll down.
- Selecting "Next" in the lower right will take the voter to the next contest.
- Selecting "Previous" in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

**Marking:**

- To select a candidate, tap the gray square to the right of the candidate's name.
- To vote for or against a measure, tap the gray square to the right of the Yes or No.
- To review all current selections, tap "Review" at any time, from any screen.
- To modify selections, tap "Back to Ballot" from the "Review" screen.
- To change a vote, tap the marked gray square to deselect, and then tap another.

**Printing:**

- To print a ballot after reviewing and approving all selections, tap "Print Ballot".
- If an overvote or under-vote warning appears, refer to the Guide to Messages on the Ballot-Scanning Machine.

**Changing Modes or Canceling:**

A. To switch modes before printing (e.g. audio to touchscreen or vice versa):

   1. Tap "More" in the top right-hand corner of the touchscreen.
   2. Tap "Cancel Activation" then "Yes, cancel activation."
   3. Use the instructions on the front of this job card to initiate a new session.

B. To cancel the session before printing and switch to a paper ballot:

   1. Tap "More" in the top right-hand corner of the touchscreen.
   2. Tap "Cancel Activation" then "Yes, cancel activation."
   3. Let the Election Table Clerk know the voter will use a paper ballot.

C. To cancel a session after printing and switch to a paper ballot:

   1. Write VOID on both sides of the ballot printout.
   2. Place the VOIDED printout in the black ballot bag.
   3. Let the Election Table Clerk know the voter will use a paper ballot.

# Job Card 6: Curbside Voting

Although curbside voting is typically administered by the Inspector, all clerks should familiarize themselves with these procedures so that they are prepared to assist when needed.

If curbside voting is requested, follow these steps to safely issue a ballot. Call the Election Center, 1-800-554-9934, for assistance. (For steps to issue an EDU ballot, call the Election Center.)

1. With your face mask on, sanitize your hands, and put on new gloves.
2. Get the Greeter Table COVID-19 Supply Box, clean pen, and a piece of paper.
3. Approach the voter, remaining 6 feet away, and say: ***"Welcome. I'm here to help you vote outside. Before we begin, please let me know if you would like gloves or hand sanitizer."*** Wait for response, then say: ***"Next, I will gather your information to check the roster and get your voting materials. I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***
4. Offer a piece of paper and say: ***"Will you please write down your name, address, and preferred ballot language (English, Chinese, Spanish, or Filipino)?  Please let me know whether you prefer I set this pen and paper down and step back or bring them to you."***

    A.  If the voter wants to use the ballot-marking device, immediately call the Election Center to request that a curbside ballot-marking device be set up at your polling place.

5. Set down pen and paper and other supplies, or quickly hand them off, as requested, then say: ***"When you are done writing down your information, you may set the paper down or hand it to me. Please keep the pen to mark your ballot."***
6. Take the paper with voter information, return inside, and use Job Card 2A (Election Table Clerk) to identify the correct ballot – standard or provisional – then proceed to Step A or B on this job card.

## A. To issue a curbside standard ballot:

1. Fill in the roster bubble and write "curbside" on the signature line.
2. Retrieve ballot cards in the voter's preferred language, "I voted" sticker, and secrecy folder, and bring them to the voter.
3. Say: ***"Here are your voting materials. When you are done, please place your ballot cards into the secrecy folder. I will be back to collect your ballot in 15 minutes. Would you like any further assistance?"***
4. While you are waiting for the voter, 1) update the street index by referring to the XREF# in the roster and crossing out the same number on the table street index, and 2) fill out the Assisted Voters page in the roster by writing down the name of the voter.
5. Return to collect the ballot. Say: ***"I will now collect your secrecy folder and insert the ballot cards into the ballot-scanning machine. As before, you may set it down or hand it to me. If you like I can return to confirm that your ballot cards have been accepted by the ballot-scanning machine."***
6. Return inside and insert each card one at a time into the ballot-scanning machine. Return to confirm, if requested by the voter.

## B. To issue a curbside provisional ballot:

1. Retrieve a provisional envelope in the voter's preferred language and complete the Poll Worker section.
2. Retrieve ballot cards in the voter's preferred language and an "I voted" sticker, and bring materials to the voter.
3. Say: ***"Because you are not listed in our roster, you can either vote here provisionally, go to your assigned polling place, or vote at the City Hall Voting Center. What would you prefer?"***
4. If the voter has questions, use Job Card 2 (Election Table Clerk) to answer them. Otherwise, say: ***"Here are your provisional voting materials. Please fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. I will be back to collect your ballot in 15 minutes. Would you like further assistance?"***
5. Return to collect the ballot from the voter and say: ***"I will now collect your provisional envelope. As before, you may set it down or hand it to me. Please let me know if I can provide further assistance."***
6. Return inside and place the provisional envelope into the black bag.

# 3.11    What-If Scenarios

### 3.11.1   What if the power goes out?

Ask a site representative for help and then call the Election Center.

**Voting must continue!** While the ballot-scanning machine can operate without power for about 2 hours, the ballot-marking device must have power for the printer to function. If a voter requests accessible voting, activate an accessible session on the ballot-scanning machine using the troubleshooting guide on page 103.

### 3.11.2   What if the ballot-scanning machine stops functioning?

Check the power connection. If this does not resolve the issue, refer to the troubleshooting guide on page 103 and call the Election Center.

While the ballot-scanning machine is not functioning, voters should cast their ballots into the machine's aux bin. Once the machine is functional again, feed the ballot cards from the aux bin through the scanner, one at a time, and return any unreadable ballot cards to the aux bin.

### 3.11.3   What if the ballot-marking device stops functioning?

Check all cables and the power connection. If this does not resolve the issue, refer to the troubleshooting guide on page 103 and call the Election Center.

If a voter requests accessible voting, activate an accessible session on the ballot-scanning machine using the troubleshooting guide on page 107.

### 3.11.4   What if a provisional voter signs the roster by mistake?

It is important to correct this mistake so the roster provides an accurate count of voters who use the ballot-scanning machine at your polling place.

Draw a line through the voter's signature and the barcode. Make a note to the right of the signature.

### 3.11.5   What if a voter requests curbside voting?

Follow the instructions on Job Card 6 on page 67 and, if this is the first time today your team is providing curbside service, call the Election Center for guidance.

### 3.11.6   What if there is an emergency at our site?

**If anyone is in immediate danger from a natural or man-made emergency or disturbance, such that voting cannot safely continue, call 911 immediately,** then call the Election Center.

If you need to leave the polling place and it is safe to do so, retrieve and secure vital election materials in the following order:

    a.   Roster of voters
    b.   Voted ballots from the ballot-scanning machine
    c.   Ballot-scanning machine memory card
    d.   The red ballot box
    e.   The black ballot bag
    f.   The tote bag (if contains voted ballots)
    g.   Unvoted ballots

### 3.11.7   What if a voter refuses to wear a facial covering?

**A person not wearing a facial covering must still be allowed to vote!**

However, you can protect public health by taking as many of the following steps as necessary to process the voter more safely:

1. Begin by saying: "Wearing a facial covering can protect everyone's health, so we ask that you wear one. If you don't have a facial covering, we'd be happy to provide a face mask." If the voter accepts and puts on a face mask, continue processing the voter following your job card.

2. If the voter refuses, say: "We regret to hear that, but we respect your right to vote. To help everyone vote more safely, you can choose to either wait outside for a few minutes while we rearrange the voting area to allow for increased social distancing, or we can bring you voting materials and serve you outside. Which would you prefer?"

a.  If the voter decides to vote curbside, notify the Inspector and say: "Thank you for your cooperation. Voting outside is a simple process – please wait outside and someone will be out to assist you shortly."

b.  If the voter decides to vote inside the polling place, notify the Inspector and say: "Thank you for your cooperation. Please wait outside a moment while we rearrange the voting area to allow for increased social distancing."

   i.   Increase distances between voting stations (election table, voting booths, and voting machines), as much as possible, at least 9 feet or more. Politely explain the situation to other voters and offer to keep their place in line if they feel safer waiting outside.

   ii.  If it is not possible to move voting stations to allow for at least 9 feet of distance, temporarily close the booths nearest the one the voter will use by folding down the secrecy flaps. Then say, "Please step over to this voting booth so we can serve you more safely." The Inspector can then serve the voter at the isolated booth, using PPE and stepping back as necessary.

Process the voter as quickly as possible so voting does not stop. Do not escalate this sensitive situation by raising your voice or threatening the voter. Do not argue with the voter. If you have any further questions, call the Election Center.

### 3.11.8  What if a voter refuses to maintain social distancing?

Begin by saying: "Staying six feet away from others can help protect everyone's health, so we ask that you do so. If you use the blue floor markers, you will always be the right distance away." Call the Election Center for guidance if necessary.

### 3.11.9  What if the voter line extends beyond the floor markers?

Ask voters to estimate six foot distances while you measure and tape down more floor markers using the green 6 foot long measuring string and blue tape. Call the Election Center for guidance if necessary.

### 3.11.10  What if we run low on PPE or cleaning supplies?

Your polling places should have enough PPE and cleaning supplies to last through Election Day if your team follows job card instructions correctly. However, if supplies are running low, call the Election Center to request that a FED deliver additional supplies.

### 3.11.11  What if someone has an adverse or allergic reaction to a sanitizing or cleaning product?

Even cleaning and sanitizing products that are properly manufactured and properly used may in rare cases cause allergic reactions in some people. If anyone at your polling place suffers an adverse reaction to any sanitizing or cleaning product, have the person stop using the product.  In the case of a serious reaction, such as shortness of breath, call 911 immediately, then the Election Center.

Please keep all sanitizing products properly stored in their respective boxes away from voters and children.

### 3.11.12  What if the red ballot box is getting close to full?

First, try shaking the box to settle the vote-by-mail envelopes inside; this may free up room for additional envelopes. If the red box is truly full, call the Election Center to obtain authorization for a ballot transfer, and then complete the following steps:

1. Gather two purple vote-by-mail trays, two purple closing bags, a black tote bag, and two blue seals.

2. Make an announcement to voters at your polling place. Say, "May I have your attention please? Due to high turnout at this site, the red ballot box is almost full. We will transfer its contents into a secured bag for transfer to the Department of Elections."

3. Break the yellow seal securing the lid of the red box to its base and place the broken seal in the Inspector Folder.

4. Remove all vote-by-mail envelopes and place them neatly into the purple trays; make sure the envelopes are facing the same way.

5. Place each tray into a closing bag and secure each bag with a blue seal, then place all closing bags into the tote bag.

6. Place the tote bag under the blue election table, and remind the Election Table clerk to safeguard the bag until its transfer to a Deputy Sherriff at closing.

7. Reseal the red box with a blue seal.

# CHAPTER 4

# CLOSING THE POLLS

# 4. Closing the Polls
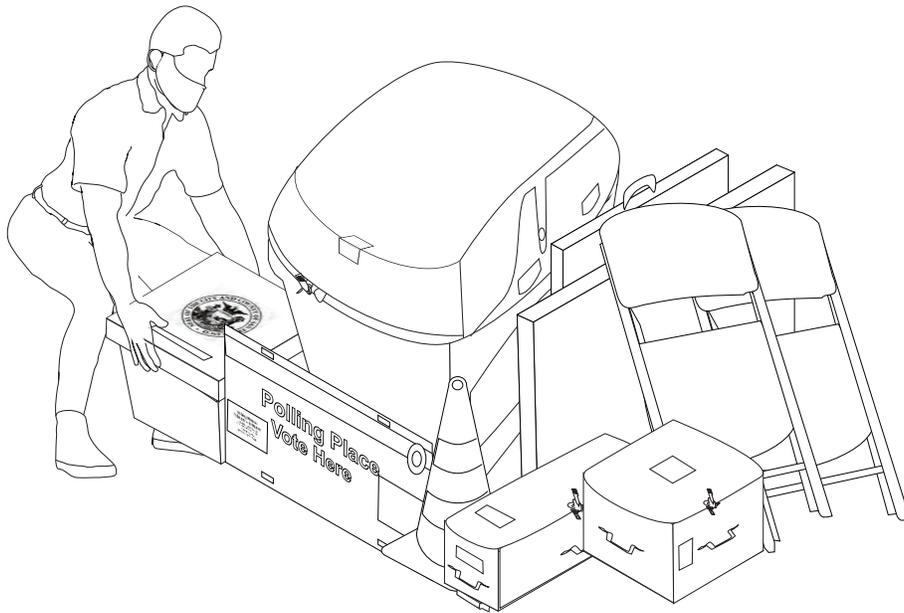
## 4.1 The Polls Are Now Closed

At 8:00 p.m., the Inspector must announce, "The polls are now closed."

By law, any voters in line at 8:00 p.m. have the right to vote after the polls have closed. If there is a line at that time, a poll worker should stand six feet behind the last voter in line and politely notify anyone who arrives after that time that polling place has already closed and it is too late to vote.

Your team must finish processing all voters before beginning closing procedures.

## 4.2 Staying Focused

It has been a long day, and you are in the home stretch!

To complete closing procedures safely and effectively, remember to stay six feet apart from one another at all times, wear PPE, follow instructions closely, and remain vigilant in fulfilling your poll worker mission.

The tasks you will perform during closing are crucial to maintaining the integrity of the election. Together with your teammates, you will account for and secure essential election materials, transfer custody of electronic results to an MTA officer,

and transfer custody of paper ballots and other vital election materials to a Deputy Sherriff. These officers will, in turn, deliver these materials to the Department of Elections.

The Inspector will begin by distributing orange Closing Job Cards 1–3. When the first three jobs are complete, clerks should complete Job Card 4.

- Job Card 1 explains how to count and secure materials from the red ballot box and black ballot bag.

- Job Card 2 explains how to count signatures in the roster pages and how to count and secure unused ballots.

- Job Card 3 explains how to count and secure voted ballots from the ballot-scanning machine.

- Job Card 4 explains how to take down signage and pack up voting booths and remaining supplies.

- The Inspector Job Card 5 explains how to turn off voting machines, retrieve memory cards, and transfer custody of electronic results and ballots.

As you complete your final tasks, remember to stay focused and follow job cards carefully. Adult poll workers are required to stay at the polling place until both custody transfers are complete and all closing tasks are accomplished. High school student poll workers may leave at 9:00 p.m.

If you have any challenges with, or questions about, closing tasks, call the Election Center at 1-800-554-9934.

## 4.3  Closing Forms

Closing forms provide a public record that your team followed official accounting, security, and custody transfer procedures at your polling place.

The Inspector will oversee completion of four closing forms: the Posted Ballot Statement, the certification form, the security seal sheet, and the Custody Transfer Form.

### 4.3.1 Posted Ballot Statement

The Posted Ballot Statement (see Appendix 5.9), located in the roster, is an itemized accounting of all ballots on site, including voted and unused, that were delivered to your polling place and returned to the Department of Elections.

The Inspector will use the counts poll workers write down on Job Cards 1–3 to complete the Posted Ballot Statement. The yellow carbon copy of the Posted Ballot Statement and the vote-totals tape (second printout from the ballot-scanning machine) must be publically posted outside the polling place, near the entrance.

### 4.3.2  Certification Forms

After completing the Posted Ballot Statement, the Inspector will complete the Certificate of Performance of Voting Machines and the Posted Ballot Statement Certification, both of which must be signed by all poll workers, and are located in the Roster.

### 4.3.3  Security Seal Sheet

During closing, the Inspector will work with clerks to break yellow closing seals and secure materials in closing bags with blue seals. Following the instructions on the Inspector Job Card, the Inspector will then use the security seal sheet to confirm all security seal numbers.

### 4.3.4  Custody Transfer Form

When officers from MTA and Sheriff's Department arrive to collect electronic results and ballots, respectively, the officers and the Inspector will complete and sign the Custody Transfer Form. This form is located in the Inspector Folder.

## 4.4  Custody Transfer Quick Reference Guide

### 4.4.1   The SFMTA Officer takes custody of:



*Pink Custody
Transfer Form*
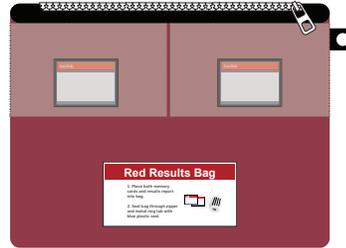
*Red Results Bag
containing  closing report
and 2 memory cards*

### 4.4.2   The Deputy Sheriff takes custody of:
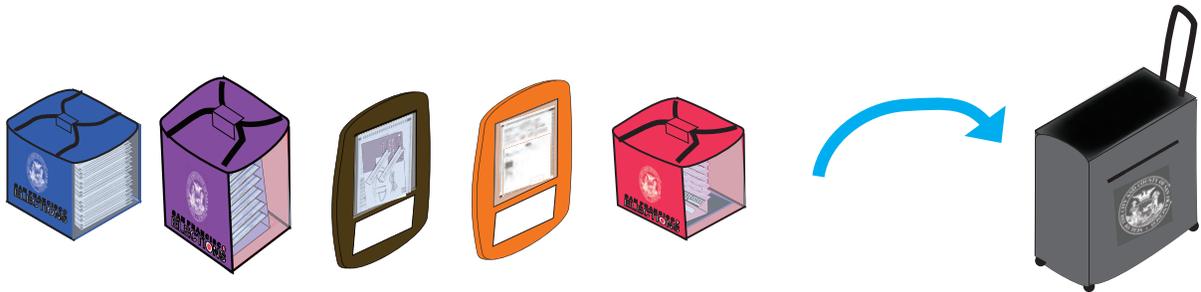


*Inspector Bag containing blue, purple, brown, orange, pink closing bags, and any plastic closing bags that you may have used.*



*White and Green
Custody Transfer Forms*

*FED Bag*
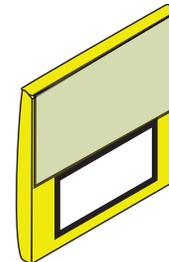
*Yellow Roster Bag
containing the Roster
and Inspector Lanyard*

## 4.5  Before You Go...

Use the checklist below to confirm you have not forgotten anything:

☐  All closing job card tasks are complete

☐  All remaining supplies are neatly packed in one area

☐  Tables and chairs are folded up and out of the way

☐  Windows that were open when you arrived have been closed

☐  You are leaving the polling place just as you found it

☐  You notified your FED that custody transfers are complete

☐  No personal items are left behind

Remember to turn off the lights and close the door on your way out.

# Clerk Job Card 1: Count and secure materials

Your main tasks will be to 1) count vote-by-mail envelopes and secure in purple closing bags, 2) sort materials from the black ballot bag, 3) count provisional envelopes and secure in pink closing bag, 4) and count spoiled materials and secure in brown closing bag.

## 1. Count vote-by-mail envelopes and secure in purple closing bags.

| a. | b. | c. | d. |
|---|---|---|---|
| Break the yellow seal connecting the red ballot box to the greeter table. | Break the yellow seal securing the lid to the box and remove lid. | Place broken seals and cables into the Inspector Folder. | *Count vote-by-mail envelopes and write the total on the back of this job card on line (A). |

| e. | f. | g. |
|---|---|---|
| Double-check counts and confirm that the red ballot box is empty. | Stack vote-by-mail envelopes in the same orientation and place neatly into purple tray(s). | With Inspector, place purple tray(s) into purple closing bag(s) and secure with blue seal(s). |
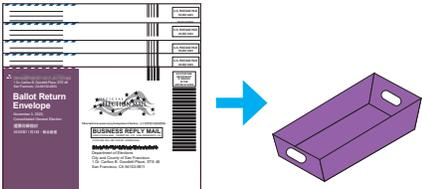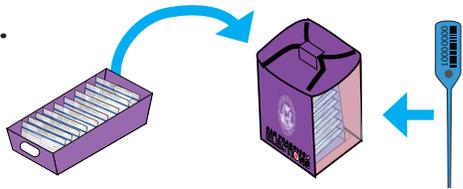
\* If you have completed a red ballot box transfer, you will also need to count the vote-by-mail envelopes in the purple closing bags placed in the tote bag.

## 1. Sort materials from the black ballot bag.

| a. | b. | c. |
|---|---|---|
| | | Voted provisional envelopes    Spoiled vote-by-mail envelopes    Spoiled provisional envelopes    Spoiled ballot cards and printouts    Stapled stubs from used ballot pads    Voter registration cards |
| Break the yellow seal on the black ballot bag. | Place broken seal into the Inspector Folder. | Remove and sort materials from the black ballot bag into six piles. |

## 3. Count provisional envelopes and secure in pink closing bag.

**a.** Count voted provisional envelopes and write the total below on line (B).

**b.** Stack provisional envelopes in the same orientation and place neatly into pink tray.

**c.** With Inspector, place pink tray into pink closing bag and secure with blue seal.

## 4. Count spoiled materials and secure in brown closing bag.

**a.** Count provisional envelopes and write the total below on line (C).

**b.** Count vote-by-mail envelopes and write the total below on line (D).

**c.** Sort the ballot cards into two piles:
1. Card 1s
2. Cards 2, 3, and 4

**d.** Count **only** card 1s and write the total below on line (E).

**e.** Count printouts from the ballot-marking device and write the total below on line (F).
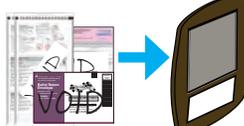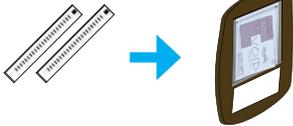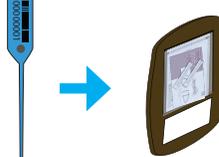
**f.** Double-check counts and confirm that the black ballot bag is empty.

**g.** Place all spoiled materials neatly into the brown closing bag.

**h.** Place ballot stubs into the brown closing bag (you do not need to count these).

**i.** Secure the brown closing bag with a blue seal. Submit counts to Inspector.

| Voted Envelopes and Ballots | Count # |
|---|---|
| **(A)** Voted vote-by-mail envelopes | |
| **(B)** Voted provisional envelopes | |
| **Spoiled Envelopes and Ballots** | **Count #** |
| **(C)** Spoiled provisional envelopes | |
| **(D)** Spoiled vote-by-mail envelopes | |
| **(E)** Spoiled ballot card 1s | |
| **(F)** Spoiled printouts from the ballot-marking device | |

Move on to Job Card 4 to complete closing tasks.

# Clerk Job Card 2: Count signatures and unvoted ballots

Your main tasks will be to 1) count signatures in the roster, 2) count unused ballots, and 3) secure closing bags with Inspector

## 1. Count signatures in the roster.

a. Count the signatures on each page of the roster (white, purple, and blue pages). Fill in any empty bubbles next to signatures.
b. Write the signature count at the bottom of each page.
c. Add up counts for all pages and write the total on the back of this job card on line (A).
d. Remove and discard the alphabetical roster tabs.
e. Double-check the total number of signatures by adding up page counts again.



## 2. Count unused ballots.

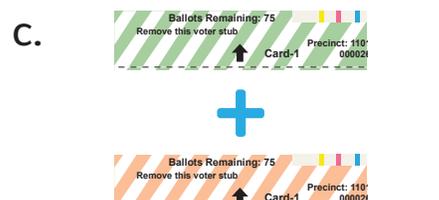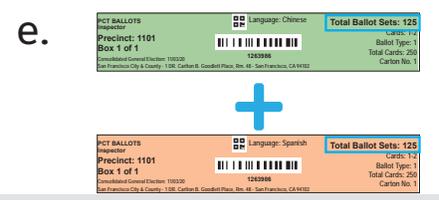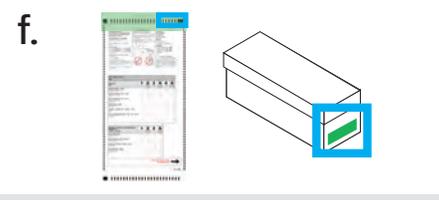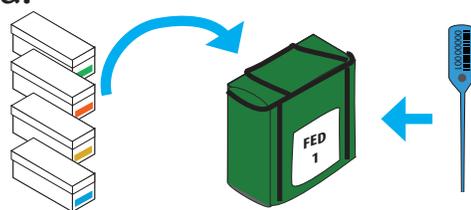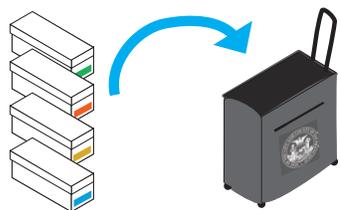| a. | b. | c. |
|---|---|---|
|  |  |  |
| Remove ballot pads from open boxes of unused ballots and place next to the pads on the election table. | On the top right of each pad, find the number showing the remaining ballots in the pad. | Add up these numbers and write the total on line (B) on the back of this job card. |
| d. | e. | f. |
|  |  |  |
| For unopened boxes of unused ballots, find the number on the side showing "Total Ballot Sets". | Add up these numbers for all boxes and write the total on line (C) on the back of this job card. | Double-check the total number of unused ballots by adding up the counts again. |
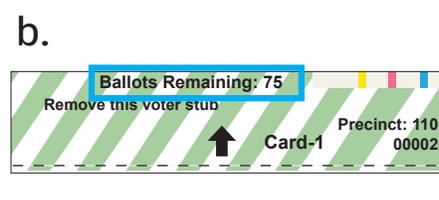
## 3. Secure closing bags with Inspector.

**a.**



With Inspector, place all ballot pads and boxes into green FED bag(s) and secure with blue seal(s).

**b.**



Place any boxes that do not fit in the FED bag(s) into the black ballot bag. (You must wait for the black ballot bag to be emptied before performing this step.) Submit counts to Inspector.
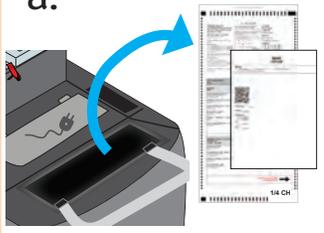
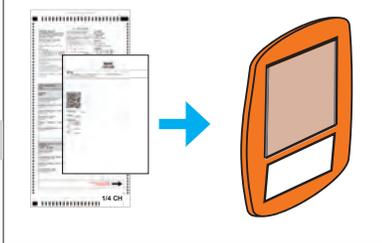| Signatures in Roster | Count # |
|---|---|
| **(A)** Signatures in roster (all pages) | |

| Unused Ballots | Count # |
|---|---|
| **(B)** Ballots from election table and opened boxes | |
| **(C)** Ballots from unopened boxes | |
| Unused Ballots Grand Total: | |

Move on to Job Card 4 to complete closing tasks.

# Clerk Job Card 3: Count and secure voted ballots

Your main tasks will be to 1) count ballots from the auxiliary bin of the ballot-scanning machine and secure in orange closing bag, and 2) secure ballots from the main bin into the blue closing bag(s).

## 1. Count ballots from the aux bin of the ballot-scanning machine and secure in orange closing bag.

| a. | b. | c. |
|---|---|---|
| Remove all ballot cards and printouts from the aux bin. | Sort the ballot cards into two piles:<br>1. Card 1s<br>2. Cards 2, 3, and 4 | Count only card 1s and write the total below on line (A). |

| d. | e. | f. | g. |
|---|---|---|---|
| Count the printouts, if any, and write the total below on line (B). | Ensure the aux bin is empty and no ballots have been left inside. | Double-check counts and place all ballot cards and printouts into the orange closing bag. | Secure the orange closing bag with a blue seal. Submit counts to Inspector. |

| Aux Bin Ballots | Count # |
|---|---|
| **(A)** Ballot card 1s | |
| **(B)** Printouts from the ballot-marking device | |
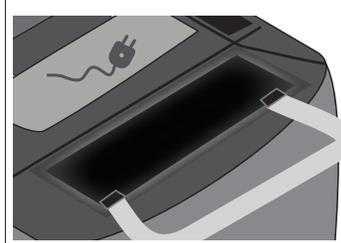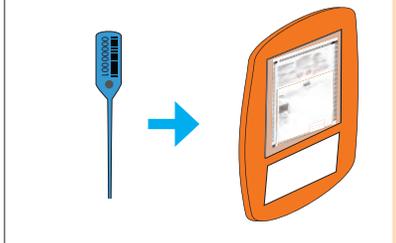
## 2. Secure ballots from the main bin in blue closing bag(s).

Since these ballots have already been counted by the ballot-scanning machine, you do not need to count them; you only need to remove them from the machine and secure them.
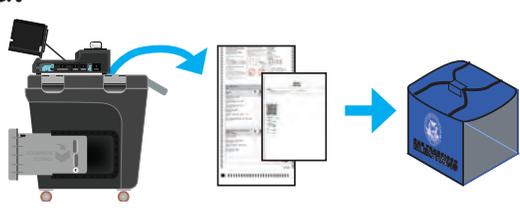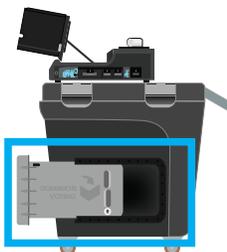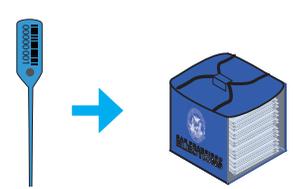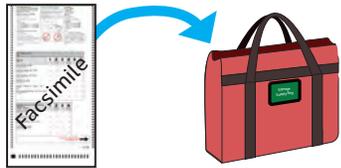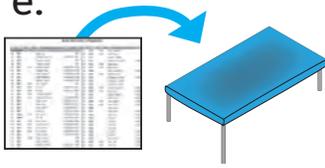
| a.  | b.  | c.  |
|---|---|---|
| Remove all ballots cards and printouts from the main bin and place neatly into blue closing bag(s). | Ensure the main bin is empty and no ballots have been left inside. | With Inspector, secure blue closing bag(s) with blue seal(s). |

# Team Job Card 4: Pack and tidy up polling place

When poll workers have finished their initial tasks, they should use this card to 1) pack up signage and remove floor markings, 2) pack up the greeter table and election table, 3) pack up voting booths, 4) pack up the ballot-marking device, and 5) tidy up the polling place.

## 1. Pack up signage and remove floor markings.

| | | |
|---|---|---|
| **a.** Bring cones and directional signs inside. | **b.** Gently peel tape from wall to remove all signs and the posted street index. | **c.** Place all signs in the signage supply bag. |
| **d.** Place any posted facsimile ballots in the signage supply bag. | **e.** Place the street index on the election table. | **f.** Gently peel tape from floor to remove floor markings and discard. |

## 2. Pack up the greeter table and election table.
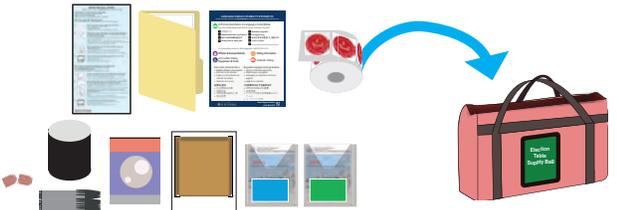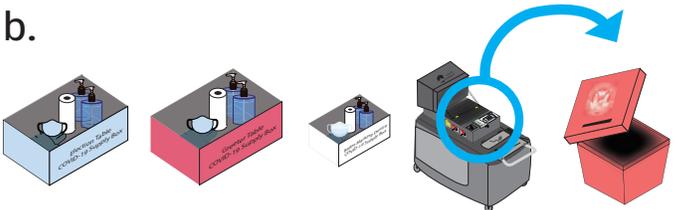
| | |
|---|---|
| **a.** Return all items from the election table to the Election Table Supply Bag, **except** the roster, street index, and any ballots. | **b.** Place all COVID-19 supplies into red box. |

## 3. Pack up voting booths.

| | | | | | |
|---|---|---|---|---|---|
| **a.** Unplug all cords. | **b.** Fold down sides and lid. | **c.** Turn booth upside down. | **d.** Remove legs and turn case over. | **e.** Open case and store legs. | **f.** Close case and snap shut. |

## 4. Pack up the ballot-marking device.

| a. | b. | c. | d. |
|---|---|---|---|
| Confirm tablet is off. | Unplug orange labeled power cord from back of tablet. | Unplug both the blue labeled power cord and the pink labeled output cord from back of printer. | Unplug all power cords from wall. |

| e. | f. | g. | h. | i. | j. |
|---|---|---|---|---|---|
| Place the printer and its power cord into the Printer Transport Bag. | With Inspector, close and secure Printer Transport Bag with a blue seal. | Remove foam casing from Tablet Transport Bag and place on table. | Keeping the ATI keypad and headphones attached, set tablet into foam casing. | Using the handle, gently place tablet and cords into the Tablet Transport Bag. | With Inspector, close and secure Tablet Transport Bag with a blue seal. |
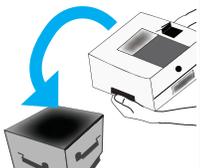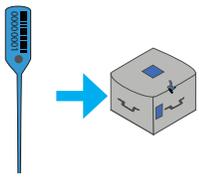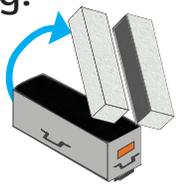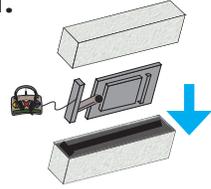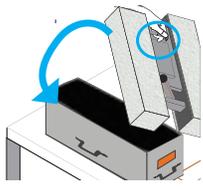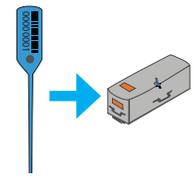
## 5. Tidy up the polling place.

| a. | b. | c. | d. |
|---|---|---|---|
| Place chairs, voting booths, red box, orange cone(s), and Vote Here sign together. | Collect trash and place with all other supplies near the red box. | Return any furniture moved during the day to its original location. | Fold up the election table, greeter table and the ballot-marking device table. |

| e. | f. |
|---|---|
| Lean folded tables against a wall. | Close and lock any windows your team may have opened. |
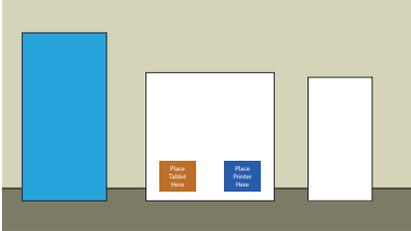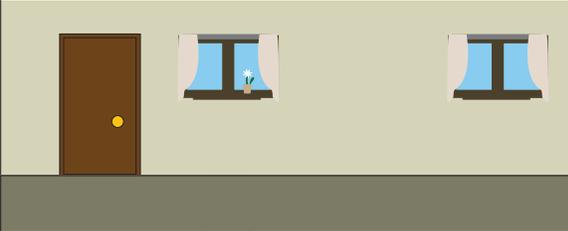
# Inspector Job Card 5: Close polls on voting machines

As the Inspector, your main tasks will be to 1) break seals and unlock the ballot-scanning machine, 2) record ballot counts from voting machines, 3) close the polls on the ballot-scanning machine, 4) retrieve electronic results from the ballot-scanning machine, 5) close the polls on the ballot-marking device, 6) complete the Posted Ballot Statement, 7) complete certifications, 8) pack up roster and Inspector Folder, and 9) transfer custody.

## 1. Break seals and unlock the ballot-scanning machine.

| a. | b. | c. | d. |
|---|---|---|---|
| Break seal on the auxiliary (aux) bin and place in the Inspector Folder. | Use metal key to open the aux bin so that the clerk can begin sorting and counting contents. | Break seal on the main bin and place in the Inspector Folder. | Use metal key to open main bin so that the clerk can begin sorting and counting contents. |

## 2. Record ballot counts from voting machines.
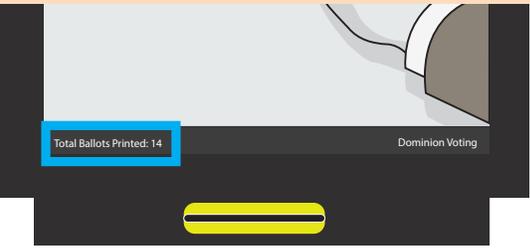
| a. | b. |
|---|---|
| Write the "Total Ballots Printed" count, found in the lower left of the ballot-marking device screen, on line (A) below. | Write the "Total Voters" count, found on the lower right of the ballot-scanning machine screen, on line (B) below. |

| Voting Machine Ballot Counts | Count # |
|---|---|
| **(A)** Ballot-marking device "Total Ballots Printed" | |
| **(B)** Ballot-scanning machine "Total Voters" | |

## 3. Close the polls on ballot-scanning machine.

**a.**

Hold key fob flat against silver circle for 5 seconds.

**b.**

Authorization Required Please Login

Username:
Admin

Password:
********

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | Backspace |
| q | w | e | r | t | y | u | i | o | p | Symbols |
| a | s | d | f | g | h | j | k | l | Caps | Shift |

Enter login credentials (Equipment Access Code Form) and tap "OK". to mirror similar step for BMD.

**c.**

City and County of San Francisco

Main Menu

Close Poll

Stand Voting

Accessible Voting
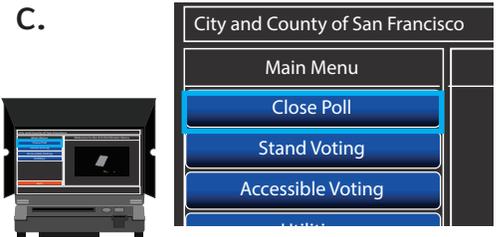
Under Main Menu, tap "Close Poll".

**d.**

ent - Close Poll

Close

Change

Change
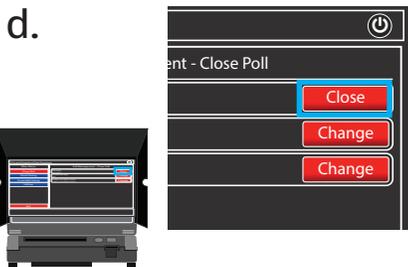
In the Poll Management Menu, tap "Close".  Re-enter password and tap "OK".

**e.**

Close Poll Confirmation

You have chosen to close the poll. Are you sure wish to continue?

OK
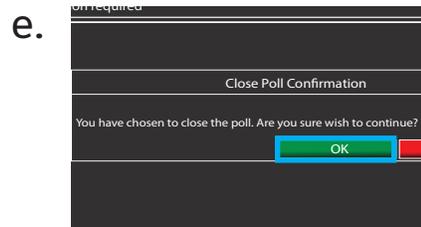
A confirmation screen will appear. Tap "OK" to continue.

**f.**

Property of
Dept. of Elections
San Fraancisco

The first report will print. Tear off report and have the team sign it. Place in red results bag.

**g.**

Printing Completed

Do you want to print another copy of the results report?

Yes
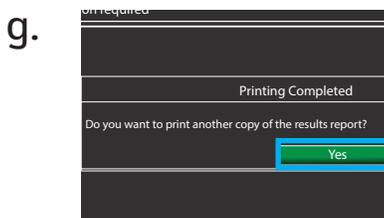
Tap "Yes" to print a second report.

**h.**
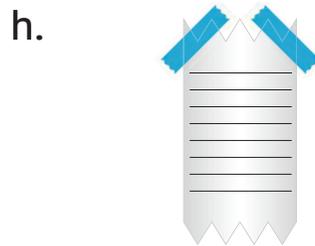
After the second report prints, tap "No". Tear off report and have the team sign it. Tape outside polling place, near the entrance.

**i.**
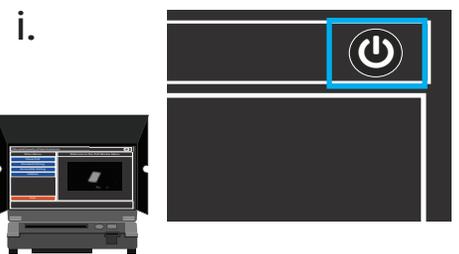
Tap the power icon in the upper-right corner, then "Shut Down".

**j.**
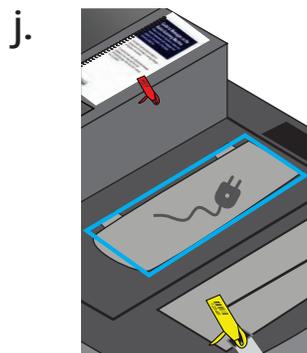
Unplug power cord and return it to its compartment.

**k.**
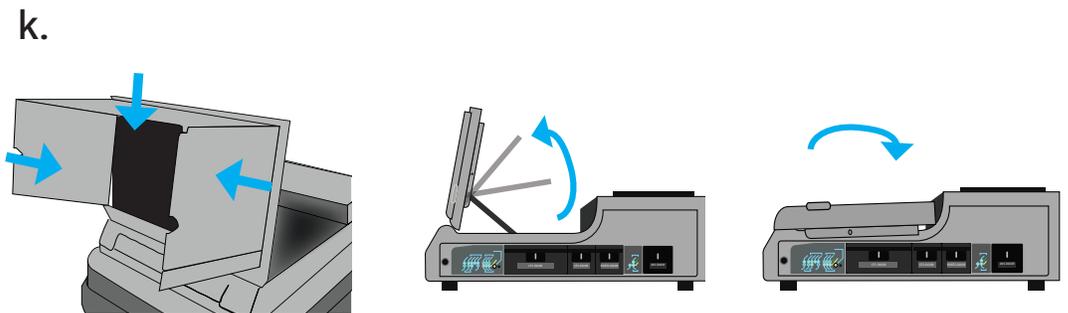
Once machine has shut down, close the privacy flaps and lift stand to lower the screen.

## 4. Retrieve electronic results from the ballot-scanning machine.

| a. | b. | c. | d. |
|---|---|---|---|
| Locate the yellow seals on doors labeled "CF1" and "CF2". | Break the seals and place them in your Inspector Folder. | Remove both memory cards and place in red results bag. | Close red results bag and secure with blue seal. |

## 5. Close the poll on the ballot-marking device.
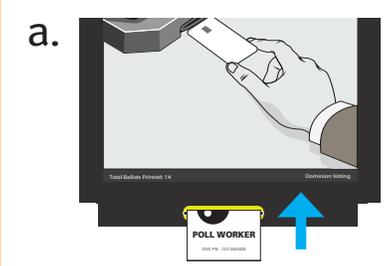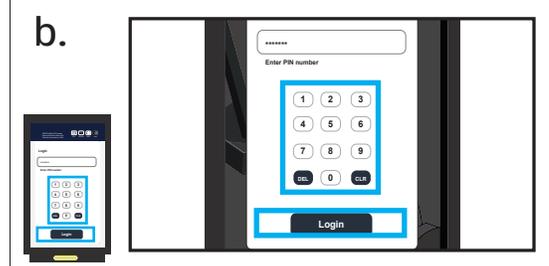
| a. | b. | c. |
|---|---|---|
| Insert poll worker card into the yellow slot, facing upwards. | Enter your login credentials (Equipment Access Code Form) and tap "Login." | Tap "Close Poll". Tap "Yes". |

| d. | e. |
|---|---|
| Tap the Power Off icon in the lower right corner, then "Yes". | Remove poll worker card. |
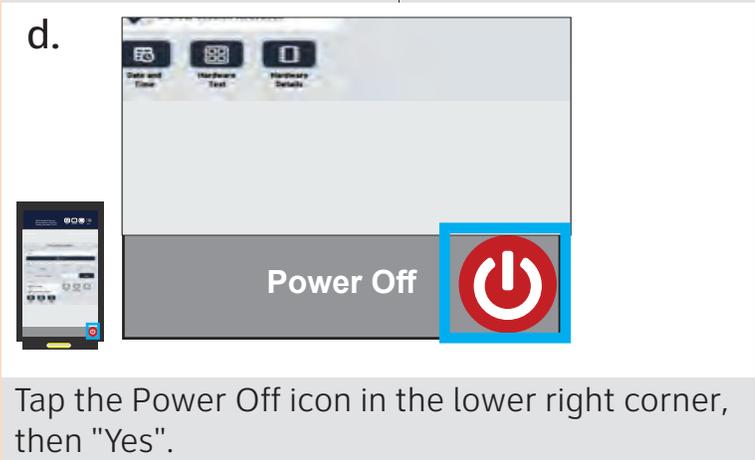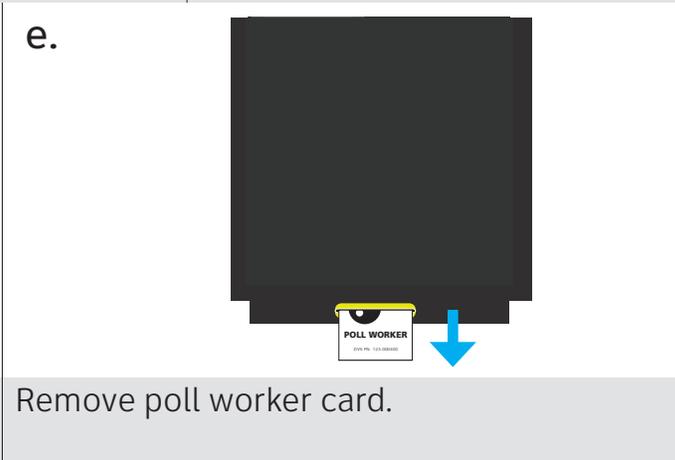
## 6. Complete Posted Ballot Statement.

a. Locate the Posted Ballot Statement in the back of the roster.
b. Complete line c only if your FED brought extra ballots.
c. Use the counts on Inspector Job Card 5A to complete lines **D** and **F**.
d. Use the counts on clerk job cards to complete lines **G** through **Q**.
e. Answer questions 1-3 and note any issues.
f. Tear off the yellow copy and post it outside with the results report. (Keep other copies with the roster.)

## 7. Complete certifications.

a. Locate the two certifications in the back of the roster.
b. List any voters who signed the roster but did not vote.
c. Check box A or B (usually fewer than 10 people will have used the accessible ballot-marking device.
d. Have all poll workers sign both sections.

## 8. Pack up roster and Inspector Folder.

a. Place the roster into yellow closing bag.
b. Place security seal sheet and both copies of the street index into the Inspector Folder.
c. Place Inspector Folder in the red box.

## 9. Transfer custody.

a. Assist clerks as necessary before the MTA officer and Deputy Sheriff arrive.
b. With the MTA officer, complete and sign Part 4 of the Custody Transfer Form together, then transfer the pink copy along with the red results bag.
c. With the Deputy Sheriff, double-check that the red box and ballot-scanning machine bins (main and aux) are empty.
d. Place the lid on top of the ballot-scanning machine, and lock with the metal key.
e. Place Inspector Lanyard into yellow closing bag and secure with the blue seal.
f. Complete and sign Part 5 of the Custody Transfer Form, and transfer the green and white copies along with the closing bags.
g. Call your FED when both transfers are complete.

## 4.6  What-If Scenarios

### 4.6.1   What if the Deputy Sheriff or MTA officers have not shown up?

Go outside to confirm the officers aren't waiting for you or having difficulty getting into the polling place. Call the Election Center if you do not see them and it is after 10 p.m.

### 4.6.2   What if the polling place owner or site representative wants to close the polling place early?

Call the Election Center. Continue with your closing tasks as best as you can.

### 4.6.3   What if we run out of closing bags?

Use the extra plastic closing bags. Call the Election Center if you have any issues.

### 4.6.4   What if my team is short on help during closing?

High school poll workers are free to leave at 9 p.m. Focus and work together to complete as much as you can before then. Call your FED if there are less than three total poll workers at your polling place during closing.

### 4.6.5   What if the ballot-scanning machine is shut off before the counts are compiled?

Leave line F on the posted ballot statement blank. Continue on with closing down the ballot-scanning machine, ensuring the memory cards are retrieved and placed into the red closing bag.

## Congratulations and Thank You!

Congratulations on completing all of your Election Day duties – the Department of Elections and the voters of San Francisco deeply appreciate your service. Please keep an eye out for your stipend check; it should be arriving in the mail by the end of November.

The next scheduled election is the March 8, 2022, Consolidated Statewide Election. Please let the Department know if you move between now and then to ensure you receive an invitation to serve in that election (a letter will go out in or around December 2021). Until that time, we hope you and your family stay happy and healthy!

# APPENDIX

**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* 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)
- chills, sweats, or sore throat

- cough, difficulty breathing, or shortness of breath
- persistent sneezing or runny nose (not allergies)

- fatigue, body aches, or headache
- 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.

# 5.2 Guide for putting on and removing PPE

## A. Face Mask

### 1. To put on a face mask:

| a. | b. | c. | d. | e. |
|---|---|---|---|---|
| Wash and dry or sanitize your hands. | Take a clean face mask from your COVID-19 Supply Box. | Remove the clear wrapping from the mask. | Confirm the mask is intact (no holes or tears). | Make sure the stiff upper edge is facing upwards. |

| f. | g. | h. | i. |
|---|---|---|---|
| Bring the white side of the face mask to your face. | Pull the ear loops around the back of your ears. | Pinch the mask tight at the bridge of your nose. | Adjust the mask so it fully covers your chin. |
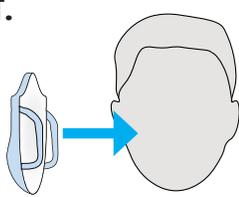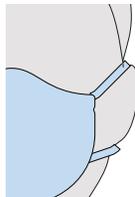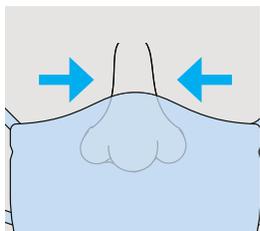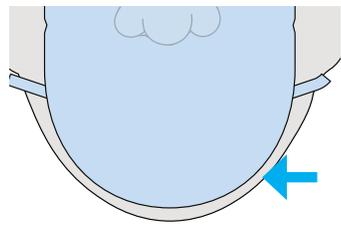
### 2. To take off a face mask:

| a. | b. | c. | d. | e. |
|---|---|---|---|---|
| Wash and dry or sanitize your hands. | Pull the mask off by the ear loops. | Fold outside corners together. | Dispose of the mask in a trash bin. | Wash or sanitize your hands again. |

## B. Face Shield

### 1. To put on a face shield:

| a. | b. | c. | d. | e. |
|---|---|---|---|---|
| Wash and dry or sanitize your hands. | Take a clean face shield from your COVID-19 Supply Box. | Remove the clear wrapping and the inner film. | Rest the foam bar against your forehead. | Stretch the elastic around the top of your head. |

| f. | g. |
|---|---|
| Tighten the white plastic band to fit your head. | Snap the notches of the fitted band into place. |
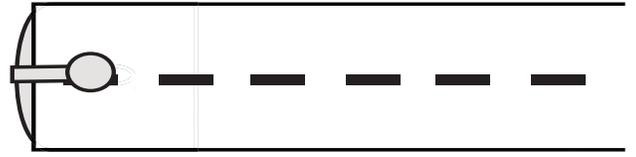
## 2. To take off a face shield:
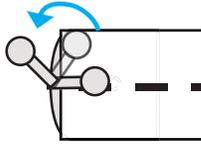
| a. | b. | c. | d. | e. |
|---|---|---|---|---|
| Wash and dry or sanitize your hands. | Unsnap notches of plastic band. | Loosen shield and pull off your head. | Dispose of the shield in a trash bin. | Wash or sanitize your hands again. |
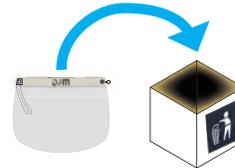
## C. Gloves

## 1. To put on gloves:

| a. | b. | c. | d. |
|---|---|---|---|
| Wash and dry or sanitize your hands. | Take a clean pair of gloves from your COVID-19 Supply Box. | Confirm the gloves are intact (no holes or tears). | If you are right-handed, grab the cuff of the left glove. |

| e. | f. | g. |
|---|---|---|
| If you are left-handed, grab the cuff of the right glove. | Tuck your thumb in and slowly pull on the first glove. | Using the same process, pull on the second glove. |
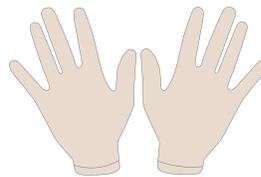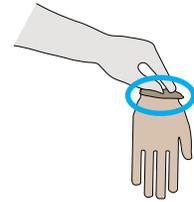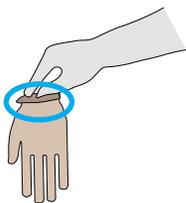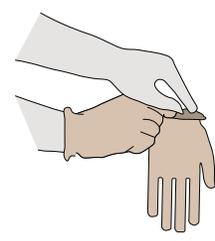
## 2. To take off gloves:

| a. | b. | c. |
|---|---|---|
| Grasp the outside of one glove at the wrist. Do not touch your bare skin. | Peel off the first glove without touching your bare skin. | Hold the glove you just removed in your gloved hand. |

| e. | f. | g. | h. |
|---|---|---|---|
| Slide your fingers under the wrist of the other glove. | Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. | Dispose of the gloves in the trash bin. | Wash or sanitize your hands again. |
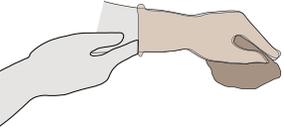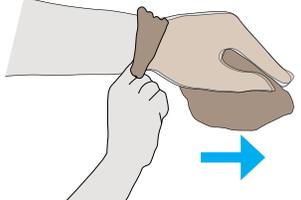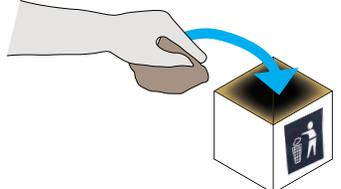
**CITY AND COUNTY OF SAN FRANCISCO**
# DEPARTMENT OF ELECTIONS

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**

## HEALTH AND SAFETY PROTOCOLS

PROTOCOLOS DE SEGURIDAD Y SALUD | 健康和安全規程 | MGA PROTOKOL NA PANGKALUSUGAN AT PANGKALIGTASAN

### 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.

For voters who are confined to home or hospital and unable to get their ballots in person, the Department of Elections provides ballot delivery services. To request ballot delivery, call (415) 553-0712.

**Haga su parte para proteger la salud pública dentro de este lugar de votación:** Use una cubierta facial (hay máscaras disponibles). Observe el distanciamiento físico manteniéndose a 6 pies de distancia de los demás. Se proporcionan guantes y desinfectante de manos.

**O puede solicitar una boleta sin ingresar:** Para solicitar la entrega de la boleta en la acera en su automóvil o en la acera, llame al (415) 553-0703. Para los votantes que están confinados en casa o en el hospital y no pueden obtener sus boletas en persona, el Departamento de Elecciones brinda servicios de entrega de boletas. Para solicitar la entrega de la boleta, llame al (415) 553-0712.

**在此投票站內盡全力保護公眾健康:** 戴上臉罩（有口罩）。 與他人保持6英尺遠，注意身體距離。 提供洗手液和手套。

**或者，您可以不進入而進行投票：** 要請求將路邊選票運送到您的汽車或人行道，請致電（415）553-0703。對於局限在家里或醫院而無法親自獲得選票的選民，選舉部提供選票交付服務。要要求交付選票，請致電415）553-0712。

**Gawin ang iyong bahagi upang maprotektahan ang kalusugan ng publiko sa loob ng lugar ng botohan na ito:** Magsuot ng pantakip sa mukha (magagamit ang mga maskara). Pagmasdan ang pisikal na paglayo sa pamamagitan ng pananatiling 6 na paa ang layo mula sa iba. Nagbibigay ng hand sanitizer at guwantes.

**O, maaari kang humiling ng isang balota nang hindi papasok sa loob:** Upang humiling ng curbside ballot delivery sa iyong sasakyan o sa bangketa, tumawag sa (415) 553-0703. Para sa mga botante na nakakulong sa bahay o ospital at hindi nakakuha ng personal ang kanilang mga balota, ang Kagawaran ng Halalan ay nagbibigay ng mga serbisyo sa paghahatid ng balota. Upang humiling ng paghahatid ng balota, tumawag (415) 553-0712.

**SAN FRANCISCO ELECTIONS**

# LANGUAGE AND ACCESSIBILITY RESOURCES

RECURSOS DE IDIOMAS Y ACCESIBILIDAD | 語言和可訪問性資源 | MGA MAPAGKUKUNAN NG WIKA AT KAKAYAHANG MAI-ACCESS

## In-Person Assistance in Languages Listed Below
(you can identify bilingual poll workers by the nametags they wear)

☐ 我們說中文
☐ **Nagsasalita kami ng Filipino**
☐ **私たちは日本語を話します**
☐ **Chúng tôi nói tiếng việt**

☐ **Hablamos español**
☐ ဗမာလိုပြောတယ်
☐ **우리는 한국어를 할 수 있습니다**
☐ เราพูดภาษาญี่ปุ่น
☐ _____

For Interpreting services in other languages, call (415) 554-4375

## Official & Sample Ballots

## Voting Information

## Accessible Voting Equipment & Tools

## Curbside Voting

### Este centro electoral ofrece
- Boletas oficiales y de muestra
- Información de votación
- Equipos y herramientas de votación accesibles
- Votación en la acera

### 投票站提供
- 正式票和样本票
- 投票信息
- 可的投票设备和工具
- 路边投票

### Nag-aalok ang lugar na ito ng botohan
- opisyal at halimbawang balota
- impormasyon sa pagboto
- naaangkop na kagamitan at tool sa pagboto
- pagboto sa curbside

### この投票所は以下を提供します
- ファクシミリ（リファレンス）投票
- 投票情報
- アクセス可能な投票機器およびツール
- カーブサイド投票

**SAN FRANCISCO ELECTIONS**

**Voter Support Hotline**
**(415) 554-4375**

# 5.6 Polling Place Supply List

When you arrive to your polling place, most supplies – except for large signs, tables, and the ballot-marking device – will be inside the ballot-scanning machine or the red ballot box.

## Supplies Inside the Ballot-Scanning Machine

### Under the lid

- ☐ Flipchart (1)
- ☐ Paperclips (2)
- ☐ Poly gloves for voters (1 pack of 50)
- ☐ Alcohol wipes (1 pack)

### Main Bin

- ☐ Signage supply bag (1)**
- ☐ Election Table supply bag (1)***
- ☐ Blue closing bag (3)
- ☐ Orange closing bag (1)
- ☐ Brown closing bag (1)
- ☐ Purple closing bag (3)
- ☐ Pink closing bag (1)
- ☐ Yellow closing bag (1)
- ☐ Red results bag (1)
- ☐ Extra plastic closing bag (3)
- ☐ Jumbo tote bag (1)

### *Signage Supply Bag Contains:

- ☐ Voter Information poster (1)
- ☐ Voter Bill of Rights poster (2)
- ☐ Elections In California poster (2)
- ☐ Health and Safety Protocol poster (2)
- ☐ Facsimile (reference) ballot (only required polling places have it) (1)
- ☐ Polling Place directional signs (4)
- ☐ Blue 3-in tape (1 roll)
- ☐ Precinct # card (1)
- ☐ Pin-on badges for Poll Worker nametags (6)
- ☐ Poll Worker nametags
  - English (8)
  - English/Chinese (4)
  - English/Spanish (4)
  - English/Filipino (2)
  - English/Burmese (1)
  - English/Japanese (1)
  - English/Korean (1)
  - English/Thai (1)
  - English/Vietnamese (1)

**\*\*Election Table Supply Bag Contains:**

- ☐ Magnifying sheet (1)
- ☐ Election Officer digest (1)
- ☐ Blue Ballot Secrecy folder (100)
- ☐ Language and Accessibility Resources sign in blue stand (1)
- ☐ Pink Provisional envelope (100+)
- ☐ Blue EDU Provisional envelope (5)
- ☐ Ballot pens (combination of felt-tip and ballpoint pens) (75)
- ☐ Pen holder labeled "Sanitized Pens" (1)
- ☐ Pen grip (2)
- ☐ Security seals bag in small ziploc (1):
  - • Yellow sticker seal (2)
  - • Yellow plastic seal (3)
  - • Yellow cable (1)
  - • Red cable (1)
- ☐ Election Table folder (1)
  - • City-wide precinct map (1)
  - • Polling place list (1)
  - • Voter Registration Card (10)
- ☐ Poll Worker Manual (1)

- ☐ "Used Voting Materials" box (1)
- ☐ "I Voted" stickers (1 roll)
- ☐ Plastic pocket with:
  - ☐ California Voter Information Guide
  - • English (2)
  - • Chinese (1)
  - • Spanish (1)
  - • Filipino (1)
- ☐ San Francisco Voter Information Booklet (1)
- ☐ Plastic pocket with:
  - ☐ San Francisco Voter Information Pamphlet
  - • English with EN/CH Sample Ballot (1)
  - • English with EN/SP Sample Ballot (1)
  - • English with EN/FI Sample Ballot (1)
  - • Chinese (1)
  - • Spanish (1)
  - • Filipino (1)
- ☐ Plastic pocket with:
  - ☐ Facsimile (reference) ballot (only required polling places have it)

## Supplies inside the red ballot box

- ☐ Supply Kit\*\*\*
- ☐ Pink tray for provisional ballots (1)
- ☐ Purple tray for vote-by-mail ballots (3)
- ☐ Election Table COVID-19 supply box (1)
  - • Face mask for poll workers (10)
  - • Face shield (6)
  - • Nitrile gloves for poll workers (L, 1 box)
  - • Poly gloves for voters (1 pack of 50)
  - • Surface sanitizer (1)
  - • Paper towels (1)
  - • Hand sanitizer (4)

- ☐ Greeter Table COVID-19 supply box (1)
  - • Face mask for poll workers (10)
  - • Face shield (6)
  - • Nitrile gloves for poll workers (L, 1 box)
  - • Poly gloves for voters (1 pack of 50)
  - • Surface sanitizer (1)
  - • Paper towels (1)
  - • Hand sanitizer (4)
- ☐ BMD Table COVID-19 supply box (1)
  - • Surface sanitizer (1)
  - • Paper towels (1)
  - • Alcohol wipes (1 pack)
  - • Disposable ear covers (5)

# 5.7 Troubleshooting Guide

This Guide explains how poll workers can resolve simple voting equipment issues. If these instructions do not address the issue, call the Election Center, 1-800-554-9934, for assistance.

Do not to allow anyone without official identification and clear authorization from the Department of Elections to "help" you troubleshoot voting equipment.

## A. Accessible Ballot-Marking Device

If the device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the ballot-scanning machine.  See page 107 for instructions.

| Symptom | Solution | |
|---------|----------|---|
| 1. **Tablet Fails to Power Up** | Verify the tablet is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on.<br><br>If the socket is good but the tablet does not turn on, call the Election Center. | |
| 2. **Poll Worker Card Not Initializing** | Reinsert the card with the words "Poll Worker" facing upwards as you push the card firmly into the yellow slot.<br><br>If you have inserted the card correctly but nothing happens, call the Election Center. | This Side Up<br><br>POLL WORKER<br>DVS PN: 123-000400 |
| 3. **Incorrect Administrative Login Pin** | Slowly type in the PIN, one digit at a time, or ask a team member to assist.<br><br>If the correct pin is rejected, call the Election Center. | |
| 4. **Date/Time Incorrect** | If the date/time displayed on the screen is incorrect, call the Election Center. | |
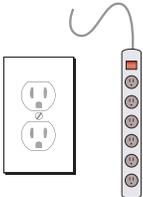
# 5.7 Troubleshooting Guide

| Symptom | Solution | |
|---------|----------|---|
| 5. **ATI keypad/ Headphones/ Assistive Device Not Working** | Verify the keypad is plugged in correctly by checking for a flashing green light next to the port.<br><br>Next, check headphones and/or devices are plugged into the correct port(s).<br><br>Then, verify the ballot has been activated in AVS mode with a voter's preferred device selected. If necessary, cancel and re-activate the ballot, making sure the Enable AVS Controller checkbox is selected.<br><br>If the ATI keypad/headphones/assistive device still does not work, conduct a hardware test:<br><br>1.  Insert the poll worker card and log in.<br>2.  Tap "Hardware Test".<br>3.  Select ATI keypad and test each button.<br><br>If all of these measures fail, call the Election Center. |  |
| 6. **Printer is Not Printing** | Verify the plug from the printer is connected to a functional wall outlet or power strip by plugging something else into the same socket and turning it on. [Press the power button if you have not already done so.]<br><br>Verify that the printer cable coming from the tablet is plugged into the pink port on the back of printer.<br><br>Make sure there is paper in the tray and that the screen reads "Ready" or "Sleep Mode is ON".<br><br>If the printer still does not work, call the Election Center. |  |
| 7. **Printer Out of Paper** | Call the Election Center. | |
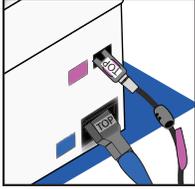
# 5.7 Troubleshooting Guide

| Symptom | Solution |
|---|---|
| 8. **Touchscreen Malfunctioning or Frozen** | Insert the poll worker card to start new a session or continue current session.<br><br>If this does not work, call the Election Center. |
| 9. **Need to Cancel Session** | Tap on the three dots in the upper right-hand corner and select "Cancel Activation," then "Yes".<br><br>Activate a new accessible session or issue a paper ballot to the voter. |
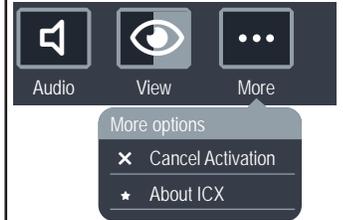
## B. Ballot-Scanning Machine

If the machine malfunctions during voting hours, be sure to store any voted, un-scanned ballots cast by voters in the aux bin. These will be scanned when the machine is operational again.

| Symptom | Solution |
|---|---|
| 1. **Machine Fails to Power Up** | Verify the machine is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on. Push the screen down, then pull it back up again.<br><br>If this does not work, call the Election Center. |
| 2. **Login Screen Does Not Load** | Push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds.<br><br>If this does not work, call the Election Center. |
| 3. **Incorrect Username/ Password** | Slowly type in both the username and the password one digit/ character at a time, and/or ask a team member to assist. The username is case sensitive.<br><br>If the correct username/password is rejected, call the Election Center. |

# 5.7 Troubleshooting Guide

| Symptom | Solution |
|---|---|
| 4. **Machine is Running Out of Paper** | If you see a colored band on the tape, the machine is almost out of paper; call the Election Center. |
| 5. **ERROR MESSAGE: Error Condition has** | If ballot card was returned, ask voter to straighten any wrinkles or folds and remove any stubs before reinserting the ballot.<br><br>If ballot cards were not returned, push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds. Tap "OK". Tap "Standard Voting". Continue using the machine to cast ballots.<br><br>If this does not work, call the Election Center. Meanwhile, have voters place ballots in the aux bin. |
| **Occured**<br>6. **ERROR MESSAGE:** | Ask voter to re-insert the ballot in a different orientation.<br><br>If the ballot is returned again, issue a replacement ballot to voter. Call the Election Center. |
| **Ballot Misread**<br>7. **ERROR MESSAGE: Invalid Ballot** | The machine cannot recognize the ballot. Advise voter to get a replacement ballot at the election table. Call the Election Center. |
| 8. **ERROR MESSAGE: Thermal Print head is up** | Call the Election Center. |
| 9. **ERROR MESSAGE: Files on CF1 and CF2 do not match** | Call the Election Center. |
| 10. **ERROR MESSAGE: Failed to mount CF cards** | Call the Election Center. |

## C. Initiating an accessible voting session on the ballot-scanning machine

If the ballot-marking device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the ballot-scanning machine, following the directions below.
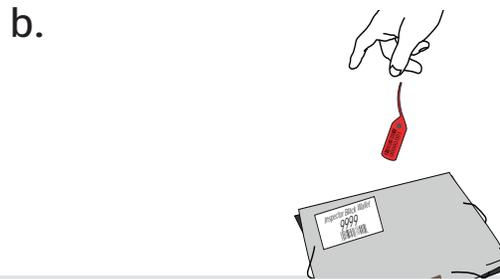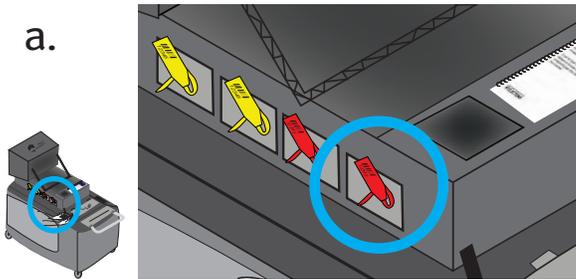
**a.**

Call the Election Center to get permission to break red seal on AVS door.

**b.**

Break seal and place in Inspector Folder.
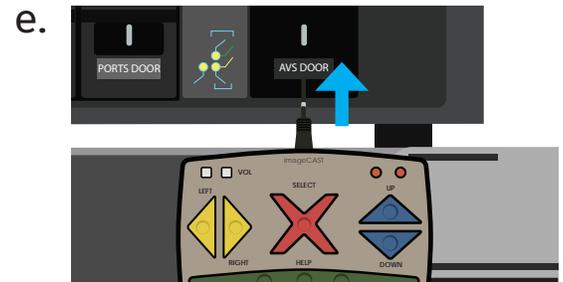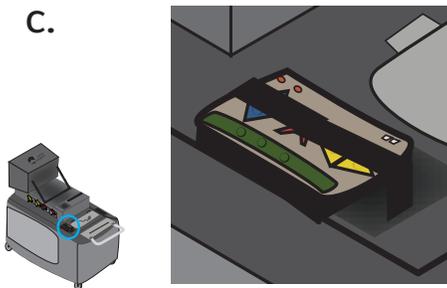
**c.**

Locate ATI keypad next to AVS door.

**d.**

Unfasten velcro strap and remove ATI keypad.

**e.**

PORTS DOOR     AVS DOOR

imageCAST
VOL
LEFT          SELECT          UP
RIGHT          HELP          DOWN

Open AVS door and plug ATI keypad cable end into AVS port.
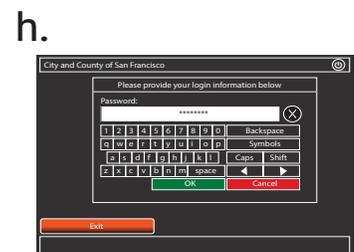
**f.**

Using headphones from the ballot-marking device, plug headphones into ATI Keypad. Set aside for now.

**g.**

Press and hold the key fob against silver circle.

**h.**

City and County of San Francisco

Please provide your login information below
Password:
************

1 2 3 4 5 6 7 8 9 0   Backspace
q w e r t y u i o p   Symbols
a s d f g h j k l   Caps   Shift
z x c v b n m space   ◄   ►
OK          Cancel

Exit

Enter password. (See Equipment Access Codes Acknowledgment form.)

**i.**
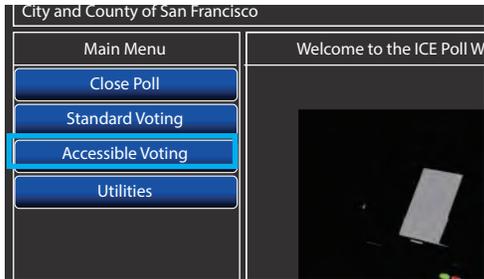


Under Main Menu, tap "Accessible Voting", then tap "Start".

**j.**



Tap "OK" to confirm AV session.

**k.**



Card 1

Have the voter insert a blank card 1 to begin the accessible voting session.

**l.**



Hand ATI keypad to voter and ask if they would like any assistance.

**m.**



Card 2

To Initiate a voting session for card 2; repeat steps g-k after the voter has finished marking card 1.

**n.**



During an accessible session, ask other voters to drop voted ballots in the Aux bin.

# 5.8 Translated Scripts

Job Cards contain scripts that poll workers will recite to voters at various stages in the voting process. The following translated scripts should be shown or read out loud on an as-needed basis when assisting voters who speak languages other than English.

## 1. Greeter Clerk

### 1.1  Assisting voters dropping off their ballots.

"Welcome. Are you here to vote or drop off a ballot?"

「歡迎！您來這裡是投票還是遞交選票？」

"Bienvenido. ¿Vino a votar o a entregar su boleta?"

"Maligayang pagdating. Nandito ba kayo upang bumoto o maghulog ng balota?"

"Please drop your signed envelope into the red ballot box. Would you like any assistance?"

「請把您已簽名的信封投進紅色選票箱。您需要任何協助嗎？

"Por favor, meta su sobre firmado en la caja de boletas roja. ¿Hay algo más en lo que le pueda ayudar?

"Mangyaring ihulog ang inyong pinirmahang sobre sa pulang kahon na hulugan ng balota. Kailangan ninyo po ba ng tulong?"

### 1.2  Alerting voters to health and safety protocols.

"Please remain six feet apart from others while inside the polling place by following blue floor markers. The sign on the table lists health protocols at this polling place. Let me know if you'd like to use any of the supplies or have questions."

「請您跟隨地上的藍色標記，在投票站內時刻與他人保持6尺距離。桌上的告示牌已列明本投票站採取的衛生守則。如果您想使用我們提供的任何用品或有任何問題，請讓我知道。」

"Por favor, mantenga una distancia de dos metros de las demás personas y use los marcadores azules del piso mientras esté dentro del lugar de votación. El letrero que está en la mesa contiene los protocolos de salud de este lugar de votación. Avíseme si desea utilizar alguno de los suministros o si tiene alguna pregunta."

"Mangyaring panatilihin ang anim na talampakang pagitan sa bawa't isa habang nasa loob ng lugar ng botohan sa pamamagitan ng pagsunod sa mga asul na marker sa sahig. Ang abiso sa mesa ay listahan ng mga alituntunin para sa kalusugan sa lugar ng botohan na ito. Ipaalam lamang sa amin kung kailangan ninyo ng mga kagamitan sa pagboto o kung mayroon kayong mga katanungan."

## 1.3  Directing voters to the voting area.

"Please proceed to the next blue floor marker."

「請跟隨地上的下一個藍色標記往前走。」

"Por favor, avance al siguiente marcador azul del piso."

"Mangyaring magpatuloy sa susunod na asul na marker sa sahig."

"The polling place has reached its maximum capacity. Please wait until the next blue floor marker is freed up."

「投票站已達到最高可容納的人數。請在此等候，直到地上的下一個藍色標記的位置騰空出來。」

"Este lugar de votación ha llegado a su capacidad máxima. Por favor, espere hasta que el marcador azul del piso esté desocupado."

"Umabot na sa pinakamaraming kapasidad ang lugar ng botohan. Mangyaring maghintay hanggang mabakante ang susunod na asul na marker sa sahig."

## 1.4  Notifying voters in line about social distancing and ballot drop-off.

"Please remain six feet apart, following the blue floor markers. If you are here to drop off a ballot, please come forward to the red ballot box; you do not need to stand in line."

「請跟隨地上的藍色標記，與他人保持六尺距離。如您是遞交選票，請到紅色選票箱這裡；您不需要排隊。」

"Por favor, manténgase a dos metros de distancia de los demás y siga los marcadores azules del piso. Si vino a entregar una boleta, vaya a la caja de boletas roja; usted no necesita hacer fila."

"Mangyaring panatilihin ang anim na talampakang pagitan sa bawa't isa, sa pamamagitan ng pagsunod sa mga asul na marker sa sahig. Kung andito kayo upang maghulog ng balota, mang-yaring lumapit sa pulang kahon na hulugan ng balota; hindi ninyo na kailangan pang pumila."

## 1.5  Notifying the Inspector if a voter requests curbside voting.

"The Inspector can help you with that. Please wait here while we get the necessary voting supplies for you."

「投票站站長可以為您提供協助。我們會為您準備必要的投票用品，請在這裡等候。」

"El inspector/la inspectora puede ayudarle con eso. Por favor, espere aquí mientras reunimos los materiales electorales necesarios para usted".

"Maaari kayong matulungan ng Inspektor diyan. Mangyaring maghintay dito habang kinukuha namin ang mga mahahalagang kagamitan sa pagboto para sa inyo."

## 2. Election Table Clerk

### 2.1 Finding the voter in the roster.

"Hello. May I have your name and address?"

「您好！您可以把姓名和地址告訴我嗎？」

"Hola. ¿Cuál es su nombre y dirección?"

"Kamusta. Maaari ba naming makuha ang inyong pangalan at address?"

"You are not listed in our roster, but you can vote a provisional ballot here or go to your assigned polling place or a voting center. Which do you prefer?"

「您的名字不在我們的選民名冊上，但您可以在這裏使用臨時選票投票，或者您可以到編配給您的投票站或投票中心投票。您喜歡哪一種方式？」

"Usted no aparece en nuestra lista de electores, pero puede votar aquí con una boleta provisional o puede ir a su lugar de votación asignado o a un centro de votación. ¿Qué le preferiría hacer?"

"Hindi kayo nakalista sa aming roster, ngunit maaari kayong bumoto nang probisyonal na balota dito o pumunta sa inyong itinalagang lugar ng botohan o sa sentro ng botohan. Alin ang mas gusto ninyo?"

### 2.2 Check for voter notes.

"The roster shows your registration is incomplete. You can complete your registration by showing any of the types of ID listed on this page. I will move back so that you can approach and view the list."

「選民名冊上顯示你未完成選民登記。您需要提供這裡所列的任何一種身份證明文件，便可以完成選民登記。我會退後，以便您可以靠近及查看列表上的資料。」

"La lista de electores indica que su inscripción está incompleta. Para completar su inscripción puede mostrar cualquiera de las identificaciones que se enumeran en esta página. Voy a hacerme para atrás para que pueda acercarse y ver la lista."

"Pinapakita ng roster na hindi kumpleto ang inyong rehistrasyon. Maaari ninyong makumpleto ang inyong rehistrasyon sa pamamagitan ng pagpapakita ng alinman sa klase ng ID na nakalista sa pahinang ito. Lalayo muna kami upang malapitan at makita ninyo ang listahan."

# 5.8 Translated Scripts

"The roster shows the Department of Elections already received your ballot. If you'd like, you can call the Department to verify, or you can vote here provisionally."

「選民名冊上顯示選務處已經收到了您的選票。如您想查明此事，您可以致電選務處了解詳情，或者您可以在這裡使用臨時選票投票。」

"La lista de electores indica que el Departamento de Elecciones ya recibió su boleta. Si gusta, puede llamar al Departamento para verificar o puede votar aquí provisionalmente."

"Pinapakita ng roster na natanggap na ng Departamento ng mga Eleksyon ang inyong balota. Kung gusto ninyo, maaari ninyong tawagan ang Departamento upang kumpirmahin ito, o maaari kayong bumoto nang probisyonal dito."

## 2.3  Issuing a standard ballot.

"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「我會向您發出一份紙張選票，除非您想使選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Voy a expedir una boleta de papel para usted, a menos que prefiera votar con una boleta de audio o de pantalla táctil en el dispositivo accesible para marcar la boleta."

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Please come forward and take a clean pen to sign the roster, then take your voting materials. After marking your ballot, place it into the secrecy folder and take it to the scanning machine. When the machine accepts your ballot, return the pen and folder to the "Used Voting Supplies" container. Would you like any further assistance?"

「請您上前來取用一支乾淨的筆在選民名冊上簽名，然後領取您的投票材料。當您完成標記選票後，把選票放入保密封套內並帶到掃描機掃描。當掃描機接納您的選票後，請您把筆以及保密封套交還到「已使用投票物品」的箱子裡。您還需要任何協助嗎？」

Por favor, acérquese, tome un bolígrafo limpio para firmar la lista de electores, y luego tome sus materiales electorales. Después de marcar su boleta, póngala dentro de la cubierta de confidencialidad y llévela a la máquina de escaneo. Una vez que la máquina acepte su boleta, devuelva el bolígrafo y la cubierta al contenedor que dice "Suministros electorales usados" (Used Voting Supplies). ¿Hay algo más en lo que le pueda ayudar ayuda?"

"Mangyaring lumapit sa unahan at kumuha ng malinis na panulat para pirmahan ang roster, at kunin ang inyong mga materyales sa pagboto. Matapos markahan ang inyong balota, ilagay ito sa folder na pantakip at dalhin ito scanning machine o makinang nagii-scan sa balota. Kapag tinanggap na ng makina ang inyong balota, ibalik ang panulat at folder sa lalagyan ng Mga Nagamit nang Suplay sa Pagboto. Kailangan ninyo po ba ng karagdagang tulong?"

"Please come forward and take a clean pen to sign the roster, then take your voting materials. The Inspector will activate your ballot on the ballot-marking device. If you need assistance, let the Inspector know."

「請您上前來在選民名冊上簽名，領取您的投票材料。投票站站長會於選票標記設備上啟動您的選票。如您需要協助，請讓站長知道。」

"Por favor, acérquese y firme la lista de electores y tome sus materiales electorales. El inspector/la inspectora va a activar su boleta en el dispositivo para marcar la boleta. Si necesita ayuda, avísele al inspector/la inspectora."

"Mangyaring lumapit sa unahan para pirmahan ang roster at makuha ang inyong mga materyales sa pagboto. Pagaganahin ng Inspektor ang inyong balota sa ballot-marking device o aparatong nagmamarka sa balota. Kung kailangan ninyo ng tulong, ipaalam lamang sa Inspektor."

## 2.4  Issuing a provisional ballot.

"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「您將會獲發一份紙張選票，除非您想使選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Voy a expedir una boleta de papel para usted, a menos que prefiera votar con una boleta de audio o de pantalla táctil en el dispositivo accesible para marcar la boleta."

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Voting materials are available in English, Chinese, Spanish, and Filipino. Do you have a language preference?"

「我們有英文、中文、西班牙文及菲律賓文的投票材料可供使用。您有沒有語言偏好？」

"Los materiales electorales están disponibles en inglés, chino, español y filipino. ¿Qué idioma prefiere?"

"Magagamit ang mga materyales sa pagboto sa mga wikang Ingles, Tsino, Espanyol, at Filipino. Mayroon po ba kayong kagustuhang wika?"

"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. Return the envelope and pen to me."

「請您上前來領取您的投票材料及一支乾淨的筆。填妥信封上的資料並簽名，然後標記選票，把選票放入信封，把它密封，撕下收據。最後把信封及筆交還給我。」

"Por favor, acérquese y tome sus materiales electorales y un bolígrafo limpio. Llene por completo el sobre y fírmelo, luego marque su boleta, póngala dentro del sobre, séllelo y desprenda el recibo. Cuando termine, devuélvame el sobre y el bolígrafo."

"Mangyaring lumapit sa unahan upang makuha ang inyong mga materyales sa pagboto at isang malinis na panulat. Punan ang buong sobre at pirmahan ito, tapos markahan ang inyong balota, ilagay ito sa loob ng sobre, selyuhan ito, at alisin ang resibo. Ibalik sa amin ang sobre at panulat."

"Please come forward to take your voting materials and a clean pen. Fill out the envelope completely and sign it. The Inspector will activate your ballot. If you need assistance, let the Inspector know."

「請您上前來領取您的投票材料及一支乾淨的筆。填妥信封上的資料並簽名。投票站站長會於選票標記設備上啟動您的選票。如您需要協助，請讓站長知道。」

"Por favor, acérquese y tome sus materiales electorales y un bolígrafo limpio. Llene por completo el sobre y fírmelo. El inspector/la inspectora va a activar su boleta. Si necesita ayuda, avísele al inspector/la inspectora."

"Mangyaring lumapit sa unahan upang makuha ang inyong mga materyales sa pagboto at isang malinis na panulat. Punan ang buong sobre at pirmahan ito. Pagaganahin ng Inspektor ang inyong balota. Kung kailangang ninyo ng tulong, ipaalam lamang sa Inspektor."

## 2.5  Issuing replacement ballots.

"May I have your mismarked cards?"

「我可以拿走您的標記錯誤的選票卡嗎？」

"¿Me puede dar las tarjetas que están mal marcadas?"

"Maaari ba naming makuha ang inyong balota na may maling pagkakamarka?"

## 2.6  Issuing EDU ballots.

"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「我會向您發出一份紙張選票，除非您想使用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Voy a expedir una boleta de papel para usted, a menos que prefiera votar con una boleta de audio o de pantalla táctil en el dispositivo accesible para marcar la boleta."

# 5.8 Translated Scripts

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nag-mamarka sa balota."

"Please come forward and take a clean pen to sign the roster, then take your voting materials. Mark your ballot, place it into the secrecy folder, and take it to the scanning machine. When the machine accepts your ballot, return the pen and folder to the "Used Voting Supplies" container. Would you like any further assistance?"

「請您上前來取用一支乾淨的筆在選民名冊上簽名，然後領取您的投票材料。當您完成標記選票後，把選票放入保密封套內並帶到掃描機掃描。當掃描機接納您的選票後，請您把筆以及保密封套交還到「已使用投票物品」的箱子裡。您還需要任何協助嗎？」

"Por favor, acérquese, tome un bolígrafo limpio para firmar la lista de electores, y luego tome sus materiales electorales. Marque su boleta, póngala dentro de la cubierta de confidenciali-dad y llévela a la máquina de escaneo. Una vez que la máquina acepte su boleta, devuelva el bolígrafo y la cubierta al contenedor que dice "Suministros electorales usados" (Used Voting Supplies). ¿Hay algo más en lo que le pueda ayudar?"

"Mangyaring lumapit sa unahan at kumuha ng malinis na panulat para pirmahan ang roster, at kunin ang inyong mga materyales sa pagboto. Markahan ang inyong balota, ilagay ito sa folder na panatakip, at dalhin ito sa scanning machine o makinang nagii-scan sa balota. Kapag tinang-gap na ng makina ang inyong balota, ibalik ang panulat at folder sa Mga Nagamit nang Suplay sa Pagboto. Kailangan ninyo po ba ng karagdagang tulong?"

"Please come forward and take a clean pen to sign the roster, then take your voting materials. The Inspector will activate your ballot. If you need assistance, let the Inspector know."

「請您上前來取用一支乾淨的筆在選民名冊上簽名，然後領取您的投票材料。投票站站長會於選票標記設備上啟動您的選票。如您需要協助，請讓站長知道。」

"Por favor, acérquese, tome un bolígrafo limpio para firmar la lista de electores, y luego tome sus materiales electorales. El inspector/la inspectora va a activar su boleta. Si necesita ayuda, avísele al inspector/la inspectora."

Mangyaring lumapit sa unahan at kumuha ng malinis na panulat para pirmahan ang roster, at kunin ang inyong mga materyales sa pagboto. Pagaganahin ng Inspektor ang inyong balota. Kung kailangan ninyo ng tulong, ipaalam lamang sa Inspektor."

## 3. Ballot-Scanning Machine

### 3.1  Assisting Standard Voters

"When you are ready, please insert your ballot cards one at a time. It does not matter which way they are facing. Let me know if you want me to change the language displayed on the screen."

# 5.8 Translated Scripts

「當您準備好，請您把選票卡逐一插入掃描機。選票正面或背面向上都可以。如果您想我改變屏幕上的語文顯示，請讓我知道。」

"Cuando esté listo, por favor, inserte una por una las tarjetas de su boleta. No importa qué lado quede arriba. Avíseme si quiere que cambie el idioma de la pantalla."

"Kapag kayo'y handa na, mangyaring ipasok ang inyong mga balota nang paisa-isa. Hindi mahalaga kung saan ito nakaharap. Ipaalam lamang sa amin kung nais ninyong palitan ang wikang naka-display sa screen."

"Thank you for voting today!"

「謝謝您今天到來投票！」

"¡Gracias por votar hoy!"

"Salamat po sa pagboto ninyo ngayong araw!"

"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". If you would like a pair of gloves, have questions, or would like to review the machine's reference guide, please let me know."

「掃描機檢測到有不規則標記。要更正您的選票，請按「返回」或您想照舊地投下這份選票，請按「投下」。如果您想要一對手套、有問題或想查閱掃描機參考指南，請讓我知道。」

"La máquina detectó una marca irregular. Para corregir su boleta, presione "Devolver" o para emitir su boleta como está, presione "Emitir". Si desea un par de guantes, si tiene preguntas o si quiere revisar la guía de referencia de la máquina, por favor, avíseme."

"Nakakita ang makina ng maling pagkakamarka. Para itama ang inyong balota, pindutin ang "Bumalik" o para isumite ito nang ganoon na, pindutin ang "Isumite". Kung nais ninyo ng guwantes, may mga katanungan, o gustong ninyong suriin ang reperensyang gabay para sa makina, mangyaring ipaalam lamang sa amin."

"Please step back so I may approach."

「請您退後以便我可以靠近。」

"Por favor, dé un paso atrás para que pueda acercarme."

"Mangyaring umatras upang kami ay makalapit."

"Please step back so I may approach."

## 3.2 Redirecting Provisional Voters.

"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt. Then take the envelope to the election table and drop it into the black ballot bag."

# 5.8 Translated Scripts

「我看見您用臨時信封。請確定您已經在信封上填妥所有資料並簽名，撕下收據。然後帶這個信封到選舉枱並把它投遞在黑色選票袋裡。」

"Veo que tiene un sobre provisional. Por favor, asegúrese de haber completado y firmado el sobre y de haber desprendido su recibo. Luego lleve el sobre a la mesa electoral y póngalo dentro de la bolsa de boletas negra."

"Nakikita namin na mayroon kayong probisyonal na sobre. Mangyaring siguraduhing nakumpleto ninyo at napirmahan ang sobre at naalis ang inyong resibo. Tapos dalhin ang sobre sa mesa ng eleksyon at ihulog ito sa itim na bag na hulugan ng balota."

## 4. Initiating Accessibile Voting Sessions

### 4.1  Initiating an accessible voting session.

"Hello, I will help activate your ballot on the ballot-marking device. You may use the touchscreen interface to mark your ballot or listen to audio instructions with headphones and mark your ballot using the touchscreen, Audio-Tactile Interface keypad, or personal assistive device. Which type of interface do you prefer to use today?"

「您好！我將會於選票標記設備上啟動您的選票。您可以使用觸屏介面去標記您的選票，或者帶著耳機聆聽音頻說明，並使用觸屏介面、音頻與觸覺介面鍵盤以及個人輔助器材標記您的選票。您今天想使用哪種介面？」

"Hola. Voy a ayudarle a activar su boleta en el dispositivo accesible para marcar la boleta. Puede usar la interfaz de pantalla táctil para marcar su boleta o escuchar las instrucciones de audio con los audífonos y marcar la boleta usando la pantalla táctil, usar el teclado de interfaz audiotáctil o un dispositivo de asistencia personal. ¿Qué interfaz prefiere usar el día de hoy?"

"Kamusta po, tutulungan namin kayong paganahin ang inyong balota sa ballot-marking device o aparatong nagmamarka sa balota. Maaari ninyong magamit ang interface na touchscreen upang markahan ang inyong balota o makinig sa mga instruksiyon na audio gamit ang headphone at markahan ang inyong balota gamit ang touchscreen, interface na Audio-Tactile keypad, o personal na aparatong may teknolohiyang nakatutulong. Aling uri ng interface ang mas gusto ninyong gamitin ngayong araw?"

"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."

「當您完成標記選票，請把它列印出來，放入保完封套內，然後把它帶到掃描機。如果您需要任何協助，請向我示意。」

"Cuando termine de marcar su boleta, imprímala, póngala dentro de la cubierta de confidencialidad y llévela a la máquina de escaneo. Si hay algo más en lo que pueda ayudarle, por favor, avíseme."

"Kapag tapos na kayong markahan ang inyong balota, mangyaring i-print ito, ilagay sa folder na pantakip, at dalhin ito sa scanning machine o makinang nagii-scan sa balota. Kung kailangan ninyo ng karagdagang tulong, ipaalam lamang sa amin."

"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."

「當您完成標記選票，請把它列印出來，放入您的信去封，然則把信封密封，把它放入在選舉枱上的黑色選票袋裡。如果您需要任何協助，請向我示意。」

"Cuando termine de marcar su boleta, imprímala, póngala dentro de su sobre, luego séllelo y llévelo a la bolsa de boletas negra en la mesa electoral. Si hay algo más en lo que pueda ayudarle, por favor, avíseme."

"Kapag tapos na kayong markahan ang inyong balota, mangyaring i-print ito, ilagay ito sa inyong sobre, tapos selyuhan at dalhin ito sa itim na bag na hulugan ng balota sa mesa ng eleksyon. Kung kailangan ninyo ng karagdagang tulong, ipaalam lamang sa amin."

## 5. Curbside Voting

"Welcome. I'm here to help you vote outside. Before we begin, please let me know if you would like gloves or hand sanitizer."

「歡迎，我在這兒幫助您在場地外面投票。在我們開始之前，如果您想要手套或免洗搓手消毒，請讓我知道。」

"Bienvenido. Voy a ayudarle a votar aquí afuera. Antes de comenzar, por favor, dígame si necesita guantes o desinfectante para manos."

"Maligayang pagdating. Nandito kami upang tulungan kayong bumoto sa labas. Bago tayo umpisa, mangyaring ipaalam lamang sa amin kung kailangan ninyo ng guwantes o hand sanitizer.

"Next, I will gather your information to check the roster and get your voting materials. I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「下一步，我會收集您的資料以查核您是否在選民名冊及拿取您的投票材料。您將會獲發一份紙張選票，除非您選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Ahora, voy a recolectar su información para verificar la lista de electores y traerle sus materiales electorales. Voy a expedirle una boleta de papel, a menos que prefiera votar con una boleta de audio o de pantalla táctil usando el dispositivo accesible para marcar la boleta."

"Sunod, kukuhain namin ang inyong impormasyon upang i-check ang roster at kunin ang inyong mga materyales sa pagboto. Bibigyan namin kayo ng papel na balota maliban nalang kung nais ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Will you please write down your name, address, and preferred ballot language (English, Chinese, Spanish, or Filipino)?  Please let me know whether you prefer I set this pen and paper down and step back or bring them to you."

「您可否寫下姓名、地址及選票語言偏好( 英文、中文、西班牙文或菲律賓文) 嗎？請讓我知道您是否希望我放下這支筆和紙，然後退後一步或將它們拿給您。 」

"¿Podría escribir su nombre, dirección e idioma preferido (inglés, chino, español o filipino)? Por favor, avíseme si prefiere que deje esta pluma y papel abajo y me aleje o si prefiere que se los acerque."

"Maaari ninyo bang isulat ang inyong pangalan, address, at nais na wika sa balota (Ingles, Tsino, Espanyol, o Filipino)? Mangyaring ipaalam lamang sa amin kung mas gusto ninyong ilapag itong panulat at papel at lumayo kami o dalhin ito sa inyo."

"When you are done writing down your information, you may set the paper down or hand it to me. Please keep the pen to mark your ballot."

「當寫下您的資料後，您可以將紙放下或交給我。 請保留筆來標記您的選票。 」

"Cuando termine de escribir su información, puede poner el papel abajo o entregármelo en la mano. Por favor, conserve la pluma para marcar su boleta"

"Kapag tapos na kayong isulat ang inyong impormasyon, maaari ninyo nang ilapag ang inyong papel o ibigay ito sa amin. Pakitabi ang panulat para markahan ang inyong balota."

## 5.1  Issuing a curbside standard ballot.

"Here are your voting materials. When you are done, please tear off your ballot receipts and place your ballot cards into the secrecy folder. I will be back to collect your ballot in 15 minutes. Would you like any further assistance?"

「這是您的選舉材料。當您完成標記後，請撕下選票收據及把您的選票卡放入保密封套內。我會在15分鐘內回來收取您的選票。您需要任何協助嗎？」

"Aquí tiene sus materiales para votar. Cuando termine, por favor, desprenda los recibos de la boleta y ponga las tarjetas de su boleta dentro de la cubierta de confidencialidad. Voy a regresar en 15 minutos para recolectar su boleta. ¿Hay algo más en lo que le pueda ayudar?"

"Heto ang inyong mga materyales sa pagboto. Kapag tapos na kayo, mangyaring punitin ang resibo ng balota at ilagay ang inyong balota sa folder na pantakip. Babalik kami upang kolektahin ang inyong balota matapos ang 15 minuto. Kailangan ninyo po ba ng karagdagang tulong?"

"I will now collect your secrecy folder and insert the ballot cards into the ballot-scanning machine. As before, you may set it down or hand it to me. If you like I can return to confirm that your ballot cards have been accepted by the ballot-scanning machine."

# 5.8 Translated Scripts

「現在，我會收取您的保密封套並把您的選票放入選票掃描機掃描。就像剛才一樣，您可以把它放下來或遞交給我。如果您願意，我可以回來跟您確認您的選票是否已經被選票掃描機接納。」

"Ahora voy a recolectar su cubierta de confidencialidad y voy a insertar las tarjetas de la boleta en la máquina de escaneo. Así como hicimos antes, usted puede poner su cubierta abajo o puede entregármela en la mano. Si gusta, puedo regresar para confirmar que la máquina de escaneo haya aceptado las tarjetas de su boleta"

"Kokolektahin na namin ang inyong folder na pantakip at ipapasok ang mga balota sa ballot-scanning machine o makinang nagii-scan sa balota. Gaya ng kanina, maaari ninyo itong ilapag o iabot ito sa amin. Kung gusto ninyo, maaari kaming bumalik para kumpirmahin na tinanggap na ng ballot-scanning machine ang inyong balota."

## 5.2  Issuing a curbside provisional ballot.

"Because you are not listed in our roster, you can either vote here provisionally, go to your assigned polling place, or vote at the City Hall Voting Center. What would you prefer?"

「您的名字不在我們的選民名冊上，但您可以在這裏使用臨時選票投票，或者您可以到編配給您的投票站或投票中心投票。您喜歡哪一種方法？」

"Debido a que su nombre no aparece en nuestra lista, puede votar aquí de forma provisional o puede ir a votar a su lugar de votación asignado o al Centro de Votación del Ayuntamiento. ¿Qué le preferiría hacer?"

"Dahil hindi kayo nakalista sa aming roster, maaari kayong bumoto nang probisyonal dito, pumunta sa inyong itinalagang lugar ng botohan, o bumoto sa Sentro ng Botohan sa City Hall. Alin ang mas gusto ninyo?"

"Here are your provisional voting materials. Please fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. I will be back to collect your ballot in 15 minutes. Would you like further assistance?"

「這是您的臨時選票的材料。請填寫信封上的資料並簽名，然後標記您的選票，把它放入信封內，密封信封並撕下收據。我會在15分鐘內回來收取您的選票。您需要其他的協助嗎？」

"Aquí tiene sus materiales para votar. Por favor, complete el sobre y fírmelo, luego marque su boleta, póngala dentro del sobre y desprenda el recibo. Voy a regresar en 15 minutos para recolectar su boleta. ¿Hay algo más en lo que le pueda ayudar?"

"Heto ang inyong mga probisyonal na materyales sa pagboto. Mangyaring punan ang buong sobre at pirmahan ito, tapos markahan ang inyong balota, ilagay ito sa sobre, selyuhan ito, at tanggalin ang resibo. Babalik kami upang kolektahin ang inyong balota matapos ang 15 minuto. Kailangan ninyo po ba ng karagdagang tulong?"

# 5.9 Non-Citizen Voting in the Board of Education Election

In the November 3 election, eligible non-US citizens will vote on the City's Board of Education contest. This is possible because San Francisco voters passed local measure Proposition N in November 2016.

Non-citizen residents of San Francisco who are of legal voting age, not currently in prison or on parole for a felony conviction, not currently deemed mentally incompetent by a court, and who are the parents, legal guardians, or legally recognized caregivers of children under the age of 19 living in San Francisco, are eligible to vote in Board of Education elections.

This means that on Election Day poll workers will need to be ready to assist both types of voters: standard voters and non-citizen voters, also known as EDU voters.

Most procedures regarding EDU voters closely mirror existing polling place procedures. For instance, upon arrival at a polling place, EDU voters will announce their names and addresses as voters customarily do in every election.

However, there are some differences. For instance, the Election Table Clerk will need to look in the designated pages of the Roster of Voters to locate EDU voter information.

After confirming name and address, a one-card ballot marked "EDU," must be issued to all EDU voters. This ballot presents only the Board of Education contest and provides content in four languages: English, Chinese, Spanish, and Filipino. Accessible touchscreen and audio versions of the EDU ballot are available at each polling place.

All poll workers are responsible for protecting the rights of voters. Do not, at any point, engage in a conversation about, or question a voter's citizenship or immigration status. The blue pages of the roster list voters who are eligible to vote an EDU ballot at your precinct by name and address; poll workers do not need to ask any additional information from EDU voters in order to determine the appropriate ballot to issue.

If anyone, including other poll workers, persists in engaging in conversations with voters regarding their eligibility or seeks to engage voters or poll workers in discussions on the application of elections law, notify the Department of Elections by calling the Election Center: 1- 800-554-9934.

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

### POSTED BALLOT STATEMENT
**Consolidated General Election, November 3, 2020**

**PCT**

**POLL BALLOTS**

| | | |
|---|---|---|
| A) | Ballots brought by Inspector | *500* |
| B) | Ballots brought by FED | *500* |
| C) | Extra ballots brought by FED, if any | C |
| D) | "Total Ballots Printed" count from Accessible Ballot-Marking Device | D |
| | **E) Add lines A, B, C, and D** | E |
| F) | "Voter" count from Ballot-Scanning Machine | F |
| G) | Ballot Card 1s in aux bin | G |
| H) | Ballot printouts in aux bin | H |
| | **I) Add lines F, G, and H** | I |
| J) | Voted provisional envelopes | J |
| K) | Voided Ballot Card 1s | K |
| L) | Voided ballot printouts | L |
| | **M) Add lines J, K, and L** | M |
| N) | Unused ballots on Election Table and in boxes | N |
| O) | Signatures in roster (all pages) | O |

**VOTE-BY-MAIL BALLOTS**

| | | |
|---|---|---|
| P) | Voided San Francisco vote-by-mail ballot envelopes | P |
| Q) | Voted San Francisco vote-by-mail ballot envelopes | Q |
| | **R) Add lines P and Q** | R |

1. Does line I = line O?          YES     NO

2. Does line E = line I + M + N          YES     NO

3. Please describe any issues with your ballot count:_____
_____
_____
_____

**Where to place copies of this statement once complete:**

**Yellow –** Post outside with results tape.
**Pink & White –** Leave in roster.

## Poll Worker Break and Lunch Schedule

The Inspector may modify the suggested schedule (in green) based on voter traffic. When setting up the schedule for your team, follow these directions:

1. No breaks before 9:00 a.m. or after 5:00 p.m.
2. No breaks between 11:30 a.m. and 1:30 p.m.
3. Adult poll workers (who stay later) have first choice of break times.
4. When Inspector is on break, all Clerks must be present at polling place.
5. Agree upon three 15-minute breaks for each person.
6. Agree upon two 30-minute breaks for each person.
7. Print each person's initials in the first column below the position.
8. Mark breaks. Each cell corresponds to 15 minutes.

**Note:** Leave official phone at polling place while on break.
Do not be late returning from break. Your team depends on you!
Confirm nametag is on when returning from break.
While on break, Inspector must designate a Clerk to fulfil the Inspector's duties and give that Clerk a lanyard with voting machine keys and the Inspector's job card.

| Position/ Initials | 9:00a-10:00a | | | | 10:00a-11:30a | | | | | | | 1:30p-2:30p | | | | 2:30p-3:30p | | | | 3:30p-5:00p | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Inspector | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk 3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk 4 | | | | | | | | | | | | | | | | | | | | | | | | | |

## 5.11 Index

# VOTER BILL *of* RIGHTS

## ★ YOU HAVE THE FOLLOWING RIGHTS ★

1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:

   - ★ a U.S. citizen living in California
   - ★ at least 18 years old
   - ★ registered where you currently live
   - ★ not currently in state or federal prison or on parole for the conviction of a felony
   - ★ not currently found mentally incompetent to vote by a court

2. **The right to vote if you are a registered voter even if your name is not on the list.**
   You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.

3. **The right to vote if you are still in line when the polls close.**

4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.

5. **The right to get a new ballot if you have made a mistake,** if you have not already cast your ballot. You can:
   **Ask an elections official at a polling place** for a new ballot,
   **Exchange your vote-by-mail ballot** for a new one at an elections office, or at your polling place, or
   **Vote using a provisional ballot.**

6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.

7. **The right to drop off your completed vote-by-mail ballot at any polling place** in California.

8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.

9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.

10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

### SPECIAL NOTICE

- Polls are open from 7:00 a.m. to 8:00 p.m. on the day indicated in the posted county Voter Information Guide.

- Specific instructions on how to vote, including how to cast a provisional ballot, can be obtained from a poll worker or by reading the information mailed to you by your local elections official.

- If you are a newly registered voter, you may be asked to provide appropriate identification or other documentation according to federal law. But please note that every individual has the right to cast a provisional ballot even if he or she does not provide the documentation.

- It is against the law to represent yourself as being eligible to vote unless you meet all of the requirements to vote under federal and state law.

- It is against the law to tamper with voting equipment.

**If you believe you have been denied any of these rights,** call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683).

On the web at **www.sos.ca.gov**

By phone at **(800) 345-VOTE (8683)**

By email at **elections@sos.ca.gov**

# Election Center (800) 554-9934

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## Questions before Election Day?
(415) 554-4395
pollworker.communication@sfgov.org

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## Voter Support Hotline

English: (415) 554-4375
Chinese: (415) 554-4367
Spanish: (415) 554-4366
Filipino: (415) 554-4310
Other Languages: (415) 554-4375
TTY: (415) 554-4386

SAN FRANCISCO
**ELECTIONS**