

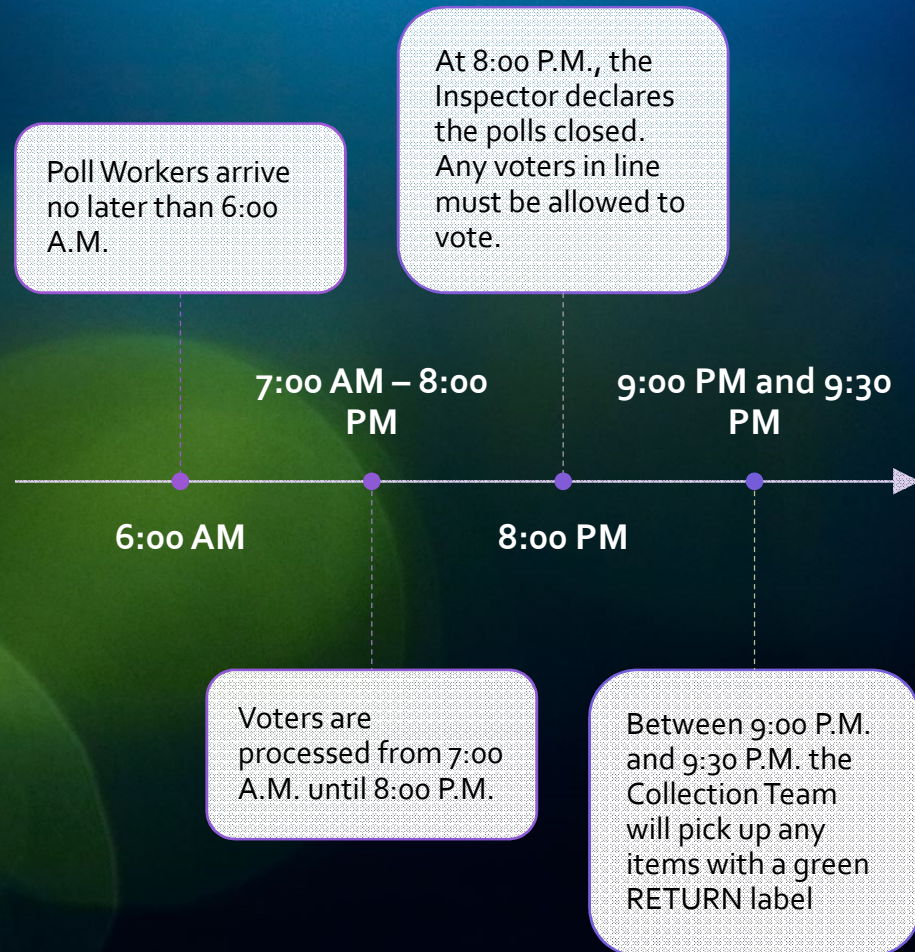
WELCOME TO
PROVISIONAL
CLERK TRAINING

**PRESIDENTIAL
GENERAL
ELECTION
NOVEMBER 3, 2020**

To receive a copy of this presentation, email: pollworker@solanocounty.com

ELECTION DAY SCHEDULE

- Arrive at 6:00AM
 - Polls are open from 7:00AM – 8:00PM
- Dress comfortably and professionally
- Take short breaks when possible
- Busiest times typically:
 - 7:00-9:00 AM as voters vote before work
 - 4:30-end as voters vote after work



STAYING SAFE AT THE POLLS



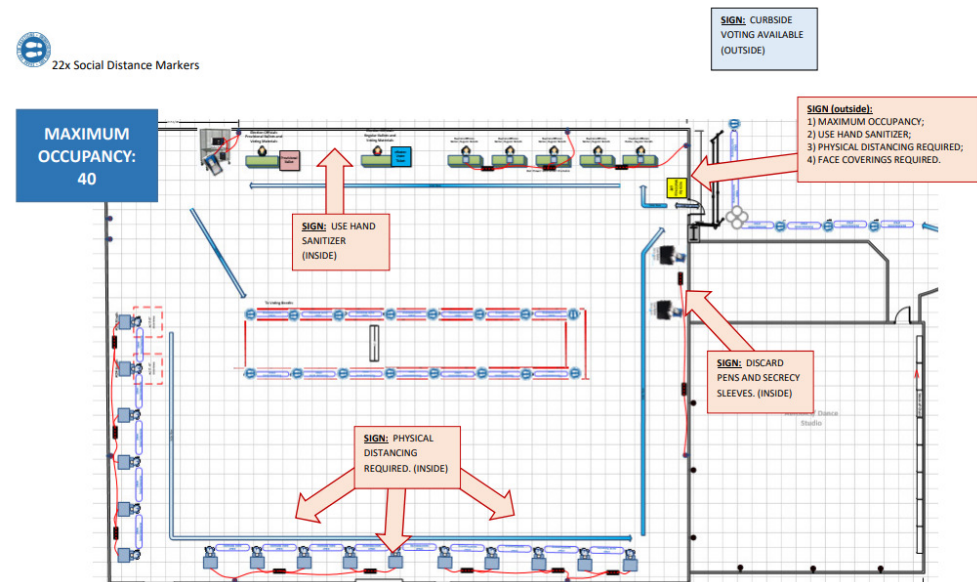
- Solano County is following guidance from the Secretary of State in order to mitigate the risks at the polls including issuing PPE to poll workers:
 - Masks
 - Gloves
 - Hand sanitizer
- Voters will also be provided with hand sanitizer when entering and exiting the polling place and offered a mask if they are not already wearing one
- Social distancing of at least 6 feet should be maintained between all poll workers and voters
- Cloth face coverings should be worn by all workers.
 - Face coverings are most essential in times when physical distancing is difficult.

Poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19 should stay home.

SOCIAL DISTANCING

- Be sure to follow the provided map of the poll place layout as closely as possible to ensure social distancing is maintained!
- There is a flow of traffic voters should follow in order not to avoid crossing paths and infringing on social distancing guidelines
- A distancing stick will be provided to help make sure 6 feet is maintained when setting up furniture, equipment, and any floor markers
- Signs should be posted according to the map
- If possible, doors and windows should be opened to allow for greater ventilation

The corrugated diagram itself should be posted at entrance of polling place so that voters are aware of the layout and the maximum capacity of each site



PPE, NEUTRAL SPACE, & SINGLE-USE ITEMS

- Hand sanitizer should be located at the entrance for voters
- Each clerk will be provided with gloves and masks
- Frequently touched surfaces should be wiped down with disinfectant wipes often
 - A dedicated cleaning technician has been contracted to do this
- As much as possible keep a “neutral” space between you and the voters
- Rather than handing them anything directly, slide it under the plexi sneeze guard to them
- Use hand sanitizer after touching hands
- Some items will be “disposable” and not reused by voters:
 - Pens
 - Secrecy sleeves
- These items can be taken home by the voters or disposed of in provided trash bins

Please wear a cloth face covering



Maintain a distance of 6 feet whenever possible.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

VOTERS WITHOUT FACE COVERINGS

- **The right to vote is of utmost importance. Even voters neglectful of important health and safety precautions must be allowed to vote if they enter a voting location.**
 - Election workers must not turn a voter away for lack of face covering.
 - The right to vote takes precedence. In such circumstances, election workers should consider additional physical distancing.
- Voters must be allowed to vote, and that allowing them to vote—as safely as possible under the circumstances—will help prevent incidents like those seen in social media, most of which take place in settings where people are in fact barred from entry for not wearing face coverings.

ELECTIONEERING



- What is Electioneering?
 - Any act of campaigning for or against a party, candidate, or measure that appears on the ballot
 - Speaking to voters about marking his or her ballot
 - Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure
 - Voters quietly discussing their choices in a voting booth within earshot of other voters
- Any form of campaigning or attempting to solicit votes at a polling place is not allowed within 100 feet of the entrance to the room in which ballots are cast.
- If you encounter electioneering, politely approach the individual, and advise that electioneering is not allowed within 100 feet of the entrance to the polling place.
- Use the precut 100-foot string to measure the proper distance that must be enforced.
- Place your electioneering signs at the 100-foot boundaries.

OBSERVERS

- Observers are allowed at the polling place to observe the how the polling place is running smoothly and if guidelines are being followed but cannot interfere with the normal process of voting
- Observers can ask to see the whose voted list
 - Can be produced from eRoster, they can look at the Voter Processing Cards, or be given a card directing them to the Solano County Website where the most up to date information is posted
- Often checking to see if ADA and language requirements are being met so that no one is being disenfranchised
 - Are translated ballots available? Are they posted?
 - Are bi/multilingual poll workers wearing language tags?
 - Is ADA booth set up properly with 5-foot clearance?
 - Is Ballot Marking Device (Touch Writer) available?
- Also overserving that no voter is denied their ballot and that no electioneering or voter intimidation is taking place

SOS SENSITIVITY GUIDELINES

Working with someone with a disability

- Respect personal boundaries – do not touch people without asking permission
- Do not touch the support equipment, i.e. service dog, chair, cane etc.
- Offer assistance, but don't insist on providing it
- Speak directly to the person, not just the person accompanying them
- Use appropriate language when speaking



FYI BOARD

For Your Information

www.solanocounty.com | (707)784-6675 | elections@solanocounty.com

Podemos ayudarlo en español We can help you in English Matutulungan namin kayo sa Tagalog

Request a Translated Ballot From a Poll Worker
Solicite una boleta traducida de un trabajador electoral
Humiling ng isang Isinang Balota Mula sa Isang Tagagawa sa Poll

Tampering Warning
 Tampering with or attempting to interfere with voting equipment, hardware, or software, is a felony punishable by up to four (4) years in state prison. Violators may also be subject to civil penalties of up to \$50,000 per violation.
 If you detect any tampering with voting equipment or supplies including broken or voided seals, alert the Registrar immediately.

No Electioneering Within the Polling Place
 Display of signs, buttons, stickers or clothing that support or oppose a candidate, measure or denote any political affiliation is not allowed.
 Speaking to a voter on the subject of marking ballot is not allowed.
 Discussions of a political nature are not allowed.
 Thank you for your cooperation.

First Time Voters May Need to Show ID
Photo Identification
 NESA Section 301(a)(2)(A)(i)
 - State/Driver's License or ID card
 - Passport
 - Employee ID card
 - Commercial ID card
 - Credit/Debit Card w/ photo
 - Military ID card
 - Student ID card
 - Health Club ID card
 - Insurance Plan ID card or photo
Other Acceptable ID
 NESA Section 303(a)(2)(A)(i)
 - Utility bill
 - Bank statement
 - Government Check
 - Document issued by a government agency
 - Sample Ballot
 - Voter notification card

Voting Provisional
 If we cannot verify your information, you can still cast a PROVISIONAL BALLOT.
Why a provisional ballot?
 - Your name is not on the Registrar of Voters for this precinct or for Solano County
 - You are a new voter who registered by mail but did not show the required ID
Was my provisional ballot counted?
 Call our office at 1-888-833-VOTE (3623) 30 days after the election to find out.

WEEK BILL OF RIGHTS
WEEKLY BILL OF RIGHTS in Tagalog
WEEKLY BILL OF RIGHTS in Spanish

- Please make sure the FYI board is posted near the entrance in an area accessible and obvious for voters entering the polling place
- Make sure to mark at the top any languages voters can be helped in!
 - Poll Workers should also be wearing the language tags to identify to voters if they can help in another language!
- If Electioneering is occurring, you can point voters to the FYI board, which goes warns voters electioneering is prohibited
- Also on the board is the Voters Bill of Rights & information on translated ballots
- Acceptable ID forms (ONLY ASK FOR ID WHEN PROMPTED BY THE EROSTER) are also listed
- Information on Provisional Ballots is also listed

NEW FOR THIS ELECTION: VOTER PROCESSING FORMS TO HELP WITH COMMUNICATION



Voters will be provided a "Voter Processing Form" to fill out name & address




This will help prevent confusion when trying to communicate through masks & barriers



The eRoster clerk will collect these cards and attach them on a ring which will be put in the Red Bag at the end of the night



Voters who do not wish to come inside can also fill out these cards so that their ballot can be brought to them in their car

 **SOLANO COUNTY**
REGISTRAR OF VOTERS

VOTER PROCESSING FORM
Please PRINT your name & complete address below:


IMPRIMA su nombre y dirección completa a continuación:
Mangyaring PAKITA ang iyong pangalan at kumpletong address sa ibaba:

First name Primer nombre Pangalan	Middle Initial Inicial del segundo nombre Gitnang paunang	Last name El apellido Huling pangalan	Suffix Sufijo Hulapi
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Address in California where you live
Dirección en California donde vives / Address sa California kung saan ka nakatira

City
Ciudad/ Lungsod

This form is for check-in purposes only and does not update/change your voter registration information.
Este formulario es solo para fines de registro y no actualiza / cambia su información de registro de votante.
Ang form na ito ay para lamang sa mga layunin ng pag-check-in at hindi na-update / baguhin ang impormasyon sa pagpaparehistro ng botante.



Remember to let voters know this is to speed up the process and avoid miscommunication due to the barriers and masks and that it will not update their information



Solano County Registrar of Voters – 2020 November 3 General Election

Remember that TWO poll workers must deliver and retrieve ballots!

CURBSIDE VOTING

Poll workers will set up the curbside voting sign outside in a convenient parking spot (be sure it does not infringe any ADA parking spots!)

Write the number of the iPhone provided to the Inspector on this sign

Voters can call this number for 2 reasons:

1. To have their VBM Ballot collected from the Poll Workers and have their ballot deposited in the Yellow VBM Bag
2. If needed, Poll Workers can bring the Voter a Voter Processing Form and use the information collected, **with a second Poll Worker**, to bring the voter their Voter Roster Ticket and Ballot in their car.
 - Once the voter is finished voting, **the two poll workers** will take the ballot back in its secrecy sleeve and run it through the Ballot Scanner for the voter

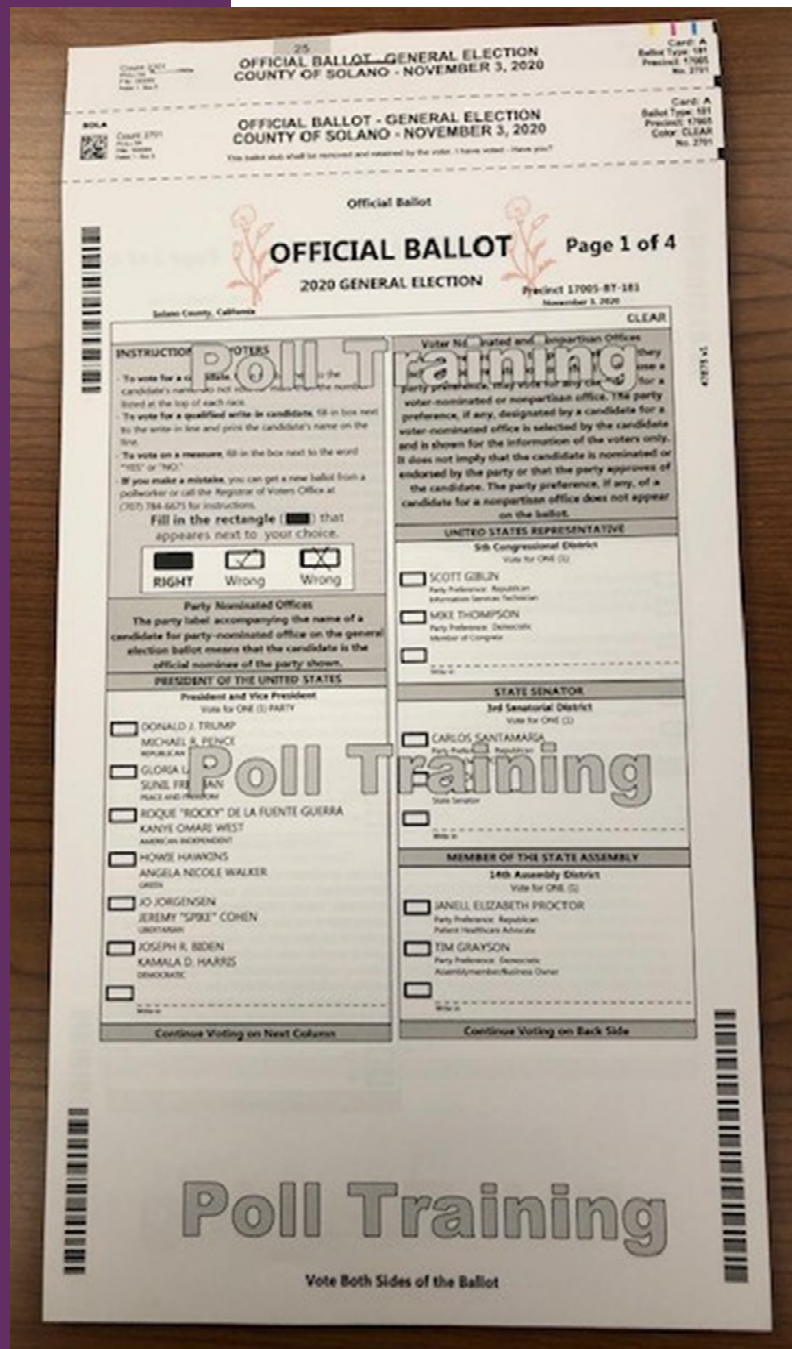
WHAT TO DO WITH CURBSIDE VOTED BALLOT

1. A Poll Worker, typically a Greeter, brings the Voter a Voter Processing Form
2. Back inside the polling place, poll workers use the information collected to find the voter in the eRoster
 - If the Voter is at the wrong location, the Poll Worker can let the Voter know they have the option of either going to the correct polling location OR voting provisionally
3. If the voter is located (or confirms they want to vote provisionally) the voter's Voter Roster Ticket and Ballot (along with an "I Voted" sticker) will be placed in a secrecy sleeve
4. **TWO** Poll Workers will bring the Voter Roster Ticket and Ballot to the voter in their car.
5. Once the voter is finished voting, the **two** Poll Workers will take the ballot back in its secrecy sleeve and run it through the Ballot Scanner for the voter
6. The Voter Roster Ticket must be placed in the Blue Ticket Bag
7. Finally, the secrecy sleeve will be disposed of

CHANGES IN THIS ELECTION: TWO-CARD BALLOT

- Due to the length of the ballot for this election, it is a two card (two page) ballot
- This affects a number of things:
 - Be sure that voters are given both A & B cards
 - If printed via the Touch Writer, make sure to wait for both cards to print
 - When a ballot is spoiled both an A card and a B card must be spoiled (if the voter only needs to replace one card, spoil the other from the stock)
 - Voters must put both cards into the ballot scanner and they must be put in one at a time
 - Per usual, voters do not have to vote any contests they do not wish too

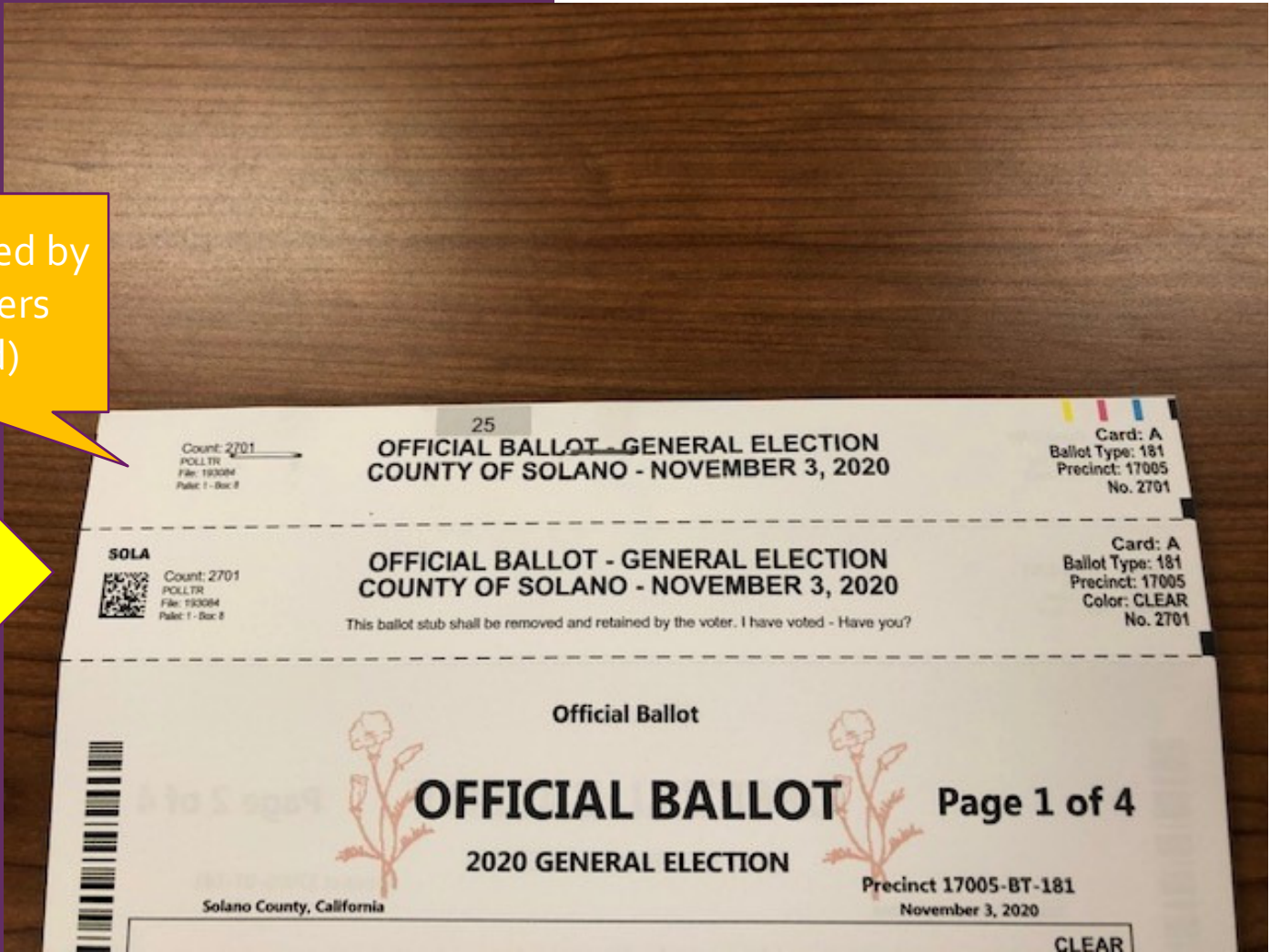
- Ballot Example



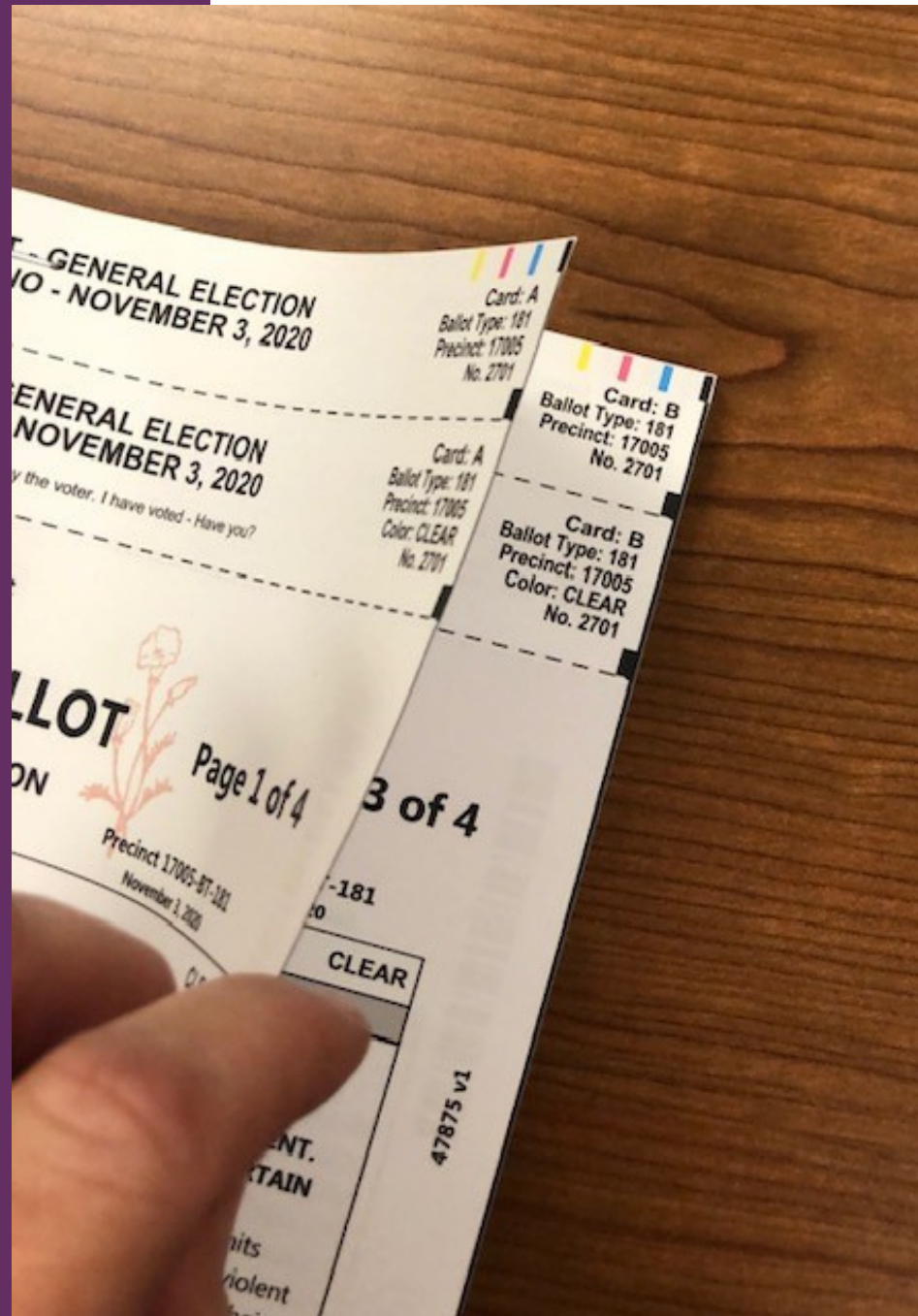
- Ballot Stub Card A

Stub retained by
poll workers
(stapled)

Voter's Stub



- Multi-card Ballot and ballot Stub



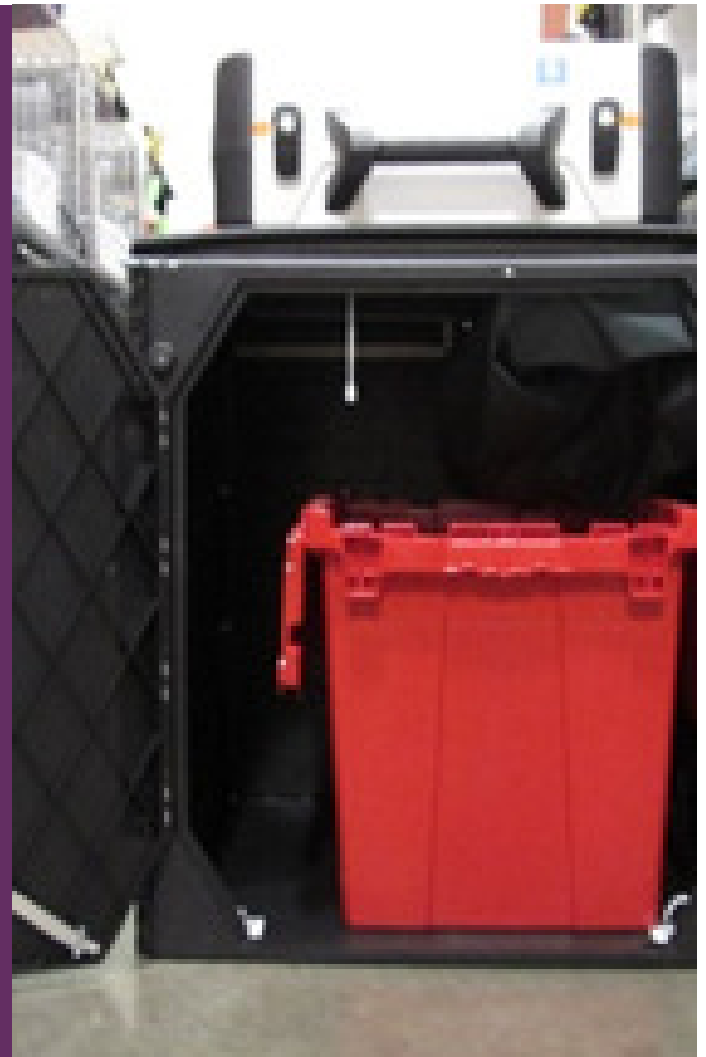
CHANGES IN THIS ELECTION

- As in March, a voter can update their address by hand writing it in the provided field on their voter roster ticket
- These voters will have the correct ballot printed on the Touch Writer but it is NOT A PROVISIONAL BALLOT
- These ballots go into a White Change of Address Envelope with the Voter Roster Ticket also inside the Envelope
- This Change of Address Envelope is then placed into the Auxiliary Bin of the Ballot Box
- At the end of the night, these envelopes will be put into the Red Ballot Bin with all voted ballots and returned to the Registrar of Voters



CHANGES FOR THIS ELECTION

- Red Ballot Bin
 - Inside of the Ballot Box is a Red Ballot Bin
 - All voted ballots (including the Change of Address Ballots in their White Envelope) will be put into this bin and returned to the Registrar of Voters at the end of the night
 - Non-voted ballots will still go into the clear bags at the end of the night and be put into the Red Bag



- Provisional Clerk is responsible for providing voters a fail-safe provisional ballot
- Secures these ballots after voters have voted
- Provides CVR ballots
- Prints the correct precinct ballot for voters who update their address on their Voter Roster Ticket
- Sets up the Touch Writer for voters who need the accessible features

PROVISIONAL CLERK



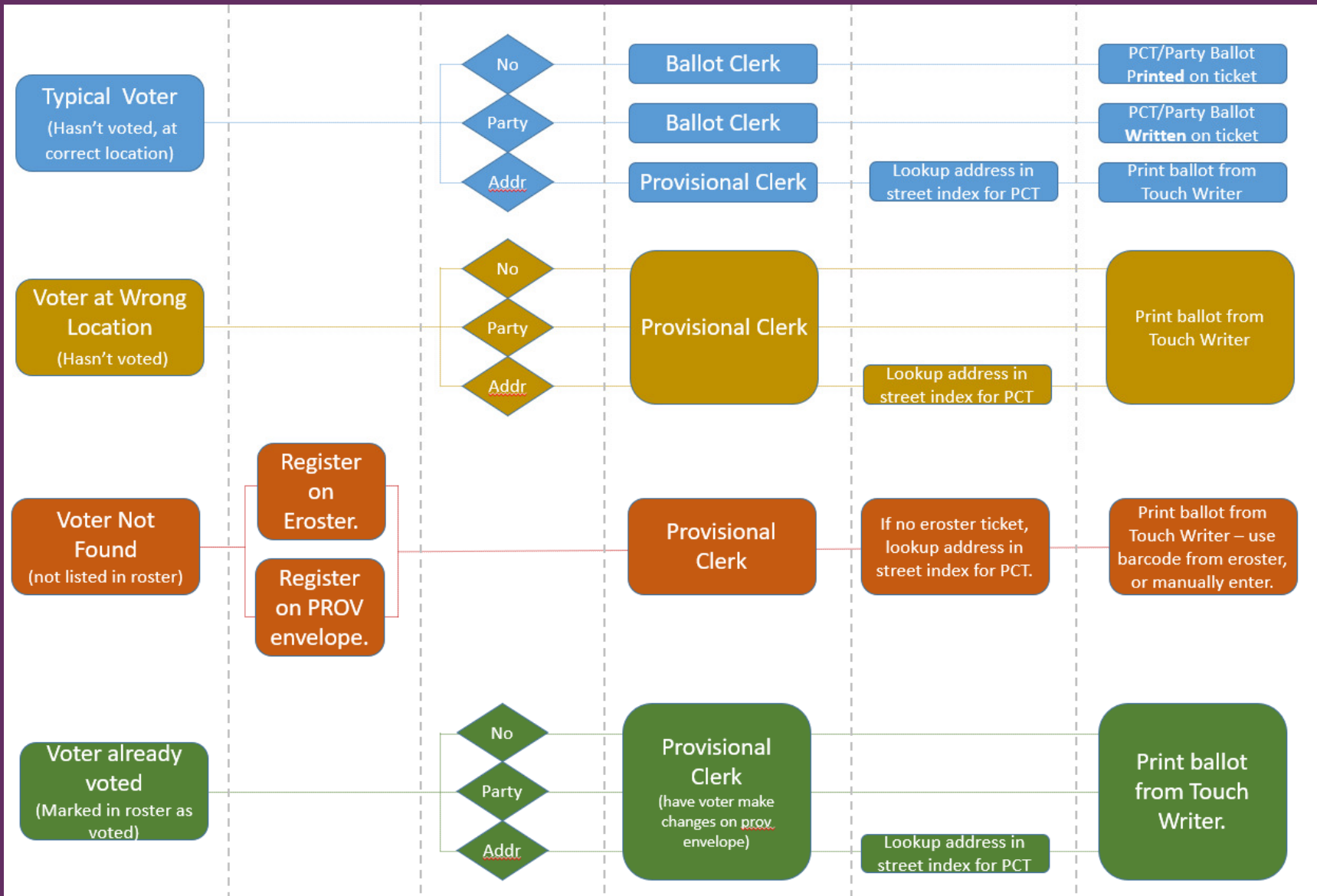
SOLANO
COUNTY

VERITY TOUCH WRITER

**Welcome to the Verity Voting System
Polling Place Training**

Verity Touch Writer

Issue	Before	Now	Reason
Voter cannot surrender Vote by Mail Ballot	Vote Provisionally	Vote a Regular Ballot	Check in using an eRoster at a polling place will cancel the Vote by Mail ballot.
Voter at Wrong Location	Vote Provisionally	Vote a Provisional Ballot printed on the Touch Writer	Provisional Clerk prints the correct ballot using the Touch Writer.
Voter Not in eRoster	Vote Provisionally	Vote Provisionally	Can register voter using eRoster
Voter's address is different in eRoster	Vote Provisionally	Vote a Regular Ballot printed on the Touch Writer	Can update voter's address on their Voter Roster Ticket
Not able to provide ID when ID is required	Vote Provisionally	Vote Provisionally	No Change



1

Type in the Poll
Worker Code

2

Scan the bar
code at the
bottom of the
ticket

3

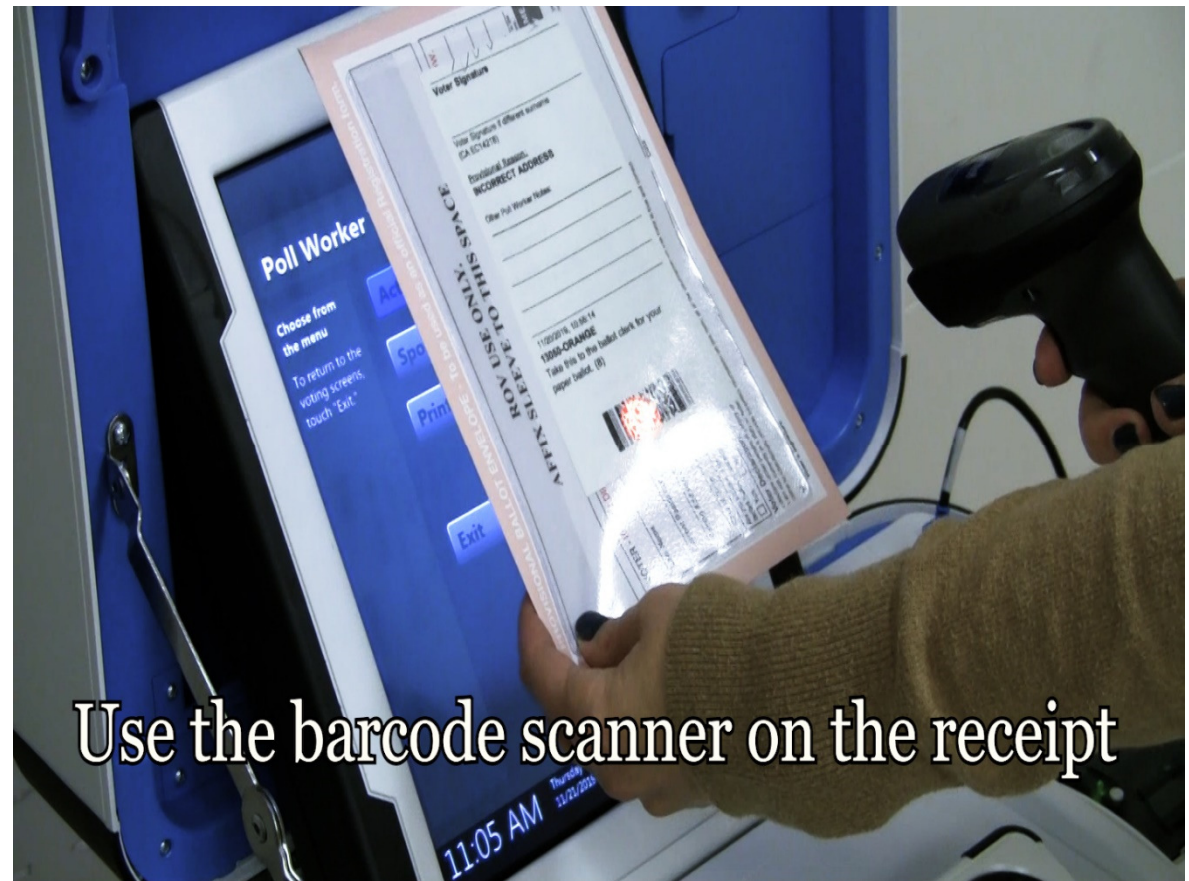
Verify the
information is
correct

4

Verify
"Provisional" is
checked

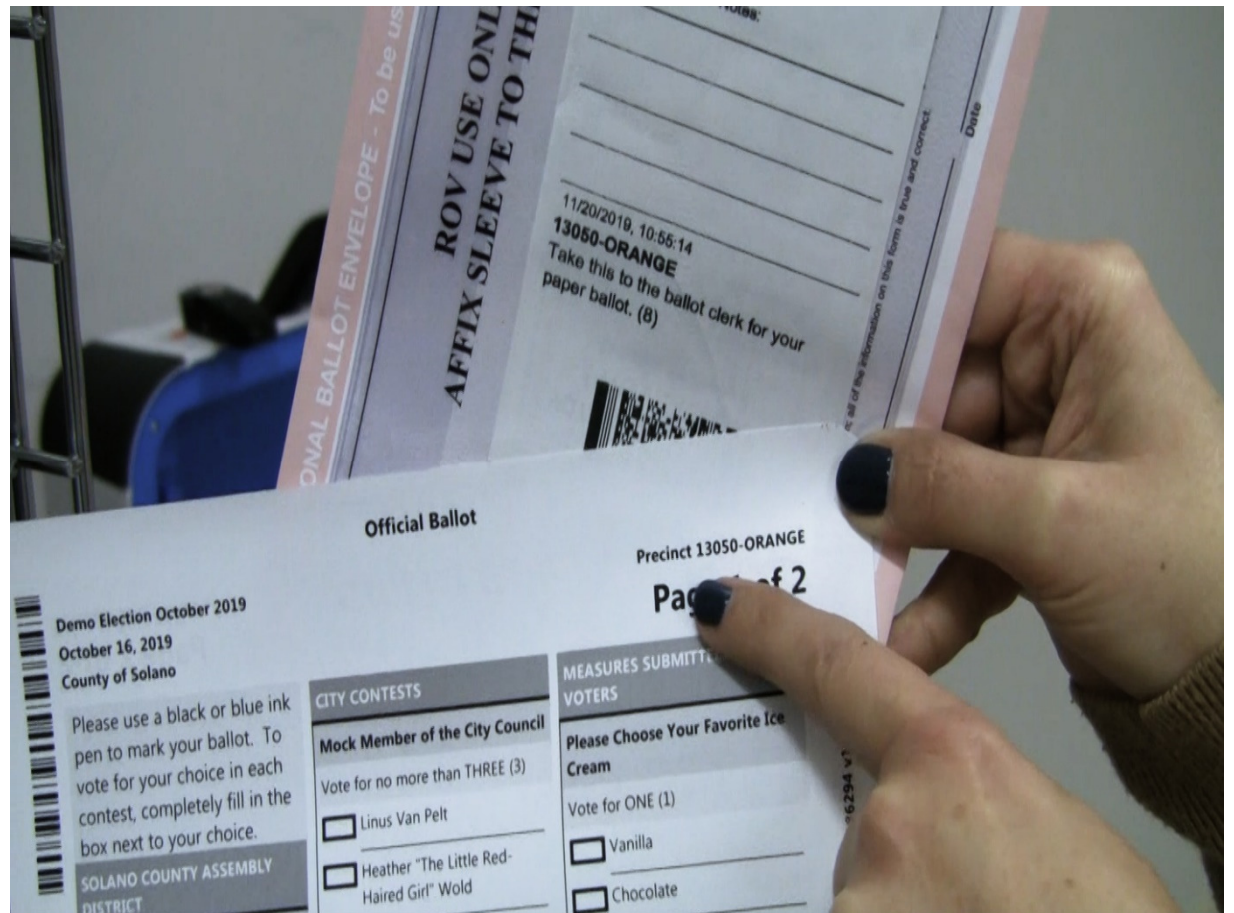
HOW TO PRINT A BALLOT ON THE TOUCH WRITER – TICKET TO SCAN

Here is a picture of the bar code being scanned on a CVR or Provisional Envelope.



Use the barcode scanner on the receipt

Confirm that the information on the printed ballot is correct.



VOTER MARKED AS VOTED IN EROSTER

- Voters marked as voted in eRoster **MUST** vote provisional
- Voter will **NOT** have an eRoster ticket
- Have voter fill out Provisional Envelope
- Provisional Clerk looks up the voter's address from envelope using the Street Index
- Provisional Clerk prints (using Touch Writer) **PROVISIONAL** ballot for the voter, using new address information from Street Index
- Voter places the ballot in pink envelope
- Provisional Clerk places pink envelope in Pink Bag

VOTER NOT FOUND IN EROSTER

- Voters registers to vote on eRoster
- Voter takes eRoster ticket to Provisional Clerk
- If the voter chooses not to register on the eRoster, they **MUST** fill out the CVR (Purple) Provisional envelope
- Provisional Clerk looks up the voter's address on CVR envelope using the Street Index
- Provisional Clerk prints (using Touch Writer) **PROVISIONAL** ballot for the voter, using new address information from Street Index
- Provisional Clerk places eRoster ticket in the clear sleeve attached to the purple provisional envelope
- Voter places the ballot in purple envelope
- Provisional Clerk places purple envelope in Pink Bag

Review	Review the information on the Voter Roster Ticket (change of address) or provisional envelope
Look up	Look up the address in the Street Roster Index to find the precinct number
Type in	Type in poll worker code to access ballot then select the correct precinct ballot and go through steps to print – if provisional, select the provisional ticket box

HOW TO PRINT A BALLOT ON THE TOUCH WRITER : NO TICKET TO SCAN



SOLANO
COUNTY

PROVISIONAL CLERK PROCESSING VOTERS

Street Index
binder sample
page

1821	1821	Odd		21007	14	BENICIA SENIOR CENTER	187 EAST L STREET
1849	1849	Odd		21007	14	BENICIA SENIOR CENTER	187 EAST L STREET
2000	2399	Both		21020	14	CALIFORNIA NAT. GUARD ARMORY	711 HILLCREST AVE
822	898	Even		21005	14	BENICIA SENIOR CENTER	187 EAST L STREET
2ND							
151	397	Odd	E	21007	14	BENICIA SENIOR CENTER	187 EAST L STREET
900	1200	Both	E	21005	14	BENICIA SENIOR CENTER	187 EAST L STREET
1300	1698	Even	E	21005	14	BENICIA SENIOR CENTER	187 EAST L STREET
1301	1699	Odd	E	21007	14	BENICIA SENIOR CENTER	187 EAST L STREET
1900	2198	Even	F	21020	14	CALIFORNIA NAT. GUARD ARMORY	711 HILLCREST AVE



SOLANO
COUNTY

PROVISIONAL CLERK PROCESSING VOTERS

When voter returns:

- Have voter print and sign name on the Provisional Log
- Place sealed envelope in **PINK** bag
- Give voter provisional receipt
- Inform voter to call "toll free number" after 30 days for status of ballot
- Give voter "I Voted" sticker

TYPICAL VOTER – CHANGE OF ADDRESS

change for correct ballot):

Request Different Address:
(show to provisional clerk to verify
address/precinct and ballot type):

1209 Nevon Dr
Seaside City, CA 94585

By signing this form, I hereby certify
under penalty of perjury that the above
information, or information that I have

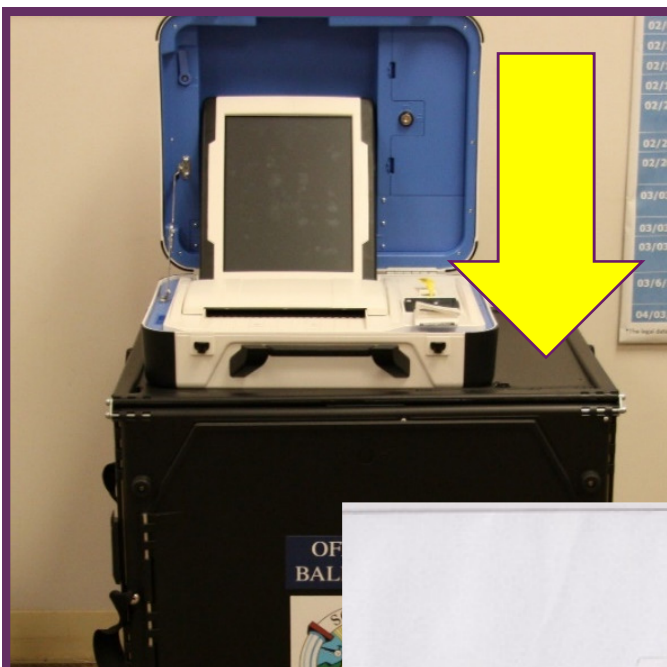
Voter wants to change their
ADDRESS

- Voter takes Regular Voter Roster Ticket to Provisional Clerk
- Provisional Clerk checks the eRoster ticket for anything written
- Anything written overrides printed information
- Provisional Clerk looks up the voter's new address using the Street Index
- Provisional Clerk prints (using Touch Writer) **REGULAR** ballot for the voter, using new address information from Street Index

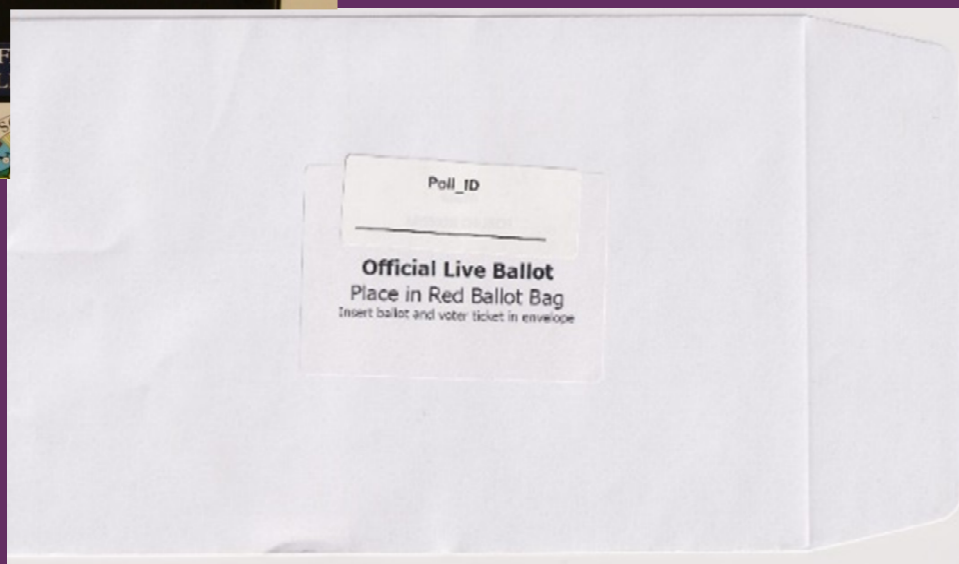


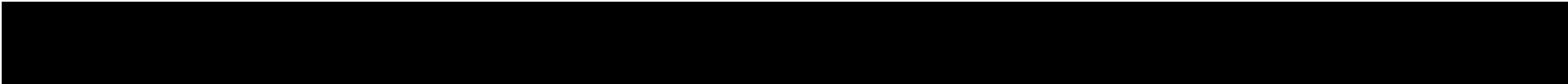
SOLANO
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WHITE ENVELOPE



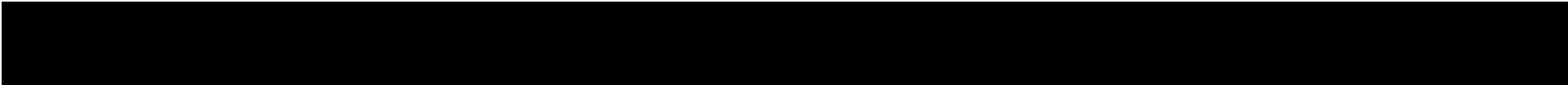
- Voter places the ballot in white envelope along with the eRoster ticket
- Voter puts Voter Roster Ticket and Ballot in the White Change of Address Envelope and deposits it in the Auxiliary Bin of the Ballot Box






**PROVISIONAL
CLERK
PROCESSING
VOTERS**


Voter Returns after Making Mistake

- Write SPOILED on ballot
 - Place spoiled ballot in **RED** bag
 - Give voter another ballot and stub
- 

Count and record	Count and record signatures from Provisional Voters Sign-In sheet
Place	Place the Sign in sheet in the Pink bag
DO NOT BREAK	DO NOT BREAK THE SEAL ON THE PINK BAG.
Hand	Hand the PINK bag to the Inspector.



PROVISIONAL CLERK CLOSING PROCEDURES



Re-pack **Provisional Clerk** supply bag & give to Inspector

Assist with taking down signs and other polling place materials

Wait for Collection Team to arrive.

PROVISIONAL CLERK CLOSING PROCEDURES

ELECTION DAY CLOSING POLLS

- All paperwork must be completed
 - Closing polls report – signed by ALL workers
 - Inside front cover roster – signed by ALL workers
 - Precinct Security Log – completed in ALL areas
 - All bag labels – signed
 - Ballot Statement – complete and accurate
 - Payroll – completed and signed by ALL workers (include hours if any workers did not work all day)
 - Post 2nd copy of signed Closing Polls report before leaving



SOLANO
COUNTY

SUPPORT

Check with your Inspector

Inspector will call Roving Inspector

ROV Contacts

The numbers are all in the Poll Worker Manual

QUESTIONS?

To receive a copy of this presentation, email: pollworker@solanocounty.com



THANK YOU FOR SERVING
AS A POLL WORKER!

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