

# COVID-19 Election Judge Manual



# EL PASO COUNTY

Protecting Health and Safety During the  
November 3, General Election

This guide is intended for use by El Paso County Election Judges as we prepare to conduct elections in the midst of the current coronavirus pandemic. The pandemic has created challenges to election administration that are unique and require strategic planning and creative problem-solving. While this guide will provide some basic health and safety information you are encouraged to speak with a supervisor should you have additional questions or concerns about your required duties during this election.

### Temperature and symptom checks

- ✓ We ask that you check your temperature and monitor COVID-related symptoms at home before reporting to work. If you have COVID-related symptoms i.e. fever, dry cough, shortness of breath, runny nose head or body aches, sore throat, nausea, vomiting or diarrhea or loss of taste of smell, we ask that you remain home and contact your doctor.
- ✓ Temperature and symptom checks upon arrival to work before clocking in for shift. If your temperature is 100.4 F or higher (the medical definition of a fever), you will not be permitted to work and will be asked to return home.
- ✓ If you are experiencing COVID-related symptoms you will not be permitted to work and will be asked to return home.

### Voter Service and Polling Center Judge (VSPC)

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present at a VSPC during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point). Other VSPC's health screens will be administered by the VSPC supervisor.
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
  - Voters and watchers are encouraged to wear face masks, but judges should not turn a voter or watcher away for lack of face covering. Face masks will not be provided to a voter or watcher, they must have their own.
- ✓ Hand Sanitizer
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves are not recommended by the El Paso County Public Health Department but will be available upon request.

- ✓ Plexiglass Barriers at Judges Station
  - The addition of plexi-guards to areas where work is performed in close proximity to others helps ensure judges and voters maintain recommended physical distance from others.
  - Each judge is responsible for sanitizing their independent station before and after every shift.

## Voter Service and Polling Center Compliance Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present at a VSPC during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement the below suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point). Other VSPC's health screens will be administered by the VSPC supervisor.
- ✓ Sanitizing all high touch areas
  - Sanitize the surfaces and equipment throughout the VSPC including voting equipment. Wipe down and sanitize frequently touched surfaces and equipment between voters.
  - Wipe door handles, voting booths, pens, clipboards, styluses, activation cards, and the voting equipment
    - The above items, worksurfaces, votamatics and used pens must be sanitized by using disinfectant spray and paper towels after each use.
    - ICX equipment must be wiped down with ICX cleaner (isopropyl alcohol and water solution at a ratio of 50:50) and a cloth towel.
    - Signage identifying the equipment has been cleaned must be put on display after each cleaning.
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
  - Voters and watchers are encouraged to wear face masks, but judges should not turn a voter or watcher away for lack of face covering. Face masks will not be provided to a voter or watcher, they must have their own.
- ✓ Hand Sanitizer
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves will be provided to use during cleaning

## Ballot Runner Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point).
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
- ✓ Hand Sanitizer and Gloves
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves will be provided to ballot runner judges
  - Gloves are to be put on at each ballot box prior to opening ballot box. Remove ballots, place in tub, secure and place tub in vehicle. Remove gloves and place in drawstring garbage bag.
  - Hand sanitizer should be applied to hands after disposing of gloves.
  - Disinfecting spray and paper towels supplied in each vehicle for regular cleaning.
  - Proper protocol will be demonstrated at training.
- ✓ Physical Distancing
  - A caravan will be provided for each ballot runner team to ensure proper physical distancing is occurring.
  - Ballot runner judges are required to remain in the same bipartisan team throughout the election.

## Pre-processing Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point).

- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
  - Watchers and the media are encouraged to wear face masks, but judges should not turn a watcher or media away for lack of face covering. Face masks will not be provided, they must have their own.
  
- ✓ Hand Sanitizer
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves are not recommended by the El Paso County Public Health Department but will be available upon request.
  
- ✓ Workstation Sanitization
  - Each judge is responsible for sanitizing their independent station before and after every shift.
  
- ✓ Physical Distancing
  - Pre-processing judges are required to remain in the same bipartisan team throughout the election.

### Signature Verification Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point).
  
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
  - Watchers and the media are encouraged to wear face masks, but judges should not turn a watcher or media away for lack of face covering. Face masks will not be provided, they must have their own.
  
- ✓ Hand Sanitizer
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves are not recommended by the El Paso County Public Health Department but will be available upon request.

- ✓ Workstation Sanitization
  - Each judge is responsible for sanitizing their independent station before and after every shift.
  
- ✓ Physical Distancing
  - Signature Verification judges are required to remain in the same bipartisan team throughout the election.

## Tabulation Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen
  - Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point).
  
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
  - Watchers and the media are encouraged to wear face masks, but judges should not turn a watcher or media away for lack of face covering. Face masks will not be provided, they must have their own.
  
- ✓ Hand Sanitizer
  - Hand sanitizer will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.
  - Gloves are not recommended by the El Paso County Public Health Department but will be available upon request.
  
- ✓ Workstation Sanitization
  - Each judge is responsible for sanitizing their independent station before and after every shift.
  
- ✓ Physical Distancing
  - Tabulation judges are required to remain in the same bipartisan team throughout the election.

## Curbside Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Employee Health Screen  
Judges will be required to complete a health screen before each shift. Judges at the Citizens Service Center will have their screen completed in the Aspen Point Café (please use west exterior entrance to Aspen Point). Other health screens will be administered by the Lead Curbside Judge.
- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
- ✓ Personal Protective Equipment
  - Hand sanitizer and gloves will be provided to all judges. It is strongly encouraged to exercise good hygiene by sanitizing hands often and washing hands throughout the workday.

## Ballot Box Closer Judge

El Paso County Elections division is taking all feasible measures to protect the health of judges, watchers, media, and voters present during this time. In determining specific measures to take, below is guidance issued from public health officials and the Colorado Secretary of State. All judges will be expected to implement these suggestions:

- ✓ Masks
  - All election judges are required to wear a face mask. You are encouraged to bring your own, however if you do not have a face mask, one will be provided for you.
- ✓ Personal Protective Equipment
  - Hand sanitizer and gloves will be provided to all judges. It is strongly encouraged for gloves to be worn while removing ballots from the drop-box. Once all ballots are removed and secured, remove and sanitize hands. Gloves can be disposed of in the bag provided.