

Floor Monitors - At Door

1. Greeter outside of the door

- a. Direct only one voter with/without their assistant at a time through the door to the greeter inside when instructed.
 - i. If you had any point of contact with another individual, please sanitize yourself to prevent spreading of this virus.
- b. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- c. If at any point, there is a conflict with a voter just call the police over. There will be a police presence at the polling place.

2. Greeter inside the door

- a. Greeter inside the door will direct the voter & anyone who is accompanying the voter to sanitize their hands with hand sanitizer. Then, the voter will grab one bag per voter and any assistants.
 - i. For anyone who is acting as an assistant for multiple voters, he/she will only get one bag regardless of how many times they go through the line. (DO NOT LET ANY ONE PERSON TAKE MORE THAN ONE BAG.)
 - ii. If you had any contact with another individual, please sanitize affected area before interacting with anyone else.
 - iii. Make sure to sanitize the table as needed.
 - iv. Communicate with the greeter outside when and how many voters/assistants leave the polling place.
- b. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- c. If at any point, there is a conflict with a voter, get your Chief Judge. The Chief Judge will decide how to escalate the situation, if necessary.
- d. **ALL VOTERS MUST WEAR A MASK IN THE POLLING PLACE PER THE GOVERNOR'S EXECUTIVE ORDER.**

PLEASE NOTE: YOU MAY ALSO USE THE ALCOHOL WIPES PROVIDED INSTEAD OF THE SOLUTION AND PAPER TOWELS ON ANYTHING LISTED BELOW **EXCEPT ELECTION EQUIPMENT- DO NOT USE WIPES ON SCANNER, BMD, POLLBOOKS.** YOU MAY USE THE ALCOHOL WIPES ON THE VOTING BOOTHS.

Check-In Judge

1. Check-In Judge

- a. Motion to the Greeter by the door that you are ready for the next voter.
- b. After each voter/person
 - i. If you notice trash/contaminants on the table, please clear and clean it before using the disinfectant spray.
 - ii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the contaminated area with the disinfectant.
 2. Leave it on for at least a minute or more if you have time.
 3. Lightly wipe it down with the paper towels and let it air dry.
 4. Please use it sparingly.
 - iii. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the disinfectant on a paper towel.
 2. Wipe the contaminated area with the paper towel.
 3. Let it air dry.
 4. Disinfectant spray can be used sparingly. It can be misted onto the towel and wiped.
 - iv. Equipment
 1. Clear away any contaminants or debris from the following equipment/supplies; table top, pollbooks, stylus, pen, printer, and anything else you deem necessary.
 2. You **MUST** spray the disinfectant onto a paper towel. (**DO NOT DIRECTLY SPRAY ANY EQUIPMENT WITH THE DISINFECTANT SPRAY!**)
 3. Wipe the equipment with the paper towel. (Do not dry it with another paper towel. Let it air dry.)
 - v. If you have a protective divider clean the other side of the protective divider (including the opening of the divider) and table every 5 voters or as needed.
- c. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- d. Signal to the greeter judge once there are less than allowed amount of voters in the polling place and prepare for the next voter.

Provisional Judge

1. Provisional Judge

- a. After each voter/person
 - i. Wipe down anything that the voter had contact with including the sign-in sheet.
 1. Paper products- Spray the disinfectant on a paper towel and lightly wipe over the paper once all the ink is dried. Do not wipe any names or signatures.
 2. Provisional bags- Spray the disinfectant on a paper towel and wipe the zipper and bag down if there was any contact with the voter.
 3. Chair- Spray the disinfectant directly on the chair and let it sit for at least a minute or more if you have time before wiping it down with a paper towel.
 - ii. If you notice any visible contamination on the table, please clear and clean it before using the disinfectant spray.
 - iii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the contaminated area with the disinfectant.
 2. Leave it on for at least a minute or more if you have time.
 3. Lightly wipe it down with the paper towels and let it air dry.
 4. Please use it sparingly.
 - iv. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the disinfectant on a paper towel.
 2. Wipe the contaminated area with the paper towel.
 3. Let it air dry.
 4. Please use it sparingly.
 - v. Equipment
 1. Clear away any contaminants or debris from the following equipment: sign-in sheet, provisional bag, pen, sticker, provisional applications, and anything else you deem necessary.
 2. You **MUST** spray the disinfectant onto a paper towel or on the cloth provided.
 3. Wipe the equipment with the paper towel or provided cloth. (Do not dry it with another paper towel. Let it air dry.)
 - vi. If you have a protective divider clean the other side of the protective divider (including the opening of the divider) and table every 5 voters or as needed.
2. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.

BMD (Ballot Marking Device) Judge

1. BMD Judge

- a. After each voter/person
 - i. If you notice any visible contamination on the table, please clear and clean it before using the disinfectant spray.
 - ii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the contaminated area with the disinfectant.
 2. Leave it on for at least a minute or more if you have time.
 3. Lightly wipe it down with the paper towels and let it air dry.
 4. Please use it sparingly.
 - iii. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the disinfectant on a paper towel.
 2. Wipe the contaminated area with the paper towel.
 3. Let it air dry.
 4. Please use it sparingly.
 - iv. Equipment
 1. Clear away any contaminants or debris from the following equipment/supplies but not limited to (table top, BMD, touchpad and headphones).
 - a. If the voter used the headphones, please wipe down headphones.
 - b. Chair- Spray the disinfectant directly to the chair and let it sit for at least a minute or more if you have time before wiping it down with a paper towel.
 2. You **MUST** spray the disinfectant onto a paper towel or on the cloth provided. (**DO NOT DIRECTLY SPRAY ANY EQUIPMENT WITH THE DISINFECTANT SPRAY!**)
 3. Wipe the equipment with the paper towel or with the cloth provided. (Do not dry it with another paper towel. Let it air dry.)
 - v. If you have a protective divider clean the other side of the protective divider (including the opening of the divider) and table every 5 voters or as needed.
- b. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- c. Prepare for the next voter.

Voting Judge

1. Ballot Issuance Judge

- a. After each voter/person
 - i. Wipe down anything that the voter had contact with not limited to the following:
 1. Paper product- Spray the disinfectant on a paper towel and lightly wipe over the paper/envelop. Do not wipe any names or signatures.
 - ii. If you notice any visible contamination on the table, please clear and clean it before using the disinfectant spray.
 - iii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the contaminated area with the disinfectant.
 2. Leave it on for at least a minute or more if you have time.
 3. Lightly wipe it down with the paper towels and let it air dry.
 4. Please use it sparingly.
 - iv. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the disinfectant on a paper towel.
 2. Wipe the contaminated area with the paper towel.
 3. Let it air dry.
 4. Please use it sparingly.
 - v. Equipment
 1. Clear away any contaminants or debris from the following equipment/supplies but not limited to (spoiled ballot envelope, ballot bin/container, pen and privacy folder).
 - vi. If you have a protective divider clean the other side of the protective divider (including the opening of the divider) and table every 5 voters or as needed.
- b. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- c. Prepare and signal for the next voter to come to your station.

Voting Judge

1. Voting Booth Judge

- a. After each voter/person
 - i. As soon as the voter leaves the booth, you MUST wipe down anything that the voter had contact with not limited to the following:
 1. Paper product- Spray the disinfectant on a paper towel and lightly wipe over the paper/envelop. Do not wipe any names or signatures.
 - ii. If you notice any visible contamination on the booths or the privacy shield, please clear and clean it before using the disinfectant spray.
 1. You can use a paper towel to move anything that doesn't belong in the voting booth so that your gloves won't get contaminated.
 - iii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the contaminated area with the disinfectant.
 2. Leave it on for at least a minute or more if you have time.
 3. Lightly wipe it down with the paper towels and let it air dry.
 4. Please use it sparingly.
 - iv. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 1. Spray the disinfectant on a paper towel.
 2. Wipe the contaminated area with the paper towel.
 3. Let it air dry.
 4. Please use it sparingly.
 - v. Equipment
 1. Clear away any contaminants or debris from the following equipment/supplies but not limited to (booths, documents in the booth, chairs and privacy shield).
- b. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- c. Prepare for the next voter.

Voting Judge

2. Scanner Judge

- d. After each voter/person
 - vi. If you notice any visible contamination on the scanner, please clear and clean it before using the disinfectant spray.
 - 1. VAC (voter authority card) bag- Spray the disinfectant on a paper towel and wipe the zipper and bag down if there was any contact with the voter.
 - vii. Please sanitize your station (nonporous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 - 1. Spray the contaminated area with the disinfectant.
 - 2. Leave it on for at least a minute or more if you have time.
 - 3. Lightly wipe it down with the paper towels and let it air dry.
 - 4. Please use it sparingly.
 - viii. Please sanitize your station (porous surface) with the disinfectant spray and paper towels provided by the Howard County Board of Elections.
 - 1. Spray the disinfectant on a paper towel.
 - 2. Wipe the contaminated area with the paper towel.
 - 3. Let it air dry.
 - 4. Please use it sparingly.
 - ix. Equipment
 - 1. Clear away any contaminants or debris from the following equipment/supplies but not limited to (table top, privacy folder, VAC bag and scanner).
 - 2. You **MUST** spray the disinfectant onto a paper towel or on the cloth provided. (**DO NOT DIRECTLY SPRAY ANY EQUIPMENT WITH THE DISINFECTANT SPRAY!**)
 - 3. Wipe the equipment with the paper towel or with the cloth provided. (Do not dry it with another paper towel. Let it air dry.)
- e. Whenever there's a rotation or whenever you leave your station please make sure you clean and disinfect your area and equipment.
- f. Prepare and call for the for the next voter who is ready at the booth.

Instructions for each station - Individual cleaning instructions

YOU WILL BE RESPONSIBLE FOR YOUR OWN ACTIONS.

If you have a question about the procedure below, please feel free to use the cell phone we provided to the chief judge.

Each judge will be provided limited Personal Protective Equipment (PPE) and 1 bottle of hand sanitizer for themselves. Please do not share any of the provided supplies and please follow the directions. You MUST wear PPE at all times.

- You MUST sanitize yourself if you had any point of contact with another person.
- PPE each judge will receive -Please use wisely:
 - 5 Masks
 - 5 Pairs of Gloves
 - Face Shield (available in limited quantity)
 - 1 Hand Sanitizer

PPE (EVERYONE IS RESPONSIBLE FOR THEMSELVES)

1. Before putting on your PPE
 - a. Make sure your hands and face are clean. Wash your hands with soap and water for 20 seconds. You can use hand sanitizer if your hands are not visibly dirty and have not had any contact with contaminants.
2. Put the gloves on after washing your hands.
3. Put the mask on properly.
 - a. Make sure that the blue side is on the outside and that the wire is pinched on the bridge of your nose.
 - b. Ensure that the mask is completely enclosed on your face; shielding your nose and mouth. Please remember to change your mask if it gets wet or around every 4 hours.
4. IF WANTED- Put the face shield on your head to prevent anything from getting on your face and into your eyes.
 - a. If anything gets onto your face shield, please sanitize it with the disinfectant spray and paper towel or with alcohol wipes.
5. Make sure you're not touching your face or clothes if possible.
6. When you take off your PPE please discard them directly in the trash to lower the risk of contaminating anything else.
7. Wash your hand with soap and water for at least 20 seconds and use hand sanitizer before putting new PPE on.