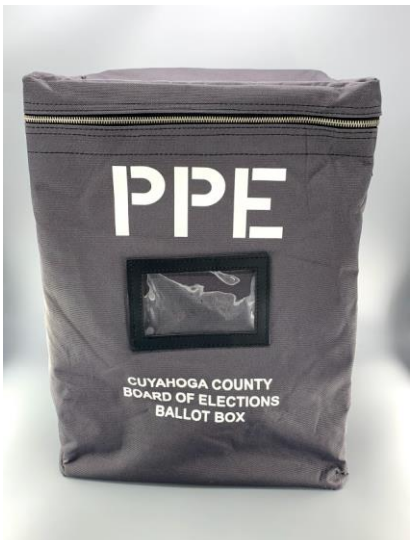
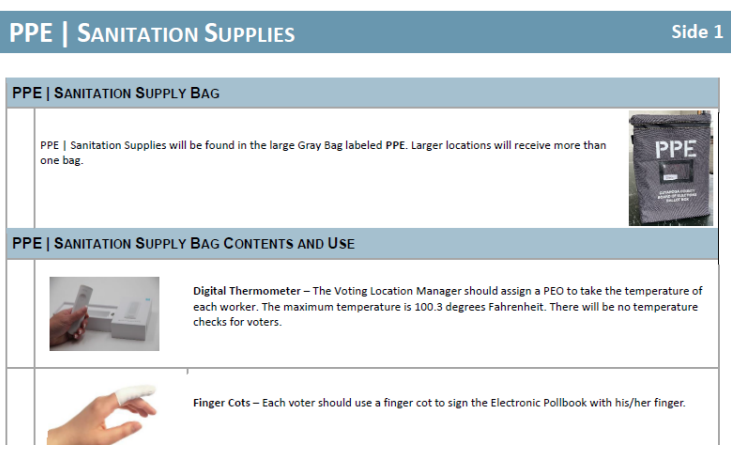
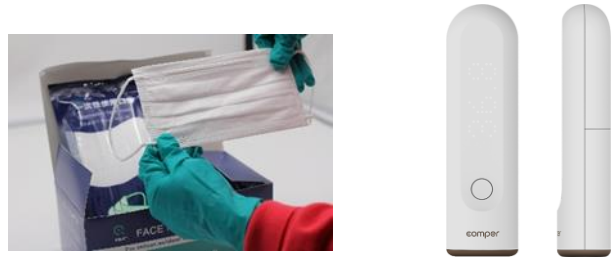



The Voting Location Manager (VLM) and the Sanitation Officials (SO) should work together to ensure proper use and distribution of PPE | Sanitation Supplies.

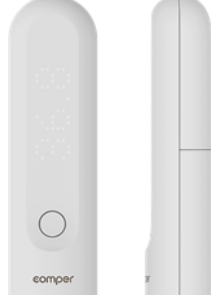
**MONDAY NIGHT ORGANIZATIONAL MEETING**

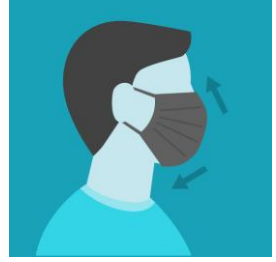
	<p>Sanitation Supplies can be found in the <b>PPE   Sanitation Supply Bag</b>. An additional QRG: <b>PPE   Sanitation Supplies</b> listing each supply provided and how to use each item can be found in the <b>Green Update Folder</b> inside the <b>Green Supply Bag</b>.</p>	
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	<p>The VLM must ensure that all workers' temperatures are taken at the start of the Monday Night Organizational Meeting. The maximum temperature is 100.3 degrees Fahrenheit. There will be no temperature checks for voters.</p> <p>Distribute <b>Face Masks</b> to any Worker that did not bring their own. <b>ALL</b> Election Workers are <b>REQUIRED</b> to wear a <b>Face Mask</b>.</p>
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	<p>Use the 6-foot <b>Measuring Rope</b> to measure the distance between <b>Voting Booths</b> and to place <b>Social Distance Markers</b> on the floor in areas where voter lines will form.</p>
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**ELECTION DAY**

	<p>The VLM must ensure that all workers' temperatures are taken on Tuesday Morning. The maximum temperature is 100.3 degrees Fahrenheit. There will be no temperature checks for voters.</p>
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	<p>Be sure your <b>Face Mask</b> is fitted to sit firmly on your face and safely over both the nose and mouth to avoid spread of the virus.</p>
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	<p>Follow <b>Face Shield Assembly Instructions</b>, provided in the <b>PPE Supply Bag</b>. <b>Face Shield</b> should be fitted properly so it does not come loose while moving.</p>
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	<p>Wear the <b>YELLOW</b> Sanitation Official Vest.</p>
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	<p>Practice social distancing and follow proper prevention hygiene, such as washing your hands frequently and using hand sanitizer when soap and water are not available.</p>
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**CLEANING PROCEDURES**

	<p><b>Voting Booths</b> – Spray surfaces with <b>Rubbing Alcohol Spray</b> and allow to air dry.</p>
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	<p><b>Door Stops</b> – Use the <b>Door Stops</b> provided in the <b>PPE Supply Bag</b> to prop open doors at the Polling Location.</p> <p><b>Doorknobs/Door Handles</b> – For doors that cannot be propped open with Door Stops, spray with rubbing alcohol and allow to air dry.</p>
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	<p><b>EPBs and DS200 Scanners</b> – As needed, use an <b>Alcohol Swab</b> to wipe screens and surfaces of voting equipment.</p>
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**!** Avoid getting moisture in any of the openings of the EPBs or DS200s. **DO NOT SPRAY** any cleaning product directly onto the EPBs or DS200s. Handle voting equipment with care.

	<p>Empty <b>Trash Cans</b> and <b>Paper Bags</b> from check-in stations throughout the day.</p>
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**ELECTION NIGHT | AFTER THE POLLS CLOSE**

<p>Place all unused PPE and Sanitation Supplies in the <b>PPE   Sanitation Supply Bag</b>.</p>
<p>Remove <b>Social Distance Markers</b> from the floor.</p>
<p>Assist the <b>Supply Team</b> with Closing Procedures.</p>