

SANITATION OFFICIAL TRAINING

MAY 4, 2021 | PRIMARY ELECTION



SANITATION OFFICIAL TRAINING CLASS

OVERVIEW

I. Overview

- ❖ What is a Sanitation Official?
- ❖ What a Sanitation Official is **NOT**

II. COVID-19 Precautions

- ❖ Do's and Don'ts
- ❖ PPE Provided

III. Supplies & Duties

- ❖ Sanitation Supplies
- ❖ Suiting Up!
- ❖ Proper Disinfection Steps
- ❖ Monday Night duties
- ❖ Election Day Duties

IV. Final Items

- ❖ Professionalism

ACRONYMS

- ✓ PEO – Precinct Election Official
- ✓ VLD – Voting Location Deputy
- ✓ VLM – Voting Location Manager
- ✓ VAT – Voter Assistance Table (i.e. provisional table)
- ✓ EPB – Electronic Pollbook
- ✓ DS200 – Voting Machine (ballot scanner)
- ✓ QRG – Quick Reference Guide
- ✓ BOE – Board of Elections (election headquarters)
- ✓ ORC – Ohio Revised Code
- ✓ SOS – Secretary of State

WHAT DO THESE ABBREVIATIONS MEAN?

VOTING LOCATION MANAGER DUTIES

- ✓ **MANAGER** of the entire Polling Location
- ✓ Make the **five (5)** mandatory calls to the BOE
- ✓ Lead Monday Night Organizational Meeting
- ✓ Along with Voting Location Deputy (VLD) assign breaks to Election Officials
- ✓ Resolve issues and troubleshoot election equipment
- ✓ Along with VLD, take Election Day supplies to the assigned Drop-Off Location after the election

VOTING LOCATION DEPUTY DUTIES

- ✓ Lead Voter Assistance Table (VAT) Official
- ✓ Assist Supply Team on Monday night
- ✓ Along with VLM take Election Day supplies to assigned Drop-Off Location
- ✓ Manage Polling Location and run Monday Night Organizational Meeting if VLM is absent
- ✓ Assists VLM in assigning breaks
- ✓ Opposite political party of the VLM

JOB TITLES/DUTIES

Check-In Official (EPB)

- ✓ Process voters on Electronic Pollbook
- ✓ Verify voter's ID & address
- ✓ Scan ballot stub barcode into EPB
- ✓ Lookup voter's assigned precinct/polling location and direct to VAT table or another polling location as necessary

Ballot Official

- Receive "Authority to Vote" slip from Check-In Official
- Provide Check-In Official with correct precinct ballot
- Issue **ALL** sheets of the precinct ballot to Check-In Official

JOB TITLES/DUTIES

Voter Assistance Table (VAT) Official

- ✓ Ensure every provisional voter has slip from EPB to record voter's City/Ward/Precinct
- ✓ Verify voter properly fills out Provisional Envelope
- ✓ Retrieve correct precinct ballot from Ballot Official

Scanner Official

- Position yourself approx. six (6) feet away from DS200 for voter privacy
- Ask voters to remove Stub A and place in Stub A envelope
- If a voter specifically requests help provide assistance

JOB TITLES/DUTIES

Voter Greeter

- ✓ Primary job is to direct voters to Check-In station with shortest line – “Any Line, Any Time”
- ✓ Inform voters to have their proper form of ID ready
- ✓ Every voter, including a provisional voter, starts at a Check-In Table

Rover

- Ensure Location Setup Diagram is followed
- Monitor 100-foot “No Campaigning/Neutral Zone”
- Deliver the Closing Reminder Checklist at 2 p.m. on Election Day
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location

SANITATION OFFICIAL (SO)

This worker will be responsible for the following:

- ✓ Assisting with Monday Night setup, particularly the six-foot spacing of chairs, tables, voting booths, and equipment;
- ✓ Sanitizing voting booths, DS200s, tables, and Electronic Pollbooks throughout the day.
- ✓ Larger locations will have two (2) Sanitation Officials

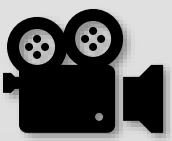
ARRANGING THE POLLING LOCATION

Working with the VLM and VLD, the Sanitation Official will assist the set up of the interior of the polling location using:

- ✓ Polling Location Setup Diagram that have been modified for every location to account for proper distancing;
- ✓ Six-foot marking rope to ensure voting booths and DS200s are properly spaced;
- ✓ Six-foot marking rope to place social distancing decals on the floor where voters would be waiting in line;
- ✓ Provided doorstops to limit touching of door handles.

WHAT A SANITATION OFFICIAL IS NOT

- ✓ A Sanitation Official is not a traditional poll worker. This position does not operate any of the voting equipment – only sanitizes it.
- ✓ The Sanitation Official will not work at or be expected to know the processes at the Check-In Table, Ballot Table or the Provisional Table.
- ✓ A Sanitation Official is not responsible for the outside of the polling location.



SANITATION OFFICIAL PROCEDURES

The majority of the day as a Sanitation Official will be spent cleaning Voting Booths.

Voting Booths

Spray surfaces with Rubbing Alcohol Spray and allow to air dry.

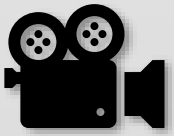


SUMMARY

- ✓ The Sanitation Official was a new position created for the November 3, 2020 General Election to make the polling location safe for poll workers and voters.
- ✓ Primarily responsible for ensuring the polling location is set up in a socially distant manner and sanitize frequently touched surfaces such as voting booths and tables.
- ✓ A Sanitation Official is NOT a regular poll worker. You will not be expected to know the processes at the Check-In Table, Ballot Table, or Provisional Table. There will be a Quick Reference Guide (QRG) that covers the tasks for your position.

SANITATION OFFICIAL SPECIFIC SUPPLIES & DUTIES





PPE AND SANITATION SUPPLIES

PPE and Sanitation Supplies can be found in the large Gray Bag labeled: PPE.



SUITING UP!

- ✓ Be sure that your mask is fitted to sit firmly on your face and safely over the nose and mouth to avoid the spread of the virus.
- ✓ Face Shield should be fixed comfortably so that it doesn't come loose while movement occurs.
- ✓ Remember to wear your sanitation supply vest.

Continued ...



SUITING UP!

- ✓ You will continually be near people, so keep your disposable gloves on your hands to keep yourself and others safe.
- ✓ Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using hand sanitizer when soap and water are not available.

STEPS TO PROPER DISINFECTION

- ✓ Practice routine cleaning of frequently touched surfaces. More frequent sanitization may be required based on the traffic in your polling location.
- ✓ Examples of frequently touched surfaces inside a polling location that will *need to be disinfected continuously* are:
 - ❖ Voting Booths
 - ❖ Tables
 - ❖ Door Knobs/Door Handles
 - ❖ Stanchion Poles

STEPS TO PROPER DISINFECTION

1. Wear disposable gloves to sanitize
2. Spray surfaces with disinfectant to kill the germs on the surface of objects
3. Wipe the surface
4. Repeat!



MONDAY NIGHT MEETING

- ✓ Report to your assigned polling location and find the **Gray Sanitation Supply Bag**.
- ✓ Use the **Sanitation QRG** to help perform your duties during the election.
- ✓ Inventory **Sanitation Supplies**.



MONDAY NIGHT

- ✓ Once inventory is complete, use your 6ft marker to measure the distance between voting booths that have already been set up by the supply team.
- ✓ Use the 6ft marker to place Social Distance Decals on the floor anywhere voter lines will form.



ELECTION DAY

- ✓ Sanitize all **voting booths** and **all commonly touched surfaces** at your location before the polls open.
- ✓ Move throughout the polling location on Election Day, ensuring voting booths and other frequently touched surfaces are sanitized after use.
- ✓ Disinfect the **Election Pollbooks** (EPBs) and the **DS200s** as needed using alcohol swabs. **DO NOT SPRAY ANYTHING DIRECTLY ON EPBs or DS200s.**

CLEANING THE EPBs AND DS200s

- ✓ Clean as needed during regular use
- ✓ Using an alcohol swab
- ✓ Using gentle pressure and circular motions, use alcohol swabs to wipe screens and surfaces.



DS200



EPB

TUESDAY NIGHT CLOSING

- ✓ After the polls close ...
 - ❖ Collect all doorstops and unused PPE supplies and pack in **Gray Sanitation Supply Bag**.
 - ❖ Pick up all **social distance decals** from the floor.
 - ❖ When all sanitation duties are complete, join the supply team and help complete tasks.



IMPORTANT REMINDERS

- ✓ Avoid getting moisture in any of the openings of the DS200 or EPB.
- ✓ Do not spray rubbing alcohol directly onto the DS200 or EPB surfaces.
- ✓ Do not use cleaning products that have not been provided by the Board of Elections
- ✓ Handle voting equipment with care.

FINAL ITEMS & PROFESSIONALISM



POINTS OF EMPHASIS

- ✓ Cell phone use during voting hours

- ❖ Numerous complaints from fellow poll workers and voters about loud phone conversations, using cell phones while processing voters, etc.

- ❖ From the SOS:

Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);

SAFETY OF LOCATION

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation

SAFETY OF LOCATION

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

VIDEO: DE-ESCALATION SCENARIOS AT THE POLLS



SECURITY OF ELECTION EQUIPMENT

- ✓ Questions about the security of election equipment (i.e. hacking), refer to the VLM first
- ✓ In most cases, the VLM will instruct the voter to call the Board of Elections with questions
- ✓ Do not engage with a voter on this topic
- ✓ There will be more information about the security of our election equipment on our website

PROFESSIONALISM

Attire

NO...

- ✗ Clothing with inappropriate messages or graphics
 - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Hats
- ✗ Flip Flops
- ✗ Low cut or strapless shirts
- ✗ Athletic attire
- ✗ Unwashed clothing

Language/Behavior

NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, gender, disabilities, or political affiliation
- ✗ Harassment or discrimination
- ✗ Mistreatment of the facilities

BOE WEBSITE: 443VOTE.US

Videos used in this training program are available with additional training videos online at the BOE website.

There are also downloadable and printable copies of the Flip Chart, QRGs and other printed material you will have at the polling location.

