

Welcome!

# 2020 Blue Earth County Election Judge Training

## Managing the Polling Place

Objectives:

*Introduction | Election Judge Training Recap | Blue Earth County Specifics  
Opening the Polls | Voter Registration | Challengers | Closing the Polls  
Pandemic Security | Equipment | Common Questions/Answers*

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Welcome!

## Training Plan

							
<b>Election Judge Training</b>	<b>Blue Earth County Specifics</b>	<b>Opening the Polls</b>	<b>Voter Registration</b>	<b>Challengers in the Polling Place</b>	<b>Closing the Polls</b>	<b>Pandemic Security</b>	<b>Equipment Basics</b>
What are the most important things to remember?	What is done differently in Blue Earth County?	What steps do I follow to be ready for 7am on Election Day?	What are the most important details for voter registration?	What should I remember about challengers?	What steps do I follow to successfully close the night?	How are we responding to COVID-19?	What are the important details of the equipment?
5 min	5 min	5 min	10 min	5 min	10 min	10 min	5 min

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## Election Judge Helpful Reminders

Blue Earth County Specifics

**Let us know if...**

- A spouse or family member is also serving as an Election Judge
- You are a candidate on the ballot (or are a relative or live with a candidate)
- You have any special circumstances impacting your Election Judge service

**Mark your calendars!**

**Aug 11**

Big elections in 2020 ...means...

**Nov 3**

Election Judges will help things run smoothly

**We rely on email...**

- Check it regularly, including spam
- ...@moduselections.com

Complete your training

Plan for your full shift and remember to vote

Request time off of work (may even be with pay)

Hear about assignment and from Head Judge

Dress comfortably and bring food

Don't be late and work your full shift

Work as team, have fun, and stay until dismissed

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## Be aware of these Election Laws

Blue Earth County Specifics

**Campaigning on Election Day**  
 Campaigning in or near the polling place is PROHIBITED. This includes a speech, clothing, etc. that discusses a candidate, party, or question on the ballot. If a voter refuses to comply, have Head Judge ask again and then document refusal. Voter is still allowed to vote, however they should be helped through process quickly.

### Prohibition on Campaigning

- No Campaigning or Lingerin
  - In or within 100 feet of the building
  - If the polling place is on public property, campaigning not allowed anywhere on the property, even beyond 100 feet
  - Does not apply to adjacent private property
- Ask Voters to Cover Up or Remove CAMPAIGN Material
  - If they refuse, they can vote
  - Record their name/address/material/event in Incident Log

**Why?**

**Supreme Court Ruling:**  
 Ruled prohibition of “political badge, button” etc. is unconstitutional. BUT the remainder of the statute appears to be in effect.

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## Be aware of these Election Laws

Blue Earth County Specifics

**Voter Assistance**  
 Voter can have anyone assist them in polling place EXCEPT voter’s employer or union representative.

**Voter Assistance**  
 No limit to the number of voters an “assister” in the polling place may help (previously was max of 3).

**Curbside Voting**  
 Curbside voting is available to any voter who is unable to enter the polling place to vote.

**Curbside Voting Process**

Process may change as a result of impact of COVID-19  
 Follow instructions in Election Day supplies and Head Judge

```

            graph TD
            A[Two Election Judges go to curbside voter] --> B[Identify voter  
Check-in or register voter]
            B --> C[Judges provide ballot to voter in vehicle]
            C --> D[Voter votes ballot from vehicle]
            D --> E[Ballot needs to be tabulated like other votes]
            E --> F[Judges return ballot to poll place/precinct]
            
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## Curbside Voting

Blue Earth County Specifics

### Paper Process (Traditional)

**Use Certificate of Registered Voter**  
*(and Voter Registration if needed)*

- Election Judges bring form to voter at their vehicle
- Election Judges bring form back into polling place
- Use Poll Pad to check-in voter and writes "curbside" as signature
- Election Judges exchange voter receipt for ballot
- Election Judges bring voter ballot to vote from vehicle
- Deposit ballot in tabulator

**OR**

### Poll Pad Process (Optional)

**Use Poll Pad**  
*(save multiple trips to curbside)*

- Election Judges use Poll Pad to check-in/register voter at vehicle
- Election Judges already have ballot for curbside voter to vote from vehicle
- Election Judges bring ballot and Poll Pad back into range of printer, print receipt and write "curbside" on signature line
- Election Judges give voter receipt to ballot judge and deposit ballot in tabulator

**OR**  
*MAYBE*

### Wild Card Idea

**Only Potential for Nov.**  
*(requires County approval)*

- Election Judges use Poll Pad to check-in/register voter at vehicle
- Election Judges print ballot at vehicle (or voter uses OmniBallot to vote)
- Ballot kept in secure box until close of polls, then inserted in tabulator

**# of Trips**

←

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## Election Day Specifics

Blue Earth County Specifics

Rely on checklists and information sheets provided in Polling Place.

During Election Day
Follow checklists/info and work as a team
Wear name tags <i>(first name, no party listed)</i>
Complete Election Judge duties as best you can, using guides and resources
Treat all voters equally and professionally
Assist voters only to extent they request
Keep polling place clean, sanitized, orderly
Maintain blank ballot security and counts

Use county-provided **Incident Logs** to make note of any unusual events or problems (when in doubt, document it)

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## Polling Place Changes

Blue Earth County Specifics

Precinct	Was	Now
Mankato P1 and P2	Pathstone Living	Blue Earth County Historical Society 424 Warren Street
Mankato P5	First Congregational United Church of Christ	
Mankato P7	MSU – Wiecking Center	MRCI Building at Map Drive 15 Map Drive
Mankato P8	MSU – Taylor Center/Bresnan Arena	
Mankato P9 and P10a	Bethel Baptist Church	
Mankato P11	Hillside Assembly of God	Christ the King Lutheran Church 207 McConnell
Mankato P12	Hosanna Lutheran Church	
Mankato P13	Blue Earth County Library	
Lake Crystal	Lake Crystal City Hall	Lake Crystal Area Recreation Center
Mapleton	Mapleton Fire Hall	Mapleton Community Center

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## The Basics of Opening the Polls

Opening the Polls

Rely on checklists and information sheets provided in Polling Place.  
Assign tasks to Election Judges.

### Setting Up Polling Place

- Sign "Oath of Election Judge" form
- Plan for social distancing (booths, chairs)
- Consider traffic flow of polling place
- Display all provided signs and American flag
- Set up OmniBallot to ensure privacy
- Prepare (and initial) adequate ballot supply
- Mark off 6 foot boundary around tabulator

**Be ready and open polls at 7am** ←

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# The Basics of Opening the Polls

Opening the Polls

**Polls Open at 7am**  
No exceptions – even if equipment is not working, polls open and alternative voting measures are used.

**Election Judge Party Affiliation**  
Your party affiliation may be shared with Election Judges in your Polling Place for elections purposes only.

**Polls Close at 8pm**  
However, voters in line at 8pm can complete the voting process, provided they don't leave spot in line.

**Morning Reminders:**

- One voting booth that is wheelchair accessible and has chair
- Designate disability parking
- Mark route to accessible entry
- Mark route to voting room
- Name Tags are Required
  - First name only
  - No party affiliation listed
- Voting Booths Arranged to Ensure Privacy
- Chairs Should be Available
- Tables Should be Available
- Post flag at entrance

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# Election Judge Roles and Duties

Opening the Polls

**Make Assignments**  
Especially in the primary, it allows judges to get experience and try different roles.

**Making Assignments:**

- Assign tasks!
- In Mankato, County Election Official is a resource to help in any capacity and roles
- Consider cleaning/COVID-19 needs
- Consider skills/abilities
- Consider number of judges and scheduling
- Remember party balance

**Head Judge**

**Ballot Judge**

**Demonstration Judge**

**County Election Official (Mankato)**

**Roster Judge**

**Registration Judge**

**Greeter Judge**

**Tabulator Judge**

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## Election Day Registration Basics

### Election Day Registration Basics

**Election Day Registration (EDR):**

*The process of registering to vote in the polling place.*

**Election Day Registration...**

- Available to any eligible voter
- Requires proofs, documentation, and completed application
- Important task to complete correctly – don't rush
- Ask questions, follow guides, and double check

**Common Pitfall – *Don't fall for it...***

**"I don't need to re-register, my info is close enough"**

WRONG!

If a voter's name changes, or the voter moves (even just to a different apartment in the same building), the voter should Election Day Register.

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## EDR Laws and Rules

### Election Day Registration Basics

# 3 Checks

and  
an Application

Voter must be eligible to Vote in MN

Prove their "Place" (reside in the precinct)

Prove their "Face" (their identity)

Complete application (including signature)

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## EDR Laws and Rules

Election Day  
Registration Basics

Voter must be eligible to Vote in MN

Prove their "Place"  
(reside in the precinct)

Prove their "Face"  
(their identity)

Complete application  
(including signature)

**Eligibility to Vote:**

- A U.S. citizen
- At least 18 years old on Election Day
- A resident of Minnesota for 20 days (Does NOT need to be a specific precinct)
- Finished with ALL parts of any felony sentence
- A person **CAN vote** while under guardianship unless a judge specifically has revoked their right to vote
- A person **CANNOT vote** if a court has ruled that they are legally incompetent

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## EDR Laws and Rules

Election Day  
Registration Basics

Voter must be eligible to Vote in MN

Prove their "Place"  
(reside in the precinct)

Prove their "Face"  
(their identity)

Complete application  
(including signature)

**How to verify "Place"**

- Use precinct finder to make sure they are at the right location (based on the address they reside)
- Current MN License, Permit, or ID Card (or receipt for above)
  - Must have current address
  - This also proves their "face"
- Other proofs of "place"
  - Tribal ID with name and current address, signature, and picture from a federally-recognized tribal government
  - Any of the following – **can be paper or digital** – as long as it has voter's name, current address, and is current (30 days)
 

Solid waste/sewer Utility	Phone (all types)	Banking/credit card
Residential lease (must be valid on Election Day)	TV (all types)	Rent/mortgage statement
	Internet	Student fee statement

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## EDR Laws and Rules

Election Day  
Registration Basics



Voter must be eligible to Vote in MN



Prove their "Place"  
(reside in the precinct)



Prove their "Face"  
(their identity)



Complete application  
(including signature)

**How to verify "Face"**

- Match name on document with "place" to "face" document
- MN License, Permit, or ID Card  
(or receipt for above if receipt includes printed picture)
  - Even if not current, this can prove "face"
  - Must have current address to also prove "place"
- Other proofs of "face" (may even be expired)
  - US Passport
  - US Military or Veteran ID
  - Tribal ID (if it has current address, it can also prove "place")
  - MN University/College ID with photo
  - MN High School ID with photo

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## EDR Laws and Rules

Election Day  
Registration Basics



Voter must be eligible to Vote in MN



Prove their "Place"  
(reside in the precinct)



Prove their "Face"  
(their identity)



Complete application  
(including signature)

**Complete EDR Application**

- Be sure voter signs paper and Election Judge initials screen
- Poll Pad walks you through all steps
  - Follow on-screen prompts
  - Answer all questions (won't let you proceed without them)
  - Receipt prints out – remember to have voter sign



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## EDR Special Circumstances

Election Day  
Registration Basics

### Vouching

- If voter cannot prove “face” and “place”, they can be vouched for as their Election Day Registration
- Voter registered in same precinct can sign an oath attesting new registrants’ residence
  - Must personally know they live in the precinct
- Each voucher can vouch for up to 8 new registrants
  - Track on “Precinct List of Persons Vouching”
- Voucher can also register on Election Day
  - If a voter registers by being vouched for, that person cannot turn around and vouch for others
- Complete voucher form – on the Poll Pad
  - Voucher signs Poll Pad (voter still signs paper)
  - Will need to know voucher’s Voter ID number



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## EDR Special Circumstances

Election Day  
Registration Basics

### Residential Facility Vouching

- Applies to specific situations; but process is the same
- Residential Facilities include:
  - Nursing homes, veterans’ homes, developmental disability care facilities, homeless shelters, and others
- Staff Person can vouch for Residents
- Can Vouch for any number of voters living in the facility
- Employee must show proof of employment:
  - Show an employee ID card
  - Name appears on a list of employees provided in advance to precinct
  - Provide a statement on the facility’s letterhead signed and dated by manager/equivalent



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## EDR Special Circumstances

Election Day  
Registration Basics

### Notice of Late Registration

Provided by County to voter who tries to pre-register but is late

- If voter registered to vote within 20 days of the election
- Voter may get *Notice of Late Registration* in the mail
- It can be used as a proof of residence

### Previous Registration

Voter is in that precinct's roster but has name/address change

- If previously registered in the same precinct but changed names or moved within the same precinct
- Voter informs Election Judge of previous info (and proof of name change if applicable)
- On Poll Pad – “update registration”

### Student ID with College List

Students at local colleges may be on a list provided by that school

- Precinct may be provided with list of students housed at/near a Minnesota college or university
- Students on list can register by showing a current/valid student photo ID (list proves “place”)
- List is only as complete as the information provided by school and students

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## EDR Process

Election Day  
Registration Basics



Verify Location

- Use Poll Pad Precinct Finder
- Are they at the right location?
- Make sure they are not registered
- Double Check



Verify Eligibility

- Make sure voter meets eligibility requirements
- Make sure they haven't already voted



Determine best path for EDR

- Ask questions about what documentation they have
- Ask questions about what changed since they last voted
- Help voter determine how to proceed



Proof of "Place"

- Verify proof
- Document that proof in Poll Pad



Proof of "Face"

- Verify proof
- Document that proof in Poll Pad



Complete Application

- Follow prompts on Poll Pad
- Voter reviews Voter's Oath
- Voter signs printed receipt
- Voter then checked in on Poll Pad and issued receipt to vote

### Other Procedural Info

- Keep running count of persons unable to provide proof of residence
- Use county-provided Incident Log to document any issues

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## Who Can be in the Polling Place

### Challengers in the Polling Place

Election Judges	People Engaged in Voting	Authorized Persons
<b>Certified, Trained, and Appointed</b>	<b>Must be DIRECTLY Engaged (voting or helping someone vote)</b>	<b>May need approval or authorization</b>
<ul style="list-style-type: none"> <li>Includes County Election Staff</li> <li>Includes Election Judges starting/ending shift</li> <li>Includes others assigned (if any) to fulfill and elections assignment</li> </ul>	<ul style="list-style-type: none"> <li>Children with Voter</li> <li>Assisters (while helping)</li> <li>Vouchers</li> </ul>	<ul style="list-style-type: none"> <li>Peace Officers (if requested)</li> <li>Observers (if authorized)</li> <li>People making a complaint</li> <li><b>MEDIA</b></li> <li><b>EXIT POLL INTERVIEWERS</b></li> <li><b>CHALLENGERS</b></li> </ul>

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## Media & Challenger Requirements

### Challengers in the Polling Place

#### Media

- Must Present Photo ID to the Head Judge and:
  - Show media credential or written statement from a local election official
- Cannot:
  - Approach within 6 ft. of someone voting
  - Converse with voter while in the poll place
  - Make a list of persons voting or not voting
  - Interfere with the voting process

#### Challengers

- Appointed Challengers
  - Appointed by nonpartisan candidates, political parties, or by jurisdiction holding election on a question
  - Present letter of appointment and proof of MN residence (same list used for Election Day Registration)
- Contesting a Voter's Eligibility
  - Can be done by election judge, eligible voter in the precinct, or an appointed challenger
  - Must have personal knowledge that the person is not eligible to vote
  - Suspicion is not a basis for making a challenge

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## Challenge Process

### Challengers in the Polling Place

**Challenger States Challenge**

- To the Election Judge
- Never speaks or directs comments to voter
- Based on personal knowledge of ELIGIBILITY to VOTE

**Voter Takes Oath**

- Provided in Head Judge materials
- Voter must agree to the oath
- Between voter and Election Judge

**E.J. Questions Voter**

- Election Judge asks questions based on alleged challenge
- Between voter and Election Judge

**Voter Answers or Refuses**

- If voter answers correctly, challenge is "cleared" and voter votes
- If voter refuses or fails the challenge, the voter may not vote in that Election

**Challenger Code of Conduct**

- Must complete Oath of Challenge Form
- Can not converse with voters
- Can not make list of who voted
- Can not handle election materials

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## The Basics of Closing the Polls

### Closing the Polls

Rely on checklists and information sheets provided in Polling Place.  
Assign tasks and enlist help of County Election Staff.

Closing the Polling Place	Close of Voting Reminders:
Voters in line at 8pm are entitled to vote	<ul style="list-style-type: none"> <li>• Process any Voted Ballots</li> <li>• Follow Head Judge Instructions               <ul style="list-style-type: none"> <li>• Summary Statements</li> <li>• End of Night Sheets</li> <li>• Pack supplies, unused ballots</li> <li>• Seal all used ballots, ensure ballot box is empty</li> <li>• Deliver materials &amp; results</li> </ul> </li> <li>• Assign specific Election Judge to OmniBallot and another to Poll Pads</li> <li>• No Election Judge Leaves Until Directed by Head Judge</li> </ul>
Start closing equipment only after last voter	
Polling place opens to public after last voter	
Make sure all voted ballots are tabulated	
Complete <b>End of Night Checklist</b>	
Pack up items according to instructions	
Election Judges stay until directed to leave	
Call county with questions – we can help!	

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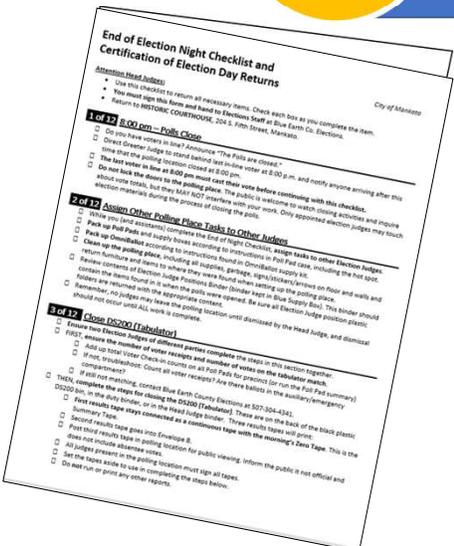
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# End of Night Check List

## Closing the Polls

### Use the Check List

- It will help you close more quickly and accurately
- Call the county for help
- Delegate and assign tasks to Election Judges

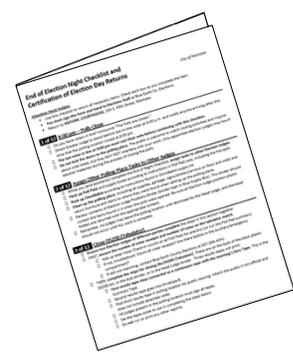


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# End of Night Check List

## Closing the Polls



<b>1 of 12</b>	<b>8:00 pm – Polls Close</b>
<b>2 of 12</b>	<b>Assign Other Polling Place Tasks to Other Judges</b>
<b>3 of 12</b>	<b>Close DS200 (Tabulator)</b>
<b>4 of 12</b>	<b>Complete Summary Tape</b>
<b>5 of 12</b>	<b>Complete Polling Place Precinct Summary &amp; Certificate of Election Judges</b>
<b>6 of 12</b>	<b>Pack Voted Ballot Envelope(s)</b>
<b>7 of 12</b>	<b>Pack Envelope A</b>
<b>8 of 12</b>	<b>Pack Envelope B</b>
<b>9 of 12</b>	<b>Pack Precinct Envelope</b>
<b>10 of 12</b>	<b>Pack the Head Judge Bag (red bag)</b>
<b>11 of 12</b>	<b>Last Check – Other Tasks</b>
<b>12 of 12</b>	<b>Head Judge(s) Certification</b>

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## End of Night Troubleshooting

Closing the Polls

**We can't get all this done!**

**Answer**

Yes, there's a lot to do, but please delegate tasks to Election Judges and to the County Election Official. There are many tasks that can be completed by various folks.

**My ballot counts don't match!**

**Answer**

If the number of total check-ins (across all Poll Pads) doesn't match the count on the DS200, doublecheck: that there are no ballots in the emergency compartment; that all Poll Pads have synched before shutting down; and that the incident log doesn't indicate missing/spoiled ballots. And call us for help.

**How clean does the polling place need to be?**

**Answer**

We want to leave the polling place as much like we found it as we can – make sure trash is bagged up and taken to bins (if needed), all stickers and signs are off walls/floor, everything is packed up and ready for pick up the next day, make sure building is secure.

**When in doubt,  
Call 507-304-4341**

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## Guidance and Protocols

Pandemic Security

**Likely to be Ever-Changing  
Continue to Follow Current Guidance**

Information include in each training class

**Current Guidance**

- Personal prevention measures
- Alternative voting options
- Staying home when sick
- Plan to handle a voter with evident symptoms
- Alcohol-based hand sanitizer
- Polling place layout (one-way traffic)
- Face coverings recommended
- Election Day activities
- Signage/messaging
- Encourage 6 ft social distancing
- Barriers can be used
- Cleaning protocols
- Reduce "shared objects" unless cleaned

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# Guidance and Protocols

Pandemic Security

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**Polling Place Guidelines in the COVID-19 Pandemic**

General Best Practices:

All election judges should:

- Practice social distancing as much as possible by staying at least six feet away from each other and voters
- Frequently wash and sanitize their hands, following [CDC handwashing guidelines](#)
- Wear cloth face coverings, covering their nose and mouth
- Frequently disinfect surfaces that election judges and voters come in contact with, using [CDC and EPA approved disinfectants](#).

- In election judge training, promote certain behavioral norms, such as social distancing, cleaning, disinfection, and hand hygiene. Include instructions to wipe down floor boots, push plates, and other non-election specific surfaces
- Provide detailed guidance and templates to show election judges where to set up polling place equipment
- Election judges should clean equipment within full view of voters to maintain public confidence
- Ensure that any changes to operations do not limit accessibility to voters with disabilities

Station and Scenario-Specific Guidelines:

- The greater judge may need to help manage lines outside of the polling place
- Prepare the greater judge to set expectations for voters in regards to wait times, social distancing guidelines, and available safety items
- When able, registration judges should only examine proof of residence materials visually, without physically touching the voter's documents.
- If using pollbooks, encourage election judges to use and frequently sanitize the stylus
- Create a "neutral zone" for passing materials. Voters and election judges can pass voter receipts and documents back and forth by placing them on a table, and then backing away as the other person approaches to retrieve them.
- When election judges assist a voter with marking their ballot, they should attempt to social distance while maintaining voter privacy. They can view the ballot together in larger print on the assistive voting device, or work with the voter from across a table that is away from the main traffic of voters.
- The use of hand sanitizer is encouraged, but check that your hands are dry before handling ballots. Hand sanitizer can wet and damage ballots, which could possibly render them unreadable

Secretary of State  
Guidance

Provided on  
Election Day

and

on our website:  
[becvotes.org](http://becvotes.org)  
(Election Judge Training)

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**Polling Place Guidelines in the COVID-19 Pandemic**

Polling Place Layout and Sanitation:

- Hand sanitizer should be available at the entrance and exit of the polling place room
- Disposable face coverings for voters who arrived unequipped but are willing to wear one should be made available near the entrance
- Post the new COVID-19 "Health and Safety" polling place poster
- Spacious, well-ventilated rooms make for the safest polling locations. If possible, have windows and doors open to increase outdoor air flow in the polling place
- Disinfect surfaces between uses, especially voting booths, assistive voting devices, tables, and pens. The best method to disinfect surfaces depends on the surface and the disinfectant used, and may require gloves
- Use tape to mark spots on the floor for voters to stand in line, and at stations, which are at least six feet apart
- Clearly mark points of entry and exit to prevent bottlenecks, and provide signage or physical markers to ensure voters move in one direction through the polling place
- Ensure that distancing is maintained outside of the facility as well if voters are queuing up outside
- To encourage social distancing, put two tables between the voters and the check-in and ballot judges. This creates a wider space between the election judge and voter which prevents voters from unintentionally stepping to close to the judge.
- Signpost voting booths as far apart as possible
- On common contact surfaces, such as voting booths, overflow tables, and assistive voting devices place a laminated sheet of paper with text similar to: "This surface has been sanitized and is ready for use, please flip this sheet over when you leave." Once flipped over, the other side says: "This surface needs to be sanitized before use." This is to help election judges track what needs to be sanitized and when
- Ask voters to discard used pens into a clearly marked bin, and sanitize them before next use
- Cut "Voter" stickers and spread them out on a table for voters to pick up on their own
- Consider putting a wipeable cover on touch screen electronics, or regularly changed plastic wrap

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# Elections During a Pandemic

Pandemic Security



**Tools and Equipment**

- Face Shields (for Election Judges) – *strongly encouraged, required if no cloth mask*
- Masks (for EJs and limited voters) – *unsure if we can require for voters*
- Disinfectant (spray bottles/towels) – *supplied for various areas of the polling place*
- Hand sanitizer (and dispensers) – *supplied for various areas; watch for spills/ballots*
- Pens (plan to collect/clean) – *will either be wiped down by EJs or after the election*
- Ballot privacy papers – *created with two sheets of recyclable freezer paper*

!

Likely to be Ever-Changing  
Continue to Follow Current Guidance  
Information included in each training class

!

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## Elections During a Pandemic

Pandemic Security



### Protocols and Strategies

- Prevention and Awareness – *practice good sanitization*
- Polling place management – *entries/exits, tabulator, etc.*
- Lines and queuing – *six-foot social distance stickers*
- Cleaning and sanitization – *when in doubt, clean again; watch the screens*
- Utilizing equipment/technology – *reduce paper, reduce movement*
- Ideas/experiences of Election Judges – *let us know of other ideas or suggestions*

**Likely to be Ever-Changing**  
**Continue to Follow Current Guidance**  
 Information included in each training class

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## Pandemic Security Resources

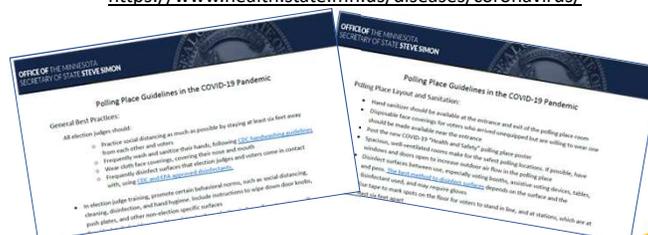
Pandemic Security Resources

### Pandemic Security Resources

- County Elections Staff
- County/State Procedures
- Your Head Judge (and other experienced judges)
- Informational Sheets/Signs provided in the polling place
- This presentation/video
- County elections office phone

### Online Resources:

- **EAC/Elections Infrastructure (federal level)**  
[https://www.eac.gov/sites/default/files/electionofficials/inpersonoting/Health and Safety at the Polling Place 052820.pdf](https://www.eac.gov/sites/default/files/electionofficials/inpersonoting/Health%20and%20Safety%20at%20the%20Polling%20Place%20052820.pdf)
- **CDC Polling Locations (federal level)**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>
- **MDH General Info and Signage (state level)**  
<https://www.health.state.mn.us/diseases/coronavirus/>



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## What if I have More Questions?

Common Questions and Answers

<p style="text-align: center;"><b>What safety items are being provided?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>Hand sanitizer, cleaning disinfectant, and cloth masks. Disposable masks for voters who come without one. Face shields, social distancing tools, wipes.</p>	<p style="text-align: center;"><b>Why not gloves?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>The Health Dept. has clarified that wearing gloves does little to prevent the spread of the virus. Handwashing and hand sanitizer are best practices.</p>	<p style="text-align: center;"><b>Will voters be required to wear cloth masks?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>As of this training, we do not know the answer. It will be dependent on guidance from state and local officials. Watch for more information.</p>
<p style="text-align: center;"><b>Are Election Judges required to wear face shields?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>They are strongly encouraged to prevent rubbing of face.</p>	<p style="text-align: center;"><b>Is curbside voting safer?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>It could be, if safety protocols (face masks, etc.) are employed.</p>	<p style="text-align: center;"><b>How will we manage social-distance separated lines?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>We hope many folks vote early from home and we'll use signs and barriers.</p>

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## Election Day Polling Place Equipment

Equipment Overview

Additional training focuses on these pieces individually:

		
<p style="text-align: center;"><b>Poll Pad Electronic Roster</b> <i>check-in and register voters</i></p> <ul style="list-style-type: none"> <li>Set up equipment</li> <li>Hotspots and connectivity</li> <li>Pack up equipment</li> <li>Operations</li> <li>Troubleshooting/issues</li> </ul>	<p style="text-align: center;"><b>DS200 Tabulator</b> <i>counts votes</i></p> <ul style="list-style-type: none"> <li>Set up equipment</li> <li>Pack up equipment</li> <li>Operations</li> <li>Troubleshooting/issues</li> </ul>	<p style="text-align: center;"><b>OmniBallot</b> <i>assistive device for voters</i></p> <ul style="list-style-type: none"> <li>Set up equipment</li> <li>Printer connection</li> <li>Pack up equipment</li> <li>Operations</li> <li>Troubleshooting/issues</li> </ul>

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## OmniBallot Set-up

**Set-up Reminders**

- **Follow Instructions**
- Plug in to power
- Be ready at 7am – call immediately with issues

**Basic Steps – follow detailed step-by-step instructions!**

- 1 Unpack OmniBallot and supplies.
- 2 Follow instructions.
- 3 Plug in OmniBallot to outlet or surge protector.
- 4 Connect printer (follow instructions).
- 5 Connect QR scanner.
- 6 Power on OmniBallot.
- 7 Select “Open Poll”. Public count = 0

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## Troubleshooting and Questions

Common Questions and Answers

**OmniBallot won't Print.**

Answer

Make sure the printer is plugged into a powered outlet and is powered on. Check connection cable between printer and OmniBallot.

**How does the voter select a ballot on OmniBallot?**

Answer

Scan the QR (square box) code on the back side of the ballot to activate that ballot.

**What is the OmniBallot admin code and password?**

Answer

The code and password are specific to the Election Day. See instructions and/or Head Judge for information.

**How should I position the OmniBallot?**

Answer

Make sure the OmniBallot is set up to be accessible to ALL voters, including voters in wheelchairs. Also make sure the screen is not open to the public to view.

**How do I load the ballot for the OmniBallot?**

Answer

Follow the instructions and label/sticker. The ballot orientation depends on the ballot style. In most instances: face down, with top end closest to voter.

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## DS200 Set-up

**Set-up Reminders**

- **Follow Instructions**
- Plug in to power
- Be ready at 7am – call immediately with issues

**Basic Steps – follow detailed step-by-step instructions!**

- 1**

Inspect DS200 for any possible damage.
- 2**

Plug in DS200.
- 3**

Lower metal bar and lock in place to open ballot path.
- 4**

Make sure ballot bin (both areas) are empty.
- 5**

Use key to open ballot box lid.
- 6**

Unlock and flip up the screen. DS200 will power on.
- 7**

Select “Open Poll”. Public count = 0

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## Troubleshooting and Questions

Common Questions and Answers

**Why won't the DS200 accept a ballot?**

**Answer**

Is the metal bar in the back in the up position and locked into place? Look at the screen for other error instructions.

**How should I keep the DS200 sanitized?**

**Answer**

Clean the screen only when necessary by using the provided alcohol wipes.

**I flip up the screen but DS200 doesn't power up.**

**Answer**

Make sure you have the DS200 plugged into a powered outlet and/or that your surge protector is powered on.

**How do I know if the DS200 is plugged in?**

**Answer**

Look on the screen, there is an icon. Also, if the waiting screen shows an animated ballot moving into the tabulator, it is plugged in.

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## Poll Pad Set-up

Poll Pad Basics

**Set-up Reminders**

- **Follow Instructions**
- Match color dots
- Plug in to power
- Be ready at 7am




**Basic Steps – follow detailed step-by-step instructions!**

- 1

Follow instructions in case
- 2

Match up Poll Pads and printers
- 3

Connect printer to power
- 4

Make sure Poll Pad is plugged into power
- 5

Check connections

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## Top 12 Tips for the Poll Pad

Poll Pad Basics

- 1

Read and follow instructions on screen
- 2

Use address suggestions
- 3

Scan Driver's Licenses (but remember NOT required)
- 4

3 Characters of Last Name & First Name
- 6

Have only one or two EJ's set up ALL Poll Pads
- 5

"Start Over" and "Get Started"
- 7

Advanced Search before registering
- 8

Precinct Finder is your friend
- 10

Vouched Voter: How are we doing it?
- 9

Follow instructions in case to set up
- 11

Keep the Poll Pad plugged in
- 12

Receipt paper – rolls from under

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## Troubleshooting and Questions

Common Questions and Answers

**My PollPad printer won't print.**

**Answer**

Make sure it is the correct printer and that it is plugged in/powerd on. Is paper loaded correctly? Try "test print" button.

**How should I keep the Poll Pad sanitized?**

**Answer**

Clean the screen only when necessary by using the provided alcohol wipes. Pay attention to Election Judges sharing devices.

**How do I know if the Poll Pad is charging?**

**Answer**

Look on the device screen for the indicator that the Poll Pad is plugged in and charging. Always have the Poll Pad charging when at a table.

**The PollPad hotspot isn't working.**

**Answer**

Make sure the hotspot is plugged into a working power plug. Try moving the hotspot to a different location in the building to get better signal. Call the County office.

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## What if I have More Questions?

Common Questions and Answers

**When I can I get my Head Judge Binder?**

**Answer**

We'll make them available as soon as possible. Usually they become available the week before the election.

**Why do I need to call my Election Judges?**

**Answer**

We see it as a best practice to welcome the judge, help them get questions answered and feel more comfortable for election day.

**Can I set up early?**

**Answer**

YES! Just ask us and we'll help coordinate. You can bring help, including other judges and/or your County Election Official.

**Am I in this alone?**

**Answer**

NO! Call us, ask your County Election Official, or use your guides.

**Do I need a parking permit?**

**Answer**

If you do, we will communicate that with you prior to election day.

**Can I have a Co-Head Judge?**

**Answer**

YES! But we need help recruiting. Identify someone from your precinct.

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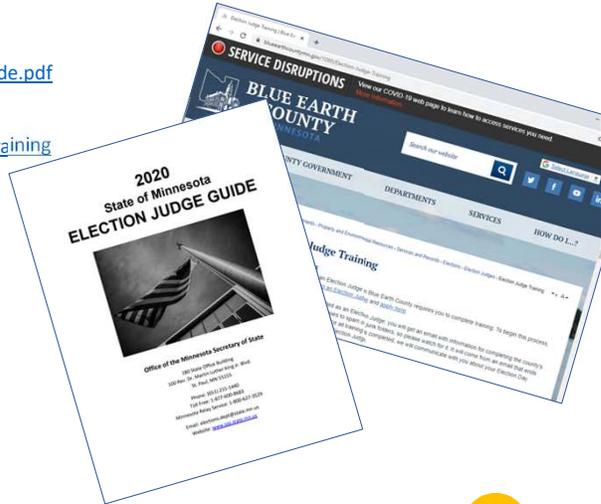
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# Election Judge Resources

## Election Judge Resources

### Election Judge Resources

- 2020 Election Judge Guide
  - <https://www.sos.state.mn.us/media/2090/election-judge-guide.pdf>
- Blue Earth County website
  - <https://www.blueearthcountymn.gov/1080/Election-Judge-Training>
- In-Person Election Judge Capstone Session (optional)
- Your Head Judge (and other experienced judges)
- Election Day information provided in the polling place
- Presentation/videos
- Your Election Judge portal
- County elections office phone



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# Thanks...and here's contact info...

## Thank You

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