

Welcome!

# 2020 Blue Earth County Election Judge Training

## Election Judge Capstone

Objectives:

*Introduction | Election Judge Training Recap | Blue Earth County Specifics  
Pandemic Security | Common Questions/Answers | Equipment Workshops*

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Welcome!

## Training Plan

					
<b>Election Judge Training</b>	<b>Blue Earth County Specifics</b>	<b>Pandemic Security</b>	<b>Common Questions &amp; Answers</b>	<b>Equipment Workshop</b>	<b>Equipment Workshop</b>
What are the most important things to remember?	What is done differently in Blue Earth County?	How are we responding to COVID-19?	What if I have more questions?	PollPad Basics	PollPad Practice DS200 and OmniBallot Practice
5 min	5 min	5 min	10 min	10 min	40 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

**Aug 11**

**Nov 3**

**Mark your calendars!**

Big elections in 2020 ...means... 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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## Election Day Specifics

Blue Earth County  
Specifics

Rely on checklists and information sheets provided in Polling Place.  
Rely on Head Judge and County Election Staff to provide information.

Setting Up Polling Place	During Election Day	Closing the Polling Place
Follow checklists/info and work as a team	Follow checklists/info and work as a team	Follow checklists and work as a team
Sign "Oath of Election Judge" form	Use county-provided <b>Incident Logs</b> to make note of any unusual events or problems (when in doubt, document it)	Voters in line at 8pm are entitled to vote
Plan for social distancing (booths, chairs)	<i>Wear name tags (first name, no party listed)</i>	Start closing equipment only after last voter
Consider traffic flow of polling place	Complete Election Judge duties as best you can, using guides and resources	Polling place opens to public after last voter
Display all provided signs and American flag	Treat all voters equally and professionally	Make sure all voted ballots are tabulated
Set up OmniBallot to ensure privacy	Assist voters only to extent they request	Complete <b>End of Night Checklist</b>
Prepare (and initial) adequate ballot supply	Keep polling place clean, sanitized, orderly	Pack up items according to instructions
Mark off 6 foot boundary around tabulator	Maintain blank ballot security and counts	Election Judges stay until directed to leave
<b><u>Be ready and open polls at 7am</u></b>		Call county with questions – we can help!

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## Be aware of these Election Laws

New Election Laws



### 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

### Close of Voting Reminders:

- Voters in line at 8 pm must be allowed to vote
- Polling place open to the public after all voting is finished
- Process any Voted Ballots
- Follow Head Judge Instructions
  - Summary Statements
  - End of Night Sheets
  - Pack supplies, unused ballots
  - Seal all used ballots, ensure ballot box is empty
  - Deliver materials & results
- No Election Judge Leaves Until Directed by Head Judge

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## Be aware of these Election Laws

### New Election Laws

**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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## Be aware of these Election Laws

### New Election Laws

**Campaigning on Election Day**  
Campaigning in or near the polling place is PROHIBITED. This includes 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 Lingering
  - 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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Guidance and Protocols
Pandemic Security

### Likely to be Ever-Changing

## Continue to Follow Current Guidance

Information include in each training class

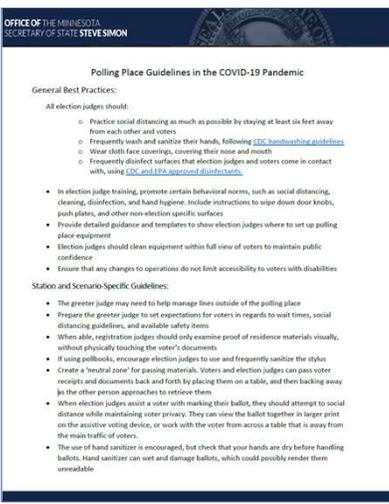
#### Current Guidance

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

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Guidance and Protocols
Pandemic Security

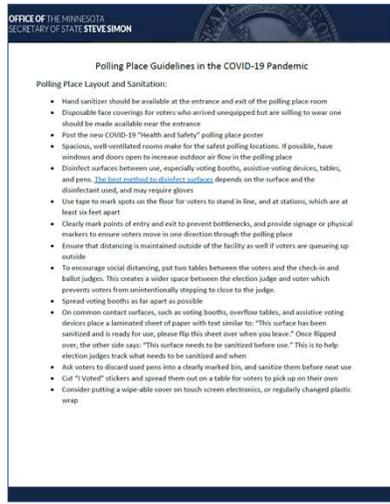


### Secretary of State Guidance

Provided on Election Day

and

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



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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, look for areas of concern*
- Polling place management – *look for areas of concern: entries/exits, tabulator, etc.*
- Lines and queuing – *six-foot social distancing when possible, emphasize masks when not*
- Cleaning and sanitization – *follow instructions and guidance; when in doubt, clean again*
- Utilizing equipment/technology – *reduce paper hand-offs if possible, 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

### What safety items are being provided?

#### Answer

Hand sanitizer, cleaning disinfectant, and cloth masks. Disposable masks for voters who come without one. Face shields, social distancing tools, wipes.

### Why not gloves?

#### Answer

The Health Dept. has clarified that wearing gloves does little to prevent the spread of the virus. Handwashing and hand sanitizer are best practices.

### Will voters be required to wear cloth masks?

#### Answer

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.

### Are Election Judges required to wear face shields?

#### Answer

They are strongly encouraged to prevent rubbing of face.

### Is curbside voting safer?

#### Answer

It could be, if safety protocols (face masks, etc.) are employed.

### How will we manage social-distance separated lines?

#### Answer

We hope many folks vote early from home and we'll use signs and barriers.

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## What if I have More Questions?

Common Questions and Answers

<p style="text-align: center;"><b>How do I complete the training?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>Complete it online, using the Election Judge Portal link that was provided in your Election Judge email. Let us know if you need help.</p>	<p style="text-align: center;"><b>How do I become a Head Judge?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>Call or email us!!! We'd love to add Head Judges and we will place you in a precinct with another experienced Head Judge.</p>	<p style="text-align: center;"><b>Can I pick my Election Day polling place?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>We do what we can to accommodate special requests or needs, but we can't guarantee assignments. Please let us know of any accommodations.</p>
<p style="text-align: center;"><b>When will I know my assignment?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>After you complete training and when we get closer to the election day(s).</p>	<p style="text-align: center;"><b>Do I need to attend in-person training?</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>The Capstone is optional but encouraged for Election Judges.</p>	<p style="text-align: center;"><b>What's next?!?!</b></p> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;"><b>Answer</b></p> <p>Please finish your training as soon as possible so you can be prepared.</p>

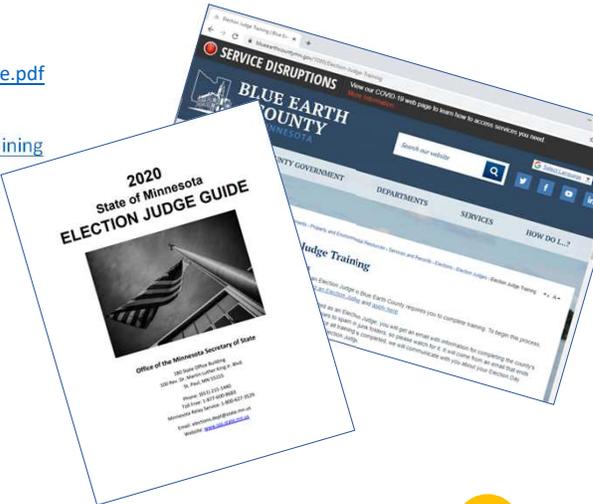
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## Election Judge Resources

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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## Election Day Polling Place Equipment

Equipment  
Workshop

Workshop portion will focus on these pieces individually:



### Poll Pad Electronic Roster

*check-in and register voters*

- Set up equipment
- Hotspots and connectivity
- Pack up equipment
- Operations
- Troubleshooting/issues



### DS200 Tabulator

*counts votes*

- Set up equipment
- Pack up equipment
- Operations
- Troubleshooting/issues



### OmniBallot

*assistive device for voters*

- Set up equipment
- Printer connection
- Pack up equipment
- Operations
- Troubleshooting/issues

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## Poll Pad Electronic Rosters

Poll Pad Basics

### Poll Pad Electronic Rosters

- Election Judges use device to check in and verify eligibility of voters
- Used to register new voters
- In 2020, all voting locations will use
- Manufactured by: KnowInk
- Continued use (expanded precincts)
- Specific to precinct (will be labeled)
- Remember to keep plugged in and ready for use



### What's New?

- First time use outside of Mankato, Lake Crystal, and Eagle Lake
- Updated software application for ease of use

### What's the Same?

- Same functionality to check in voters and register voters
- Step-by-step prompts and screens to complete process

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## Poll Pad Hotspots

**Set-up Reminders**

- **Follow Instructions**
- Attach antennas first
- Plug in to power
- Check connection and call with issues



Poll Pad Basics



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

- 1 Read instructions included with Hotspot
- 2 Attach antennas (if applicable)
- 3 Plug in to power
- 4 Press and hold power button
- 5 Check indicator lights for connection
- 6 Check Poll Pad for connection

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## Poll Pad Set-up

**Set-up Reminders**

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



Poll Pad Basics



**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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## Poll Pad Tear-down

Poll Pad Basics

**Tear-down Reminders**

- **Follow Instructions**
- Leave at least one Poll Pad fully operational until last voter has voted

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

- 1

Follow instructions in case
- 2

Begin packing up printer and other items
- 3

Give five minutes for data to transfer
- 4

Power down Poll Pad
- 5

Make sure Poll Pad is returned to correct case
- 6

Power down and pack up Hotspot

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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

**Can I practice on the equipment?**

**Answer**

Yes, Poll Pads are available for practice, as is the OmniBallot. Or attend the optional Capstone session.

**Do I have to use the equipment?**

**Answer**

It depends. Some polling places divide tasks for the entire day, however we encourage you to become familiar with the equipment.

**Is the equipment safe from hacking?**

**Answer**

The equipment has passed federal and state testing, as well as county testing. There are audit trails and paper back ups of everything.

**How do I learn more?**

**Answer**

Complete all the videos in the Elections Equipment series, and consider the optional Capstone session or come to the office to practice.

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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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## 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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Practice Time
Equipment Workshop

Splitting Class into two Groups...



...one group on PollPads and other group on DS200/OmniBallot



Equipment Workshop

PollPad Practice



Equipment Workshop

DS200 and OmniBallot Practice



Halfway through, we'll switch

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Thanks...and here's contact info...
Thank You





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