

Colorado Secretary of State

Elections Division

Health and Safety Guidance for the November 3, 2020 General Election



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Using this Guide

This guide is intended for use by local county clerks and their staff as they prepare to run elections in the midst of the current coronavirus pandemic. The pandemic has created challenges to election administration that are unique and require strategic planning and creative problem-solving. While this guide will provide some basic health and safety information that counties may use, counties are encouraged to stay up-to-date with the most recent developments by visiting <https://covid19.colorado.gov/>.

The guide that follows will focus on:

1. Protecting Staff and Election Judges
2. Organizing and Maintaining Safety at Worksites and VSPCs
3. Encouraging Safety for Voters, Watchers, and Other Observers
4. Recommendations for Specific Processes

Protecting Staff and Election Judges

Frontline election staff and judges are the key to running this year's general election. With that in mind, counties should take every available precaution to ensure that these workers are protected.

Use of personal protective equipment (PPE)

✓ Masks and face coverings

- Colorado election rules and guidance from the Governor's office requires that a mask or face covering be worn at all times while election judges or staff are conducting election activities.
- Counties must provide and require judges and staff to wear a mask or other face covering while indoors or with other people, regardless of the task being performed.
- Counties should provide a mask to all election staff and judges.
- Masks or face coverings do not replace the need for physical distancing and frequent hand washing and sanitizing. Counties should require use of all of these techniques to help mitigate any potential spread of COVID-19.
- Counties should consider using face shields in addition to face coverings for those staff and judges with the greater potential for exposure. This could include staff conducting symptom screening, customer service judges, and any other staff or judges working frequently with the public.

Masks should:

- Be clean and in good repair.
- Fit snugly, but comfortably against the side of the face.
- Be secure.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried.
- Be on the wearer's face.
- Be laundered on a daily basis.

Masks should not:

- Have anything hanging off the facial covering that would create a food safety hazard.
- Have holes or tears.
- Masks should not be shared with others.



Other tips:

- Wash your hands before and after putting a facial covering in place.
- Do not touch the facial covering again until you remove it.
- Masks should be positioned so that there is no need to adjust or otherwise touch the face frequently.
- If your mask becomes soiled or hard to breathe through, you should remove and not wear again until laundered.
- Remove your mask to eat and drink and if it is still in good repair, you may continue to use it for the duration of your shift.
- Store your mask with your personal items.

- **Judges and staff should not use neck gaiters as face coverings.** Recent studies indicate that these face coverings may actually promote the spread of the virus.
- ✓ **Gloves**
 - Counties may wish to consider providing workers with disposable gloves. This is particularly true for workers and judges who conduct high touch activities.
 - Counties should train workers and judges on the proper use of gloves in the workplace. Workers with gloves should still avoid touching their nose, mouth, eyes, or face covering.
- ✓ **Proper use of equipment**
 - Personal protective equipment is most valuable if the wearer knows how to properly put on and remove the equipment. Counties should train election workers and judges on the proper use of this equipment. This may include the use of documents and videos that instruct them on the proper way to don and remove this equipment.
 - Masks or face coverings must cover the nose and mouth to provide proper protection.
 - The CDC has documents and videos that show the proper use of equipment:
 - Wearing masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
 - Wearing gloves: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

Individual screening

- ✓ **When to stay home**
 - Following [guidance from the CDC](#), counties should train election workers and judges to stay home if any of the following situations apply:
 - If sick, regardless of whether the person has tested positive for COVID-19;
 - If the person has tested positive for COVID-19; or
 - If the person has been in “close contact” with a person with COVID-19.
 - “Close contact” means within 6 feet of an individual with COVID-19 for 15 minutes or more.
 - If possible, judges, staff, and watchers should also take their temperatures at home. If workers or judges have a temperature or are experiencing symptoms consistent with COVID-19, they should not report to work.
 - Counties should ensure that enough election judges and staff are on hand or otherwise available to handle workers who may not come into work.
- ✓ **Screening at work**
 - Temperature Screening

Maintaining individual hygiene

- ✓ Hand hygiene
 - Counties should train and continuously emphasize the importance of hand hygiene. This includes:
 - Emphasizing that all individuals should frequently wash their hands, particularly those workers who frequently interact with high touch surfaces.
 - Hands should be washed with soap and water, scrubbing for at least 20 seconds.
 - Where soap and water are not available, counties should have available hand sanitizer and encourage frequent use of it for workers, voters, and watchers alike.

- ✓ Sneezing and coughing etiquette
 - Counties should also emphasize the importance of sneezing and coughing etiquette. Workers and judges should be encouraged to cough and sneeze into their arm without removing their mask. Workers should immediately wash or sanitize their hands after sneezing or coughing.



Organizing and Maintaining Safety at Worksites and VSPCs

Counties can help all people involved in the election process stay healthy by organizing and maintaining safety at all worksites and VSPCs. This includes organizing locations in a way that encourages social distancing wherever possible, and cleaning, disinfecting, and ventilating spaces to help maintain cleanliness.

Organizing spaces for social distancing

Unless infeasible, counties should maintain a physical distance of at least six feet between workers, voters, and other individuals. This guideline should be followed at all offices, voting locations, and other worksites.

✓ At worksites

- Worksites should be rearranged to ensure that election judges and workers can maintain at least six feet of distance.
- Breakrooms should also be rearranged to keep six feet of distance between workers. Counties should consider limiting the number of people who can be in a breakroom at one time, or moving breakrooms to any available larger space. If possible, look into creating outdoor break areas that would increase ventilation and still enable physical distancing (weather permitting).
 - Stagger breaks to limit the number of workers utilizing the space at any given time.
- Counties should consider marking spaces for watchers who may be assigned to view a particular process. Ensure that the space allows the watcher to view the process while maintaining as much social distancing as possible.
- Where an activity does not allow for physical distancing, counties should consider the use of plexiglass or other barriers to help separate spaces between judges, watchers, and staff.
- Place hand sanitizer and hand washing stations wherever you can, but in particular near high touch activities, like ballot opening or sorting.
 - Judges should be reminded to fully dry their hands before handling ballots or equipment.
- Signage and posters should be placed all around worksites to help encourage social distancing. Links to signs counties may use can be found in Appendix B.

✓ At VSPCs

- **Station set-up**
 - Voter activity should be rearranged to maintain a distance of 6 feet. This includes check-in stations, voting stations, and other activity occurring at a VSPC.
 - Counties may use tape or signage on the floor to help voters maintain six feet of distance when engaging or waiting to engage in activity.

- Where 6 feet of distance is not possible, counties should use physical barriers like plexiglass to separate the airspace of voters and election workers.
 - **Voter flow and line management**
 - To the extent possible, VSPCs should be set up to ease bottlenecks and reduce wait times in line. This can include:
 - Using workers or signage at the entrance to VSPCs to direct voters to the correct line or process.
 - Placing ballot drop boxes in a separate, clearly marked area of the VSPC.
 - Separating the entry and exit points of the VSPC.
 - Leaving doors and windows open if they are not automatic.
 - Creating a one directional flow of foot traffic.
 - Employing curbside voting or drop off procedures.
 - Utilizing other outdoor voting options, weather permitting.

Cleaning, disinfecting, and ventilating spaces

- ✓ **Deep cleaning**
 - Counties should have their VSPCs and worksites deep cleaned before and after the election cycle. CARES funding is available for the costs incurred.
 - Staff should be prepared to employ deep cleaning at any location that may experience an outbreak among staff or judges.
- ✓ **High touch surfaces**
 - Counties should wipe down and sanitize frequently touched surfaces and equipment between voters.
 - This includes door handles, handrails, restrooms, voting booths, pens, styluses, activation cards, and the voting equipment.
 - Voting equipment, activation cars, pens, styluses must be sanitized between each voter's use.
 - For specific guidance on cleaning and disinfecting a space, visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- ✓ **Sanitize and rotate pens, styluses, and other equipment**
 - Consider using one-time disposable pens or having a sufficient number of pens on hand for voters to use for registration forms and hand-marked ballots that would allow the pens to be rotated and sanitized between each use.
 - Include a stylus for using the ballot marking device, or some similar option. If a stylus is used, it should be sanitized between voters. A rubber-tipped stylus is the most effective. Dominion recommends the Mesh Tipped Capacitive Stylus available through StylusMart.com: <https://www.stylusmart.com/stylus/capacitive/passive/2100-00>.



✓ **Space Ventilation**

- Counties should work with their VSPC site managers to maximize fresh air intake.
 - This can include changing ventilation system settings to reduce recirculation of air and increase fresh air intake, wherever possible.
 - Doors and windows should be left open, weather permitting.

Cleaning guidance for ballot marking devices

✓ **Clear Ballot ClearAccess**

- Do not spray or otherwise apply liquids directly on the interior or exterior of electronics, as this may damage the unit and void manufacturer warranty.
- Use only a microfiber cloth for cleaning electronics. Approved products include:
 - 3M Microfiber Electronics Cleaning Cloth
 - JP Case Microfiber Cleaning Cloth for Electronic Devices
- Use a mild soap and water solution in conjunction with the microfiber cloth. Approved cleaning products include:
 - U.S. Pharmacopeia (USP) green soap
 - Phenolic germicidal detergent (1% aqueous solution)
 - Cidex 2.4% Activated Glutaraldehyde Solution
 - 50% isopropyl alcohol mixed in 50% water solution
 - Steriplex
 - Novus 1
- Cleaning instructions - Use a recommended microfiber cleaning cloth to wipe the unit clean. Do not put liquids directly on the interior or exterior of the machine as this may damage the unit and void manufacturer warranty. If needed, apply one of the recommended cleaning solutions directly to the cleaning cloth, then use the cloth and cleaning solution in combination to

further wipe the unit clean. Be sure the cloth is only dampened, not wet or soaked.

- For additional information, please refer to the **Clear Ballot Device Voting Hygiene Recommendations** located as Appendix C to this document.

✓ **Dominion ICX**

- **The use of alcohol or other cleaning/disinfecting agents may result in personal injury and property damage.**
- To avoid potential hazards, follow the recommendations and instructions outlined in this guide.
- Do not use solutions that contain ammonia as well as acidic, alkali, or other caustic chemicals.
 - Do not use vinegar-based solutions.
 - Do not use coarse cloths or paper towels.
 - Do not spray cleaning/disinfecting agents directly on the hardware component.
 - **NOTE:** Only use the cleaning/disinfecting agents recommended by DVS. Please consult technical support at DVS before using other cleaning/disinfecting solutions.
- DVS recommends using the following disinfecting agent to disinfect a hardware component.
 - Isopropyl alcohol and water solution at a ratio of 1:1
- DVS recommends using one of the following cloths or disinfectant wipes to clean and disinfect a hardware component.
 - Cloths:
 - 3M® Scotch-Brite® Electronics Cleaning Cloth
 - TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes
 - Disinfectant wipes:
 - KIMTECH® One-Step Disinfectant Wipes
 - Cleaners:
 - 3M CL600 Anti-Static Electronic Equipment Cleaner
 - TECHSPRAY 1605-6FP LCD and Plasma Screen Cleaner
- To clean/disinfect a hardware component, follow these instructions:
 - Turn off the hardware component.
 - Spray a small amount of cleaning/disinfecting agent onto a cleaning cloth.
 - Wipe the hardware component in a gentle motion to remove dirt, dust, or finger marks.
 - Wipe down other handheld accessories such as Smart Cards, ATI, headset etc.
 - Use a dry cloth to wipe any excess moisture
- For additional information, please refer to the **Avalue Touch Panel PC Care and Cleaning Guide**, the **Dominion Voting Systems Surface Cleaning Guide**, and the **ImageCast Surface Cleaning Guide** attached as Appendix D to this guide.

Encouraging Safety for Voters, Watchers, and Other Observers

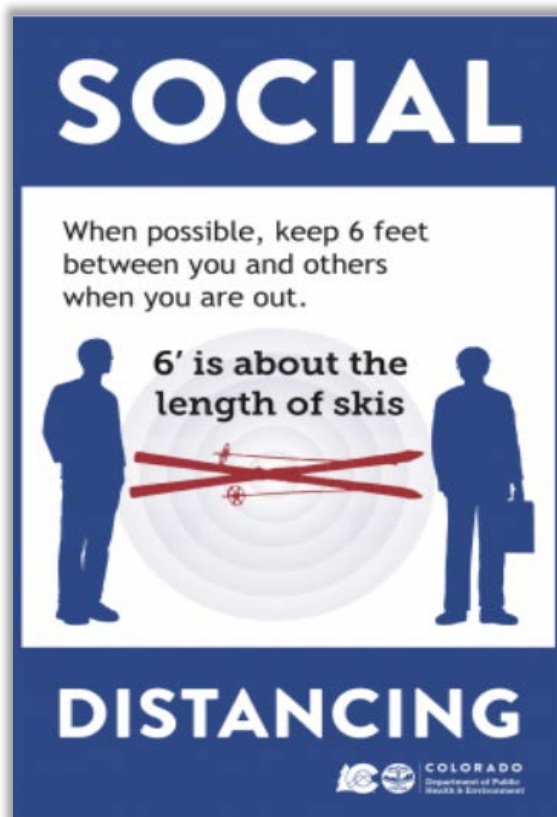
While most voters around the state will receive their ballot in the mail, some will eventually want a replacement ballot in person or will prefer to vote in person. The following section provides guidance to help counties effectively message the public, work with members of the public who refuse masks and social distancing, and provide alternate avenues of service at a vote center.

Messaging at VSPCs

Voters, observers, and watchers who enter a VSPC should be encouraged to maintain social distancing, wear a face covering, and utilize alternative service where and when they exist. Counties can use a variety of methods to make these messages clear and consistent to voters.

✓ Signage

- Counties should prominently display signage that encourages the public to practice safe habits when visiting a VSPC. Signs should encourage the public to:
 - Wear a face covering over their nose and mouth.
 - Maintain a distance of 6 feet from others.
 - Use the hand sanitizer offered by the county when offered.
 - Quickly drop off their ballot if that is all they need.
- Counties required to translate election materials into another language should make signage available in that language as well. Clear pictures can be used to provide information to others who may not speak English.
- Signage resources that counties may use is included as Appendix B to this guide.



✓ Other visual cues

- To help the public maintain a safe social distance, visual cues can be placed on the floor of VSPCs. This could include signs or floor tape measured six feet apart.
- Counties should consider using cues on the floor or wall to help direct the flow of traffic.

- Signs directing voters can also be placed in high use areas like doors, hallways, and voter stations.
- ✓ **Election judges**
 - Election judges placed in higher traffic areas, like the entrance to a VSPC, can also be used to effectively direct the flow of people through a VSPC.
 - Counties should consider providing additional PPE, like face shields, to judges placed in this role.
 - Election judges can also quickly and effectively communicate the following information to voters:
 - Appreciation for wearing a mask and keeping their distance;
 - Reminders to utilize the hand sanitizer placed around the VSPC;
 - Masks are available for voters who don't have one and would like them.

Voters who refuse face coverings or social distancing

It is likely that in the upcoming election, election judges and county workers will encounter voters who refuse to wear a face covering or maintain social distancing. The following section gives step by step recommendations that counties may follow if they encounter this scenario. Counties should train all election judges who may deal with this situation in the steps and de-escalation techniques listed in this section.

NOTE: A voter should never be turned away for refusing a face covering or for not maintaining social distancing. Instead of turning a voter away, counties should use the techniques provided in this guide to allow all voters to utilize services at a vote center quickly and safely.

Counties training election judges should emphasize that the health of judges can still be protected if a voter refuses to follow health and safety guidelines. De-escalation, quickly servicing the voter, and maintaining a social distance should keep election judges safe, while allowing all voters to participate.

- ✓ **Step 1: Inform and assist the voter**
 - Voters who appear at a vote center without a face covering or who refuse to maintain a 6-foot distance from other voters and staff should first be informed by an election judge or staff that these are the recommended guidelines.
 - If the county has masks available, judges should also inform a voter without a face covering that the county would be happy to provide the voter with a mask if they don't have one.
 - Judges should consistently maintain a calm voice and demeanor when initially informing and assisting voters. Judges should also continue to maintain a 6-foot distance from the voter.
- ✓ **Step 2: De-escalate and work to maintain social distancing**
 - If a voter continues to refuse to wear a face covering or socially distance and begins to push against the suggestion, judges should respond by using de-escalation techniques. In the event of a conflict, judges should be trained to:

- Maintain a calm voice and demeanor. Judges should recognize that it's possible that some may desire conflict, and it's important for the judge to remain calm throughout the interaction.
 - Continue to stand at a safe distance from the voter.
 - Do not engage on a discussion about the underlying objection to masks or social distancing.
 - Emphasize to the voter that they will be allowed to vote.
 - Work to quickly resolve the conflict. A quick transaction will help to better protect election judge and other voters' safety.
 - If a voter refuses to wear a face covering, then judges should ask whether the voter would be willing to maintain physical distancing from others throughout their time at the location. As long as the voter is willing, and continues to maintain social distancing, judges should allow that voter to continue to proceed through the VSPC.
 - While face coverings are an important, social distancing is key to keeping judges and voters safe. If a voter will not wear a face covering, then great attention should be paid to keeping that voter physically distant from others.
- ✓ **Step 3: Provide an alternative process for the voter**
 - If a voter will not maintain social distancing with or without a mask, then judges should move that voter to a separate area, socially distanced from others, while holding that voter's spot in line.
 - Judges should explain to the voter that they will be checked in without delay, that they have a right to vote, but that this specific situation will require some modified procedures.
 - The spot selected should be somewhere away from others in the VSPC, but preferably where the voter can still see their spot in line.
 - An election judge should be selected to monitor that voter's spot in line and to summon the voter when their turn arrives. This judge should be introduced to the voter.
 - Once the voter's turn comes up, they should be brought to the front of the line to check-in and vote.
- ✓ **Step 4: Call for assistance**
 - In the event that all other processes fail and a voter continues to ignore county directions or escalates the conflict, election judges should know who and how to call for assistance.
 - Counties should use their best judgement to help deescalate the situation while maintaining the voter's right to cast their ballot. This could include:
 - Moving the voter to the front of the line to be processed.
 - Providing the voter with a mail ballot that they can take with them outside of the vote center.
 - If necessary, calling for security to remove the voter.

- Judges should be able to contact county election officials in the event that they or other voters feel threatened or intimidated. If judges feel that their safety or the safety of others in the polling place may be at risk, the judges should have the contact information to call for physical security, whether building security or law enforcement.
- Counties should have escalation contact information quickly available to election judges at each vote center.

Facemasks and electioneering

- ✓ Colorado law does not allow for voters, election judges, or staff to wear clothing in a VSPC with logos or names on them that are considered “electioneering”. This prohibition includes face coverings that may be worn by voters upon entering a polling location. Section 1-13-714, C.R.S.
- ✓ If a voter enters a VSPC wearing a face covering that supports or opposes a candidate or issue appearing on the ballot, they should be gently informed that this is prohibited in a polling location. Election judges should offer these voters an alternate face covering that can be worn in the polling location.
- ✓ Judges and staff should use the de escalation techniques in this guide and as trained by the county to help defuse a situation in which a voter refuses to switch a problematic face covering.

Watchers or observers who refuse masks or social distancing

- ✓ **Watchers**
 - Election rules require that watchers listen to county instruction regarding health and safety at each vote center.
 - Watchers who refuse to wear face coverings or listen to county officials should be gently reminded of state rules and county protocols. Counties should provide at least two warnings to election watchers that failure to abide by state rules and guidelines may result in their removal from the location.
 - Watchers who continue to ignore instruction may be asked by election judges to leave the site. In the event that a watcher refuses to leave, election judges should contact county election officials for help and instruction.
 - County election officials who remove a watcher should immediately inform the appointing entity that the watcher has been removed and should allow that entity an opportunity to replace the watcher.
- ✓ **Federal election observers**
 - Observers from the Department of Justice should be asked to adhere to wearing a face covering and maintaining social distancing.
 - In the unlikely event that a Federal observer does not adhere to this request, judges should contact county election officials for help and instruction. County clerks must inform the Secretary of State’s Office as soon as possible in the event this occurs.

Offering alternative voting methods

One of the best ways to protect voters and judges is to provide alternate methods of voting for those eligible that avoids the public from congregating indoors. This may include drive-through and drop off voting, issuing an electronic ballot for a voter with a disability, and if necessary, issuing a paper or electronic emergency ballot.

✓ Drive-through and drop off voting

- The most obvious and simple drive-through option includes a drop box that voters can easily drop their mail ballots into without leaving their vehicle.
- Counties should also consider drive up options for voters to access any other service provided at a VSPC. This may include drive up stations that allow voters to check-in, receive a voter registration form, or receive a mail ballot to vote.
- While a drive-through option may not be a viable first choice for every county, it may be an easy way to plan for a disaster.
 - In the event that a VSPC is forced to close, a drive up or drive through VSPC may be able to serve as a viable back-up option that could be stood up quickly.

✓ Issuance of electronic ballot to voter with a disability

- Colorado law now also allows voters with a disability under the Americans with Disabilities Act to receive a ballot electronically. For voters who may usually depend on in-person options for voting, but who either do not want, or are not able to visit a vote center, this may be a viable solution.
- If a voter contacts a county office and indicates that they have a disability, counties should present this option of voting to them.
- Eligibility: Any voter with a disability under the Americans with Disabilities Act
 - **Note:** if a voter indicates to a county that they have a qualifying disability, counties should not inquire further regarding the nature of the disability.
- Issuance method:
 - By electronic delivery directly to the voter
 - A voter with a disability who wishes to receive their ballot electronically may simply be sent to the Democracy Live site at: <https://myballot.sos.colorado.gov> where they can apply for, vote, and get instructions to return their ballot.
- Return method:
 - Voters with a disability who are accessing their ballot electronically must return a physical copy of their ballot and application to county offices. Instructions for returning their ballot are presented to the voter when accessing Democracy Live.

✓ Issuance of paper or electronic emergency ballot

- Colorado law allows some voters to receive an emergency ballot if they have not otherwise received their ballot in the mail, and the time to send a replacement ballot has passed. If a voter contacts a county office requesting a replacement ballot, but is unable to appear in person due to legitimate

medical concerns, including self-isolation for exposure or concern related to COVID-19, counties may consider issuing that voter an emergency ballot.

- To be eligible for an emergency ballot a voter must be:
 - Someone who will be confined in a hospital or place of residence on election day;
 - Someone whose relative, to the second degree, will be confined in a hospital or place of residence on election day; or
 - Someone who is unable to appear in person due to “an emergency condition, such as natural disasters.”
 - **Someone who is not present in the state and who cannot be mailed a replacement ballot is not eligible for an emergency ballot due solely to this condition.**
- Issuance method
 - By paper to an “authorized representative”, who will then deliver the ballot to the voter.
 - A voter who wishes to have a third party deliver them a paper ballot should be sent the [Emergency Replacement Ballot Application](#) form found on Clerk’s Corner. The authorized representative must bring this form with them when picking up this paper ballot.
 - By electronic delivery directly to the voter
 - A voter who wishes to receive their ballot electronically may simply be sent to the Democracy Live site at: <https://myballot.sos.colorado.gov> where they can apply for, vote, and return their ballot. Emergency voters accessing their ballot electronically may return their ballot in person or, if absolutely necessary, electronically. Instructions for electronic return are given to the voter when accessing Democracy Live.
- **Deadline:** Voters must request an emergency ballot by 5PM on Election Day. Requests for an emergency ballot received after this deadline cannot be processed.

Recommendations for Specific Processes

A variety of processes that counties must undertake in the upcoming election come with some inherent health and safety risk. Below are some recommendations that counties may use when picking up ballots, delivering ballots to long-term care facilities and jails/prisons, conducting the logic and accuracy test, and conducting the risk limiting audit.

Picking up ballots

One operation that may make social distancing difficult is picking up ballots from drop boxes around a county. Because this must be done using teams of two election judges, counties should consider taking added precautions to limit the risk of infection for these judges.

- ✓ It's recommended that counties allow election judges to travel to each site in two separate vehicles. The integrity of the ballot boxes can still be maintained by keeping a detailed chain of custody log and having the judges stay within sight of each other.
- ✓ If traveling with two separate vehicles is not feasible, consider using a larger vehicle, like a van, and placing judges as far apart in the vehicle as possible.
- ✓ As with other duties, judges should always wear masks, use hand sanitizer, and wash their hands frequently.

Holding ballots upon receipt before processing

- ✓ Multiple health authorities have indicated that the risk of contracting or transmitting COVID-19 through envelopes and other paper is low.
- ✓ Election judges who process the paper should continue to adhere to good hand hygiene. Counties should make hand sanitizer and hand washing stations readily available to these election judges.
- ✓ Counties who wish to reduce this risk even further may do so by sequestering ballots for 3 hours after receiving them in their central count facility, [as outlined by the CDC](#). Counties who choose to take this step are still in compliance with election rule 7.5.3.

Ballot delivery and return for long-term care facilities and jails/prisons

- ✓ Long term care facilities
 - The Governor has suspended the requirement that counties visit long-term care facilities in-person to help individuals at those facilities vote in person.
 - Long-term care facilities may or may not allow entry to county officials who still wish to allow an in-person voting opportunity for these residents.
 - It may still be challenging for voters in these care facilities to receive their ballots through the mail.
 - County representatives should make and maintain contact with leadership at each facility. Each facility's needs and capabilities will differ, so working with leadership to get those voters' ballots is important.

- Counties may consider appearing at the front of a facility building to hand deliver ballots to representatives of the facility and returning to collect those ballots.
- Counties may also consider issuing emergency ballots to those voters in facilities who may not have received a physical ballot, but who are eligible voters. It is very likely that these voters would qualify for this kind of ballot delivery if the facility can manage it.
- ✓ Delivery of ballots and voter registration forms to jails and prisons
 - Election rule 7.4 still requires counties to work with their local law enforcement to facility voter registration and voting for people who may be eligible to vote but who are currently in jail.
 - The rule does not require county staff or election judges to physically enter any of these facilities, and counties can consider other options to fulfill their obligations under this rule.
 - Like long-term care facilities, each jail's situation will differ, so counties should remain in constant contact with their local law enforcement to fulfill this requirement.
 - Close to election day, counties should have statewide ballots available for voters who may be out of county, but who are still eligible voters.

Virtual logic and accuracy test

To limit the amount of interaction that counties must undertake between election workers, judges, and other staff, counties may wish to consider conducting some pre and post-election activities virtually. Below is our office's guidance for conducting the Logic and Accuracy Test with limited in-person contact.

Preparation

1. County conducts a virtual meeting with testing board to prepare and discuss the ballot marking process, test connections and hardware.
2. County obtains testing board approval for proposed process.
3. County makes at least 25 blank test ballots available for pickup or delivery to each testing board member for marking along with a tally sheet, judges' oath, certification to be signed at successful conclusion of LAT, and an envelope to return certain materials to the county. Test ballots must be clearly marked as test ballots. (Counties should provide at least 5 extra ballots of appropriate styles to each testing board member in case they make mistakes during marking.)
4. Testing board members should mark ballots, complete tally sheets with expected results of their test ballots, and sign judges' oath. Each testing board member's ballots should be marked with the member's name and a sequential ballot number with a letter prefix indicating the political party they represent (D1-D25 for the Democratic member's test ballots; R1-R25 for the Republican member's test ballots). Testing board members should also enclose any extra ballots that were not used.

5. Testing board members should enclose in envelope marked ballots, signed oath, and all unused or spoiled test ballots and return to county. Audit board members retain their tally sheets.
6. County uses a video camera with computer, or uses a cell phone or tablet for streaming the LAT.
 - a. County demonstrates to testing board that election program is loaded.
 - a. County streams video of the EMS display or appropriate voting system component when generating zero reports at the start and results reports at the end of the LAT.
 - b. County streams video of the central count workstation to show testing board that test ballots are scanned in the correct election and counter group.

Ballot Marking Devices

7. Testing board randomly selects at least one ballot marking device for testing. Each testing board member must inform county staff of at least one test ballot in his or her test deck to be tested as an audio ballot.
8. County staff sets up ballot marking devices according to social distancing recommendations with speakers for voting of the audio ballot.
9. Testing board observes that all randomly selected ballot marking devices have public counters set to zero.
10. Testing board observes the election being loaded onto ballot marking devices.
11. Testing board observes county staff marking ballots on the ballot marking device(s) in a manner corresponding to the test ballots marked by the testing board. As each ballot is entered on the ballot marking device, the testing board member's name and ballot number should be read out so that there is no ambiguity about which ballot is being entered. As BMD ballots are printed, county staff should write sequential number of testing board members' hand marked test ballots to which the BMD ballot corresponds.
12. Testing board verifies that ballot marking device ballots match vote pattern as marked (e.g., county staff use office scanner and email images of printed BMD ballots, or use remote session video to display printed BMD ballots one at a time, to appropriate member of testing board).
13. Each testing board member verifies that his or her correct test ballot was marked on the ballot marking device as an audio ballot.
14. After county completes ballot marking device testing, testing board members observe county staff reset public counters to zero, and other actions necessary to reseal the device and make appropriate entries to chain-of-custody logs.

Scanning of test decks

15. Camera should be set up to allow a view of the central count scanner and workstation.
16. County staff scans all test decks separately with testing board observing. County staff should scan test decks as separate batches and announce the batch number of each separate test deck.
17. County must permit testing board to observe adjudication workstations, if necessary.
18. County must permit testing board to observe generation of appropriate results reports.
19. Testing board reviews results and compares to tally sheets.
20. County staff must export and preserve LAT results and CVR files for subsequent use in testing of ENR and RLA systems, and back up LAT database.
21. Testing board witnesses county staff resetting election database to zero.

Testing board signoff

22. Upon successful conclusion of LAT, testing board members sign and date test certification and return to county (e.g., use home scanner to create PDF and email to county staff; use mobile phone to take picture of signed and dated certificate and text or email picture to county staff, etc.)
23. Testing board observes county staff seal all test decks and other LAT records in secure container with completed chain-of-custody log.

Virtual risk-limiting audit

To limit the amount of interaction that occurs between election workers, judges, and other staff, counties may wish to consider conducting some pre and post-election activities virtually. Below is our office's guidance for conducting the Risk Limiting Audit with limited in-person contact.

1. County conducts a virtual meeting with audit board members to prepare and discuss the audit process, and test video meeting connections and presentation hardware.
2. County obtains audit board approval for proposed process.
3. County staff uploads their hashed CVR and ballot manifest files per Election Rule 25.2.2 (f).
4. The SOS Voting Systems team defines the audit and notifies counties when they may log into the RLA system, per Election Rule 25.2.2 (k).
5. County staff logs into the RLA software, sets the number of audit boards, and pulls the ballot list (*note that the ballot list is broken down by audit board).
6. County staff locates and retrieves ballots and confirms the chain-of-custody.

7. County staff writes the imprinted ID on each ballot (if not already imprinted), scans the ballots (on a non-voting system scanner) in the order that they are presented in the ballot list, and emails the images to the audit board(s).
 - a. County staff may not use images created by their Clear Ballot or Dominion voting system.
 - b. If a ballot has been duplicated, an image of the original ballot must be provided to the audit board.
 - c. County staff should also send the ballot images to rla@sos.state.co.us.
8. For each audit board, county staff sets up a GoToMeeting/Zoom meeting(s) and sends invites to the audit board members.
9. For each audit board, audit board members observe county staff signing into the RLA software, entering audit board names into the software prior to the audit round, and commencing with the audit.
10. For each audit board, audit board members review the ballot images, and call out the votes to be entered. Once consensus is reached, county staff enters the votes while audit board members observe, confirm the votes on the review page, and asks county staff to submit the ballot.
11. The above step is repeated for all ballots on the ballot list for each audit board.
12. County staff signs out of the round on behalf of each audit board once they have completed the audit of all ballots on the ballot list.
13. Each county must wait until all other counties have completed the audit. Notification of additional rounds, or the audit being complete, will be sent by the SOS Voting Systems team.
14. Once notification from the SOS Voting Systems team is received, counties will either:
 - a. Commence with the next round of the audit, or;
 - b. Print the final audit report for the County Clerk to sign. The signed version is then submitted to rla@sos.state.co.us

Appendix A- Other Resources

In addition to the guidance outlined here, counties are encouraged to stay up-to-date with the most recent information possible regarding COVID-19. Our office recommends that counties regularly visit the following websites for more information:

COVID-19 General Information

- ✓ Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- ✓ World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- ✓ Colorado Department of Public Health and Environment: <https://covid19.colorado.gov/>
- ✓ Colorado Governor Executive Orders: <https://www.colorado.gov/governor/2020-executive-orders>

Information for Election Officials

- ✓ Election Assistance Commission: <https://www.eac.gov/election-officials/coronavirus-covid-19-resources>
- ✓ Federal Voting Assistance Program: <https://www.fvap.gov/COVID-19>
- ✓ CDC Recommendations for Election Polling Locations: <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>
- ✓ Cybersecurity and Infrastructure Security Agency: <https://www.cisa.gov/covid-19-and-elections>
- ✓ NASS: <https://www.nass.org/resources/issue-briefing-election-emergencies-covid-19>
- ✓ NASED: <https://www.nased.org/covid19>
- ✓ National Conference of State Legislatures: <https://www.ncsl.org/research/elections-and-campaigns/state-action-on-covid-19-and-elections.aspx>
- ✓ MIT Election Data and Science Lab: <https://electionlab.mit.edu/elections-and-covid-19>

CARES ACT Funding:

- ✓ EAC Information on Cares Act Funding: <https://www.eac.gov/payments-and-grants/2020-cares-act-grants>

Appendix B- Signs and Messaging for Workplace and VSPC

Counties can use the following online resources to print and post signs and other messages around the workplace and VSPC.

Colorado Department of Public Health and Environment

Print Materials: <https://covid19.colorado.gov/for-lphas-health-care-providers/communication-resources/print-materials>

Social Media Graphics (can also be used as signage): <https://covid19.colorado.gov/for-lphas-health-care-providers/communication-resources/social-media-graphics>

Centers for Disease Control

Print Materials (Multi language available): <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Social Media Toolkit (Spanish resources available): <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>

Occupational Safety and Health Administration

Workplace Print Materials (Multi language available):
<https://www.osha.gov/pls/publications/publication.athruz?pType=Industry&pID=651>

Clear Ballot Voting Hygiene Recommendations

March 10, 2020



This document includes recommendations for ensuring safety and hygiene at all voting locations and instructions for cleaning Clear Ballot hardware.

Polling Place

Clean frequently touched surfaces using EPA-registered disinfectants. These surfaces include voting booths, tables, doorknobs, light switches, handles, desks, toilets, faucets, and sinks.

Voting Materials

The vast majority of voters mark ballots by hand and cast these ballots via ClearCast without physical contact with the device. However, any shared pens or other ballot-marking tools should be cleaned/disinfected throughout the day.

ClearCast

Clean the ClearCast machine prior to each election and periodically on Election Day at the direction of the county office.

Touchscreen

Clean the touchscreen with a microfiber cloth dampened with window cleaner. Isopropyl alcohol or sprayed glass cleaner should not be applied to the device's touchscreen.

Body

Disinfect the machines with isopropyl alcohol wipes. Do not use liquids to clean tabulation devices – on the interior or exterior of the machines.

ClearAccess

Clean the ClearAccess tablet, printer, and personal assistive devices prior to each election and periodically on Election Day at the direction of the county office.

Materials

Use only a microfiber cloth for cleaning electronics. Approved products include:

- 3M Microfiber Electronics Cleaning Cloth
- JP Case Microfiber Cleaning Cloth for Electronic Devices

Solutions

Use a mild soap and water solution in conjunction with the microfiber cloth. Approved cleaning products include:

- U.S. Pharmacopeia (USP) green soap
- Phenolic germicidal detergent (1% aqueous solution)
- Cidex 2.4% Activated Glutaraldehyde Solution



- 50% isopropyl alcohol mixed in 50% water solution
- Steriplex
- Novus 1

Process

Use a recommended microfiber cleaning cloth to wipe the unit clean. **Do not put liquids directly on the interior or exterior of the machine** as this may damage the unit and void manufacturer warranty. If needed, apply one of the recommended cleaning solutions directly to the cleaning cloth, then use the cloth and cleaning solution in combination to further wipe the unit clean. Be sure the cloth is only dampened, not wet or soaked.

ClearCount Central Scanners & Peripherals

Clean and disinfect central scanners and associated peripherals (scanners, laptops, computer mice, keyboards, etc.) using manufacturer-approved, EPA-registered disinfectants.

Poll workers

Poll workers should wash hands frequently with soap and water for a duration of at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer that contains at least 60% alcohol is an effective remedy.

Instructions for cleaning all ClearVote hardware components are included in user guides associated with certified versions of ClearVote. It is important to note that ClearVote customers must follow the manufacturer's instructions for all approved device cleaning procedures and products.



CUSTOMER NOTIFICATION: COVID-19 (“Coronavirus”) Information

March 9, 2020

Dear Election Official:

In light of COVID-19 (“Coronavirus”) developments in the U.S. and globally, we want to remind customers of instructions for cleaning and sanitizing your voting equipment.

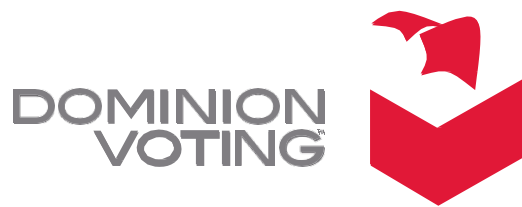
The Centers for Disease Control and Prevention (CDC) [recommends](#) the best way to protect your health while visiting any polling place is to **USE HAND SANITIZER** and **WASH HANDS** as soon as possible. Because the virus enters through the eyes, nose and mouth, frequent and thorough handwashing remains the #1 most effective protection against Coronavirus infection. Voters should use antibacterial hand sanitizer before and after their voting session and be instructed to wash their hands after voting, regardless of what method of voting is in place.

How to Clean & Sanitize Your Voting Equipment

According to the CDC, transmission of Coronavirus to persons from surfaces contaminated with the virus has not been documented. However, cleaning and sanitizing surfaces can help reduce occurrence of viral outbreaks:

- Always follow recommended manufacturer guidelines for cleaning and sanitizing equipment. Using the enclosed guidelines for ICX Touchscreens (see Avalue Cleaning Guidance), ImageCast Precinct or ImageCast Evolution systems (see ImageCAST® Tabulators Surface Cleaning Guide), thoroughly clean all units in every polling place each morning before powering them on. Clean the units again in the evening after they have been powered off. Remind voters to use hand sanitizer and wash their hands in between.
- The CDC’s guidelines for polling stations includes a [list of products with EPA-approved emerging viral pathogens claims](#) (*NOTE: Some formulations may not be appropriate for your hardware and may cause problems*).
- Follow the **CAUTION** information in the enclosed instructions to prevent damage to your voting system touchscreens and tabulators. Cleaning the units while they are powered ON is not recommended. Moist wipes may alter the touch sensitivity of screens until the moisture is removed. Additionally, some screen buttons may be inadvertently activated during wipe down.
- Regular alcohol wipes can be used for cleaning activation cards and non-porous privacy sleeves.

Thank you for your attention to this important matter. If you have questions or need further information, please contact your Customer Relations Manager for guidance.



1201 18th St., Suite 210, Denver, CO 80202
(866) 654-8683 | DOMINIONVOTING.COM

ImageCAST® Tabulators Surface Cleaning Guide

Dominion Voting Systems products are designed to withstand intensive use under operating and environmental conditions outlined in voting standards (VVSG). Normally, surface dirt and fingerprints do not affect the operation of the tabulators. However, from a healthcare aspect, it may be beneficial to clean and sanitize the product before and after use on Election Day. This guide provides the cleaning procedures, along with equipment and supplies required for this purpose.

NOTE: These products are intended solely for cleaning the exterior of the tabulators. Do not apply to the interior components of the system.

A. Recommended Cleaner and Sanitizing Agent:

Dominion recommends using one of the following cleaners/sanitizing agents for ImageCAST Tabulators:

- Mix of isopropyl alcohol and water solution with a ratio of at least 50% alcohol, up to 100% straight isopropyl alcohol.

B. Recommended Cloths and Wipes:

Dominion recommends using one of the following microfiber electronics cleaning cloths or wipes to clean the exterior of your tabulators:

Cloths:

- 3MTM Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes

Disinfectant Wipes:

- KIMTECH® One-Step Disinfectant Wipes.

C. Instructions:

1. POWER OFF the tabulator.
2. Spray a small amount of cleaning / sanitizing agent onto the cloth.
3. Wipe the tabulator in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. The tabulator is ready to be deployed for use or storage.

CAUTION

Normal household cleaners, cloths and wipes are not safe to use on the LCD glass or displays. Please use only the Dominion recommended solutions. Please consult with Dominion technical support before using any other solutions.

To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / sanitizing agents which may result in personal injury and property damage:

- Be sure to follow all instructions and recommendations in this document and the manual.
- Be sure to follow precautions and directions for any cleaning / sanitizing agent.
- Do NOT use any solutions that contain ammonia, acidic, alkali or other caustic chemicals.
- Do NOT use any vinegar-based solutions.
- Do NOT use coarse cloths or paper towels.
- Do NOT spray cleaning / disinfecting agent directly on the tabulator.

We value the health of our customers and voters. Thank you!



9 Timber Lane, Marlboro, NJ 07746
Tel: (732) 414-6500 Fax: (732) 414-6501

Avalue Touch Panel PC Care and Cleaning Guide

Thank you for using the Avalue Touch Panel PC. Our products are designed to withstand intensive use under all types of applications and require very little maintenance. Normally, dirt and fingerprints do not affect the operation of the Touch Panel PC. However, Avalue recommends that you periodically clean the Touch Panel PC for best visual and operational experience. Certain applications such as medical, healthcare and fitness, etc. may also require disinfecting the product after use. Therefore, we have prepared for you this Touch Panel PC Care and Cleaning Guide. Please read and be sure to follow the instructions outlined when cleaning or disinfecting the Touch Panel PC.

Recommended Cleaner and Disinfecting Agent:

We recommend using one of the following cleaners or disinfecting agents to clean and/or disinfect your Touch Panel PC:

Cleaners:

- 3M CL600 Anti-Static Electronic Equipment Cleaner.
- TECHSPRAY® 1605-6FP LCD and Plasma Screen Cleaner.

Disinfecting Agents:

- Mix isopropyl alcohol and water solution at a ratio of 50:50.
- Straight isopropyl alcohol.

Recommended Cloths and Wipes:

We recommend using one of the following screen safe, microfiber electronics cleaning cloths or wipes to clean your Touch Panel PC:

Cloths:

- 3MTM Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes.

Cleaning Wipes:

- 3MTM CL610 Electronic Equipment Wipes.
- 3MTM CL630 Notebook Screen Cleaning Wipes.
- Fellowes® 99703 Screen Wipes.

Disinfectant Wipes:

- KIMTECH® One-Step Disinfectant Wipes.

Instructions:

1. Turn off the Touch Panel PC and all other attached devices.
2. Spray a small amount of cleaning / disinfecting agent onto the cloth.
3. Wipe the Touch Panel PC in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. Turn the Touch Panel PC back on.



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CAUTION

Normal household cleaners, cloths and wipes may not be safe to be used on the sensitive electronics components. Please use the Avalue recommend cleaning / disinfecting solutions. Please consult with Avalue technical support before using any other cleaning / disinfecting solutions. To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / disinfecting agents which may result in personal injury and property damage:

- Follow all instructions and recommendations in the manual.
- Be sure to follow cleaning / disinfecting agent manufacturer's precautions and directions.
- Do not use any solutions that contain ammonia, acidic, alkali or other caustic chemicals on the Touch Panel PC.
- Do not use any vinegar-based solutions.
- Avoid using coarse cloths or paper towels.
- Do NOT spray cleaning / disinfecting agent directly on the Touch Panel PC.



In response to the current outbreak of COVID-19 (Coronavirus), Runbeck Election Services is providing guidelines for disinfecting and sanitizing equipment to promote a clean environment during the election process.

The following guidelines are applicable to the Agilis, AgilisDuo, Sentio and Novus equipment.

PROCEDURES

Agilis and AgilisDuo

Frequently touched surfaces, including keyboards, mice, buttons, and screens should be cleaned with alcohol-based wipes or lint-free cloths moistened with an alcohol-based solution.

The acrylic covers on the transport and pocket belts can be wiped down with a disinfecting solution. Metal surfaces—including paddles on the magazine feeder, pockets and the metal body of the pocket stackers and transport—can also be wiped down with an alcohol-based solution.

These processes can be completed as frequently as the jurisdiction deems appropriate.

Sentio

Frequently touched surfaces—including keyboards, mice, buttons and screens—should be cleaned with alcohol-based wipes or lint-free cloths moistened with an alcohol-based solution.

The body of the printer(s) can be cleaned with a disinfecting solution.

Rollers can be cleaned with diluted bleach-based solutions (avoid alcohol-based products).

It is not recommended that the transfer belt be cleaned.

Novus

Frequently touched surfaces—including keyboards, mice, buttons and screens—should be cleaned with alcohol-based wipes or lint-free cloths moistened with an alcohol-based solution.

Per the IBML ImageTrac scanner cleaning guidelines, metal surfaces can be cleaned with most disinfecting products. The rollers can be cleaned with diluted bleach-based solutions (avoid alcohol-based products). The track belts can be cleaned with an alcohol-based solution (avoid using a saturated cloth).

Other sanitary practices are at the discretion of the jurisdiction. This includes cleaning trays, racks, and tables as well as the use of gloves for operating equipment.