

Ohio Secretary of State Health Guidance for Boards of Elections

- Day before, and morning of November 2nd, 2021 Election Day please take your temperature before reporting to your polling location. If you do not feel well, have been exposed to someone with COVID-19, or have a temperature over 100.4 degrees, please call the office, as we will need to recruit a replacement for you ASAP.
- In your PPE supply bag you will have hand sanitizer, gloves, masks, alcohol wipes, disinfectant wipes, measuring tape, box of tissues, bright green tape, and face shields.
- The alcohol wipes should be at the Signature Judge station for the stylus pens, as well as the Clerk station where they are returning pens and handing out “I Voted” stickers.
- All PEO’s must wash hands throughout the day.
- After assisting curbside voters please wash hands or use alcohol-based hand sanitizer.
- We prohibit communal eating such as pot lucks at your polling location.

Cleaning and Disinfecting Election Equipment

- **PEO’s must work as a team** to properly and safely disinfect election equipment throughout the day, such as poll pads, stylus pens, pens, tables, door handles, etc.
- Disinfecting the stylus pens for the iPad is important, as this is the main component that will be handled by the public. You may use 70 percent isopropyl alcohol wipe, or Clorox Disinfecting Wipes. You may gently wipe the shaft of the stylus **but be careful not to wipe the rubber tip of the stylus.**
- For disinfecting the DS200 (scanner) and ExpressVote, you may use Clorox Disinfecting wipes, but please do not wipe down the screens with wipes.
- PEO’s must encourage all voters to wear a mask while present inside the polling location. However, even with the ODH Order (Ohio Department of Health) currently in effect, voters cannot be required to wear a mask in order to vote in person. **All eligible voters must be permitted to vote.**
- If any conflicts should arise, please try to de-escalate situation or seek assistance from another PEO. Try these methods:
 - Speak in a calm voice;
 - Do not engage in underlying issues that may factor into the objection;
 - Remind the voter that they are permitted to vote, and that they are being asked to wear a mask for the health and safety of other voters and PEO’s;
 - If de-escalation fails, inform the voting location manager or precinct support;
 - If a precinct election official or election official feels the safety of any person is in jeopardy, please contact law enforcement.

Layouts for Polling Locations

- If possible, have voters moving in one linear direction when entering and voting so there is no retracing of steps.
- Social distancing is required; we are placing a roll of bright green tape and tape measure in each of your PPE supply bags to follow social distancing guidelines. Please mark on the ground where the line would be for voters to stand. Make an “X” 6 feet apart, or as far as practicable in your location. If in a multi-precinct location, try to distance the Signature Judges as far apart at the table as possible. If there are extra tables at a location place one signature judge at each table. Continue this practice with the other PEO positions, if possible.
- Try to prop open as many doors as you can for less contact and air ventilation.
- PEO’s should ensure that the scanner(s) are 6 ft. apart from the voting tables to ensure that voters waiting to scan their ballots may do so safely and social distanced (or as far as possible).
- Try to place the garbage cans close to the exits for the voters to discard any PPE or masks on their way out.