

ELECTION WORKER GUIDE

NOVEMBER 3, 2020

GENERAL ELECTION



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OAKLAND, CA 94612
Tel - (510) 272-6973

ALAMEDA COUNTY
Registrar of Voters



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WHO TO CALL

NEED ASSISTANCE?

I'M A STAFF MEMBER

WHO DO I CALL FOR HELP?

URGENT QUESTIONS

**ALAMEDA COUNTY
REGISTRAR OF VOTERS**

BEFORE ELECTION DAY:
(510) 272-6971

ELECTION DAY:
(510) 835-0320

Video Conferencing is available on Election Day. Solve issues quickly and ask to start a video conference when you call the AVL Hotline.

I'M A VOTER

WHO DO I CALL FOR HELP?

**ALAMEDA COUNTY
REGISTRAR OF VOTERS**
(510) 272-6973

VOTER FRAUD:
CA Secretary of State
(916) 657-2166

WELCOME!

ELECTION WORKER ETIQUETTE

ATTENTION ELECTION WORKERS!

The following guidelines are intended to help you on Election Day and help us maintain a good working relationship with all of our Accessible Voting Location (AVL) organizers.

PLEASE REMEMBER: The manner in which you communicate with the AVL organizers directly affects whether or not we are able to continue using a facility. Please show consideration for the person(s) allowing us to use their facility. Please keep the following suggestions in mind on Election Day when you are working at the AVL.

- **ELECTION WORKERS ARE NOT ALLOWED TO BRING CHILDREN TO THE AVL!**
- We are guests in the AVL facility. The Election Workers should familiarize themselves with the rules. Use tape carefully on the floors, walls, or woodwork so that you do not permanently damage the facility. If in doubt, ask first.
- Be polite to the other occupants sharing the space. If major problems occur, call the Registrar of Voters' Office.
- Bilingual Election Workers are present in order to assist the language communities. The Bilingual Election Workers are placed in each AVL based on the number of language Voters in that area.
- Do not move large furniture without permission.
- The AVL organizers are not required to give Election Workers access to bathroom facilities, telephones, and kitchens. If they are offered, please keep them neat. If they are not available, please make other arrangements.
- All Election Workers are an extension of the Registrar of Voters' Office. The manner in which you perform your duties is a direct reflection of our office.
- We hope these guidelines will be helpful on Election Day.

THANK YOU FOR SERVING AT THE AVL!

SERVING THE COMMUNITY

VOTER BILL OF RIGHTS

The Help America Vote Act (HAVA) requires a Voter Bill of Rights to be posted both inside and outside the AVL. The Alameda County Registrar of Voters is required to post English, Chinese, Spanish, Tagalog, and Vietnamese versions of this Bill. All AVLs will be required to post additional versions in Punjabi, Khmer, Korean, Hindi, Mongolian, Laotian, Burmese, Mien and Telugu. It is your duty to ensure these rights are extended to all Voters.

1. You have the right to cast a Ballot if you are a valid Registered Voter.
2. You have the right to cast a Conditional/Provisional Ballot if your name is not listed on the voting rolls.
3. You have the right to cast a Ballot if you are present and in line at the AVL prior to the close of the polls.
4. You have the right to cast a secret Ballot, free from intimidation.
5. You have the right to receive a new Ballot if, prior to casting your Ballot, you believe you made a mistake.
6. You have the right to receive assistance in casting your Ballot, if you are unable to vote without assistance.
7. You have the right to return a completed Vote by Mail Ballot to any 24-hour Ballot Drop Box or AVL in the county.
8. You have the right to Election Materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about Election procedures and observe the Election process.
10. You have the right to report any illegal or fraudulent activity to a local Elections Official or to the Secretary of State's Office.

VOTER ASSISTANCE: ACCESSIBILITY ASSISTANCE

The **Americans with Disabilities Act (ADA)** and **Help America Vote Act (HAVA)** require that assistance, equipment, and voting machines be provided to make the voting process available to Voters with a range of needs. For more information on working with Voters requiring assistance, refer to the Voters with Disabilities section (*pg. 42*) of the Election Worker Guide.

INTRODUCTION

WHAT'S NEW

VOTE BY MAIL:

- Every Registered Voter will receive a Vote by Mail Ballot for this Election
- Vote by Mail Replacement Envelope will be available

100 ACCESSIBLE VOTING LOCATIONS:

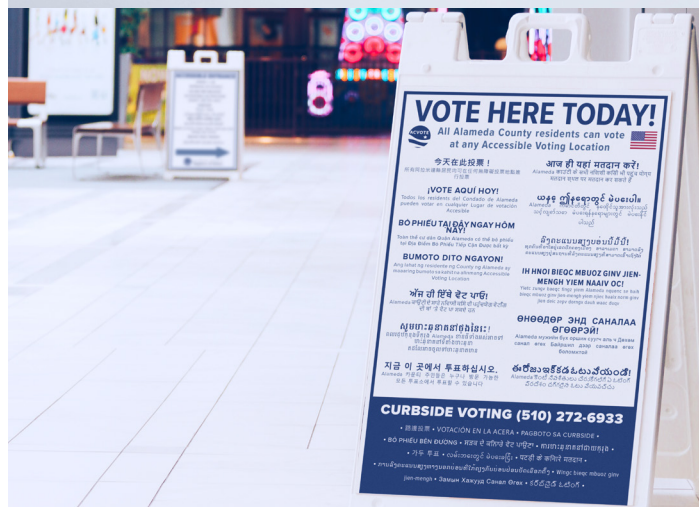
- Open for four (4) days
- Available to all Voters that want to vote or drop off their Vote by Mail Ballot, as well as Voters that need assistance, or if damaged or lost Vote by Mail Ballots
- No need to surrender Vote by Mail Materials to vote

NEW VOTING EQUIPMENT:

- Electronic Poll Pad replaces Roster Index
- Voter Information Guide (VIG) On Demand Printing
- Ballot On Demand (BOD) Printing
- Touchscreen Ballot Marking Devices

CONDITIONAL PROVISIONAL REGISTRATION FORM:

- Register and vote the same day
- Conditional Voter Registration and Provisional use one combined envelope called Conditional/Provisional Ballot/Voter Registration Form



INTRODUCTION

COVID-19 SAFETY PROTOCOL

COVID-19 & YOU

KNOWING WHEN YOU ARE SICK

Election workers should stay home and contact the Election Worker Recruiting Department.

- If you are not feeling well or have any symptoms of COVID-19 or other illnesses: frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, and/or recent loss of taste or smell.
- If you or someone you live with has been diagnosed with COVID-19.

STAYING HEALTHY PRIOR TO SERVICE

There are many things you can do to prevent yourself and others from becoming sick. These include:

- Self-screening including temperature and symptom checks.
- Seeking medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Frequent handwashing, scrubbing with soap and water for at least twenty (20) seconds.
- Using hand sanitizer with at least 70% isopropyl alcohol when hand washing with soap and water is not an option.
- Practicing physical distancing of at least six (6) feet both at work and away from work.
- Avoiding touching of your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose when you go out.

HANDLING VOTERS SAFELY

There are several key points where Election Workers interact with voters at the Accessible Voting Location, including upon arrival, at check-in, and while moving throughout the routine voting process. In addition, there will be critical points of interaction, and special processes, when assisting Voters with special requirements, such as Accessible Curbside Voters and Voters not wearing a face covering. With the new challenges of physical distancing and ensuring the Accessible Voting Location is as safe as possible for all, it is important that safety and clear communications be at the forefront of all of our interactions.

1. The first stop for Voters, and maybe point of closest contact, will be check-in. Provide the voter with a pair of disposable gloves and minimize proximity by asking the Voter to remain 6 feet away, and only step forward when procedures require.
2. When the Voter is ready to vote on the touchscreen or has their printed Paper Ballot, direct them to an open voting booth and indicate a path that keeps them distanced from other Voters. Also indicate the appropriate path from the Voting Booth to where they will deposit their Voted Ballot.
3. If there is a line, remind Voters to keep a distance of 6 feet between them and the next Voter in line, and to stand on any floor markings to maintain a distance of 6 feet.
4. In the event a Voter needs assistance, maintain proper distance while the issue is being addressed.
5. When the Voter is finished marking their ballot, ask the Voter to insert their own Ballot into the appropriate trolley.
6. Prior to the Voter leaving the Accessible Voting Location, place an "I Voted" sticker on a surface where the voter can pick it up without touching other stickers.
7. Ask the Voter to dispose of their gloves, and then use hand sanitizer then direct the Voter to the best exit.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

VOTERS WITHOUT FACE COVERINGS

A Voter may enter the Accessible Voting Location without a face covering. Many will be forgetful, or at any rate unwilling to use a face covering. Here are some simple messages to address this.

- “Do you have a face covering you can use?”
- “If you do not have one, we’d be happy to provide one!”

Voters who do not comply **STILL MUST BE ALLOWED TO VOTE**, so Election Workers must take measures that can keep the situation calm.

Remember that face coverings and physical distancing are to some degree overlapping measures, with the goal of avoiding breathing air others have exhaled. Election Workers can improve health and safety by keeping the interaction calm and maintaining distance.

Voters are likely to be reassured once they know they will be allowed to vote. Let them know:

- We do respect your right to vote, you will be allowed to vote as quickly as possible. We will need you to maintain physical distance of 6 feet from others. Please give us a bit of time to organize the voting area to allow additional physical distance between you, our Election Workers, and other Voters.
- Calmly repeating that “you will be allowed to vote,” perhaps more than once, may help receipt of the message.

Discretely communicate to other Election Workers that a voter without a face covering will be checking in.

After checking in, the Voter can be sent to a Voting Booth at an appropriate distance from other booths.

Election Workers must be aware that other Voters may try to talk to the Voter, which could escalate the situation.

Election Workers should contact the Help Desk for guidance. In the event of an emergency contact 911 Emergency Services.

ELECTION WORKERS & COVID-19

PERSONAL PREVENTION IN THE VOTING SITE

Once inside the Accessible Voting Location, there are many precautions that you should take to keep yourself and others as safe as possible. These precautions include:

- Practicing physical distancing by staying at least 6 feet away from other Election Workers, Voters, and Observers.
- Avoiding touching your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose.
- Washing or sanitizing your hands frequently, including upon arrival at the Accessible Voting Location, after using the restroom, after blowing your nose or sneezing, after eating, and before leaving the Accessible Voting Location.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

ORGANIZING THE ACCESSIBLE VOTING LOCATION FOR HEALTH AND SAFETY

ACCESSIBLE VOTING LOCATION SETUP AND TRAFFIC FLOW

When setting up the Accessible Voting Location, careful consideration must be given for placement of stations and equipment to minimize close contact and keep people in their own “air space.” This can be done primarily through physical distancing.

Accessible Voting Location should be configured to ensure people can remain 6 feet apart from one another, when standing or moving. An element critical to making this happen is creating a one-way circuit that traffic flows around.

1. The first-place Voters will go is the Poll Pad station, this station should be near or at the entrance.
 - Stations should be 6 feet from each other.
2. From the check-in stations, voters next go to a Voting Booth. Booths should be placed 6 feet apart, and also 6 feet from other stations.
 - Voting Booths should be placed more deeply into the room, continuing the circular flow of traffic.
 - Sites will receive plexiglass partitions, which can block direct air flow.
3. The final station will be the completed Ballot Trolleys (Turquoise or Blue), which should be near an exit, ideally a different doorway than the entrance, or on the opposite side of the entrance.

PHYSICAL DISTANCING AND VISUAL CUES

Signs to encourage people to stay at least 6 feet from each other.

- Floor markings will show stopping points in lines and in front of stations. Markings should be placed on the floor before the entrance to the room so that Voters stand 6 feet from each other while they are waiting to enter the Accessible Voting Location.
- Painters tape can indicate routes from one area to another, so Voters recognize the best path that keeps them away from others.

The goal of physical distancing is to keep people far enough apart that they’re less likely to inhale air someone else breathed out.

VENTILATION

Fresh air is also helpful in combating the virus, so maximizing ventilation by keeping doors and windows open is a healthy option where possible.

CLEANING AND DISINFECTING

Routine cleaning of commonly used surfaces (at minimum every hour)

- Doorknobs
- Tables
- Poll Pads
- Stylus (after each use)
- Secrecy Sleeves
- Voting Booths

Monitor cleaning and disinfecting supply inventory and notify the AVL Captain if you foresee running out.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

ELECTION OBSERVERS

As in all Elections, Observers must be accommodated. Space should be made for observation, while allotting for 6 feet of physical distancing.

Observers are members of the public engaged in observing activities at the AVL. Department of Justice Observers will identify themselves; they are allowed to touch Voting Equipment and Documents.

Observers will need to be able to view the Accessible Voting Location process and may periodically ask to look at the voting equipment.

Interaction between Observers and others in the Accessible Voting Location should be minimized.

Observers must wear a face covering, maintain physical distancing, and observe all health guidelines.

An Observer may not have a face covering. Here are some simple messages to address this.

- "Do you have a face covering you can use?"
- "If you do not have one, we would be happy to provide one!"

If an Observer refuses to respect the rules, the AVL Captain must notify the Help Desk immediately.

Observers are limited to:

- Two (2) Observers inside the AVL at a time (one (1) per campaign at a time).
- Fifteen (15) minute observation window.
- If a line of Voters is present only one 15 minute window is allowed per Observer inside the AVL, allowing for maximum Voter occupancy.

GUIDELINES FOR OBSERVERS

Observers are allowed to:

- Observe activity at the AVL including Opening and Closing procedures.
- Ask questions, and/or allowed to be directed to the Registrar of Voters, (510) 272-6933, for Election process related questions.
- With an Election Worker escorting them, they may visually inspect the integrity of external Security Seals used to secure Voting Equipment.
 - Such Inspection can only be done when it does not interfere with the privacy of any Voter.

Observers are NOT allowed to:

- Talk to Voters within one hundred (100) feet of the room where voting is taking place.
- Sit at any table.
- Use cameras, video recording devices, telephones, or two-way radios.

INTRODUCTION

AVL STAFF



AVL CAPTAIN

- ROV Staff Member that leads Accessible Voting Location

JUDGES



- Election Workers that will be operating the Electronic Poll Pads, On Demand Printing, and Ballot Trolley Officers.

CLERKS



- Election Workers that will be Demonstration, Queuing, Entry, and VBM Ballot Drop Stop Officers.

INTRODUCTION

DELIVERED TO THE AVL



SUPPLY DELIVERY BOXES



OFFICIAL BALLOTS DELIVERY CARTS

INTRODUCTION

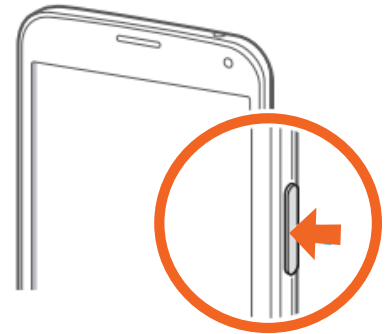
CELL PHONE OPERATING INSTRUCTIONS

POWER ON

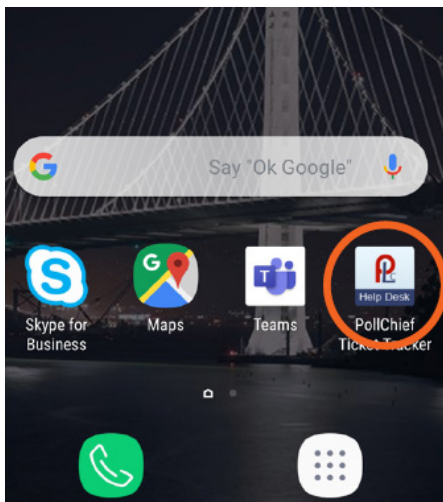
Make sure the screen is facing you with the Samsung logo at the top.

1. **PRESS & HOLD** the power button located on the right side for a few seconds until the Samsung logo appears and the phone vibrates.
2. **RELEASE** the power button and wait for the device to fully boot.

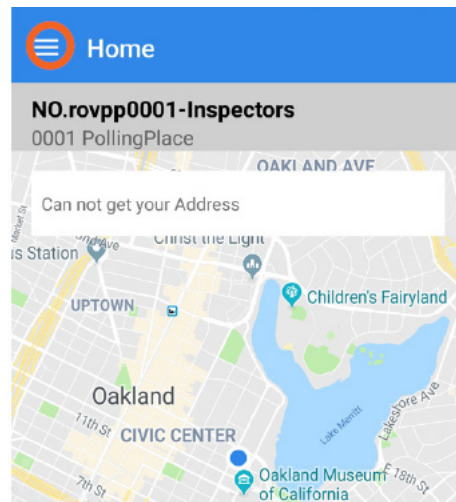
NOTE: Power on the Cell Phone upon receipt and make sure it is fully charged and working. Make sure that you have enough battery life to boot up your phone. If you are not able to turn it on, charge it for 5 MINUTES before attempting again.



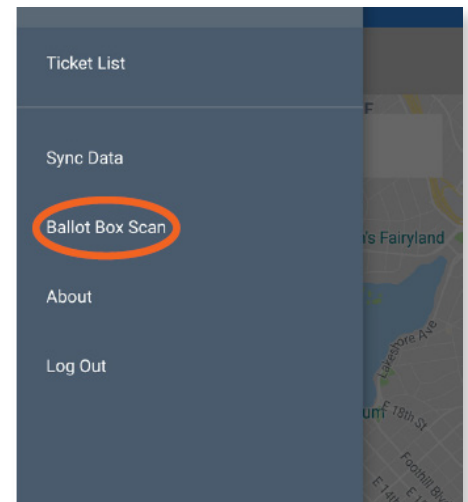
BALLOT BOX SCAN



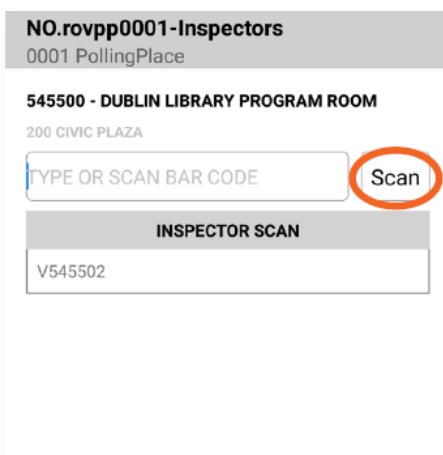
1. **OPEN** PollChief Ticket Tracker App & **SIGN IN**.



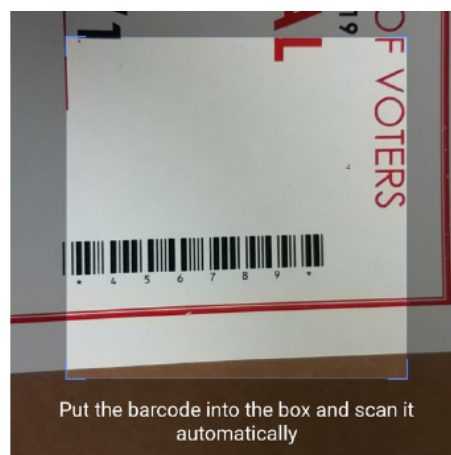
2. **SELECT** Menu.



3. **SELECT** Ballot Box Scan.



4. **SELECT** Scan.



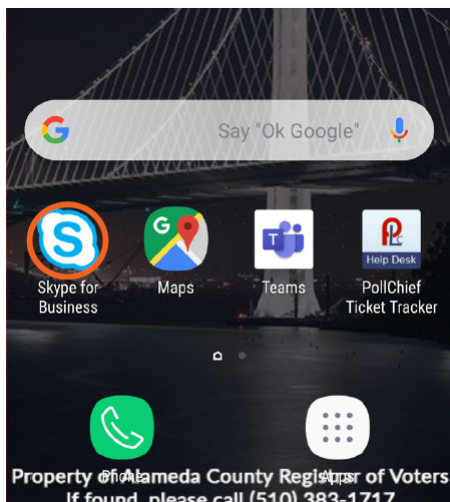
5. **POSITION** barcode horizontally within box on the screen. Once scanned successfully, **SELECT** OK.

INTRODUCTION

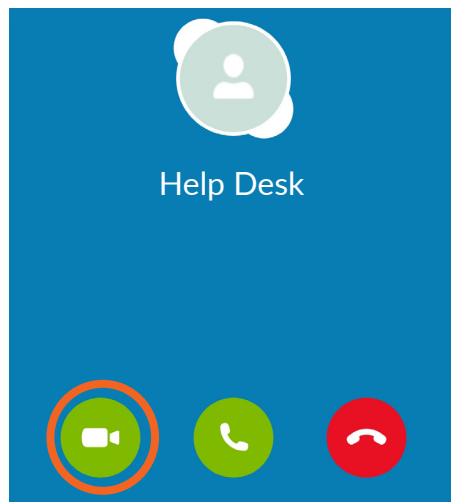
CELL PHONE OPERATING INSTRUCTIONS

VIDEO CALLING

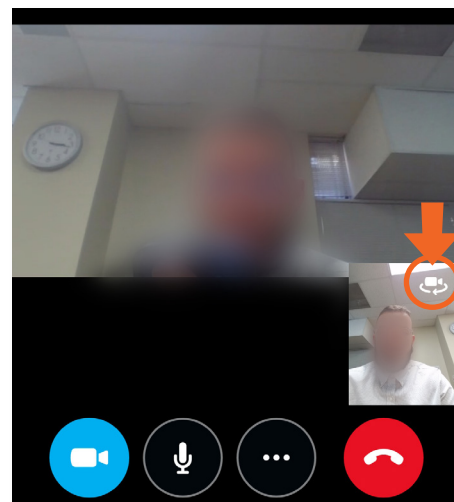
1. CONTACT Registrar of Voters Recruiting at (510) 272-6971.



2. TAP & OPEN the “Skype for Business” application. Help Desk will initiate a video call.

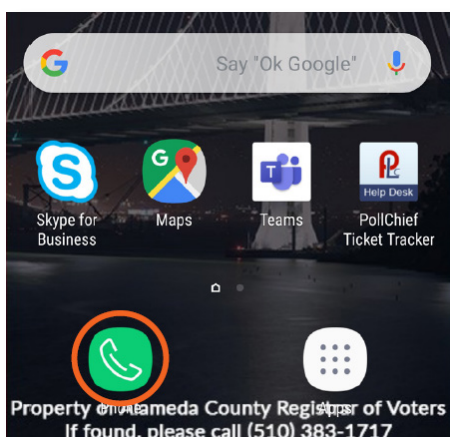


3. To enable your camera, SELECT the Video Camera icon.

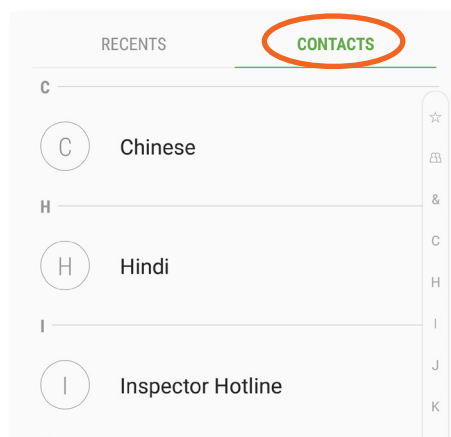


4. To switch camera (front/back), SELECT the icon in the top right of your video.

LANGUAGE HOTLINES



1. SELECT the green “Phone” icon.



2. SELECT the tab labeled “Contacts”. All available language hotlines, as well as the AVL Hotline, are located under that tab.

CLOSING

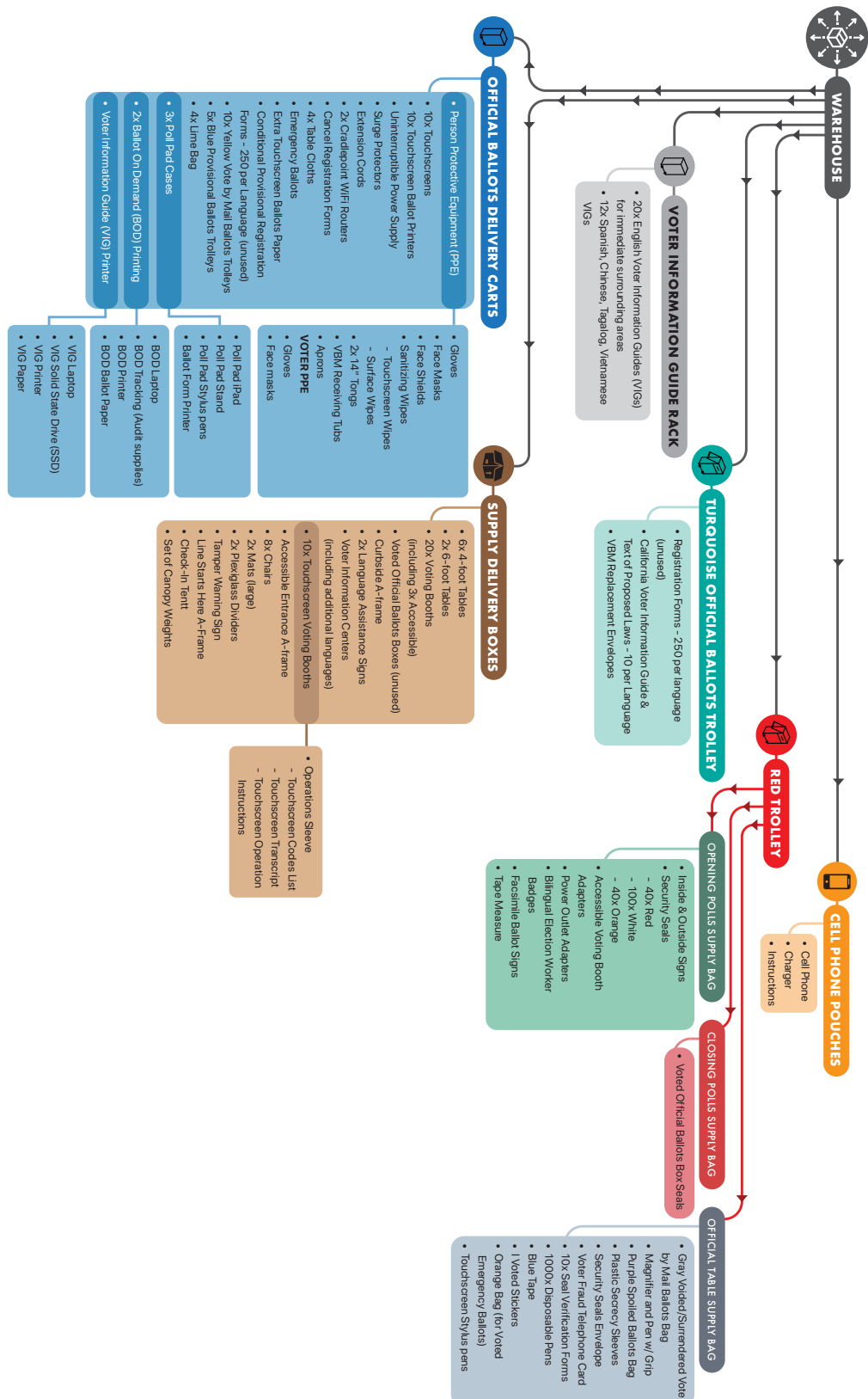
1. DO NOT POWER OFF Cell Phone. **Cell Phone must remain on.**

2. PLACE Cell Phone pouch inside the Lime Bag when Closing.

OPENING PROCEDURE

SUPPLIES QUICK REFERENCE CHART

LARGER VERSION LOCATED IN THE OPENING SUPPLY BAG



OPENING PROCEDURE

OPENING TIMELINE

VOTING MUST START AT SCHEDULED TIME

Do **NOT** delay setting up the AVL. **VOTING MUST START AT THE SCHEDULED START TIME!**

NOTE: If AVL is locked, **CONTACT** Registrar of Voters Recruiting at (510) 272-6971.

1. AVL CAPTAIN

TASK 1 GIVE OUT BADGES & PERSONAL PROTECTIVE EQUIPMENT (PPE) — *Daily*



- All Election Workers **MUST** wear Badges at all times.
- Bilingual AVL Election Workers **MUST** wear Bilingual Badges identifying their language.



- All Election Workers **MUST** wear face masks, protective face shields, and gloves at all times.



- Election Workers working outdoors **MUST** wear aprons with their PPEs at all times.

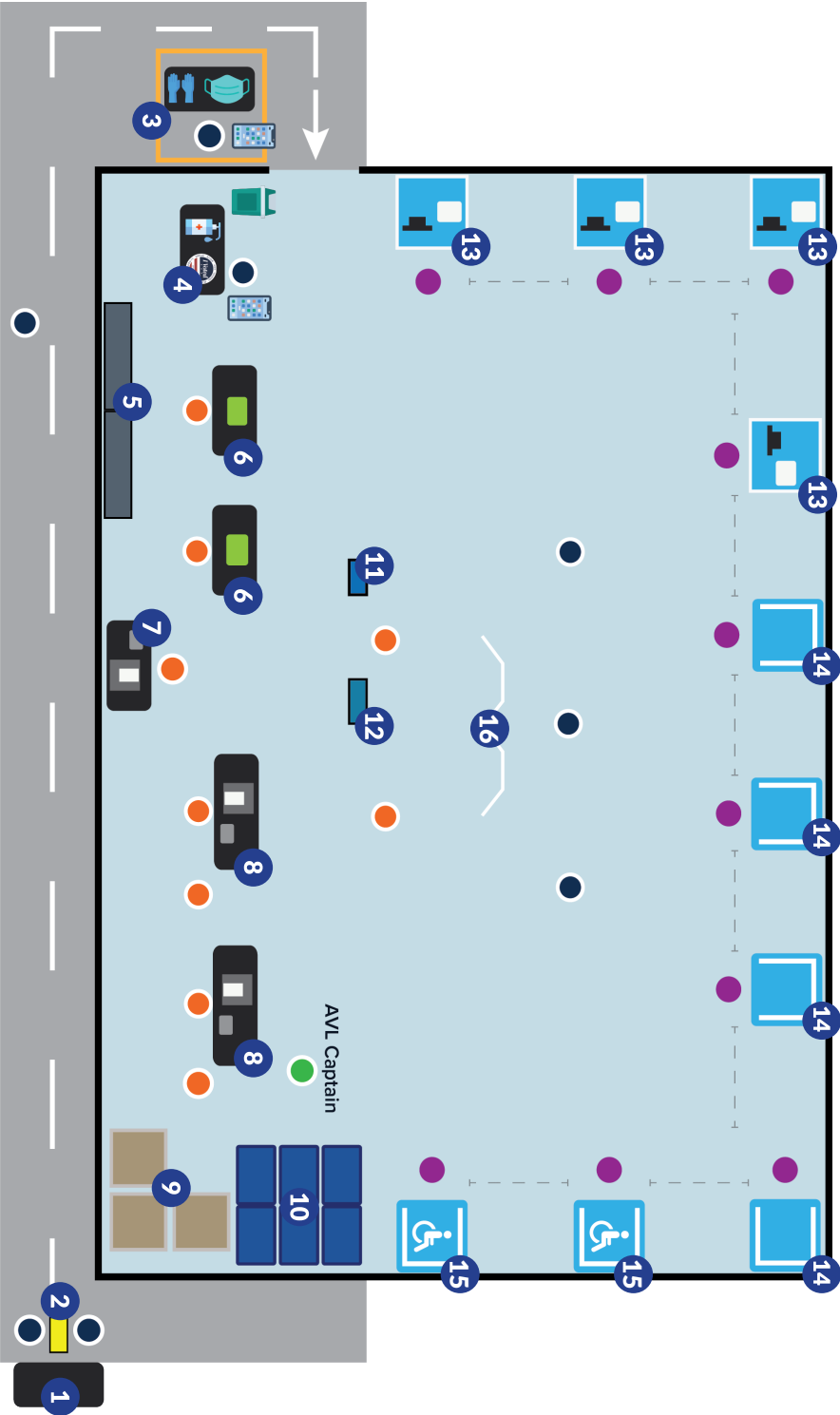
OPENING PROCEDURE

1. AVL CAPTAIN

TASK 2 DIRECT AVL SET-UP — *First Day*

CREATE A CLEAR PATH for Voters who may use a wheelchair to maneuver inside the AVL. Mandatory 6 feet Social Distancing rule apply to Staff, Voters, Election Observers, and Voting Booths. **USE** the Measuring Tape from the Opening Supply Bag and Blue Tape from the Official Table Supply Bag to mark spaces where Voters should stand.

- | | |
|--|--|
| 1. VBM Ballot Drop Stop | 9. Supply Delivery Boxes |
| 2. Yellow Vote by Mail Ballots Trolley | 10. Official Ballots Delivery Carts |
| 3. Check-In Tent | 11. Blue Provisional Ballots Trolley |
| 4. Sanitization Station | 12. Turquoise Official Ballots Trolley |
| 5. Voter Information Guide (VIG) Rack | 13. Touchscreen Voting Booths |
| 6. Electronic Poll Pad Tables | 14. Standard Voting Booths |
| 7. VIG On Demand Printer | 15. Accessible Voting Booths |
| 8. Ballot On Demand (BOD) Printers | 16. Voter Information Centers (VICs) |



OPENING PROCEDURE

2. JUDGES

TASK 1 SET UP TABLES - DIAGRAM — *Daily*



POLL PAD OPERATOR TABLE

1. Voter Fraud Telephone Cards
2. Magnifier and Pen with Grip
3. Electronic Poll Pad
4. Poll Pad Ballot Form Printer
5. Conditional Provisional Registration Forms
6. Gray Voiced/Surrendered Vote by Mail Ballots Bag*
7. Pens



BALLOT ON DEMAND PRINTING TABLE

7. Pens
8. Plastic Secrecy Sleeves
9. Ballot On Demand (BOD) Audit Binder
10. BOD Laptop
11. BOD Printer
12. Orange Bag (for Voted Emergency Ballots)*
13. Purple Spoiled Ballots Bag*

**Place underneath table*



VIG ON DEMAND PRINTING TABLE

14. VIG On Demand Laptop
15. VIG On Demand Solid State Drive
16. VIG On Demand Printer

OPENING PROCEDURE

2. JUDGES

TASK 2 CRADLEPOINT ROUTER SET UP — *Daily*

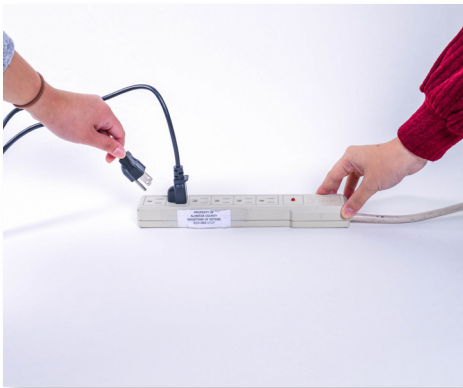


1. REMOVE Cradlepoint carrying case from the Official Ballots Delivery Cart.



2. REMOVE Cradlepoint Internet Router from the Cradlepoint carrying case. **PLACE** router on one of tables.

3. CONNECT the power cable to the port, *marked above*.



4. CONNECT Cradlepoint Internet Router to a surge protector.



5. CONNECT Cradlepoint antennas by screwing it in.

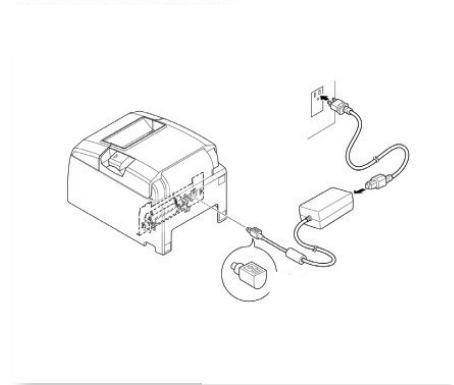
OPENING PROCEDURE

2. JUDGES

TASK 3 POLL PAD SET UP — *Daily*



1. **RETRIEVE** the Poll Pad transport case from the Official Ballots Delivery Cart.



2. **REMOVE** Ballot Form Printer, adapter, and power cord.



3. **CONNECT** the printer power cord to the power adapter.



4. **PLUG** the connector into the back of the printer. Then **PLUG** the printer power cord into a power outlet/surge protector.



5. The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, **CHECK** the power cord connections and make sure the outlet has power.



6. **ATTACH** the stand arm to the Poll Pad shell by pressing the buttons on the side of the arm then place in circular opening. **RELEASE** buttons and **ROTATE** the arm until it clicks.

NOTE: ID Tray is not required for this Setup nor will be used for this Election.

OPENING PROCEDURE

2. JUDGES

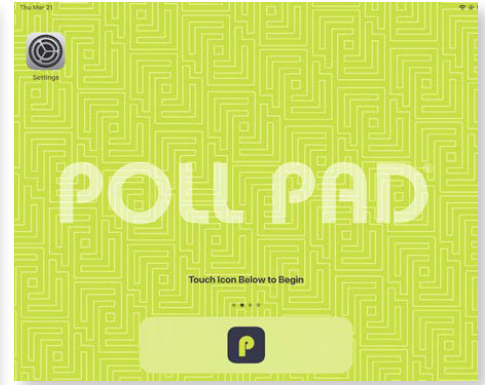
TASK 3 POLL PAD SET UP — *Daily*



7. PLACE stand arm into Poll Pad base. Once attached, **ROTATE** Poll Pad oriented in a landscape position.



8. PRESS the power button on the top left edge of the unit until you see the Apple icon, then **RELEASE**. The Poll Pad will power on, and the Poll Pad application will launch automatically.



9. PRESS the application icon at the bottom of the screen. When the application launches, you will be directed to the homepage.

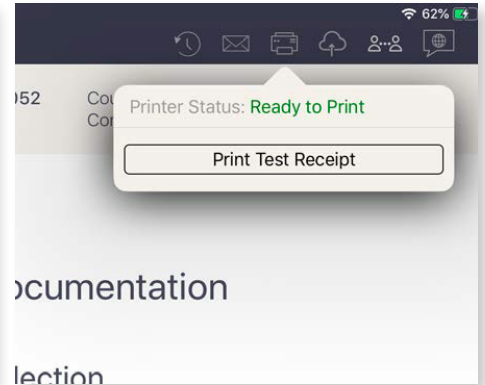


10. PLUG the lightning connector into the Poll Pad, then **PLUG** the power adapter into a power source.



11. CHECK THE FOLLOWING:

- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Verify the AVL is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater)



12. A green printer icon on the Poll Pad means you are connected to the printer. **PRESS** the green printer icon, then **PRESS** Print Test Receipt and a sample receipt will print.



Poll Pad is paired with the printer. A receipt will print out for checked-in voter.



Poll Pad recognizes the printer and is currently in the process of pairing with the device.

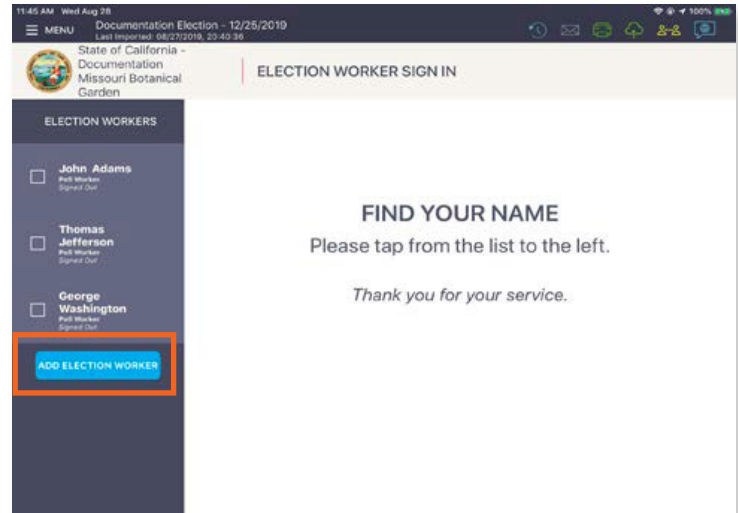
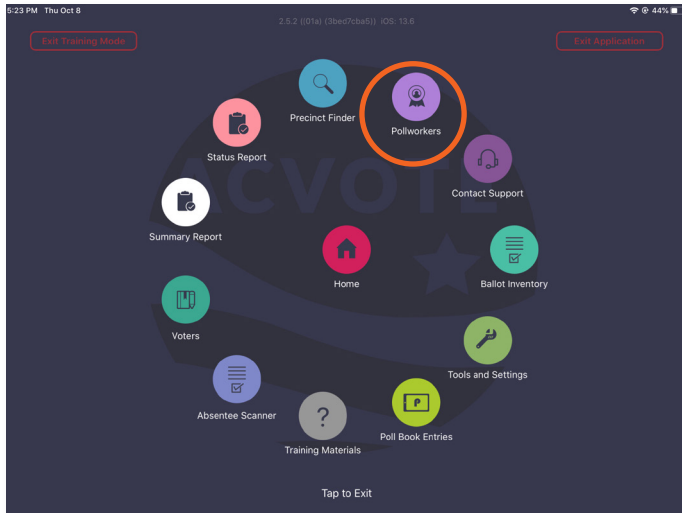


Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect.

OPENING PROCEDURE

3. AVL CAPTAIN

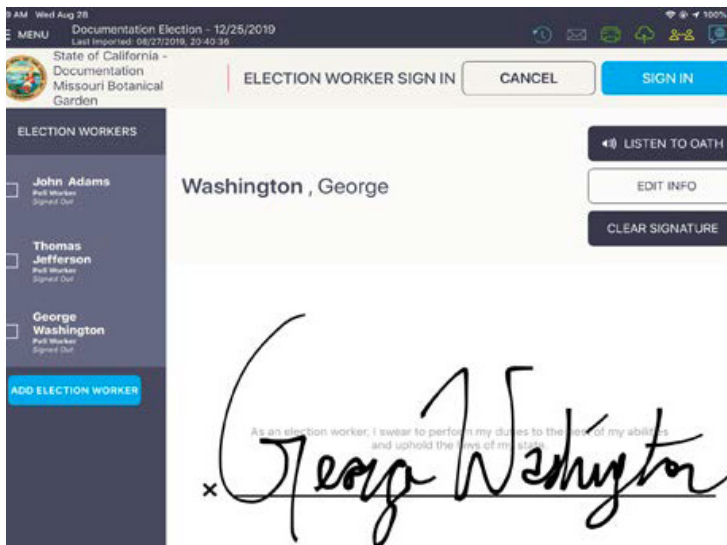
TASK 2 ADMINISTER THE OATH OF OFFICE — *Daily*



1. **NAVIGATE** to the MAIN MENU, then **PRESS** “Poll Worker”.

2. **ENTER** Election Worker’s name by selecting “ADD ELECTION WORKER” located on the left of the screen.

NOTE: Election Worker menu may be password protected.



3. Once the Election Worker’s information is entered, **READ** the Oath presented above the signature line and **SIGN** name. **PRESS** “SIGN IN” when finished. **Each Election Worker must repeat this process.**

NOTE: Be sure to **CLEAN & DISINFECT** after use.

OPENING PROCEDURE

4. JUDGES

TASK 4 BALLOT ON DEMAND SET UP — *Daily*

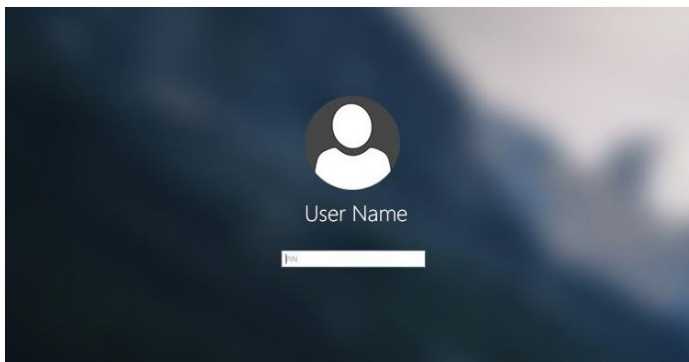
BALLOT ON DEMAND PRINTING



1. **PLACE** the Ballot On Demand (BOD) Printer*, BOD Transfer binder, and BOD Laptop (*all located in the Official Ballots Delivery Cart*) on the table where the On Demand Operator sits. **CHECK** paper is correctly oriented.

**Two (2) Person Rule*

2. **CONNECT** the BOD Printer and BOD Laptop charger to a surge protector.
3. **CONNECT** the designated BOD Laptop to the BOD Printer with the BOD USB cable (*located in the Official Ballots Delivery Cart*).
4. **POWER ON** by switching the ON/OFF Switch to the “ON” position (*located in the on the bottom-rear of the right panel*).

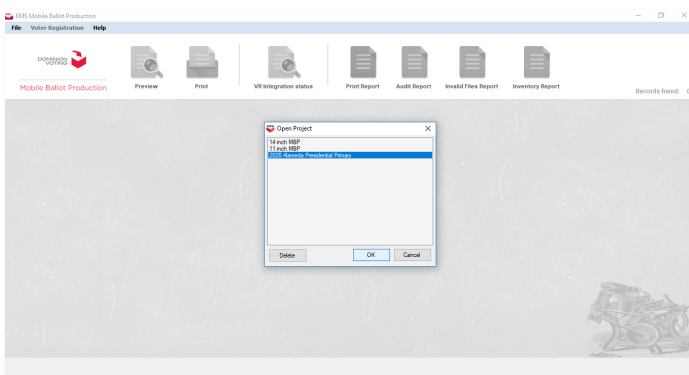


1. **POWER ON** Laptop then **SIGN IN** by entering password provided by the AVL Captain.

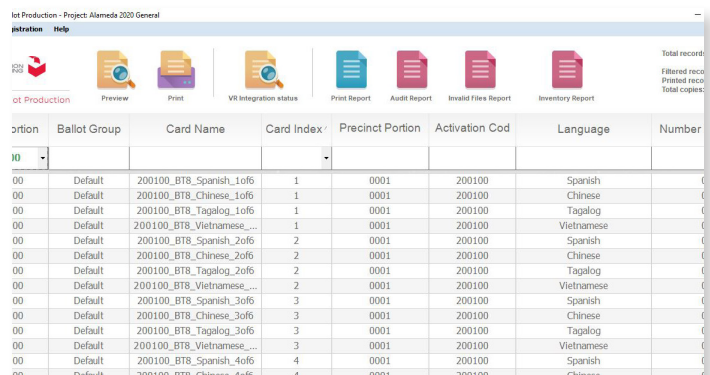
NOTE: Laptop must be connected to the charger at all times.



2. **OPEN** EMS Mobile Ballot Production application on the Laptop.



3. **CLICK** “File” on the left top side, **SELECT** “Open Project” then **SELECT** “2020 General Election” then **CLICK** “OK”.



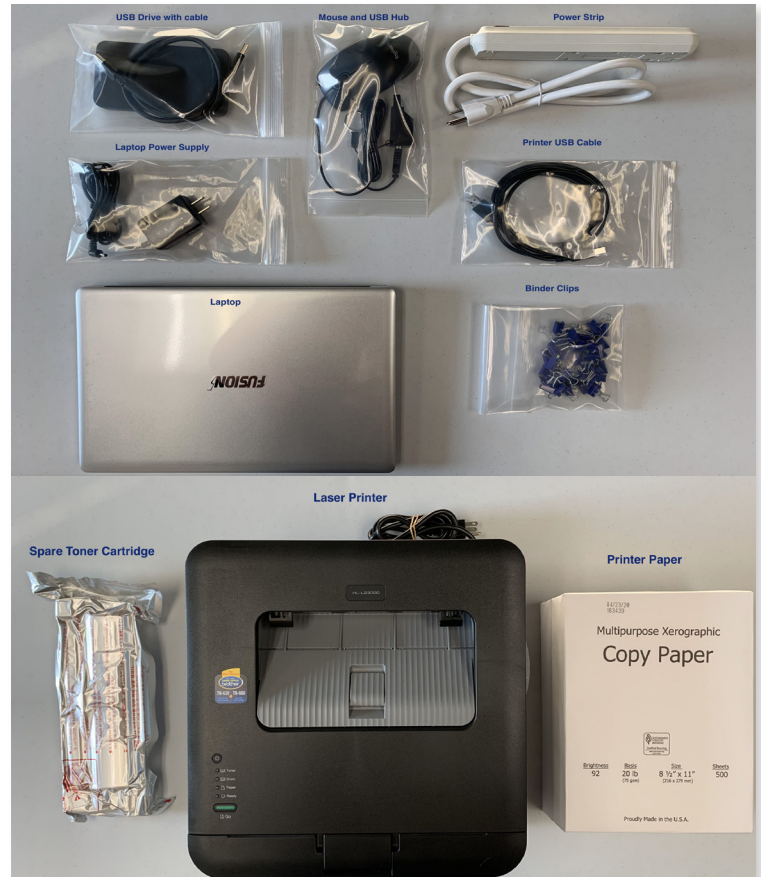
4. **CLICK** the arrow down icon on the Language Column and **SET** “Spanish” as default.

OPENING PROCEDURE

4. JUDGES

TASK 5 VIG ON DEMAND SET UP — *Daily*

1. **RETRIEVE** the VIG On Demand case from the Official Ballots Delivery Cart.

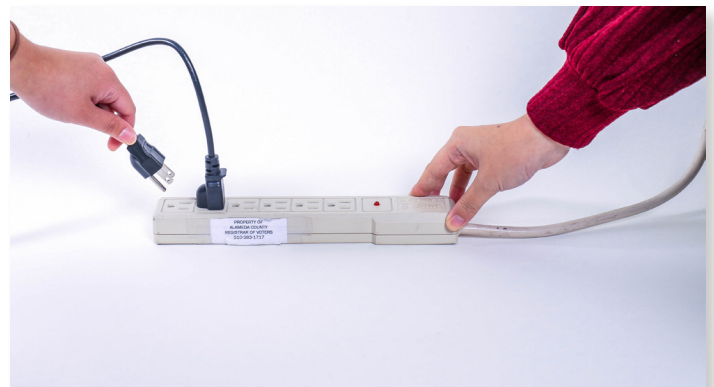


2. **RETRIEVE** the following items above from the case.
PLACE on a table behind the Poll Pad Operator table.



3. **CONNECT** Laptop Chargers to VIG On Demand Laptops.

NOTE: Laptop must be connected to the charger at all times



4. **CONNECT** Laptop charge and Printer power cable to the surge protector.

OPENING PROCEDURE

4. JUDGES

TASK 5 VIG ON DEMAND SET UP — *Daily*



5. PLUG IN Printer USB Cable to the back of the Printer.



6. PLUG IN USB Hub to the USB port of the VIG On Demand Laptop. **PLUG IN** other end of the Printer USB Cable and Mouse to the Laptop.



7. PLUG IN external USB Solid State Drive into the VIG On Demand Laptop, before powering on the Laptop.



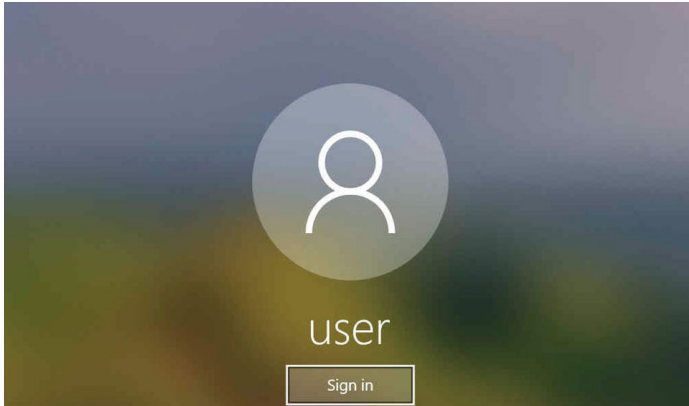
8. PRESS & HOLD power button on the Laptop and Printer to power on. Everything must be connected before powering on and the LED on the Printer is green.

NOTE: Laptop must be connected to the charger at all times.

OPENING PROCEDURE

4. JUDGES

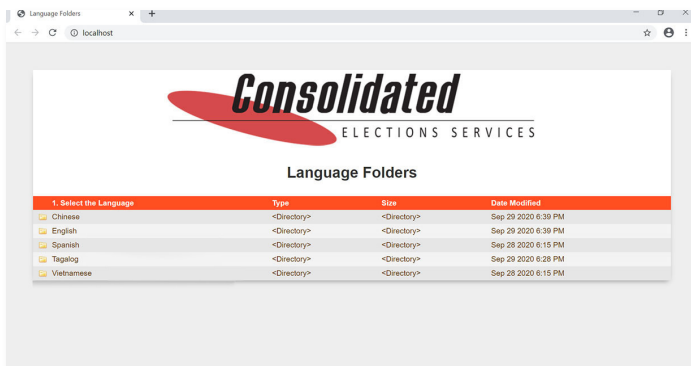
TASK 5 VIG ON DEMAND SET UP — *Daily*



9. **CLICK** “Sign in” button. **MAKE SURE** “user” profile is selected before signing in.



10. **DOUBLE CLICK** “Start Here” icon to start the program.



11. If the screen shown above does not appear, **RESTART** the computer to try again.

OPENING PROCEDURE

5. ALL ELECTION WORKERS

TWO (2) PERSON RULE

TASK 1 SET UP TOUCHSCREEN* — *Daily*

**Refer to Touchscreen Setup Section (pg. 35)*



BOOTH



TOUCHSCREEN



PRINTER



ATI (Audio Tactile Interface)



POLL WORKER CARD*

**Located with the AVL Captain*

OPENING PROCEDURE

5. ALL ELECTION WORKERS

TWO (2) PERSON RULE

TASK 2 SEAL VERIFICATION — Daily

FRONT PAGE

SEAL VERIFICATION FORM

{123456}

{(LOCATION)}

{1234 MAIN STREET}

{(CITY)}

RED SECURITY SEAL

2 PERSON RULE

1. VERIFY the Red Security Seal serial numbers match on both the Touchscreens and this form.

2. FOLLOW Touchscreen Powering On/Off instructions.

3. RESEAL the Touchscreen, then RECORD the replacement Red Security Seal number.

If the serial numbers **DO NOT** match, call the Registrar of Voters immediately at (510) 835-0320.

DAY	RED SEAL #	REPLACEMENT #	REPLACEMENT #	VERIFIED BY	ASSET ID (For Office use ONLY)
DAY 1	{051804}			WORKER 1 WORKER 2	{T001764}
DAY 2				WORKER 1 WORKER 2	{T001765}
DAY 3				WORKER 1 WORKER 2	
DAY 4		A		WORKER 1 WORKER 2	B

OPENING BLUE SECURITY SEAL

2 PERSON RULE

1. VERIFY the Blue Security Seal is intact.

2. Poll Workers **MUST COMPLETE** the "Verified By" section.

If the seal is **compromised or tampered**, call the Registrar of Voters immediately at (510) 835-0320.

DAY	VERIFIED BY	DAY	VERIFIED BY
	INITIALS		INITIALS
DAY 1	WORKER 1 WORKER 2	DAY 3	WORKER 1 WORKER 2
DAY 2	WORKER 1 WORKER 2	DAY 4	WORKER 1 WORKER 2

A Replacement Red Security Seal numbers

B Election Workers' printed name & initials verifying Red Security Seals

C Election Workers' initials verifying Blue Security Seals

BACK PAGE

RED SECURITY SEAL CHECK

2 PERSON RULE

1. VERIFY the Red Security Seal is intact at the appropriate times.

2. Poll Workers **MUST COMPLETE** the "Verified By" section.

If the seal is **compromised or tampered**, call the Registrar of Voters immediately at (510) 835-0320.

12:30 PM

5:30 PM

7:30 PM

DAY	VERIFIED BY	DAY	VERIFIED BY	DAY	VERIFIED BY
	INITIALS		INITIALS		INITIALS
DAY 1	WORKER 1 WORKER 2	DAY 1	WORKER 1 WORKER 2	DAY 1	WORKER 1 WORKER 2
DAY 2	WORKER 1 WORKER 2	DAY 2	WORKER 1 WORKER 2	DAY 2	WORKER 1 WORKER 2
DAY 3	WORKER 1 WORKER 2	DAY 3	WORKER 1 WORKER 2	DAY 3	WORKER 1 WORKER 2
DAY 4	WORKER 1 WORKER 2	DAY 4	WORKER 1 WORKER 2	DAY 4	WORKER 1 WORKER 2

ORANGE SEALS REMOVED FROM PRINTERS

RED SECURITY SEALS REMOVED FROM TOUCHSCREENS

D Election Workers' initials verifying Red Security Seals periodically

E Any removed Orange Security Seals

F Any removed Red Security Seals during Election

NOTE: Place any white Security Seals removed in the Security Seal Envelope.

ELECTION WORKER GUIDE

27

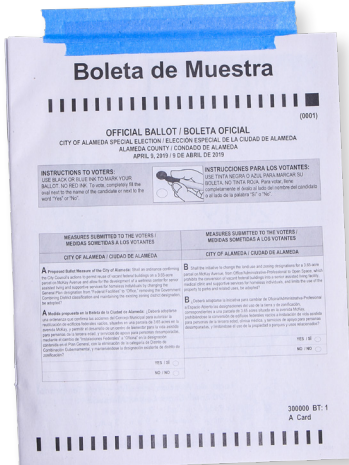
OPENING PROCEDURE

6. CLERKS

TASK 1 POSTING SIGNS — Daily

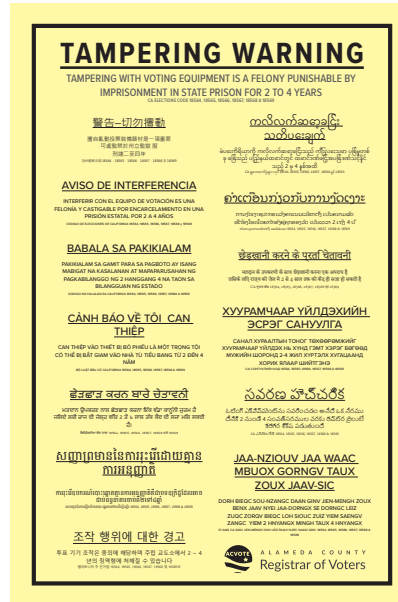
INSIDE SIGNS

SPANISH SAMPLE BALLOT



- **POST** behind the Poll Pad table after opening to Voter Information Guide Spanish Sample Ballot Page. (CEC § 14201)

TAMPER WARNING



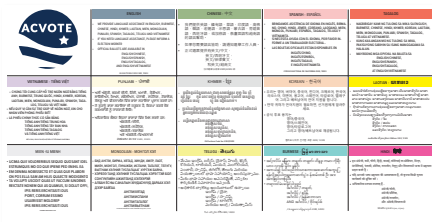
- **PLACE** anywhere in AVL, accessible to all Voters.

EARLY BALLOT PICK UP



- **PLACE** near the entrance of the AVL.

LANGUAGE ASSISTANCE



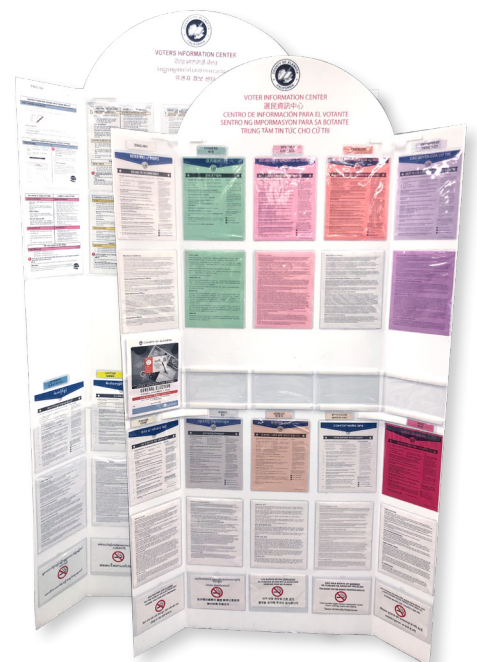
- **PLACE** on Poll Pad Operator table.

COVID-19



- **PLACE** anywhere in AVL, accessible to all Voters.

VOTER INFORMATION CENTERS (VIC)

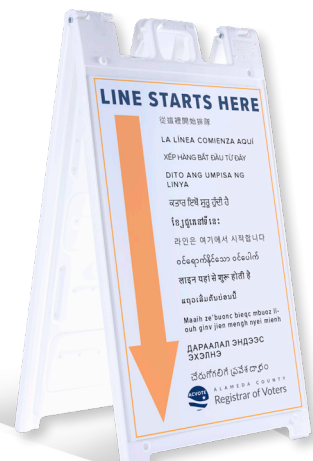


- **PLACE** anywhere in AVL, accessible to all Voters.

6. CLERKS

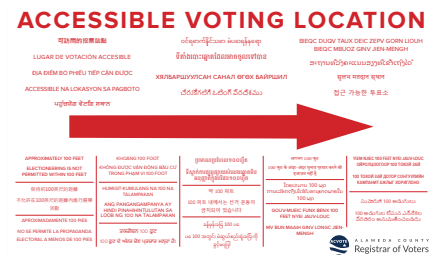
OUTSIDE SIGNS

LINE STARTS HERE A-FRAME



- **PLACE** outside AVL, near the curb.
- **PLACE** outside AVL, near an accessible entrance.
- **PLACE** near the entrance of the AVL, close to the AVL Check-In tent.

AVL 100-FEET



- **PLACE** on the AVL Check-In table.
- **POST** along the path of travel to the AVL, visible to Voters.
- **POST** 100 feet (or 40 steps) in each direction from the main entrance of the AVL.

TOP TWO CANDIDATES



- **POST** next to the entrance of the AVL.
- **POST** next to the entrance of the AVL.

OPENING PROCEDURE

6. CLERKS

TASK 3 SET UP VOTING BOOTHS — *First Day*

SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



1. UNLATCH Booth.



2. UNHOOK S-hook.



3. REMOVE Privacy Shield and legs.



4. TURN upside down & **INSERT** legs into sockets.

OPENING PROCEDURE

6. CLERKS

TASK 3 SET UP VOTING BOOTHS — *First Day*

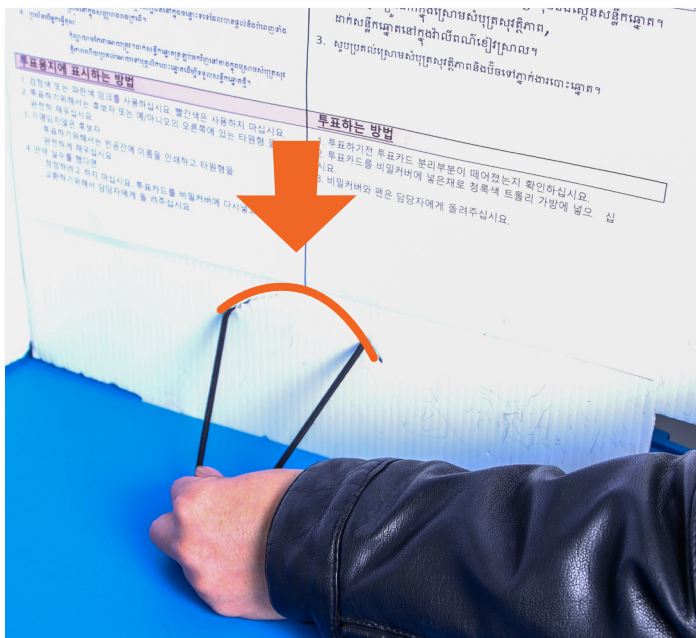
SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



5. **STAND** Booth on legs.



6. **INSTALL** Privacy Shield in the three (3) grooves in the base of the Booth.



7. From inside the Booth, **SECURE** Privacy Shield by pulling bungee cords through slits in Privacy Shield.

OPENING PROCEDURE

6. CLERKS

TASK 4 SET UP ACCESSIBLE VOTING BOOTH — *First Day*

SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



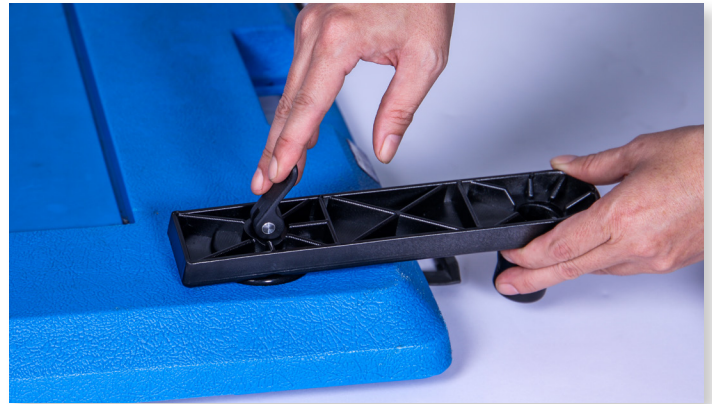
USE Booth marked with the Accessibility Symbol decal or White Velcro tab/masking tape on the handle.



It has **shorter legs** than a standard Voting Booth & a set of two (2) Adapters. (Located in Red Trolley.)



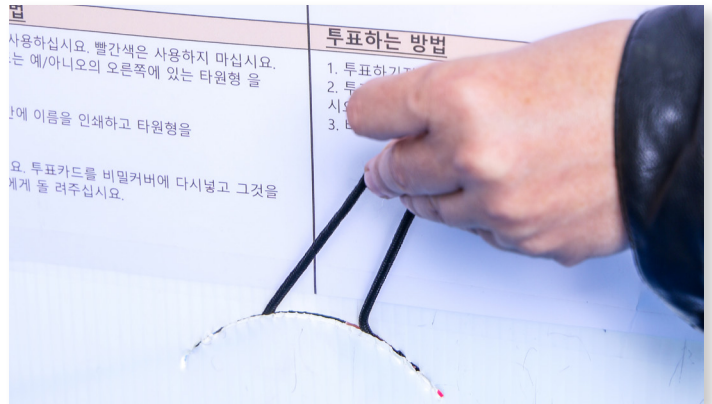
1. INSTALL Adapter in the front of the Booth.



2. LOCK IN Adapter with locking tab on the back of Adapter.



3. LEGS ARE INSERTED into the Adapters and into the back of the Booth.



4. INSTALL Privacy Shield.

OPENING PROCEDURE

6. CLERKS

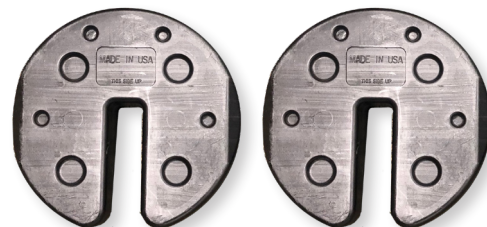
TWO (2) PERSON RULE

TASK 5 SET UP CHECK-IN TENT — *Daily*

SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



1. **REMOVE** the Frame from the soft case and **PLACE** close to the AVL Entrance.
2. In tandem with another Election Worker, **SEPARATE** the legs of the Frame until they are extended a full arms length.
3. **UNFOLD** the Canopy and **DRAPE** over the Frame. **POSITION** the apex (center-point) of the Canopy with the center pole of the Frame.
4. **ATTACH** the Canopy by connecting the loop strips on the Canopy corners with the hook strips on legs of the Frame.
5. **STAND DIAGONAL** to each other, **LIFT & SEPARATE** the legs of the Frame. The Frame will open a little at a time so alternate ends until the Frame no longer expands.
6. **UNLOCK** the Height Adjustment connectors on Frame legs. With connector in the unlocked position, **LIFT** the framework upwards until the four sliding connectors lock in place on the legs of the Frame.
7. **PLACE** a foot on the base of the tent leg as the telescoping legs release and extend. **RAISE** the tent to the desired height and **LOCK** the legs into place.
8. **LIFT** the apex of the Canopy into place by turning the crank counterclockwise until the Canopy is taut.
9. **ATTACH** the tent weights (*pictured below*) by surrounding each leg.



OPENING PROCEDURE

7. AVL CAPTAIN

TASK 3 CHECK THE FOLLOWING — *Daily*

TABLES SET UP



- Poll Pad Tables
- VIG On Demand Table
- BOD Printing Tables
- AVL Check-In Area

ELECTION OFFICIAL BADGES



- Election Workers are wearing **badges**

PERSONAL PROTECTIVE EQUIPMENT IS ON



- Face masks
- Face shield
- Gloves
- Aprons (for VBM Ballot Drop Stop)

BALLOT TROLLEYS & BAGS ARE EMPTY



- Turquoise Official Ballots Trolley
- Yellow Vote by Mail Ballots Trolley
- Blue Provisional Ballots Trolley
- Lime Bag

SIGNS ARE POSTED



- Inside Signs
- Outside Signs

BOOTHS ARE SET UP



- Standard Voting Booths
- Accessible Voting Booths
- Touchscreen Voting Booths

SURRENDERED & SPOILED BALLOTS BAGS



- Gray Voided/
Surrendered Vote by
Mail Ballots & Purple
Spoiled Ballots Bags
are placed under the
Ballot On Demand
Operator Table

CHECK-IN TENT SET UP



TASK 4 ANNOUNCE OPENING OF THE POLLS — *Daily*

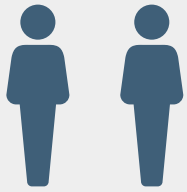
At the scheduled open time, **STEP OUTSIDE & MAKE THE ANNOUNCEMENT:**

“THE AVL IS NOW OPEN!”

TOUCHSCREEN SETUP

TWO (2) PERSON RULE

2 PERSON RULE



California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:

SETTING UP THE TOUCHSCREEN BOOTH

SUPPLIES LOCATED IN THE SUPPLY DELIVERY CART



1. REMOVE Velcro and **UNFOLD** Booth.



2. LIFT table from back.



3. LINE UP latch from underneath and **LOCK** to secure.

TOUCHSCREEN SETUP

SETTING UP THE TOUCHSCREEN

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. PLACE the Touchscreen case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



2. REMOVE the power cord and ATI (*Audio Tactile Interface*) with headphones attached from the case.



3. REMOVE the Touchscreen out of the case using the handle behind the screen.



4. REMOVE the protective packaging.



5. PLACE the Touchscreen in Touchscreen Voting Booth.



6. PLACE the packaging back in the case, then **CLOSE**.



7. RETURN the Touchscreen case to the Official Ballots Delivery Cart.

TOUCHSCREEN SETUP

SETTING UP THE PRINTER

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. PLACE the Printer case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



2. REMOVE the power cord from the case.



3. REMOVE the Velcro strap from the Printer.



4. REMOVE the Printer from case using the side handles.



5. PLACE the Printer in the Touchscreen booth to the right of the Touchscreen.



6. RETURN the Printer case to the Official Ballots Delivery Cart.

RED SECURITY SEAL CHECK			
2 PERSON RULE			
1. VERIFY the Red Security Seal is intact at the appropriate times.			
2. Poll Workers MUST COMPLETE the "Verified By" section.			
If the seal is compromised or removed, call the Registrar of Voters immediately at (510) 835-0120.			
12:00 PM		5:30 PM	
DAY	VERIFIED BY	DAY	VERIFIED BY
DAY 1	VERIFIED BY	DAY 1	VERIFIED BY
DAY 2	VERIFIED BY	DAY 2	VERIFIED BY
DAY 3	VERIFIED BY	DAY 3	VERIFIED BY
DAY 4	VERIFIED BY	DAY 4	VERIFIED BY
ORANGE SEALS REMOVED FROM PRINTERS		RED SECURITY SEALS REMOVED FROM TOUCHSCREENS	
Alameda County REGISTRAR OF VOTERS			

7. REMOVE the Orange Security Seal covering both the Printer and paper tray and **CHECK** that the paper inside the tray is lying flat. **PLACE** the old Orange Security Seal onto the back of the Seal Verification Form.



8. PLACE a new Orange Security Seal on both the Printer and paper tray ensuring the paper tray cannot be opened.

TOUCHSCREEN SETUP

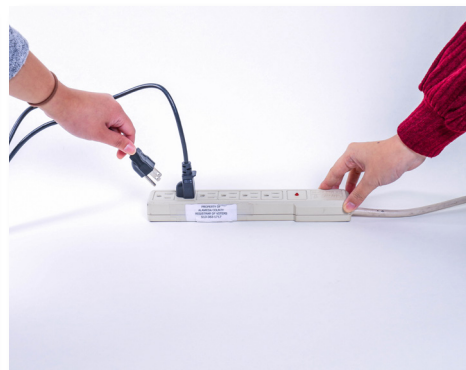
POWERING ON



1. **CONNECT** the Touchscreen power cord (*marked orange*) to the base of the Touchscreen.



2. **CONNECT** the Printer power cord (*marked green*) to the back of the Printer.



3. **PLUG** both the Printer and the Touchscreen into the surge protector.



4. **CONNECT** the end of Printer cable (*marked red*) to the TOP port of the Printer.



5. **CONNECT** the cable of the Touchscreen into the port on the top of the ATI.



6. **PRESS** the power button on the front side of the Printer.



7. **VERIFY** Blue Security Seal is intact. **INITIAL** section on the back of Seal Verification Form.



8. While holding the base, **ROTATE** the Touchscreen upwards.



9. **VERIFY** Red Security Seal serial number matches with Seal Verification Form.

TOUCHSCREEN SETUP

POWERING ON



- 10.** While holding the base, **ROTATE** the Touchscreen back to the upright position.

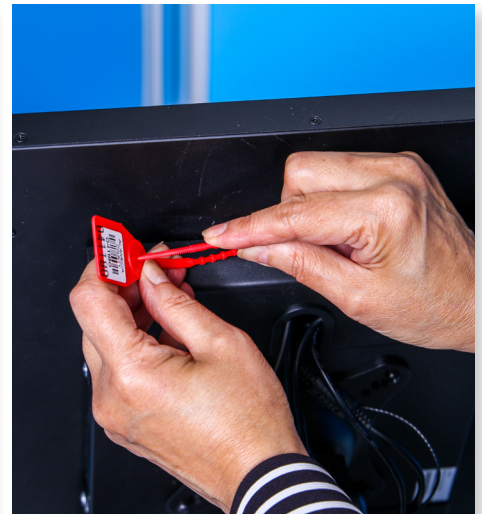
IF TOUCHSCREEN DOES NOT POWER ON AUTOMATICALLY



- 1. REMOVE & PLACE** Red Security Seal onto Seal Verification Form.



- 2. OPEN** latch door. **PRESS & HOLD** Power button until the button lights up green.



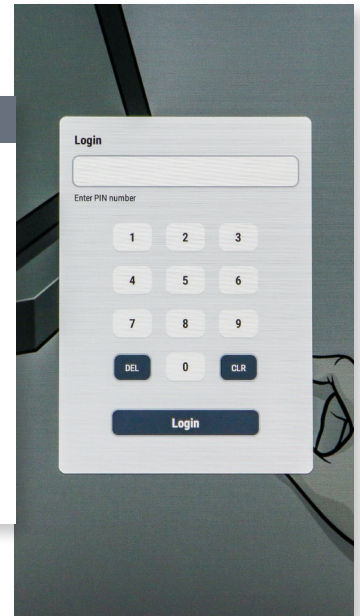
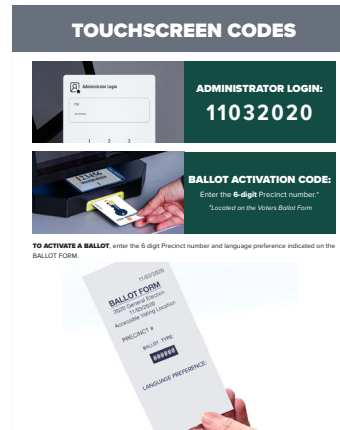
- 3. CLOSE** latch door and **PLACE** new Red Security Seal. **ADD** new Red Security Seal number to Seal Verification Form. Be sure to follow steps on Seal Verification Form.

TOUCHSCREEN SETUP

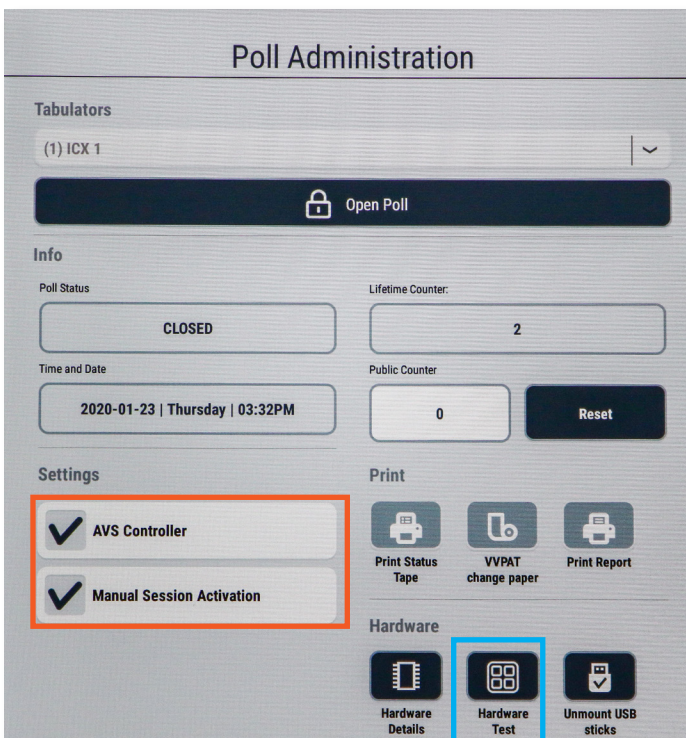
OPENING THE POLLS ON THE TOUCHSCREEN



1. **INSERT** the Poll Worker Card (located in the Touchscreen Case) into the yellow slot at the bottom of the Touchscreen with the gold chip facing up and toward the Touchscreen.

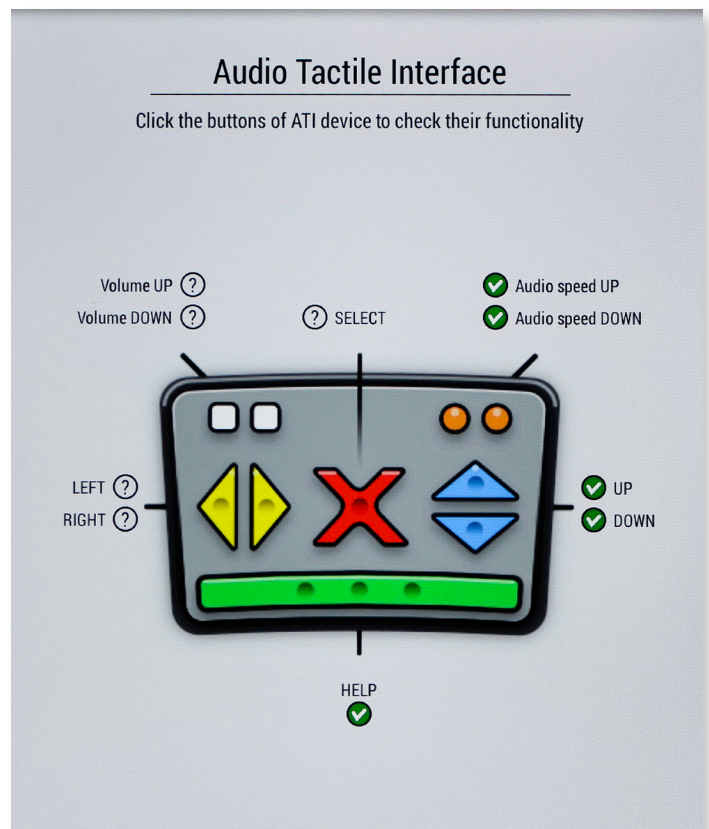


2. **ENTER** the Administrator Login number found on the Touchscreen Codes List in the Operations Sleeve on the left-hand side of the booth. **PRESS** "Login" then Touchscreen will begin Administrative Mode.



3. **CONFIRM** the "AVS Controller" and "Manual Session Activation" checkboxes (marked orange) are both selected.

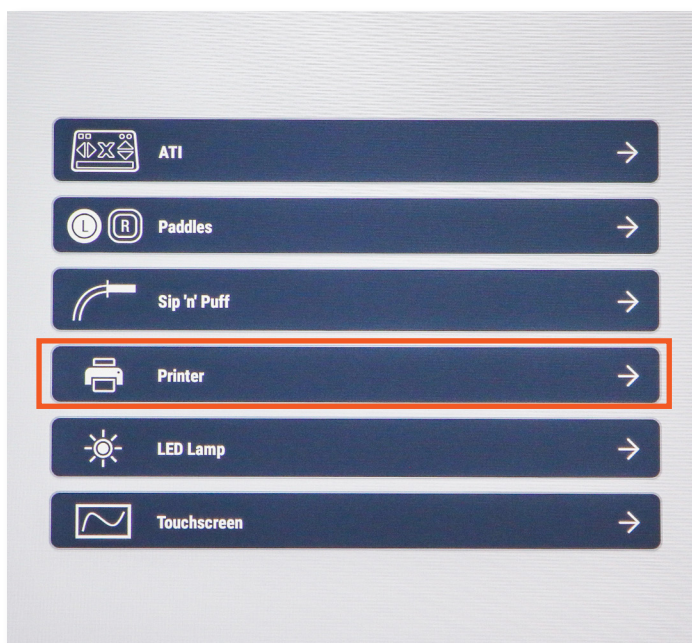
4. **PRESS** the "Hardware Test" button (marked blue).



5. **PRESS** the ATI button on screen and follow on-screen instructions. **PRESS** "Back to Menu" once finished.

TOUCHSCREEN SETUP

OPENING THE POLLS ON THE TOUCHSCREEN



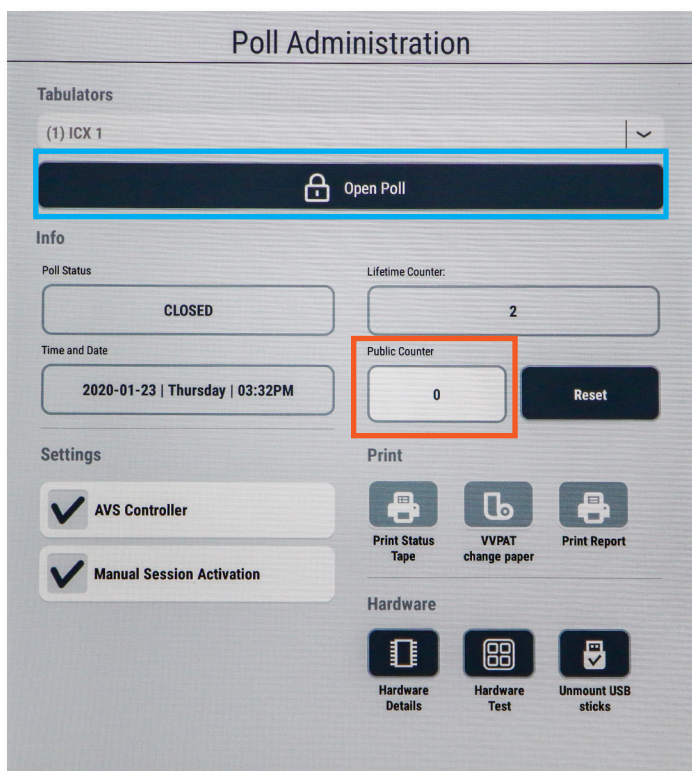
6. **PRESS** the "Printer" button on the Touchscreen to continue.



7. **PRESS** "Print test page" button to print a test page verifying the Printer is connected properly.

SPOIL the test page, then **PLACE** into Purple Spoiled Ballots Bag. **PRESS** the Close button when finished.

NOTE: If a Test Page **DOES NOT** print, double check the Printer's connections to the surge protector and Touchscreen, and that the paper is lying flat.



8. **CONFIRM** the Public Counter is "0" (marked orange).

9. **PRESS** "Open Polls" button (marked blue), then "Yes" to confirm.



10. **REMOVE** the Poll Worker Card from the Touchscreen and keep it with the Demonstration Officers for use throughout the day.

VOTERS WITH DISABILITIES

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every Voter who enters an Accessible Voting Location. In addition, the following guidance may be helpful when working with Voters with disabilities.

MEETING A VOTER WITH A DISABILITY

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries.
- **Speak directly to a Voter with a disability,** not just to others accompanying a Voter.
- **Offer assistance, but do not insist on providing it.** It is best to ask all Voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it is rude and may be unsafe to grab a walker, white cane, or other aid used by a Voter who is disabled.
- **Don't ask about or mention a Voter's disability** unless they talk about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All Voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Keep sentences short and rephrase or repeat your comments if the Voter is not understanding you. Focus on one topic at a time and be sure to allow time for the Voter to respond. Also, pay attention to the Voter while you're speaking with them, as they may be using body language to communicate.

MEETING SOMEONE WHO HAS A VISUAL IMPAIRMENT

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the Voter without saying you are leaving.
- **Guiding.** If asked to be a human guide, place your arm against their hand or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well. Guide and service animals are well trained and friendly, not to be feared.

INTERACTING WITH A VOTER WHO USES A MOBILITY DEVICE (E.G., WHEELCHAIR, SCOOTER, CANE, ETC.)

- **Provide personal space.** Do not push, lean on, or hold onto a Voter's mobility device unless the Voter asks. Remember, the mobility device is part of their personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remains clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs that the Voter will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

*Information derived from the California Secretary of State (as of January 25, 2016)
Available at: <http://www.sos.ca.gov/elections/voting-resources/voters-disabilities>*

VOTERS WITH DISABILITIES

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

COMMUNICATING WITH SOMEONE WHO IS DEAF OR USES AN ASSISTIVE HEARING DEVICE

- **Let the Voter take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the Voter** even if a sign language interpreter is present. For some people, it also may help to simplify sentences and use more body expressions.

USE APPROPRIATE LANGUAGE

- Instead of disabled Voter, **say Voter with a disability**.

There are two federally mandated Acts that require the voting process be fully accessible to Voters with disabilities and/or Voters with special needs:

- Americans with Disabilities Act (ADA)
- Help America Vote Act (HAVA)

*Information derived from the California Secretary of State (as of January 25, 2016)
Available at: <http://www.sos.ca.gov/elections/voting-resources/voters-disabilities>*

VOTERS WITH DISABILITIES

SUPPLIES FOR VOTERS WITH DISABILITIES



**ACCESSIBLE ENTRANCE
A-FRAME**



CURBSIDE A-FRAME



ACCESSIBLE VOTING BOOTH



- **LIGHT**
- **MAT**
- **RAMP**



- **MAGNIFIER**
- **PEN WITH GRIP**



TOUCHSCREEN



**AUDIO TACTILE INTERFACE
(ATI)**



**TOUCHSCREEN
TRANSCRIPT**

ELECTION DAY

1ST VOTER PROCEDURE — *Daily*

The first Voter to enter the AVL will be processed at the Poll Pad Operator Table, but will not be given a Ballot or activate a Touchscreen Ballot until 1st (first) Voter Procedure is complete.

NOTE: For the first Voter to drop off a VBM Ballot, make sure the Voter confirms the Yellow Vote by Mail Ballots Trolley is empty.

- 1. VOTER VERIFIES** all Touchscreens “Total ballots printed” read zero (0).
- 2. VOTER VERIFIES** Red Security Seal on the Touchscreen rear, lower back panel is sealed closed.
- 3. VOTER VERIFIES** Blue Security Seal on the Touchscreen rear, upper back panel is sealed closed.
- 4. VOTER CONFIRMS** the following are empty:
 - Blue Provisional Ballots Trolley
 - Turquoise Official Ballots Trolley
 - Lime Bag
- 5. THE BALLOT OFFICER CLOSES & SECURES** each Trolley and Bag with a White Security seal.
- 6. PROCESS VOTER.**

THE AVL ROLES: INTRODUCTION

KNOW THE ROLES:



AVL Captain



AVL Entry Officer



Poll Pad Operators



Demonstration Officers



On Demand Operators



AVL Queuing Officers



Ballot Trolley Officers



VBM Ballot Drop Stop Officers

ELECTION DAY

BREAK SCHEDULE

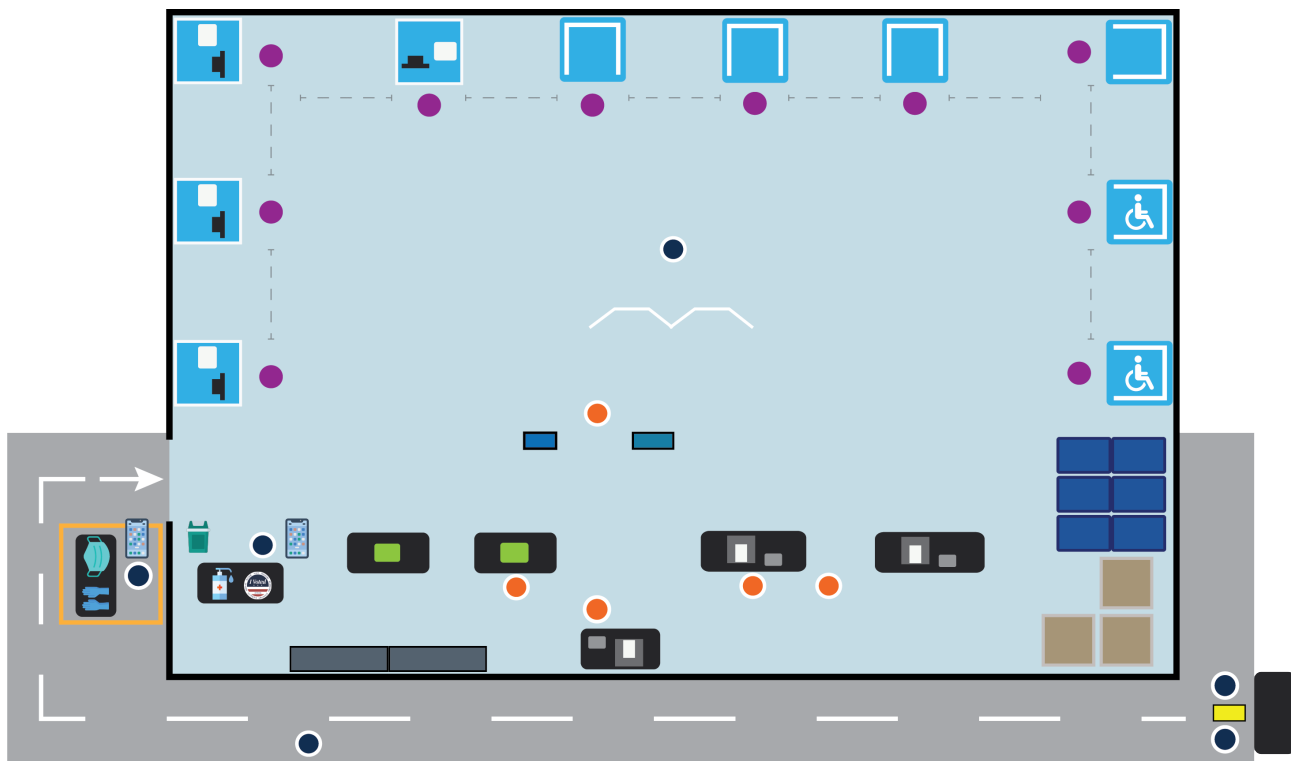
Breaks and lunch/dinner breaks will be broken into thirds. Only six (6) people will be allowed to go on breaks and lunch/dinner breaks at a time to cover all positions, *as pictured on the bottom of the page*. Break schedule timeline will be as follows:

SATURDAY, SUNDAY, MONDAY

15-MINUTE BREAK:	9:30 am, 9:45 am, 10:00 am
LUNCH:	11:00 am, 11:30 am, 12:00 pm
15-MINUTE BREAK:	3:00 pm, 3:15 pm, 3:30 pm

ELECTION DAY

15-MINUTE BREAK:	8:00 am, 8:15 am, 8:30 am
LUNCH:	10:00 am, 10:30 am, 11:00 am
15-MINUTE BREAK:	2:30 pm, 2:45 pm, 3:00 pm
DINNER:	3:30 pm, 4:00 pm, 5:00 pm
15-MINUTE BREAK:	6:00 pm, 6:15 pm, 6:30 pm



AVL ROLES

AVL QUEUING OFFICER

TASK 1 GREET VOTER AT CHECK-IN TENT



“Good morning/afternoon!”

Before you enter the Accessible Voting Location, we would like to inform you that it is required by County Health Order that face masks and gloves are worn for the safety of the Voters and Election Workers inside. If you would like a face mask and/or pair of disposable gloves, either one can be provided to you.”

NOTE: If any Voter rejects wearing any PPE (face mask and/or gloves), **DISCRETELY COMMUNICATE** to other Election Workers that a Voter without a face covering will be checking in. After checking in, the Voter can be sent to a Voting Booth at an appropriate distance from other booths.

TASK 2 CHECKING IN VOTER

1. **INFORM VOTER** to choose either to line up physically, or sign up to our “Virtual Line Queue” and receive a text message when its your turn.
2. **PRESS** the Airtable Icon on the home screen of their ROV Cell Phone to access the AVL Queuing application. **SELECT** the current AVL Location then **SELECT** the Voter's choice. This will create a virtual ticket number in the order of Voters approaching the AVL that only the AVL Entry Officers can see regardless of the Voter's choice.



VIRTUAL QUEUE

1. **INFORM VOTER** that messaging & data rates may apply. If they consent, **SELECT** the box (*shown below*). If they do not consent, **PROCESS VOTER** as if they are queuing physically.

2. **ENTER** the Voter's cell phone number. Then **PRESS** “Submit”.
3. **INFORM VOTER** to stay close by the AVL because they will have 5 minutes to claim their spot in line.

AVL ROLES

AVL QUEUING OFFICER

TASK 2 CHECKING IN VOTER

PHYSICAL QUEUE

The screenshot shows the 'AVL 01 QUEUE' form. At the top is the Alameda County Registrar of Voters logo. Below it, the title 'AVL 01 QUEUE' is displayed. The form has two main sections: 'Location' and 'Queue Preference'. The 'Location' section has a radio button selected for 'AVL 01'. The 'Queue Preference' section has three radio buttons: 'Virtual (Testing)', 'Physical (Get in Line)' (which is selected), and 'Accessible Curbside Voting'. Below these is a section titled 'ROV Check in Phone Number' with a text input field. A red box highlights the 'Physical (Get in Line)' option and the 'ROV Check in Phone Number' section. At the bottom is a 'Submit' button and a small disclaimer: 'Never submit passwords through this form. Report malicious form'.

1. **ENTER** cell phone number on the back of the ROV Queuing Cell Phone. Then **PRESS** "Submit".
2. **INFORM VOTER** to get in line close the AVL entrance. Also, **INFORM VOTER** to be mindful of other Voter's personal space by practicing 6 feet Social Distancing.

ACCESSIBLE CURBSIDE VOTING

The screenshot shows the 'AVL 001 QUEUE' form. At the top is the Alameda County Registrar of Voters logo. Below it, the title 'AVL 001 QUEUE' is displayed. The form has two main sections: 'Location' and 'Queue Preference'. The 'Location' section has a radio button selected for 'AVL 001'. The 'Queue Preference' section has three radio buttons: 'Virtual (Testing)', 'Physical (Get in Line)', and 'Accessible Curbside Voting' (which is selected). Below these is a section titled 'Inside Line Clerk Phone Number' with a text input field. A red box highlights the 'Accessible Curbside Voting' option and the 'Inside Line Clerk Phone Number' section. Below that is a section titled 'Curbside Identifier' with a text input field. At the bottom is a 'Submit' button and a small disclaimer: 'Never submit passwords through this form. Report malicious form'.

1. **ENTER** ROV Cell Phone number of the AVL Entry Officer, then **ENTER** a description or "Identifier" to help the Poll Pad Operator locate the Voter easily. **PRESS** "Submit". That will notify them to send a Poll Pad Operator outside when it is the Voter's turn in line.
2. **INFORM VOTER** to stay in their vehicle as a Poll Pad Operator will come to them for processing.

AVL ROLES

AVL QUEUING OFFICER

TASK 3 CONFIRMATION OF VOTER ENTRY

The **AVL Entry Officer** will select the lowest number on the Call Forward form to trigger a text for the next Voter to enter the AVL once a Voting Booth is available, due to the limited capacity.

VIRTUAL QUEUE

It's your turn! Please show this text to the Election Worker at the Check-In tent.

You signed up to receive Queue notifications from ACVOTE!
Message and data rates may apply
Message frequency varies
Reply HELP for help
Reply STOP to opt out
<https://www.twilio.com/legal/privacy>

1. The Voter will receive a text message telling them to return to the AVL within 5 minutes to claim their spot in line. Once the Voter returns to the AVL, **CONFIRM** that they have received that text.
2. Once another Voter leaves the AVL, **INFORM VOTER** to proceed to the AVL entrance to meet the AVL Entry Officer. The AVL Entry Officer will inform the Voter what to do next.

PHYSICAL QUEUE

Please send inside the next person in the physical queue.

1. The ROV Queuing Cell Phone will receive a text message telling the AVL Queuing Officer to let the next Voter in the AVL. Once the text is received, **CALL** for the next Voter.

AVL ROLES

AVL QUEUING OFFICER

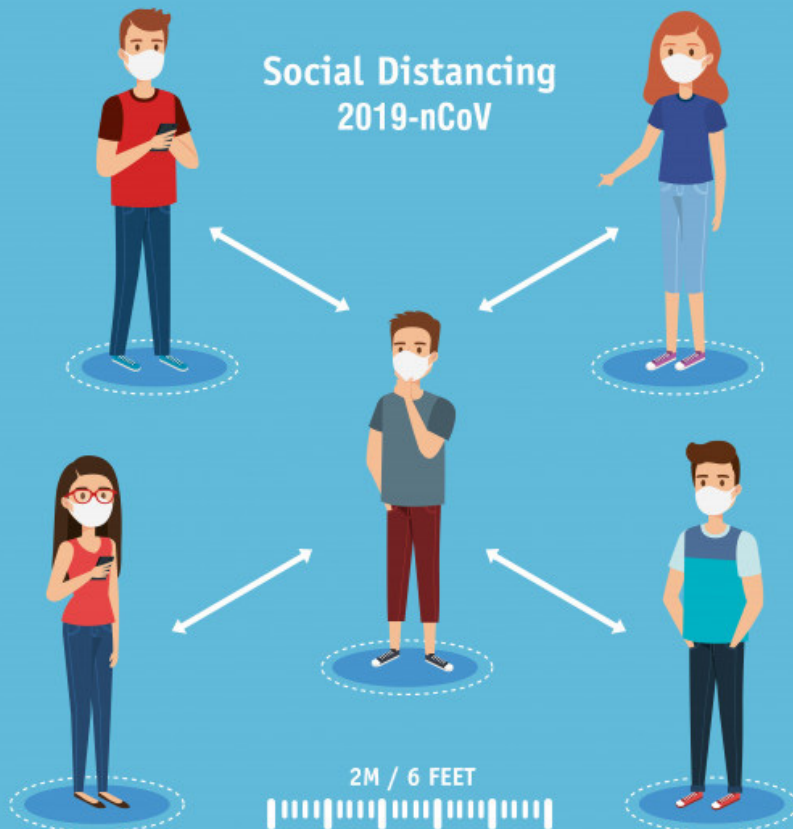
TASK 4 DISTRIBUTING PPEs



1. When distributing glove and masks to Voters that enter the AVL, **USE** the provided tongs to give the PPEs to Voters.

NOTE: If any Voter rejects wearing any PPE (face mask and/or gloves), **DISCRETELY COMMUNICATE** to other Election Workers that a Voter without a face covering will be checking in. After checking in, the Voter can be sent to a Voting Booth at an appropriate distance from other booths.

TASK 5 SOCIAL DISTANCING

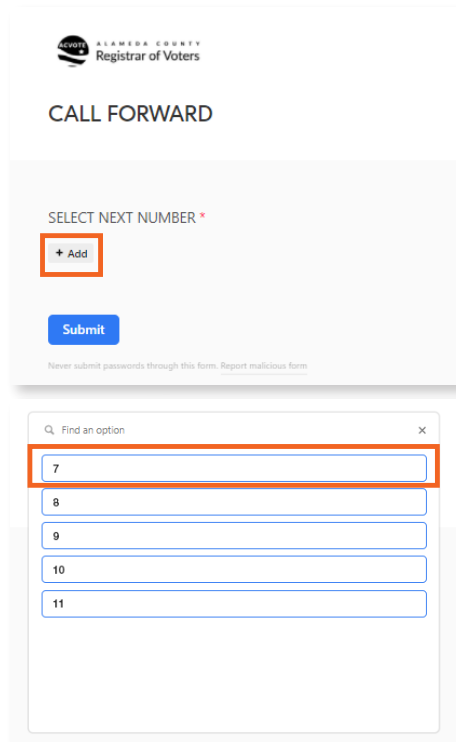


Make sure the Voters respect the 6-feet Social Distancing at all times.

AVL ROLES

AVL ENTRY OFFICER

TASK 1 VOTER ENTRY QUEUING



Due to the limit of occupancy in the AVL, **ONLY ALLOW** Voters in the AVL when below capacity.

1. **USE** the ROV Cell Phone and **PRESS** the Airtable Icon to access the AVL Call Forward application.
2. **PRESS** "+ Add" button.
3. A pop up window with a sequence of numbers will appear. **SELECT** the first number on top of the list. This will trigger a text to either the Voter or AVL Queuing Officer depending on the Voter's choice.
4. For Accessible Curbside Voting, a text will notify the ROV AVL Captain Cell Phone: "A Voter is outside waiting for Accessible Curbside Voting." **SEND** a Poll Pad Operator outside to the Voter.

TASK 2 ALLOW VOTER INTO AVL



"Good morning/afternoon!"

Before you proceed, we would like to inform you to practice Social Distancing. For your safety, as well as others, please keep 6 feet between other Voters and Election Workers."

TASK 3 VOTERS EXITING



1. **DISTRIBUTE** "I Voted" Stickers as Voters are on their way out of the AVL.
2. **DISTRIBUTE** Hand Sanitizer to Voters after they dispose of their gloves.
3. After the Voter exits, **USE** the ROV Cell Phone to access the AVL Call Forward to allow another Voter inside the AVL.

AVL ROLES

POLL PAD OPERATOR

TASK 1 GREET VOTER



“Good morning/afternoon!”

We would like to inform you that language assistance is available and if we can help you in any way, kindly let us know.”

IF VOTER SAYS “NO”

Proceed to locate Voter on the Poll Pad.

IF VOTER SAYS “YES”

ASK VOTER:

“How can I be of assistance?”

IF VOTER NEEDS LANGUAGE ASSISTANCE:

- Ask Bilingual Election Worker who speaks the same language to help Voter.
- In case of no Bilingual Election Workers present, use AVL Captain’s ROV Cell Phone to call Language Hotline for assistance. *Refer to Cell Phone contacts on back page of Election Worker Guide.*

IF VOTER WITH DISABILITY REQUESTS ASSISTANCE:

- Do **NOT** ask about or mention a Voter’s disability.
- Etiquette guidelines regarding **Disability Sensitivity at the Polls** are available in the Election Worker Guide.
- Facilitate assistance from other Election Workers.

VOTER SURRENDERS VBM MATERIALS

NOTE: It is not required for Voters to surrender their Vote by Mail Ballot.



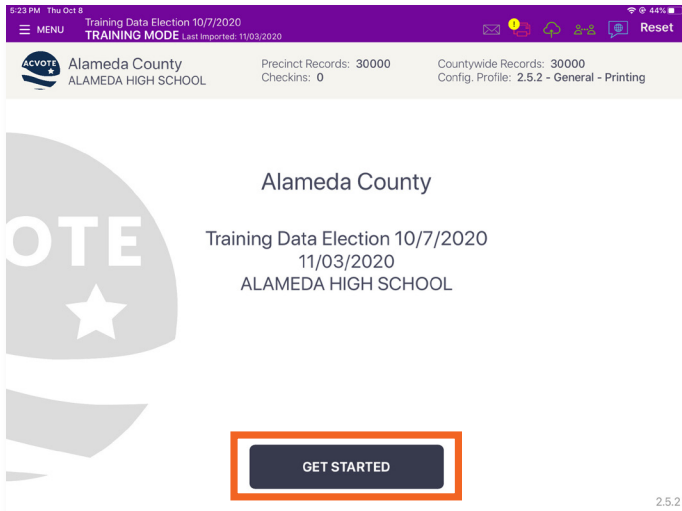
1. **WRITE “VOID”** on VBM Envelope and **PARTIALLY TEAR.**

2. **PLACE** Voided VBM into **Gray Voided/Surrendered VBM Ballots Bag.** **CONTINUE** processing Voter.

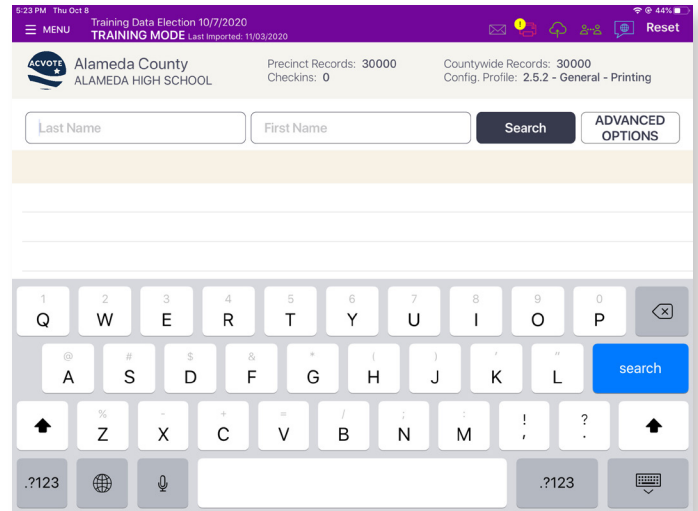
AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

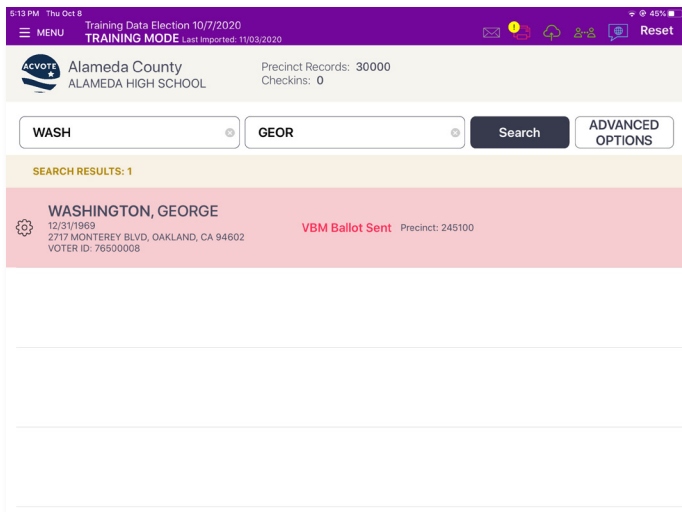


1. **PRESS** "Get Started" to locate the Voter by using their first and last name.

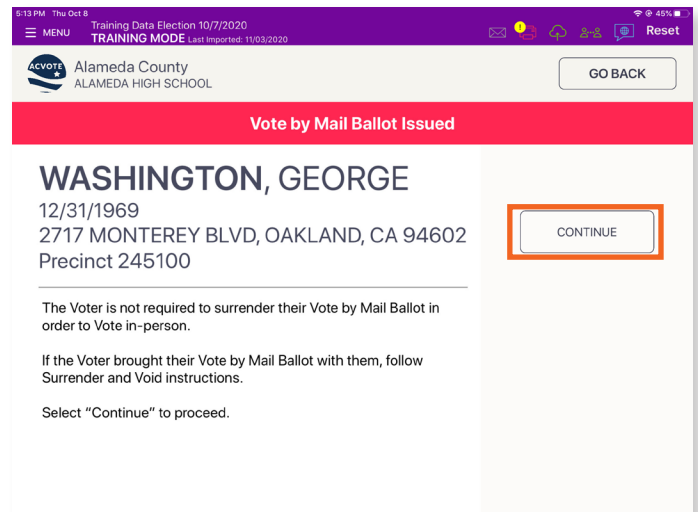


2. **USE** the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then **PRESS** Search.

NOTE: To narrow search results, **USE** "ADVANCED OPTIONS".



3. Records matching the search criteria display onscreen. The Voter's record may contain a status that reads "VBM Ballot Sent" because all registered Voters will receive a VBM Ballot this Election. **SELECT** the Voter by touching their record.



4. A prompt will display with instructions on how to process the Voter. **SELECT** the appropriate button option to proceed. If all the Voter's information is correct, proceed by **SELECTING** "CONTINUE".

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

VOTER CONFIRMATION

GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

GEORGE WASHINGTON
DOB: 12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VBM BALLOT SENT
Voter ID: 76500008 Status: Active Precinct: 245100

Update Registration Info

5. **ROTATE** the Poll Pad to the Voter to confirm their information is correct. Once complete, **ROTATE BACK** and **PRESS** "ACCEPT".

NOTE: **PRESS** "SPEAK" to play audio of the Voter's information through Poll Pad speakers.

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Ballot Language

GO BACK ACCEPT

Select Ballot Language

English Spanish
Chinese Tagalog
Vietnamese

6. **INFORM VOTER** of their Ballot Language options. **SELECT** their choice then **PRESS** "ACCEPT" to proceed.

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

SIGNATURE CONFIRMATION

GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

LISTEN TO OATH
CLEAR SIGNATURE

WARNING: It is a crime punishable by imprisonment in the state prison or county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Sec. 18560, Elections Code).

7. **ROTATE** the Poll Pad to the Voter to confirm their information is correct and sign. Once complete, **ROTATE BACK** and **PRESS** "DONE SIGNING".

NOTE: **PRESS** "LISTEN TO OATH" to play audio of oath through Poll Pad speakers.

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Ballot Type: 19 English

Assistance Required Curbside

Voting Method

8. **ASK VOTER**, "Would you like to vote on the Touchscreen?"
If yes, **SELECT** "Electronic" under "Voting Method".
If no, **SELECT** "Paper", then **PRESS** "SUBMIT".

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER



7. This screen will indicate that the Voter has been successfully processed.



8. Once successfully processing the Voter, a Ballot Form will print out.

PAPER BALLOT VOTER

GIVE the Ballot Form to one of the On Demand Operators.

TOUCHSCREEN VOTER

GIVE the Ballot Form to the Voter. **INFORM** the Voter to give the receipt to one of the Demonstration Officers to activate their Ballot.

NOTE: The Ballot Form **CANNOT** be reprinted.
LOOK UP the Voter's Address using precinct Finder to retrieve Precinct and Ballot type.

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ASSISTANCE REQUIRED

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

1. If the Voter requests assistance, **SELECT** the Voting Method first, then "Assistance Required".

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

Assistance Required

Select what assistance was given to voter and sign below

CHOOSE REASON

Accessibility

Marking the Ballot

Burmese

Chinese

Hindi

Khmer

Laotian

Mien

Mongolian

Punjabi

CLEAR SIGNATURE

2. **SELECT** the reason for assistance from the drop-down menu.

5:14 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

Assistance Required

Select what assistance was given to voter and sign below

ACCESSIBILITY

CLEAR SIGNATURE

3. **THE ELECTION WORKER SIGNS** after reason for assistance has been selected.

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☐ Assistance Required ☒ Curbside

Voting Method

For Curbside Voters, **SELECT** the Voting Method first, then "Curbside".

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ID REQUIRED

5:30 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

ID REQUIRED

HARRISON, WILLIAM HENRY
02/09/1903
1019 VIA GRANADA, LIVERMORE, CA 94550
Precinct 501410

SHOWED CORRECT ID

CLOSE

ID Required - Voter must provide one of the Valid ID's listed in the H.A.V.A. ID requirements found in the Election Worker Guide.

Select SHOWED CORRECT ID button on the right to proceed.

If voter unable to provide Valid ID. Select CLOSE and process as provisional voter.

1. After selecting the Voter, it may indicate "ID REQUIRED". The Voter is required to show Valid ID (a list of examples required are on the HAVA).
2. **SELECT** "SHOWED CORRECT", if Voter is able to provide the correct identification. If the Voter cannot provide ID, **SELECT** "CLOSE" and **PROCESS** the Voter Provisionally (proceed to pg. 64).

VOTER INACTIVE

5:38 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 0

LINCOLN First Name Search ADVANCED OPTIONS

SEARCH RESULTS: 6

LINCOLN, ABRAHAM 02/12/1909 22 BRET HARTE RD, BERKELEY, CA 94708 VOTER ID: 78500010	Inactive	Precinct: 200100
LINCOLN, BODIE 10/25/1962 1327 BRECKENRIDGE ST, SAN LEANDRO, CA 9457900...	VBM Ballot Sent	Precinct: 450200
LINCOLN, HADLEIGH 09/22/1994 2746 WINCHESTER DR, HAYWARD, CA 94541 VOTER ID: 78517578	VBM Ballot Sent	Precinct: 491300
LINCOLN, HARMONY 08/25/1924 3206 ENCINAL AVE, ALAMEDA, CA 945014805 VOTER ID: 78525267	Inactive	Precinct: 301200

5:38 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

Inactive Voter

LINCOLN, ABRAHAM
02/12/1909
22 BRET HARTE RD, BERKELEY, CA 94708
Precinct 200100

Follow CVR instructions in the Election Worker Guide.

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Inactive", **SELECT** the Voter by touching their record to continue.
2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally (proceed to pg. 64).

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ALREADY VOTED AT AVL

5:34 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL Precinct Records: 30000 Checkins: 1

WASHINGTON GEORGE Search ADVANCED OPTIONS

SEARCH RESULTS: 1

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VOTER ID: 76500008

Voted Precinct: 245100 Ballot Type: 19 English CHK: 10/08/2020, 17:33:59

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Voted" with the Voter's signature and time stamp, **SELECT** the Voter by touching their record to continue.

5:34 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL GO BACK

VOTER HAS ALREADY VOTED

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct 245100

CANCEL

This voter shows they have already voted at an AVL.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally (*proceed to pg. 64*).

VOTER BALLOT RECEIVED

5:17 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL Precinct Records: 30000 Checkins: 1

MADISON JAMES Search ADVANCED OPTIONS

SEARCH RESULTS: 1

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
VOTER ID: 76500013

Voted Precinct: 224500

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Voted", **SELECT** the Voter by touching their record to continue.

5:17 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL GO BACK

VOTER HAS RETURNED A VBM BALLOT

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
Precinct 224500

This voter has returned their Vote by Mail Ballot.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

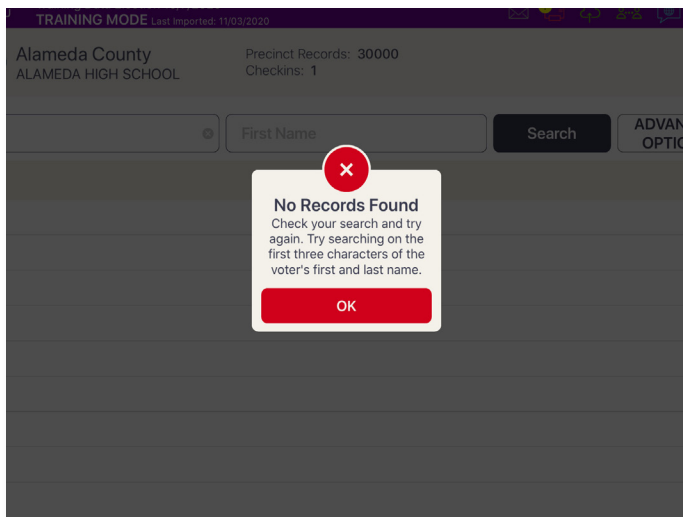
2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally (*proceed to pg. 64*).

AVL ROLES

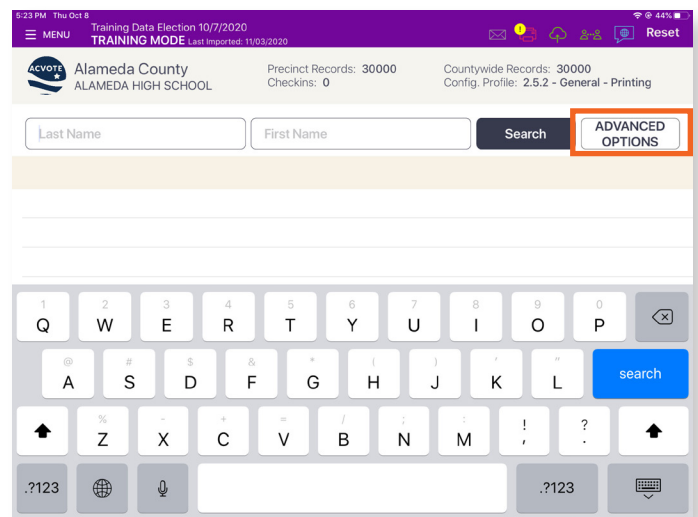
POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

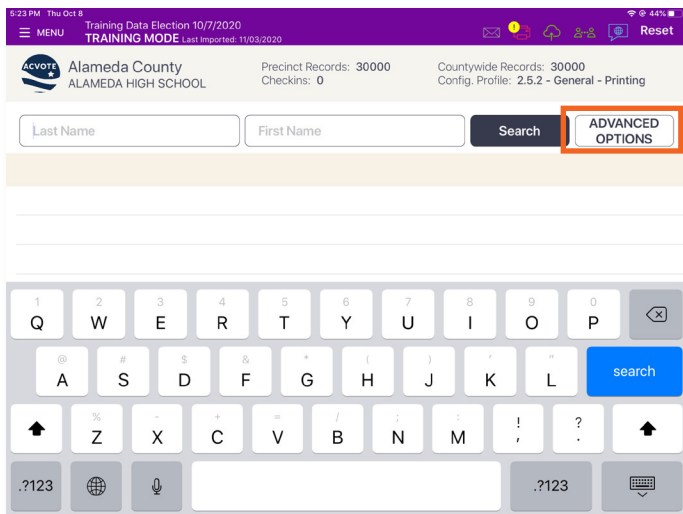
VOTER NOT FOUND



1. If the Voter cannot be found, a pop-up displays: No Records Found. **PRESS** "OK" to go back to VOTER LOOKUP.



2. From the VOTER LOOKUP screen, **PRESS** the "ADVANCED OPTIONS" button.



3. **LOOK UP** the Voter by using DOB (DATE OF BIRTH) or ADDRESS. **PRESS** "DONE" on the keyboard, then Search.
 - If Voter's information is found using "ADVANCED OPTIONS", follow same process a Regular Voter.
 - If Voter's information is **NOT** found using "ADVANCED OPTIONS", follow Conditional Voter procedures.

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

UPDATE VOTER ADDRESS/PARTY

5:18 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County VOTER CONFIRMATION
ALAMEDA HIGH SCHOOL
Verify voter information and tap accept to continue
SPEAK
GEORGE WASHINGTON
DOB: 12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VBM BALLOT SENT
Voter ID: 76500008 Status: Active Precinct: 245100
Update Registration Info

1. If the Voter's address information/Party Preference needs to be updated, **PRESS** "Update Registration Info". If the Voter wants to change their name, **GIVE** Voter a Conditional Provisional Form.

5:18 PM Thu Oct 8 Update Party Preference
Previous Step
Scan
Enter Voter Information
NO PARTY PREFERENCE
Party
American Independent
Democratic
GREEN
Libertarian
NO PARTY PREFERENCE
Peace and Freedom
Republican
Indicates a required field

2. **SELECT** the Voter's Party Preference from the drop-down menu.

5:18 PM Thu Oct 8 Update Residence Address
Previous Step
Address Type
2717 MONTEREY BLVD
House # Suffix Pre Direction Street Name Street Type Post Direction
Unit Type Unit Number City State Zip
OAKLAND CA 94602
CLEAR FORM Same Mailing Address YES NO
Indicates a required field

3. **UPDATE** the Voter's address. The Voter's address will automatically populate. **SELECT** the appropriate answer for Same Mailing Address. If applicable, **ENTER** Voter's Mailing Address. **PRESS** "Next".

5:52 PM Fri Oct 2 Jurisdiction Details
Previous Step
Address not found. EXIT and process as Conditional Voter.
Precinct
Split
Indicates a required field

If the address entered is not found, **EXIT & PROCESS** the Voter as a Conditional Voter (*proceed to pg. 62*).

AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

UPDATE VOTER ADDRESS/PARTY

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

4. **ROTATE** the Poll Pad to face the Voter. Voter must confirm that the changes are correct.

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

5. **VOTER SIGNS** the Poll Pad. **ROTATE** the Poll Pad to back to face the Operator, then **PRESS** "Submit".

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

Updated
George Washington
Accept

6. A pop-up will indicate that the Voter's information has been updated. **PRESS** "Accept" to continue processing the Voter.

AVL ROLES

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

CONDITIONAL VOTER

If the Voter wants to **change their name** or the Voter wants to **register and vote the same day**, the Voter will have to vote **Conditionally**.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER: _____

PARTY BALLOT ISSUED: _____
(Primary Election Only)

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Poll Worker:
1) Print Precinct number above.
2) Print the Party Ballot issued (Primary election only).
3) Issue a ballot with this Provisional/Conditional Envelope.
4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Election Office)

BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instructions para el Votante:
Completa y firma el siguiente formulario e incluye su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.

1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido	I am a U.S. citizen and resident of California Soy ciudadano/residente de EE.UU. y residente de California	I am 18 or older Tengo 18 años o más
2	Date of Birth - Fecha de Nacimiento	U.S. state or foreign country of birth Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	YES/ SI	NO
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleta de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - APLICACIÓN DE PARTIDO	American Independent - Americano Independiente Democratic - Democrático Libertarian - Libertario Republican - Republicano Other - Otro			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	English - Español Spanish - Español Chinese - 中文 Hmong - 𐞧𐞰𐞳𐞹 Tagalog - Tagalog Vietnamese - Tiếng Việt			
9	READ, SIGN, AND DATE LEA, FIRME Y ESCRIBA LA FECHA	SIGNATURE - FIRMA			

1. **INFORM VOTER** to fill out the Conditional Provisional Registration Form.

6:54 PM Fri Oct 2

10/12/2020 New Alameda Test Election - 10/13/2020

Last Imported: 10/02/2020, 15:59:14

Alameda County
2309 - ***ALL MAIL

Find a Precinct

GO BACK

12 FAGUNDES ST, HAYWARD CA 94544

Driving

SEARCH CLEAR

Precinct: 432200

Ballot type: 0103

3870 - ***ALL MAIL
8000 CAPIWELL DR,
OAKLAND, CA, 94621

Driving Directions

PRINT LOCATION

TEXT LOCATION

EMAIL LOCATION

3. **ENTER** the voter's residential address. Once the house number and first 3 characters of street name are entered, the address will autopopulate. **SELECT** the correct address from the populated drop-down list. Then **PRESS** "SEARCH".



2. Using the Poll Pad, **LOOK UP** the Voter's address to find their precinct. **SELECT** "Precinct Finder".

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER: _____

PARTY BALLOT ISSUED: _____
(Primary Election Only)

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Poll Worker:
1) Print Precinct number above.
2) Print the Party Ballot issued (Primary election only).
3) Issue a ballot with this Provisional/Conditional Envelope.
4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.

☒ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Election Office)

BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instructions para el Votante:
Completa y firma el siguiente formulario e incluye su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.

2	Date of Birth - Fecha de Nacimiento	U.S. state or foreign country of birth Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	YES/ SI	NO
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleta de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - APLICACIÓN DE PARTIDO	American Independent - Americano Independiente Democratic - Democrático Libertarian - Libertario Republican - Republicano Other - Otro			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	English - Español Spanish - Español Chinese - 中文 Hmong - 𐞧𐞰𐞳𐞹 Tagalog - Tagalog Vietnamese - Tiếng Việt			
9	READ, SIGN, AND DATE LEA, FIRME Y ESCRIBA LA FECHA	SIGNATURE - FIRMA			

4. **FILL OUT** Precinct Number and **MARK** the checkbox indicating that the Voter is a Conditional Voter. **INFORM VOTER** of their voting options: voting on a Paper Ballot or Touchscreen.

AVL ROLES

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

CONDITIONAL VOTER

PAPER VOTER

- 5. GIVE ON DEMAND OPERATOR** the Conditional Provisional Registration Form to provide the correct printed Ballot.

TOUCHSCREEN VOTER

- 5. GIVE VOTER** the Conditional Provisional Registration Form.
- 6. INFORM VOTER** to give the Conditional Provisional Registration Form to the Demonstration Officer to activate their Touchscreen Ballot.

AVL ROLES

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

PROVISIONAL VOTER

If the Voter's status on the Poll Pad indicates that the Voter has **already voted**, **cannot provide ID** when their status says "ID REQUIRED", or the Voter **provides an out of county residence address**, the Voter will have to vote **Provisionally**.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER :

PARTY BALLOT ISSUED (Primary Election Only) :

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Poll Worker:
1) Print Precinct number above.
2) Print the Party Ballot issued (Primary election only).
3) Issue a ballot with this Provisional/Conditional Envelope.
4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Election Office)

BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instructions para el Votante:
Complete y firme el siguiente formulario e incluya su boleta en este sobre o su boleta no será contada. Este sobre también servirá como un nuevo formulario de registro de votante.

1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido	I am a U.S. citizen and resident of California Soy ciudadano/residente de EE.UU. y residente de California ☐ YES/SÍ ☐ NO	I am 18 or older Tengo 18 años o más ☐ YES/SÍ ☐ NO
2	Date of Birth - Fecha de Nacimiento mm / dd / yyyy	U.S. state or foreign country of birth Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	Phone # (optional) - Número de teléfono (opcional) () () () () () ()	
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleta de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - AFILIACIÓN DE PARTIDO	☐ American Independent - Americano Independiente ☐ Green - Verde ☐ Peace and Freedom - Paz y Libertad ☐ No Party Preference/Nonpartisan - Sin Preferencia de Partido/No Partidista ☐ Democratic - Democrático ☐ Libertarian - Libertariano ☐ Republican - Republicano ☐ Other - Otro			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	☐ English ☐ Spanish ☐ Chinese ☐ Hindi ☐ Korean ☐ Japanese ☐ Tagalog ☐ Thai ☐ Vietnamese ☐ Vietnamese ☐ Vietnamese			
9	READ, SIGN, AND DATE LEA, FIRMES Y ESCRIBA LA FECHA	I declare under penalty of perjury that I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of this election. I am a registered voter, and the person whose name appears on this envelope. I understand that voting by mail constitutes a crime. I have not voted previously in this election either by vote by mail ballot or at any other polling place. Declaro bajo pena de perjurio que soy ciudadano de los EE. UU., residente de California, no estoy en prisión ni en libertad condicional por la condena de un delito grave, y tengo por lo menos 18 años de edad al momento de la elección. Soy un votante registrado y la persona cuyo nombre aparece en este sobre. Entiendo que votar por correo constituye un crimen. No he votado anteriormente en esta elección ni en una boleta de votación por correo ni en otro lugar de votación.			
		SIGNATURE - FIRMA 			

1. **INFORM VOTER** to fill out the Conditional Provisional Registration Form.

PAPER VOTER

3. **GIVE ON DEMAND OPERATOR** the Conditional Provisional Registration Form to provide the correct printed Ballot.

ER REGISTRATION FORM
ONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER :

PARTY BALLOT ISSUED (Primary Election Only) :

Y POR EL TRABAJADOR ELECTORAL

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

E - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions para el Votante:
Complete y firme el siguiente formulario e incluya su boleta en este sobre o su boleta no será contada. Este sobre también servirá como un nuevo formulario de registro de votante.

Name - Apellido	I am a U.S. citizen and resident of California Soy ciudadano/residente de EE.UU. y residente de California ☐ YES/SÍ ☐ NO	I am 18 or older Tengo 18 años o más ☐ YES/SÍ ☐ NO
Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	Phone # (optional) - Número de teléfono (opcional) () () () () () ()	
City - Ciudad	State - Estado	Zip - Código Postal

2. **FILL OUT** Precinct Number from their Voter Profile on the Poll Pad. **INFORM VOTER** of their voting options: voting on a Paper Ballot or Touchscreen.

NOTE: For out of County addresses, use Precinct number "200100".

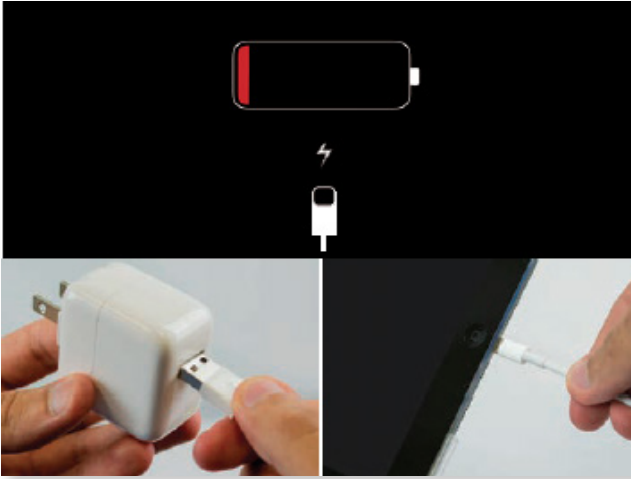
TOUCHSCREEN VOTER

3. **GIVE VOTER** the Conditional Provisional Registration Form.
4. **INFORM VOTER** to give the Conditional Provisional Registration Form to the Demonstration Officer to activate their Touchscreen Ballot.

AVL ROLES

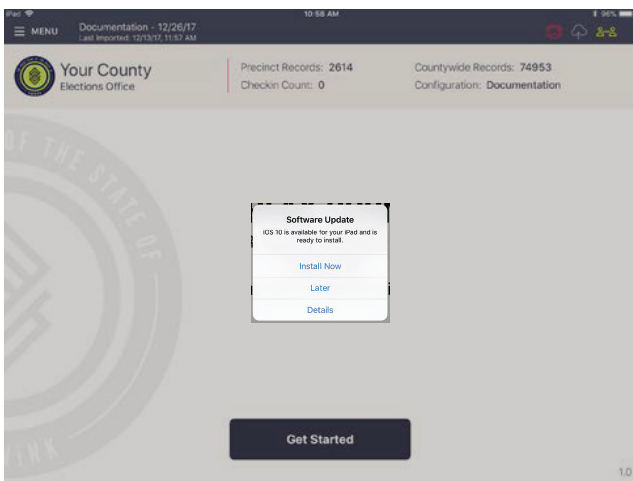
POLL PAD OPERATOR

POLL PAD TROUBLESHOOTING



CHARGING POLL PAD

1. **PLUG** USB end of power cable into power cube.
2. **PLUG** power cube into an AC wall outlet.
3. **PLUG** power cable into lightning connector on Poll Pad.
4. Wait about five minutes for the Poll Pad to charge.
5. With sufficient power, Poll Pad will auto power on.
6. Resume normal operations.



iOS SOFTWARE UPDATE

DO NOT PERFORM a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

1. From the list of on-screen options, **SELECT** Later.
2. **PRESS** the Home button and verify Poll Pad App remains open.



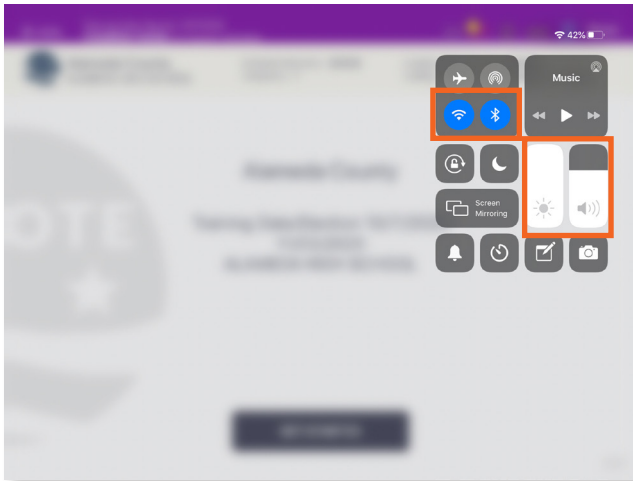
POLL PAD SCREEN IS UNRESPONSIVE

1. **UNPLUG** unit from power source.
2. **HOLD DOWN** the Sleep/Wake and Home buttons simultaneously.
3. **RELEASE** both buttons once the Apple logo displays onscreen.
4. After application launches, return to previous activity.

AVL ROLES

POLL PAD OPERATOR

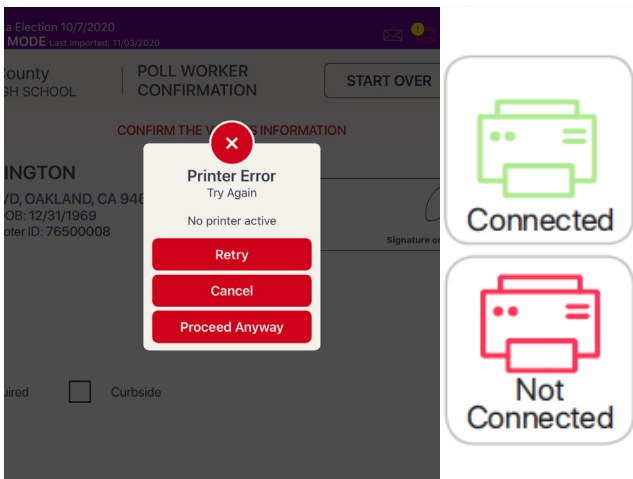
POLL PAD TROUBLESHOOTING



WIFI & BLUETOOTH CONNECTION

WIFI and Bluetooth connection must stay on at all times.

1. **SWIPE DOWN** from the top-right corner of the screen.
2. **MAKE SURE** the WIFI and Bluetooth is on and highlighted blue.
3. **MAKE SURE** the Brightness and Volume is all the way up.



NOT PRINTING / STOPS PRINTING

1. **MAKE SURE** the printer is turned on.
2. **CONFIRM** the printer is plugged into outlet and cords are securely connected.
3. **VERIFY** paper is installed correctly.
4. **CONFIRM** connection with Poll Pad (green icon).



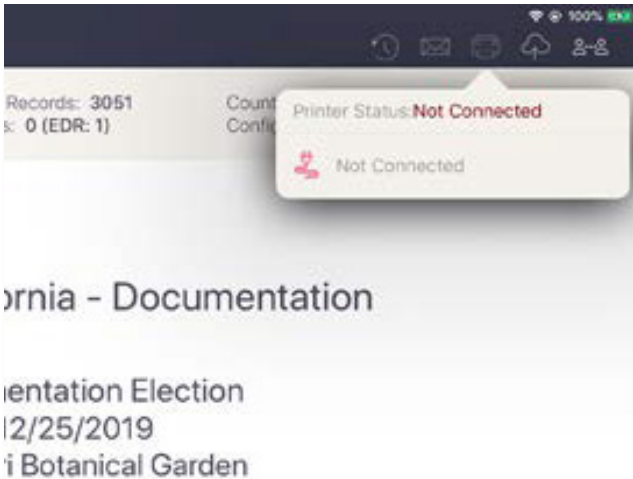
CHANGING PAPER

1. **OPEN** printer.
2. **RELOAD PAPER** with the paper flap toward you, feeding from the bottom/underneath roll.
3. **CLOSE** and **PRINT** Test Receipt.

AVL ROLES

POLL PAD OPERATOR

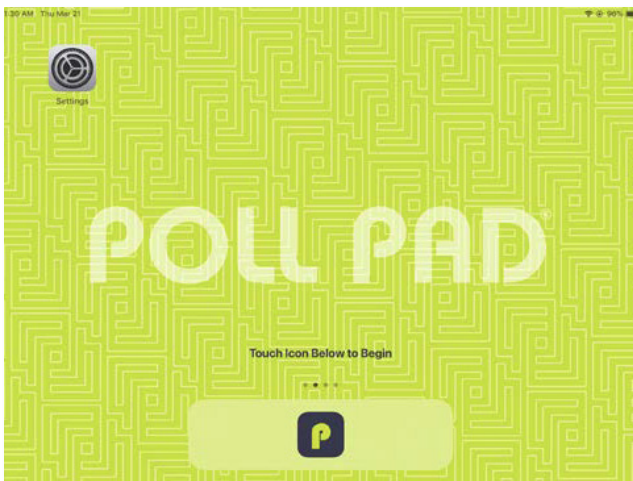
PAD TROUBLESHOOTING



LOST PRINTER CONNECTION

Printer icon will turn red if printer has lost connection to Poll Pad. Press the printer icon, a status box will display, Printer Status: Not Connected.

1. **CLOSE AND REOPEN** Poll Pad app, by double clicking the Home button and swiping the app up or by navigating to Exit Application on the MENU screen.

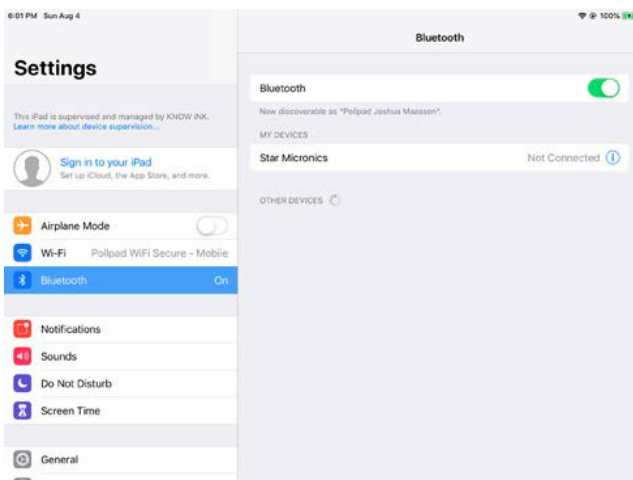


PRINTER BLUETOOTH CONNECTION

If previous troubleshooting steps do not reestablish printer connection, check Bluetooth settings.

1. **NAVIGATE** to the Home screen and **SELECT** the Settings app.

NOTE: If Poll Pad is in guided access mode you will need to end guided access mode in order to access home screen.



2. **SELECT** Bluetooth from the left, **VERIFY** Bluetooth toggle switch is on. **TURN ON if toggle switch is off.**
3. **CHECK** the status of the Star Micronics printer. **If Not Connected, PRESS** on "Star Micronics" to attempt reestablishing bluetooth connection to printer.

AVL ROLES

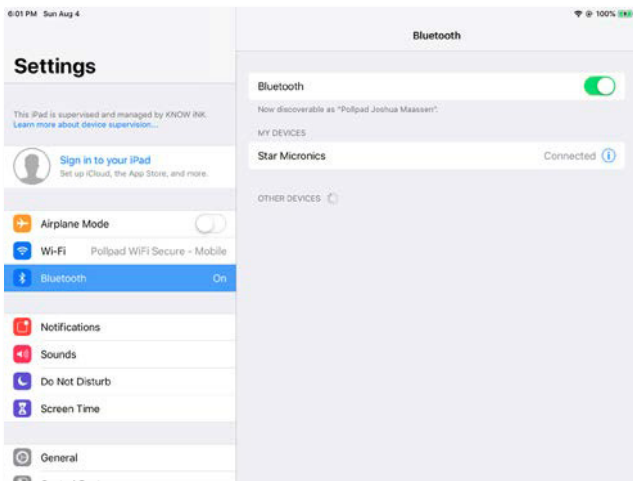
POLL PAD OPERATOR

POLL PAD TROUBLESHOOTING



PRINTER BLUETOOTH CONNECTION

- On the back of the printer, **PRESS** and **HOLD** the “Pair” button for approximately six (6) seconds. The green LED will flash. **RELEASE** the Pair button; the LED will continue to flash green, then change to flashing blue.
- From the Bluetooth settings, **SELECT** the Star Micronics printer. The light will change to solid blue when connection is successful.
- In the Bluetooth settings, the Star Micronics printer will now display Connected.
- OPEN** the Poll Pad app and **VERIFY** printer icon is green. **COMPLETE** a Test Print to ensure printer is working.

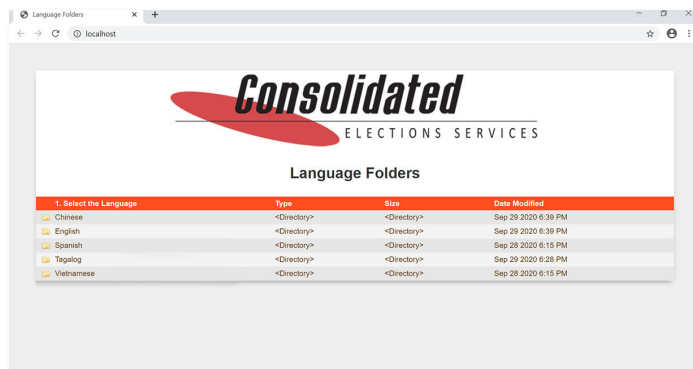


AVL ROLES

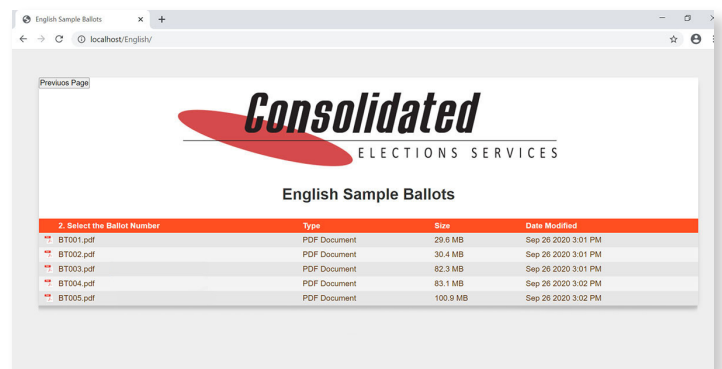
ON DEMAND OPERATOR

VIG ON DEMAND PRINTING

There are provided Voter Information Guides on the VIG Rack. **USE** provide VIGs first before printing. **ONLY PRINT VOTER INFORMATION GUIDE IF THE VOTER REQUESTS ONE.**



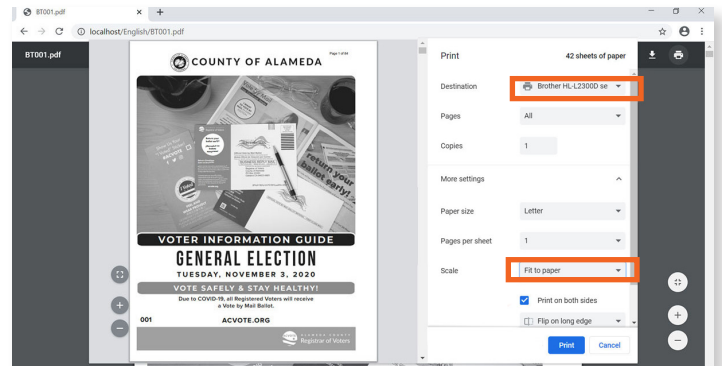
1. **SELECT** the preferred language to print.



2. **DOUBLE CLICK** the Ballot Type.



3. **CLICK** the Printer icon to begin printing process.



4. **SELECT** the Printer then **CLICK** "More settings". **CHANGE** "Scale" options to "Fit to paper". Then **PRESS** "Print".



5. **USE** the paper clip to keep pages together. **GIVE** to the Voter once finished.

**NOTICE TO ALL VOTERS
FACSIMILE BALLOTS**

There are **Facsimile Ballots** in Burmese, Hindi, Khmer, Korean, Laotian, Punjabi, Telugu, Mongolian & Mien. Voters may request to take a copy of the Facsimile Ballot to a Voting Booth.

Facsimile Ballots are available for printing in the respective language folders on the VIG printing laptop.

If the language is listed, **SELECT** Folder and **IDENTIFY** if Ballot Type on Ballot form is listed.

If not listed, **INFORM VOTER** Ballot type is not available in that language offer Language Assistance via AVL Captain phone.

AVL ROLES

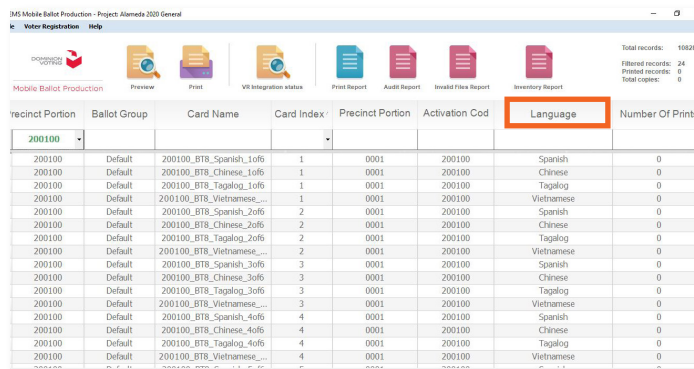
ON DEMAND OPERATOR

TASK 1 BALLOT ON DEMAND PRINTING

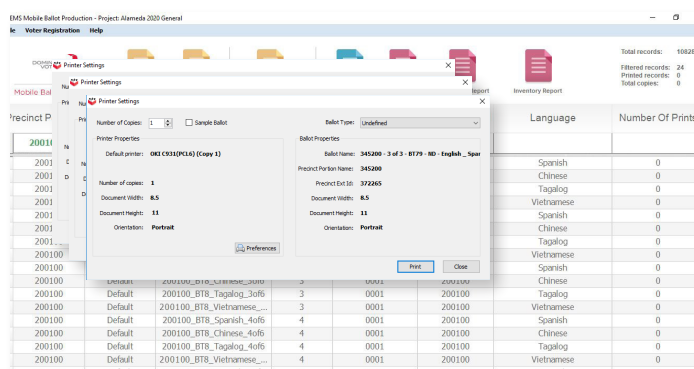
TWO (2) PERSON RULE



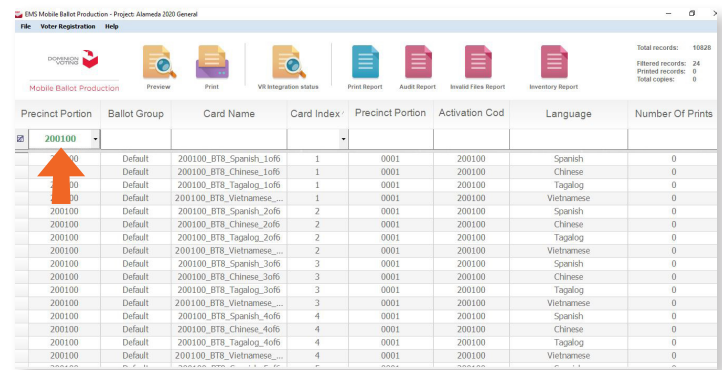
1. RETRIEVE Ballot Form from the Voter. **USE** the Ballot Form to retrieve the correct Precinct and Language Ballot.



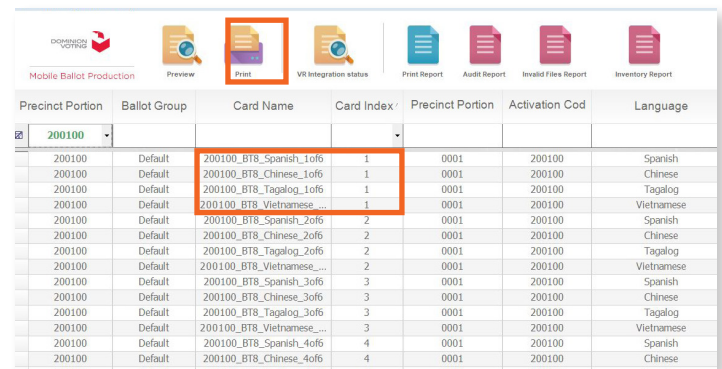
3. CHANGE by clicking the arrow down icon on the Language Column the language depending on Voter's preference, if necessary.



5. Pop-up windows will open indicating each Ballot Card. **CLICK** "Print" for each window. **SPOIL** Ballot Form after retrieving the Voter's correct Ballot by placing receipt in the Purple Spoiled Ballots Bag.



2. INPUT the Precinct number on the Precinct Portion on the EMS Mobile Ballot Production Application.



4. SELECT the Precinct Ballot with the "1of6" Card Name or Card Index "1". Then **PRESS** "Print".

AVL ROLES

ON DEMAND OPERATOR

TASK 3 BALLOT TO VOTER

1. Once the Ballot Card(s) is(are) printed. **PLACE** Ballot Card(s) in Secrecy Sleeve.* **GIVE** to Voter along with a Pen by placing on the table for the Voter to take.
2. **INFORM VOTER:**
 - “Please keep your Ballot Card(s) inside the Secrecy Sleeve. The Pen is yours to keep as well. 'How to Vote' Instructions are located on the Voter Information Center and on the Ballot as well.”
3. **DIRECT** to where the VIC is located in the AVL.
4. **ASK VOTER:**
 - “Do you need assistance in completing your Ballot?”

IF VOTER SAYS “NO”

INFORM VOTER:

“Thank you. You may proceed to one of the Voting Booths. Once finished voting please see our Demonstration Officer.”

IF VOTER SAYS “YES”

INFORM VOTER:

“Please see our Demonstration Officer.”

AVL ROLES

ON DEMAND OPERATOR

SPOILING TOUCHSCREEN BALLOT

1. **RETRIEVE** Printed Voted Ballot from Voter, **RECORD** precinct number for new touchscreen activation, then **WRITE** “SPOILED” on the Ballot.
2. **PLACE** into Purple Spoiled Ballots Bag.
3. **INFORM VOTER:**
“Under State Law, a Voter shall not receive more than a total of three (3) Ballots, including the original Ballot. May I offer you any assistance?”



SPOILING PAPER BALLOT



1. **RETRIEVE** Printed Voted Ballot from Voter, **RECORD** Precinct Number for new Printed Ballot, then **WRITE** “SPOILED” on the Ballot.
2. **REPRINT** a new set of Ballot Card(s) using the Precinct and Ballot Type from the Spoiled Ballot Card(s).
3. **ONLY GIVE VOTER** the requested Ballot Card(s), **NOT** the whole set.
4. **INFORM VOTER:**
“Under State Law, a Voter shall not receive more than a total of three (3) Ballots, including the original Ballot. May I offer you any assistance?”
5. **WRITE** “SPOILED” on remaining new Ballot Card(s) and place into **Purple Spoiled Ballots Bag**.

FOR EXAMPLE, if Voter requests a NEW D-letter Ballot Card:

- **RETRIEVE** D-letter Ballot Card from Voter, write “SPOILED” on Card and place into Purple Spoiled Ballots Bag.
- **PRINT** a new set of Ballots.
- **REMOVE** new D-letter Ballot Card from set and **GIVE** to the Voter.
- **SPOIL** remaining cards of the new set and **PLACE** into Purple Spoiled Ballots Bag.

AVL ROLES

DEMONSTRATION OFFICER

TASK 1 ASSISTING VOTER

Instructions on how to mark the Ballot are posted on the Voter Information Center and translated in all supported languages. **FOLLOW** Ballot Activation instructions in the Touchscreen Operating Instructions located in the Operations Sleeve and the Election Worker Guide.

NOTE: DO NOT ASK about or mention a Voter's disability. Etiquette Guidelines regarding *Disability Sensitivity at the Polls* are available in the Election Worker Guide.

TASK 2 BALLOT PAPER REFILL

1. To ensure the Printer Paper does not run out during a Voting Session, **CHECK** "Total ballots printed" on the bottom left-hand corner of the Touchscreen.
2. Once "Total ballots printed" reaches 100, **CONTACT** the AVL Hotline at (510) 835-0320.

VOTER LEAVES BEFORE CASTING BALLOT

For Paper Ballot:

1. Two (2) Election Workers deposit the Ballot **AS IS** in the Turquoise Official Ballots Trolley.

For Touchscreen Printed Voted Ballot:

1. Two (2) Election Workers must go to the Touchscreen.
2. One (1) Election Worker advances the Ballot to the Review Screen and select the "Print Ballot" option.
3. Two (2) Election Workers deposit the Ballot in the Turquoise Official Ballots Trolley.

For Vote by Mail Ballot:

Two (2) Election Workers must enclose the Ballot **AS IS** in a VBM Envelope and deposit into the Yellow Vote by Mail Ballots Trolley.

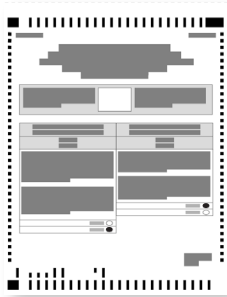
AVL ROLES

BALLOT TROLLEY OFFICER

TASK 1 DEPOSITING BALLOT

BLUE PROVISIONAL BALLOTS TROLLEY

PAPER VOTER



Voted Ballot Card(s)



Conditional Provisional
Registration Form

FOR ALL CONDITIONAL PROVISIONAL BALLOTS ONLY

TOUCHSCREEN VOTER



Printed Voted Ballot



Conditional Provisional
Registration Form



1. DETACH Conditional Provisional Registration Form stub and give the stub to the Voter.

2. CHECK THE FOLLOWING:

- Ballot(s) is inside the Conditional Provisional Registration Form.
- Conditional Provisional Registration Form is filled out, signed, and sealed.



3. DEPOSIT Conditional Provisional Registration Form into Blue Provisional Ballots Trolley.

INFORM THE VOTER:

"To find out the status of your ballot, please visit acvote.org/mvp or call (510) 272-6973 (Toll Free (800) 834-6454) at least 30 days after the election."

AVL ROLES

VBM BALLOT DROP STOP OFFICER

TASK 1 DEPOSITING VBM BALLOT

TWO (2) PERSON RULE

YELLOW VOTE BY MAIL BALLOTS TROLLEY

FOR ALL VOTE BY MAIL BALLOTS



1. **USE** the VBM serving bin to retrieve the Vote by Mail (VBM) Envelope from the Voter. **VERIFY** Vote by Mail Envelope is signed and sealed.

2. **DEPOSIT** into Yellow Vote by Mail Ballots Trolley.



3. **GIVE VOTER** an "I Voted" sticker using the pair of tongs.

IF VOTER NEEDS A REPLACEMENT VBM ENVELOPE:

1. **GIVE VOTER** Official Vote by Mail Replacement envelope and Pen.
2. **INFORM VOTER** to fill out back of the envelope completely. The Pen is the Voter's to keep.

SANITIZATION

HIGH PRIORITY



CLEAN AND DISINFECT AFTER USE!

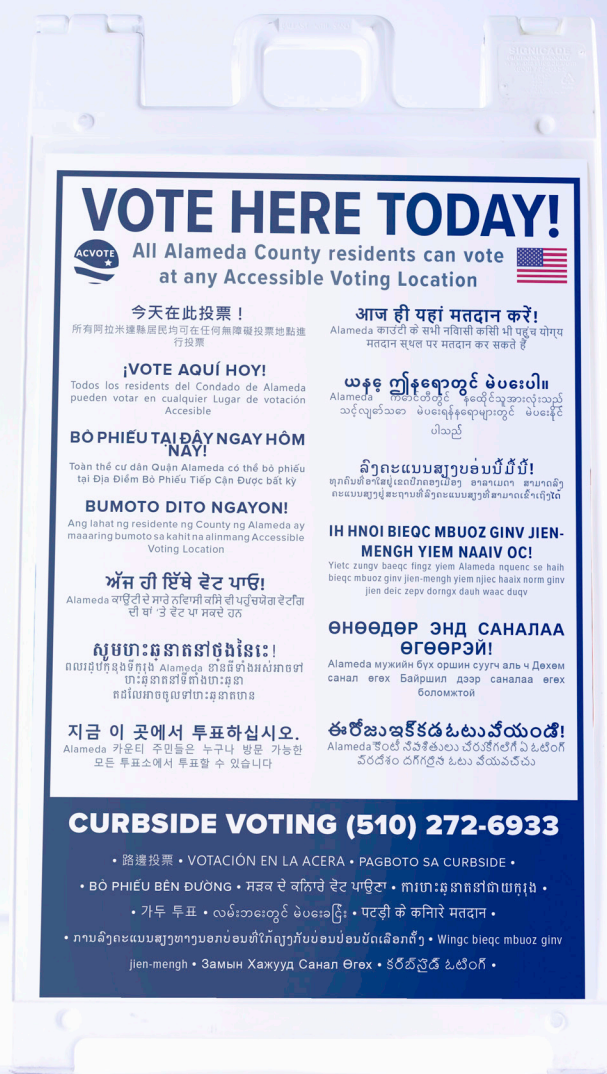
Routine Cleaning of Commonly used surfaces (at minimum every hour)

- Doorknobs
- Tables
- Voting Booths
- Poll Pads
- Secrecy Sleeves
- Printers
- Laptops
- Stylus (after each use)
- Touchscreens (every hour)

NOTE: Touchscreens must be powered off before disinfecting its surfaces.

MONITOR cleaning and disinfecting supply inventory and notify the AVL Captain if you foresee running out.

ACCESSIBLE CURBSIDE VOTING



If an Accessible Curbside Voter is unable to approach the AVL, a Paper Ballot can be requested and brought to the Voter outside the AVL.

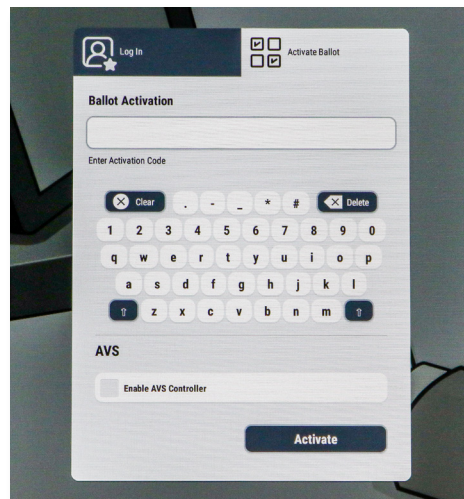
FOLLOW THE PROCEDURES BELOW:

- 1. USE** the ROV Cell Phone to add the Voter to the queue. The AVL Entry Officer will notify a Poll Pad Operator when they need to step outside and check in the Voter.
- 2. A Poll Pad Operator** will be sent out to the Curbside Voter for processing. **MARK** the Voter is “Curbside Voter” on the Poll Pad before completing the process.
 - If Curbside Voter’s information is not on the Poll Pad, FOLLOW** the Conditional Provisional Voting Form instructions procedures and options.
- 3. Once the Curbside Voter is processed on the Poll Pad,** the Poll Pad Operator will return to the AVL to print a Ballot Form.
- 4. GIVE** the Ballot Form to the On Demand Operator to print a Ballot.
- 5. TAKE** Secrecy Sleeve, with Ballot inside, and a Pen to the Voter.
- 6. After Voter privately completes Ballot, INFORM VOTER** to place Ballot back into Secrecy Sleeve; **RETRIEVE** Secrecy Sleeve with Ballot.
- 7. INFORM VOTER** to wait for Ballot to be deposited.
- 8. RETURN** to the AVL and deposit the Voted Ballot into Turquoise Official Ballots Trolley. **TAKE** “I Voted” sticker for the Voter.
- 9. INFORM VOTER** that the voting process is completed and give “I Voted” sticker.

TOUCHSCREEN VOTING

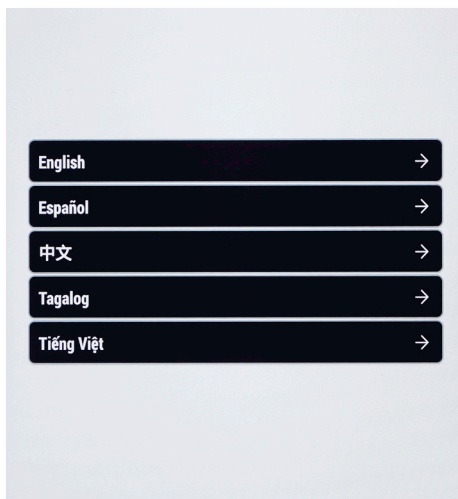
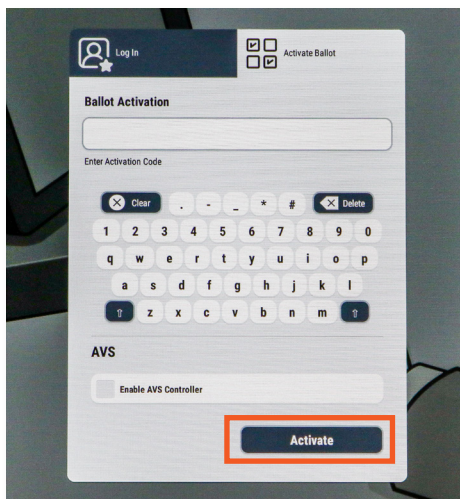
OPERATING INSTRUCTIONS

BALLOT ACTIVATION



1. **INSERT** Poll Worker Card in the Card Reader Slot. Keep Card inserted.
2. **RETRIEVE** Ballot Form from Voter.
3. **USE** the Ballot Form to select the correct Ballot and language. **SPOIL** after activation by placing it into the Purple Spoiled Ballots Bag.

STANDARD VOTING ACTIVATION



1. **PRESS** "Activate" to continue after the Precinct has been entered.
2. **SELECT** Voter's preferred language to continue.
3. **REMOVE** Poll Worker Card.

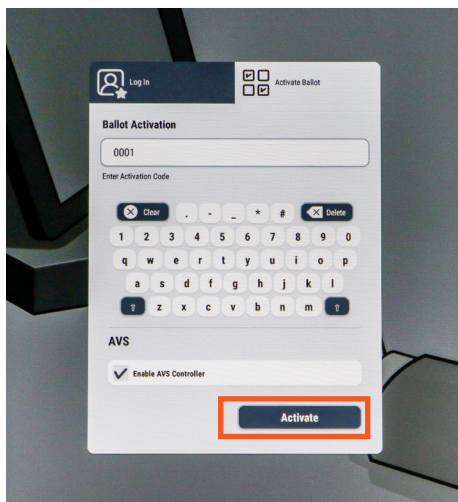
TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

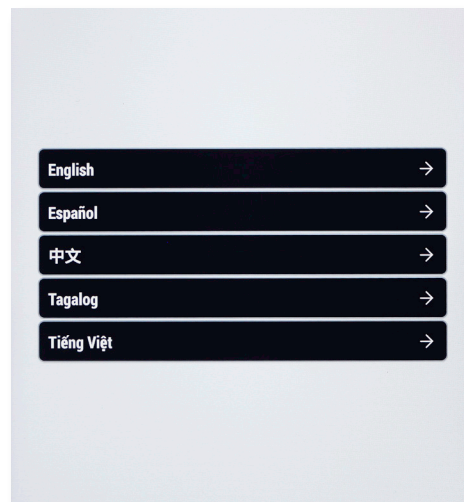
ACCESSIBLE VOTING ACTIVATION



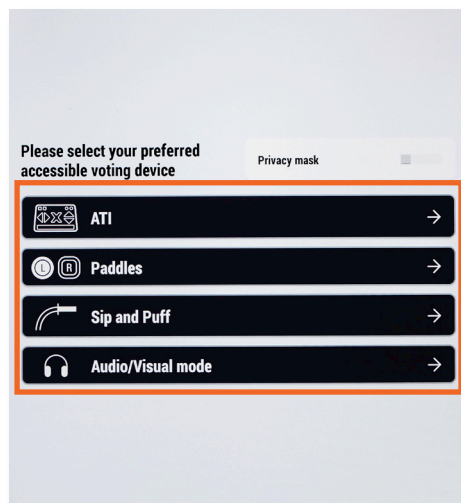
1. PRESS “Enable AVS Controller” checkbox to enable an Accessible Voting Session.



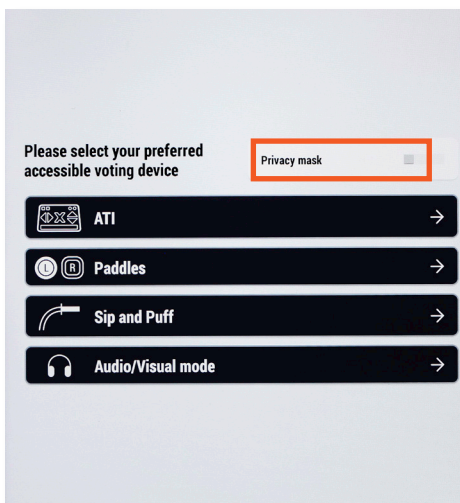
2. PRESS “Activate” to continue.



3. SELECT Voter’s preferred language to continue.

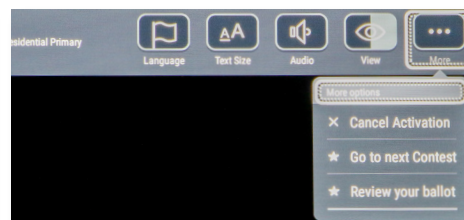


4. ASK VOTER:
“What is your preferred mode of accessible voting?”



5. INFORM THE VOTER about the following options:

- The “Privacy Mask” option can be switched “On” or “Off” for Voter.



- Language and Text size can be adjusted to the Voter’s preference, located on the upper right-hand corner of the screen.
 - “View” button will provide some options for Ballot viewing preference, located on the upper right-hand corner of the screen.
 - “More” button will provide the following options:
 - 1. Cancel Activation
 - 2. Proceed to the next contest, if the Privacy Mask is on.
- 6. OFFER** the Voter the use of a chair.

TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

AUDIO TACTILE INTERFACE (ATI)

1. **INFORM VOTER:**

“This will provide audio guidance allowing you to navigate and make selections.”

2. **Voter should be comfortably positioned** with Audio Tactile Interface and headphones.

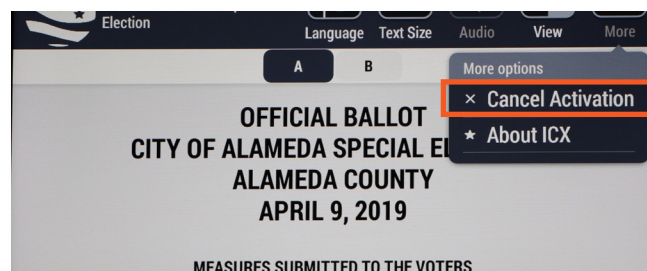
3. **SELECT** “ATI” option on the screen.

NOTE: Assist Voter with Voting Process if requested.

CANCELING ACTIVATION

If the Voter would like to cancel or has abandoned the voting session:

1. **SELECT** “More” on the top right of the screen.
2. **SELECT** the “Cancel Activation.”
3. **SELECT** the “Yes, Cancel Activation” on the pop-up selection window.



SANITIZATION

1. **INSERT** the Poll Worker Card into the bottom of the Touchscreen.
2. **PRESS** “Log in” on the upper left of the menu. **ENTER** the Administrator Login number, then **PRESS** the “Login” button.
3. **POWER OFF** the Touchscreen by pressing the Power button in the right corner of the Poll Administration screen. **DO NOT CLOSE POLLS.**
4. **PRESS** “Power off” on the screen to complete shut down of the Touchscreen.
5. **UNPLUG** all Power cables from any power source.
6. **WIPE THE TOUCHSCREEN** with a Germisept wipe, *pictured on the right.*
7. **WIPE DOWN** other handheld accessories such as Poll Worker Cards, ATI, headset, and Printer.
8. **PLUG IN** all Power cables to a surge protector. **POWER ON** by following the Power On Instructions on pg. 38 & 39, starting from Step #8



TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

TROUBLESHOOTING

USB CHANGE IS DETECTED

1. **MAKE SURE** the Touchscreen Printer cable is plugged into the Printer.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **INSERT** Poll Worker Card into the Touchscreen, then enter Administration Login number.
4. **PERFORM** Hardware Test on both the ATI and Printer. *(Follow Steps 5-7, on pg. 40)*
5. **REMOVE & RE-INSERT** Poll Worker Card to re-activate Voting Session.*
**This will require Voter to start from the beginning of the session.*
6. If the problem(s) persist, **CONTACT** the Registrar of Voters' AVL Hotline for further assistance.

ATI HAS NO AUDIO

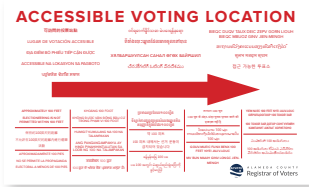
1. **MAKE SURE** the headphones are plugged into the correct port and plugged in completely.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **ACTIVATE** new Accessible Voting Session ensuring that "Enable AVS Controller" check-box is selected when activating.
4. If the problem(s) persist, **CONTACT** the Registrar of Voters' AVL Hotline for further assistance.

TOUCHSCREEN NOT FUNCTIONAL

1. **DIRECT** the Voter to use the second Touchscreen.
NOTE: If voter does not wish to use the another touchscreen or all are not functional:
 - The Voter may leave the AVL and must return by 8:00 pm; and
 - The Voter may call (510) 272-6933 with any questions and concerns.
2. **GIVE VOTER** the 4 (four) following options on how to proceed:
 - **OFFER** the use of **another Touchscreen** and **EXPLAIN** that it may take up to 2 (two) hours.
 - **OFFER** a **Paper Ballot** and **OFFER** assistance.
 - **OFFER** the option of voting on a Touchscreen at an **Accessible Voting Location (AVL)**.
 - **OFFER** the option of voting on a Touchscreen located at **the Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612** (Public entrance on 12th Street).
3. **CONTACT** the AVL Hotline for a resolution.

OTHER SCENARIOS

ELECTIONEERING



Electioneering within 100 feet of the Polling Place is prohibited (CEC § 18370).

- "100 feet of Polling Place" or "an elections official's office" means a distance of 100 feet from the room or rooms in which Voters are signing the Roster and casting Ballots.

No person, on Election Day, or at any time that a Voter may be casting a ballot, shall, within 100 feet of an AVL under Section 3018, or an elections official's office:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a Voter on the subject of marking a Ballot.
- Place a sign relating to Voter's qualifications or speak to a Voter on the subject of the Voter's qualifications except as provided in Section 14240.
- Do any electioneering as defined by Section 319.5 of the California Election Code.
 - Section 319.5: "The visible display or audible dissemination that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an election official's office, or a satellite location under Section 3018." This effectively means electioneering cannot be conducted within 100 feet of the entrance to the Accessible Voting Location. Prohibited materials include, but are not limited to: a display of a candidate's name, likeness or logo; a display of a ballot measure's number, title, subject or logo; buttons, hats, pencils, pens, shirts, signs or stickers containing information about candidates or issues on the ballot; any audible broadcasting of information about candidates or measures on the ballot; and, at Vote by Mail drop boxes, loitering near or disseminating visible or audible electioneering information.

If you encounter electioneering, first call the AVL Hotline at (510) 835-0320.

MEDIA AT THE POLLING PLACE

Voting is, by necessity and design, a public process. As the purveyors of information to the public, members of the various media may arrive at AVL to cover one or more aspects of the process for their viewers, readers, or listening audience. The media **MAY NOT INTERFERE** with the voting process in any way. Listed below are general guidelines for members of the media.

CAN DO:

- Complete exit poll at least twenty-five (25) feet from all entrances to the AVL.
- Review posted Street Index.

CANNOT DO:

- Interfere with the Voting Process or touch voting equipment.
- Photograph, video, or otherwise record a Voter entering or exiting the AVL.

MUST DO:

- Photographers or videographers must get permission from subjects and must ensure that neither Paper Ballot nor on-screen Touchscreen Ballot are legible in the photo or video footage.

Election Workers are limited to comment on those issues about which they have first-hand knowledge.

Technical questions or questions regarding policies or procedures should be directed to the Alameda County Registrar of Voters.

OTHER SCENARIOS

DISTURBANCE AT THE AVL

If any person is unruly, abusive, or threatens the safety of the Election Worker, Voter, or the orderly conduct of the election in any way, call 911 immediately followed up with a call to the Registrar of Voters' Office.

CHALLENGING A VOTER'S RIGHT TO VOTE

Per law, Election Workers may challenge a Voter's right to vote in the AVL. For additional questions about challenge procedures, contact the AVL Hotline immediately at (510) 835-0320.

REPORTING VOTER FRAUD

If Voter wants to report suspected fraud, have the Voter call the California Secretary of State at (916) 657-2166.



ROVER PROCEDURE

AFTERNOON PICK UP - *Election Day*

ROVER PREPARATION

- Rovers will be wearing a **Blue Vest** and **Rover badge**.
- Rovers will arrive at the AVL to pick up the following at **1:00 pm during Early Voting** and **1:30 pm on Election Day** for the first afternoon Rover Pick Up:

YELLOW VOTE BY MAIL BALLOTS TROLLEY #1



1. **CLOSE AND SEAL** the deposit slot on Trolley #1 with a White Security Seal. Then **SET ASIDE** for Rover.
2. **REPLACE** Yellow Vote by Mail Ballots Trolley #1 with Yellow Vote by Mail Ballots Trolley #2 by 1:30pm on Election Day. (Replace by 1:00pm during Early Voting.)
3. **1ST VOTER PROCEDURE*** for Yellow Vote by Mail Ballots Trolley #2.
**As required by the California Secretary of State, the first Voter in each Polling Place must verify the Trolley is empty.*

NOTE: During Early Voting, Rovers will be picking up the Yellow Vote by Mail Ballots Trolley.

ROVER PROCEDURE

AFTERNOON PICK UP - Election Day

ROVER PREPARATION

VOTED BALLOTS BOX

1. When removing Ballots from the Turquoise Official Ballots Trolley, **ANNOUNCE TO THE AVL:**

"I am the AVL Captain for this AVL. I am making a Ballot Transfer to this box marked 'Voted Official Ballots,' which will be sealed and delivered to the Registrar of Voters' Office."

2 PERSON RULE



AVL Captain



Judge



2. **CUT** White Security Seal from the Turquoise Official Ballots Trolley and **TAPE** to back of the Seal Verification Form.



3. **RETRIEVE** Ballots from Trolley and **PLACE** into Voted Official Ballots Box.



4. **PLACE** new White Security Seal on Turquoise Official Ballots Trolley.



5. Without covering the barcode and Precinct number, **AFFIX** Seal for Voted Official Ballots Box. **AVL Captain and 3 Election Workers must sign the seal.**



6. Using the provided Cell Phone,* **AVL CAPTAIN OPENS** "PollChief" app and **SCANS** the following:
 - Voted Ballot Official Boxes
 - Yellow Trolley #1.

ROVER REPEATS this step.

*Refer to Cell Phone Operating Instructions on pg. 11.

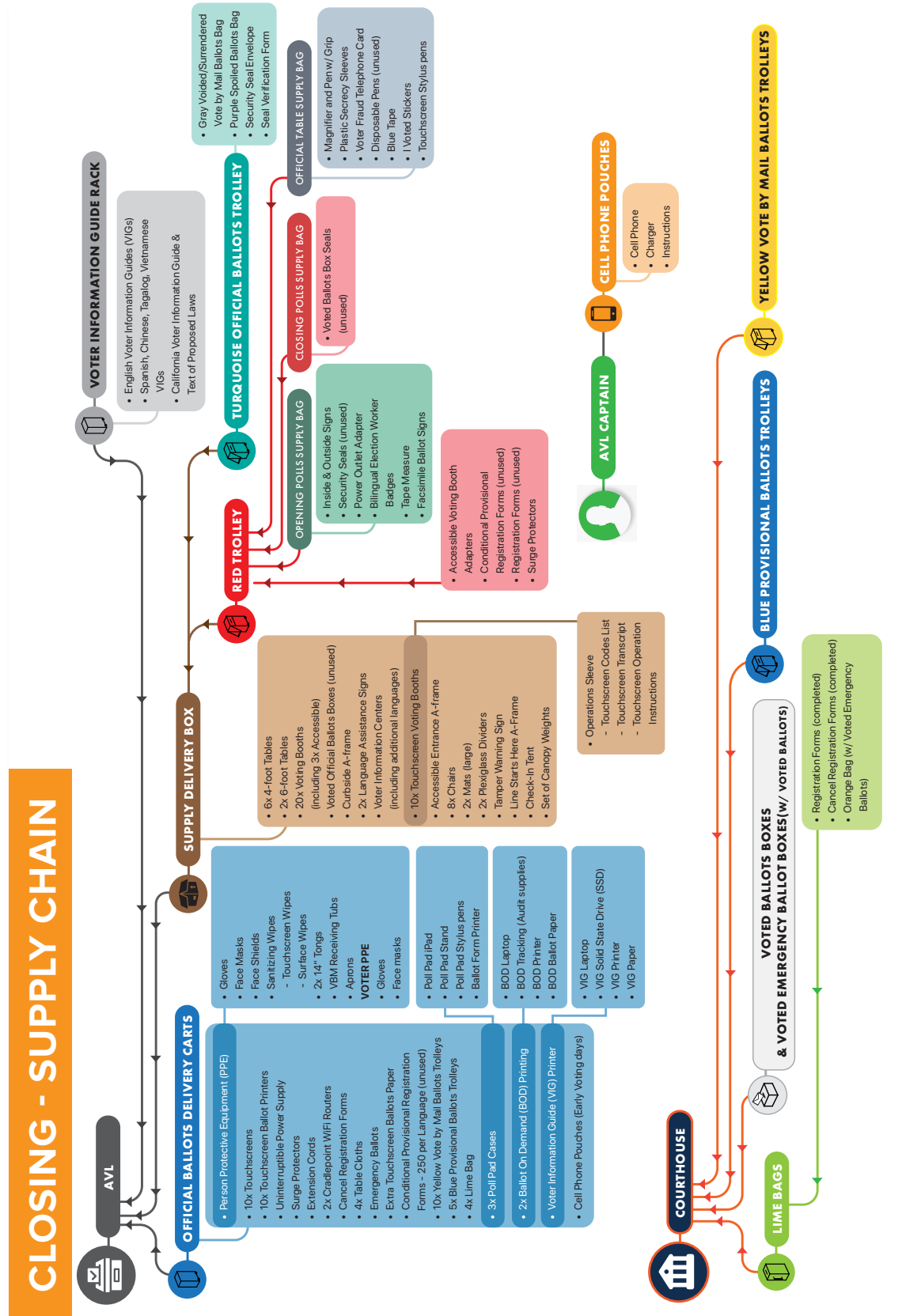


7. **SIGN** the **Official Ballots Release Form.**

CLOSING PROCEDURE

SUPPLIES QUICK REFERENCE CHART

LARGER VERSION LOCATED IN THE CLOSING SUPPLY BAG



CLOSING PROCEDURE

CLOSING TIMELINE

1. AVL CAPTAIN

TASK 1 ANNOUNCE CLOSING OF THE POLLS — *Daily*

At the scheduled open time, **STEP OUTSIDE & MAKE THE ANNOUNCEMENT:**

“THE AVL IS NOW CLOSED!”

2. JUDGE

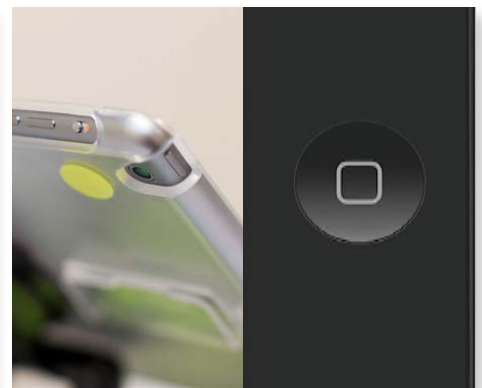
TASK 1 CLOSING POLL PAD — *Daily*



1. **POWER OFF** the printer by switching ON/OFF switch to the OFF position and **UNPLUG** from outlet. **DISCONNECT** printer cable from adapter box and printer.



2. After disconnecting hardware from the Poll Pad, **PLACE** components back in carrying case. Once the stand arm has been removed from the Poll Pad and stand base, **FOLD** the stand arm backwards to fit in the case.



3. **TURN OFF** Poll Pad by holding the power button and the home button (pictured) simultaneously until the screen goes black. **PLACE** Poll Pad in the carrying case.



4. **DISASSEMBLE** the Poll Pad and **RETURN** the supplies to the Poll Pad case. **CLOSE** the lid and **SECURE**.



5. **PLACE** Poll Pad case in the Official Ballots Delivery Cart.

NOTE: Power off 30 minutes after the last Voter has been processed.

CLOSING PROCEDURE

4. CLERK

TASK 1 ROVER PICK UP PREPARATION — *Daily*

- Rovers will be wearing a **Blue Vest** and **Rover badge**.
- Rovers will arrive at the AVL to pick up the following items at **5:00 pm during Early Voting**, and **8:00 pm on Election Day**:



1. **RETRIEVE** all Ballots from the Turquoise Official Ballots Trolley and **PLACE** into Voted Official Ballots Box.

NOTE: Check inside flaps of the Trolleys, inside the Voting booths, and Secrecy Sleeves for any hidden ballots.



2. Without covering the barcode and Precinct number, **AFFIX** Seal for Voted Official Ballots Box. **AVL Captain and 3 Election Workers must sign the seal.**



3. Using the provided Cell Phone,* **AVL CAPTAIN OPENS** "PollChief" app and **SCANS** the following:
 - Voted Ballot Official Boxes
 - Yellow and Blue Trolleys
 - Lime Bag

ROVER REPEATS this step. Then **GIVE AVL CAPTAIN** (Judge during Early Voting) Cell Phones & Cell Phone Pouches.

*Refer to Cell Phone Operating Instructions in the Cell Phone Pouch.

4. **PLACE** White Security Seal on the following:



YELLOW VBM BALLOTS AND BLUE PROVISIONAL BALLOTS TROLLEYS:

- Ballot Deposit Slot



LIME BAG:

- Zipper
- Deposit Slot

5. **SIGN** the **Official Ballots Release Form** after Rover picks up.

CLOSING PROCEDURE

5. JUDGE

TASK 4 PACK ITEMS ON OFFICIAL TABLE — *Daily*

1. **PACK** remaining items into **Official Table Supply Bag** -



- Magnifier and Pen w/ Grip
- Security Seals Envelope
- Voter Fraud Telephone Card
- Pens
- Blue Tape
- Remaining "I Voted" Stickers

TASK 5 SHUT DOWN ON DEMAND MACHINES — *Daily*

BALLOT ON DEMAND



1. **POWER OFF** the BOD Printer by switching the ON/OFF Switch on the bottom-rear corner on the left panel of the Printer to the "OFF" position. **SHUT DOWN** the BOD Laptop.
2. **DISCONNECT** the BOD Printer from the surge protector.
3. **DISCONNECT** the designated BOD Laptop from the BOD Printer by unplugging the BOD USB.

VIG ON DEMAND



1. **POWER OFF** the VIG On Demand Printer by pressing and holding the power button on top of the Printer. **SHUT DOWN** the VIG On Demand Laptop.
2. **DISCONNECT** the USB cables from the printer and the laptop.
3. **DISCONNECT** the Laptop charger and Printer power cables from the surge protector. **PLACE** all VIG On Demand equipment in the designated black case.

6. CLERK

TASK 2 CLOSING TOUCHSCREENS — *Daily*

CLOSING POLLS on Touchscreens (Two (2) Person Rule).

(Refer to **Touchscreen Closing** Section for instructions, pg. 98)

CLOSING PROCEDURE

7. JUDGE

TASK 6 STORE & SEAL MACHINES — *Daily*



1. **PLACE** the Ballot On Demand (BOD) Printer*, BOD Transfer binder, and BOD Laptop in the Official Ballots Delivery Cart.
**Two (2) Person Rule*
2. **PLACE** the VIG On Demand Case in the Official Ballots Delivery Cart.
**Two (2) Person Rule*
3. **PLACE** the following into the Official Ballots Delivery Cart:

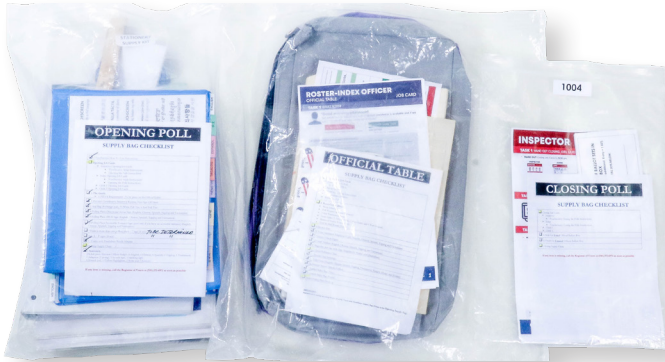


4. **PLACE** White Security Seals on Official Ballots Delivery Carts' door, then **PLACE** one through the zipper and lower-bottom loops to seal all equipment (see image on the left).

CLOSING PROCEDURE

5. CLERK

TASK 3 PACK ITEMS IN RED TROLLEY — *Election Night*



1. **PACK** the Supply Bags into the Red Trolley.
2. **SEAL** the Red Trolley with a **White Security Seal** when finished. Red Trolley **MUST BE PLACED** in the Supply Delivery Box.

TASK 4 PACK TURQUOISE TROLLEY — *Election Night*

1. **PLACE** the following in the Turquoise Official Ballots Trolley:



2. Once packed, **SECURE** the zipper and deposit slot of the Turquoise Trolley with a **White Security Seal**.
3. Turquoise Trolley **MUST BE PLACED** in the Supply Delivery Box.

CLOSING PROCEDURE

5. CLERK

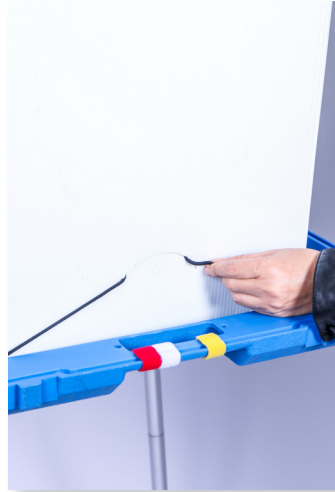
TASK 5 DISMANTLE BLUE VOTING BOOTHS — *Election Night*



1. **LEAVE** all signs posted inside Voting Booth.



2. From inside the Booth, **DETACH** Privacy Shield by pulling bungee cords through slits in Shield.



3. **REMOVE** Privacy Shield from grooves in base of Booth.



4. **TURN** booth upside down and **DETACH** legs from Booth.



5. **PLACE** Privacy Shields and legs into the deep side of the Voting Booth.



6. **HOOK** S-hook to secure legs and Shield.



7. **LATCH** two (2) Booths together and stack on the Supply Delivery Box.



FOR ACCESSIBLE VOTING BOOTHS:

UNLOCK Adapter with the locking tab on the bottom. **PLACE** Adapters in Red Trolley.

CLOSING PROCEDURE

5. CLERKS

TWO (2) PERSON RULE

TASK 6 CHECK-IN TENT DISASSEMBLED— *Daily*



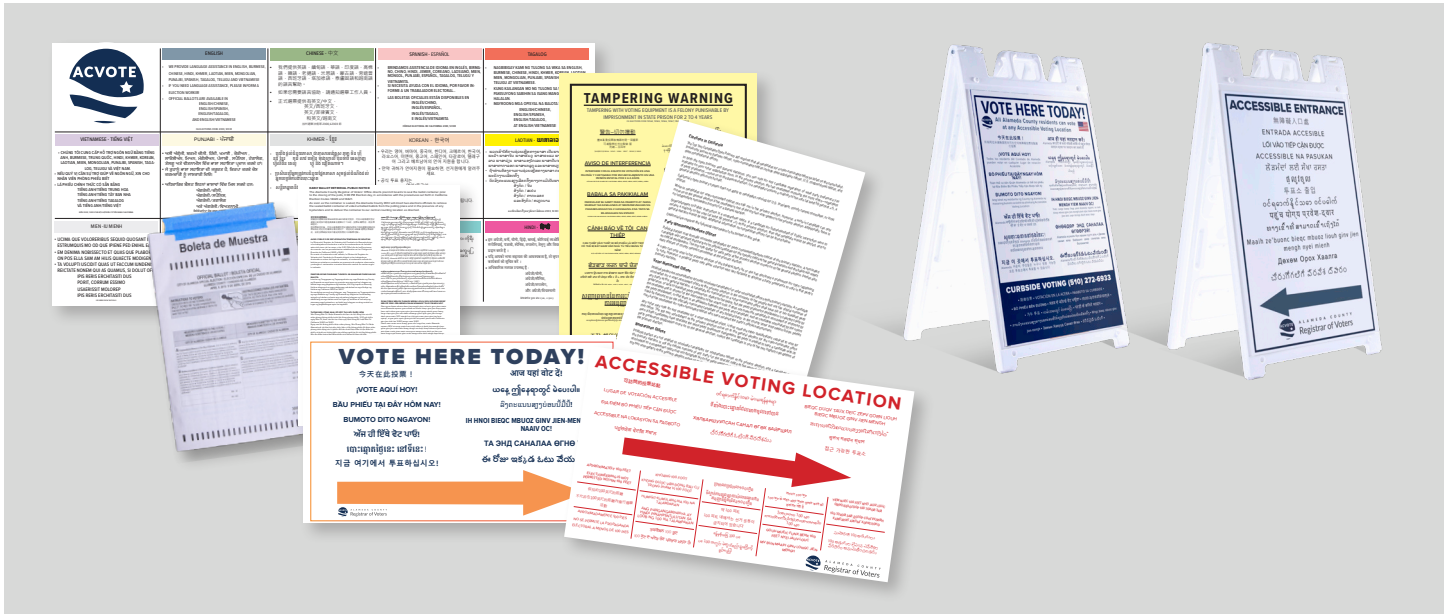
1. **REMOVE** the weights from the legs of the Frame.
2. **TURN** the crank clockwise to lower the Canopy.
3. **UNLOCK** the legs to lower and retract.
4. **UNLOCK** the Height Adjustment connectors on Frame legs. With connector in the unlocked position, **LOWER** the framework downward.
5. **STAND DIAGONAL** to each other, **LIFT & BRING TOGETHER** the legs of the Frame.
6. **DETACH** the Canopy loop strips from the legs.
7. **REMOVE** the Canopy from the Frame and **FOLD**.
8. In tandem with another Election Worker, **SQUEEZE** the legs of the Frame together until the Frame is folded together.
9. **PLACE** the Frame back in the soft case and **PLACE** in the Supply Delivery Box.

CLOSING PROCEDURE

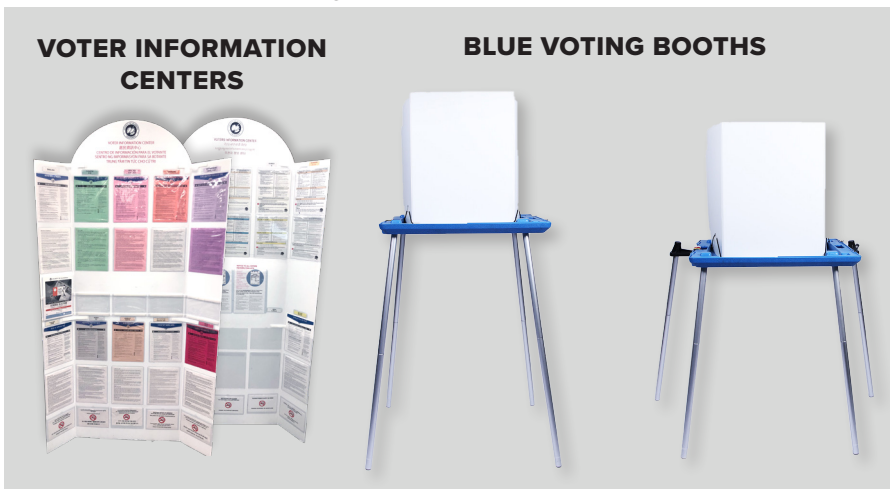
5. CLERK

TASK 7 TAKE DOWN INSIDE & OUTSIDE SIGNS — *Daily*

1. **BRING IN** all Inside and Outside Signs including:



2. **DISMANTLE** the following:



3. **RETURN** all Signs and Booths to the Supply Delivery Box.

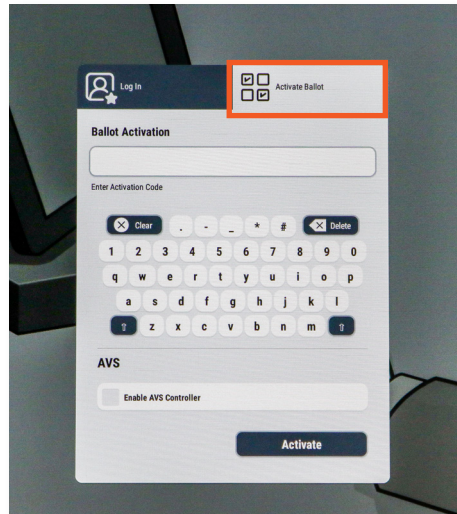
TOUCHSCREEN CLOSING

CLOSING POLLS

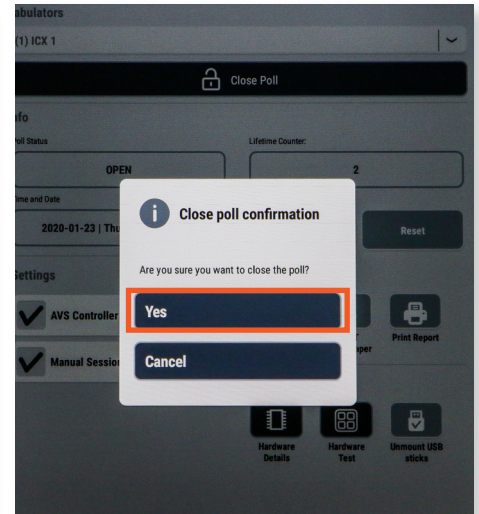
TWO (2) PERSON RULE



1. **INSERT** the Poll Worker Card into the bottom of the Touchscreen.



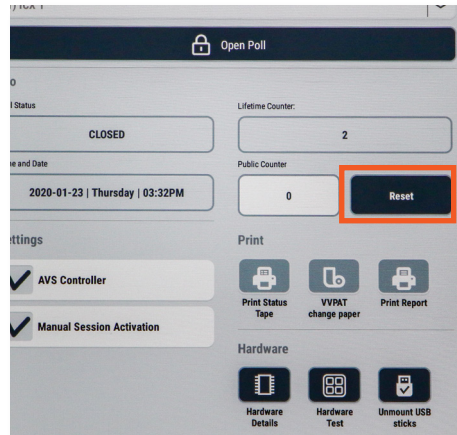
2. **PRESS** "Log in" on the upper left of the menu. **ENTER** the Administrator Login number, then **PRESS** the "Login" button.



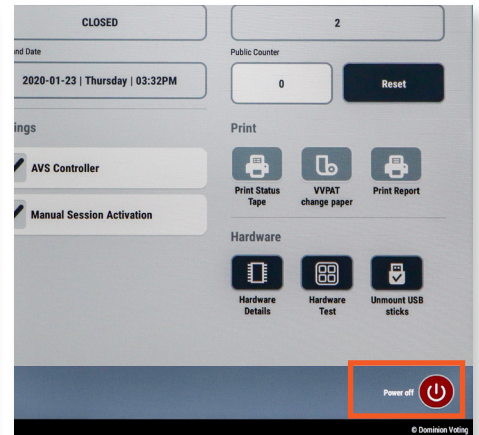
3. **PRESS** the "Close Poll" button, then **PRESS** "Yes" button to confirm closing the Poll.

TOUCHSCREEN DAILY LOG SHEET				
COUNTY OF ALAMEDA GENERAL ELECTION 2020				
AVL PRECINCT: 1				
AVL ADDRESS: 1275 HARBOR BAY PKWY, ALAMEDA				
IMPORTANT: CALIFORNIA SECRETARY OF STATE GUIDELINES REQUIRE (2) ELECTION WORKERS PERFORM THE FOLLOWING PROCEDURES:				
TOUCHSCREEN	DATE	ELECTION WORKER #1	PRINT NAME	SIGNATURE
	Nov 1, 2020	ELECTION WORKER #1		
	Nov 2, 2020	ELECTION WORKER #1		
	Nov 3, 2020	ELECTION WORKER #1		
	Nov 4, 2020	ELECTION WORKER #1		
	Nov 5, 2020	ELECTION WORKER #1		
	Nov 6, 2020	ELECTION WORKER #1		
	Nov 7, 2020	ELECTION WORKER #1		
	Nov 8, 2020	ELECTION WORKER #1		
	Nov 9, 2020	ELECTION WORKER #1		
	Nov 10, 2020	ELECTION WORKER #1		
	Nov 11, 2020	ELECTION WORKER #1		
	Nov 12, 2020	ELECTION WORKER #1		
	Nov 13, 2020	ELECTION WORKER #1		
	Nov 14, 2020	ELECTION WORKER #1		
	Nov 15, 2020	ELECTION WORKER #1		
	Nov 16, 2020	ELECTION WORKER #1		
	Nov 17, 2020	ELECTION WORKER #1		
	Nov 18, 2020	ELECTION WORKER #1		
	Nov 19, 2020	ELECTION WORKER #1		
	Nov 20, 2020	ELECTION WORKER #1		
	Nov 21, 2020	ELECTION WORKER #1		
	Nov 22, 2020	ELECTION WORKER #1		
	Nov 23, 2020	ELECTION WORKER #1		
	Nov 24, 2020	ELECTION WORKER #1		
	Nov 25, 2020	ELECTION WORKER #1		
	Nov 26, 2020	ELECTION WORKER #1		
	Nov 27, 2020	ELECTION WORKER #1		
	Nov 28, 2020	ELECTION WORKER #1		
	Nov 29, 2020	ELECTION WORKER #1		
	Nov 30, 2020	ELECTION WORKER #1		

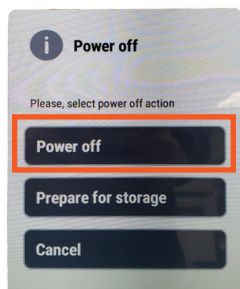
4. **FILL OUT** the Early Voting Log Sheet.



5. **PRESS** the "Reset" button by Public Counter.



6. **POWER OFF** the Touchscreen by pressing the Power button in the right corner of the Poll Administration screen.



7. **PRESS** "Power off".



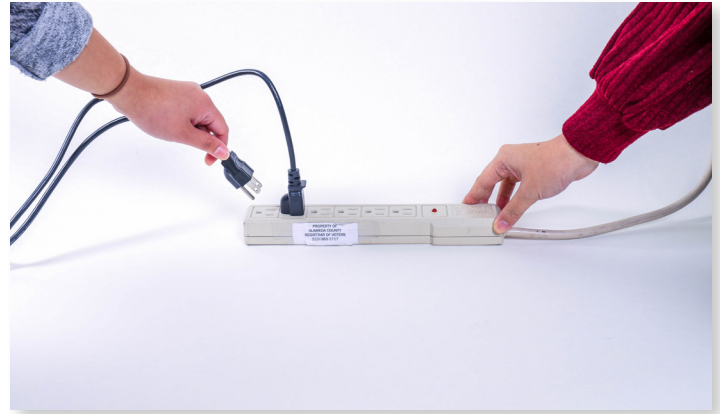
8. **REMOVE** the Poll Worker Card then **PLACE** inside Cell Phone pouch.

TOUCHSCREEN CLOSING

POWERING OFF



1. **PRESS** and **HOLD** the Power button on the front side of the Printer to power off.



2. **DISCONNECT** both Printer and Touchscreen power cords from the surge protector.



3. **DISCONNECT** both Printer power cord and Printer cable from the back of the Printer.



4. **DISCONNECT** the Touchscreen power cord from the base of the Touchscreen.



5. **DISCONNECT** the ATI cable of the Touchscreen from the top of the ATI.

TOUCHSCREEN CLOSING

DISASSEMBLING PRINTER



1. RETRIEVE the Printer case and place flat on a surface with the rolling handle on the bottom. **UNZIP** and **OPEN** the case.

2. PLACE the Printer in the Printer case using the handle on the side.



3. FOLD and **PLACE** the power cord and Printer cable in the Printer case. **SECURE** the Velcro strap around the Printer.

4. CLOSE the case, **STAND** upright, and **PLACE** back into the Official Ballots Delivery Cart.

DISASSEMBLING TOUCHSCREEN



1. RETRIEVE the Touchscreen case and place flat on a surface. **UNZIP** and open the case.

2. LIFT the Touchscreen up using the handle behind the screen. **PLACE** protective packaging on Touchscreen.

TOUCHSCREEN CLOSING

DISASSEMBLING TOUCHSCREEN



3. **PLACE** the Touchscreen in the Touchscreen case. **PLACE** the ATI with headphones into the Touchscreen case.



4. **CLOSE** the case, **STAND** upright, then **PLACE** back into the Official Ballots Delivery Cart. **SEAL** the Official Ballots Delivery Cart when finished.

DISASSEMBLING THE TOUCHSCREEN BOOTH



1. **UNLATCH** the lock from underneath the table of the Touchscreen.



2. **CAREFULLY** lower the table.



3. **FOLD** the sides, then **VELCRO** together.

MY POLL WORKER PROFILE

All Election Worker materials and resources are available by accessing the link under the ***My Poll Worker Profile*** at pollworker.acgov.org

BILINGUAL ELECTION WORKERS

- As a Bilingual Election Worker, you are required to **take and pass** a Mandatory Bilingual Online Training prior to Election Day.
- **Bilingual Online Training** can be accessed through:
My Poll Worker Profile: <http://pollworker.acgov.org>
- Additional computer labs are available at our training sites for access to Bilingual Online Training, as the Online Training CANNOT be supported by mobile devices.
- If you have any questions about the Bilingual Online Training, please call **(510) 272-6971** or email at **rov_pollworker@acgov.org**

ELECTION WORKERS QUESTIONS

For Election Worker questions

- Email ROV Recruiting at **rov_pollworker_info@acgov.org** or;
- Call **(510) 272-6971**

My Poll Worker Profile can now be accessed online by visiting pollworker.acgov.org



NOTES

NOTES

Thank You!

*Your efforts to serve
the Voters of Alameda County are
sincerely appreciated!*



FOR VOTER ASSISTANCE, CALL:

English: (510) 272-6973

Spanish: (510) 272-6975

Khmer: (510) 272-5038

Tagalog: (510) 272-6952

Hindi: (510) 272-5035

Laotian: (510) 208-0926

Mongolian: (510) 208-0928

Korean: (510) 272-5037

Vietnamese: (510) 272-6956

Punjabi: (510) 272-5035

Chinese: (510) 208-9665

Burmese: (510) 208-0925

Mien: (510) 208-0927

Telugu: (510) 208-0929