



# Election Day Guide

FOR POLL WORKERS

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**FALL 2020**  
**UPDATED 10/30/20**

## Where to Turn When You Need Help

RESOURCE	CONTACT INFO
<b>Poll Worker Training Website</b>	<a href="https://delcopa.gov/vote/pollworkerresources.html">https://delcopa.gov/vote/pollworkerresources.html</a>
<b>Election Office in Media</b> (staffed from 6:30 a.m. until the last voter has voted on Election Day)	<b>610.891.4659</b> – for general questions or questions about voter registration  <b>610.891.8683</b> – to report polling place staffing vacancies
<b>Voting Machine Warehouse</b> (staffed from 5:30 a.m. to approx. 9 p.m. on Election Day)	<b>610.874.8780</b> – for any questions/concerns about voting machines or other location-related issues

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## Coronavirus Safety Considerations

- ▶ DO NOT come to work if you or someone you live with have been recently diagnosed with COVID-19.
- ▶ DO NOT come to work if you have symptoms of COVID-19 (fever/chills, cough, difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).
- ▶ Inform your election administrator ASAP if you cannot work due to recent diagnosis, known exposure, or symptoms.
- ▶ Masks and physical distancing are the most effective ways to reduce coronavirus in the air.
  - All workers should wear a face covering at all times (unless on a break and safely distanced from others).
  - You can offer a face covering to voters, but you cannot force them to do something they don't want to.
  - Maintain 6 feet of distance between workstations and between people throughout the day.
    - Some tasks will require close interaction (like troubleshooting), but please limit your time in close contact.
- ▶ Make sure one person or team of people is designated to keep all touch surfaces sanitized throughout the day.
- ▶ If tensions run high, seek additional help from your election administrator or law enforcement.

## Before Voters Arrive

### COMBINED PRECINCTS CHECKLIST

- Confirm each precinct has its own cage and equipment
- You may set up check-in tables together, booths together, scanners together
- IMPORTANT:** Label the respective precincts on the voting equipment (be sure to mark the separate scanners and V Drives for each precinct)
- Load the information for multiple precincts into the Touch Writer

### SETTING UP YOUR POLLING PLACE CHECKLIST

- Workers should report for duty by 6:15 a.m. (or when requested by Judge of Election) on Election Day
- Administer Election Board Oaths
- Ensure all poll workers complete the *Pay Voucher*
- Ensure supplies are accounted for (supplies are picked up by Judge of Elections the Saturday and/or Monday before Election Day)
- Ensure equipment from the voting warehouse is accounted for (PPE box, cage)
- Check blue handle seals on the Verity Scan and Touch Writer machines; if broken, call the warehouse (610.874.8780)
- Compare *Ballot & Seal Certificate* with seal and ID numbers on voting equipment
- Confirm that the number of ballots is correct and for the right precinct
- Sign *Ballot & Seal Certificate*, located in the top flap of the ballot bag, and place into Envelope W
- Set up all voting equipment, booths, tables, and chairs, being mindful of physical distancing and privacy requirements
- Assemble and power on all equipment
- Sanitize all equipment voters and workers will be touching

*Checklist continued on next page*

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- Write opening Lifetime Counter Totals on Return Sheets
- Print one (1) Zero Report from the Touch Writer and place in Envelope Z
- Print two (2) Zero Reports from scanner(s); post one (1) for public and place one (1) in Envelope Z
- Verify the Zero Reports on the scanner(s) and Touch Writer are for the correct precinct and election
- Open polls on scanner(s) and Touch Writer
- Prominently display all signage
- Insert supplemental poll book sheets
- Take names from the SURE Report and place a RED DOT next to the name in the poll book**
- Print poll workers' names on the *Election Officers' Oath* sheet on the appropriate line on BOTH copies (place one copy in Envelope G and the other copy in Envelope H)
- Locate all four (4) *General Return of Votes Cast* sheets and verify the precinct information is accurate
- Locate the *Numbered List of Voters* (2 books)
- Locate the yellow *Affirmation of Elector* forms and complete the TOP portion only (County, District, Election Date); keep these forms with the Affirmation Envelope
- Locate the pink *Declaration of Need of Assistance to Vote* form
- Locate *Challenges/Elector's Affidavit* forms and place in the bottom of your supply box for quick access
- Locate the *Spoiled Ballot Logs* and attach them to the Spoiled Ballots Envelope
- Bundle envelopes along with available seal for blue bag
- Locate envelopes that will be returned to the county and to the Minority Inspector after the election and label the envelopes respectively
- Bundle envelopes for Minority Inspector
- DOORS OPEN AT 7 A.M. SHARP!**

# During the Election

## FLAGS IN THE POLL BOOK

- ▶ Mail-in or absentee ballot cast/not eligible – **Remember the RED DOTS you placed on the poll book from the SURE Report.** If a voter is marked on the SURE Report as having returned their mail-in or absentee ballot, they are not eligible to cast a ballot.
- ▶ ATV (needs assistance to vote) – see page 12
- ▶ Remit mail-in/absentee ballot or vote provisionally – see page 13
- ▶ Federal & State laws require all voters who appear to vote in an Election District for the FIRST TIME to provide District Election Officials with proof of ID. Voters who fall into this category are new voters (individuals voting for the first time) and individuals who have voted before, but never in your district prior to this election. “ID Required” will appear in the poll book alongside the voter’s name to alert you to anyone who is required to show ID, prior to voting.

<b>APPROVED FORMS OF VOTER IDENTIFICATION</b>	
<b>APPROVED FORMS OF PHOTO ID</b> <i>(ID must be current/valid)</i>	<b>APPROVED FORMS OF NON-PHOTO ID</b> <i>(Must include voter’s name &amp; address)</i>
<ul style="list-style-type: none"> <li>PA driver’s license/REAL ID card</li> <li>ID issued by Commonwealth</li> <li>ID issued by US government</li> <li>US Passport</li> <li>US Armed Forces ID</li> <li>Student ID</li> <li>Employee ID</li> </ul>	<ul style="list-style-type: none"> <li>Voter ID card issued by the Election Office</li> <li>Non-photo ID issued by Commonwealth</li> <li>Non-photo ID issued by US government</li> <li>Firearm permit</li> <li>Current utility bill</li> <li>Current bank statement</li> <li>Current paycheck or government paycheck</li> </ul>

## CHECKLIST FOR CHECKING IN AND INSTRUCTING VOTERS

- Look up the voter in your poll book/supplemental list
- If there are no flags in the poll book, have the voter sign the poll book
- Compare the voter's signature to the one in the poll book
- Write the voter's name in each of the two (2) *Numbered List of Voters* books
  - DO NOT place the voter's name on this list until after you have verified they are in your poll book and have provided proper ID, if required**
  - DO NOT put provisional voters on the *Numbered List of Voters***
  - In the event a voter who is not casting a regular ballot gets accidentally added to the *Numbered List*, write an asterisk (\*) next to the name and lightly draw a line through the name; this will help identify discrepancies on the Return Sheet at the end of the night
- Give the voter a regular ballot and privacy shield (white piece of paper)
  - If you are working at a polling place with multiple precincts, CONFIRM you are giving the voter the correct ballot for their precinct. If not, they must go to their precinct to vote.**
  - NOTE: If the voter is unable to vote by paper ballot, direct them to the ADA-compliant Verity Touch Writer
- Instruct the voter on how to properly mark their paper ballot
- Encourage the voter to use a DELCO pen
- Remind the voter they cannot vote straight-party anymore
- Inform the voter that the privacy shield ensures the secrecy of their ballot by preventing anyone else from seeing the selections they have made
- Direct voter to the privacy booth to mark their ballot and let them know they will proceed to the ballot scanner when they are finished



### **What if a voter asks to turn in their absentee or mail-in ballot at the polling location?**

**This year, there will be NO drop boxes for completed absentee or mail-in ballots at the polling locations.**

Direct any voter trying to turn in a completed absentee or mail-in ballot that they can use one of the drop boxes located around the county or they may deliver the completed ballot in person to the Election Office before 8 p.m. on Election Day.

If the voter received an absentee or mail-in ballot but wishes to vote in person instead, the voter **MUST** surrender the mail-in ballot *and* pre-addressed outer envelope to be voided. Then they must sign a declaration. Once that is complete, they can vote a regular ballot. For more information, refer to the section entitled *Voter Remits Mail-in or Absentee Ballot* on page 13 of this guide.

If the voter doesn't surrender the mail-in ballot and return envelope, they can only vote by provisional ballot.

For more information on provisional ballots, refer to the poll worker training module entitled *Guide to Provisional Ballots* or see the *Provisional Voting Checklist* on pages 14-15 of this guide.

## CHECKLIST FOR ASSISTING VOTERS WITH THE BALLOT SCANNER

- When a scanner is available, call up the next voter waiting and instruct them to remove the privacy shield from their ballot and insert the ballot into the scanner
- Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction)
- Voter should wait for the scanner to finish processing (screen will indicate “Please wait”)
- When the scanner is finished, the voter will see an American flag and a message on the screen that their vote has been recorded
- If any error messages are displayed, review the message and assist the voter as needed **(REMINDER: DO NOT TAKE THE BALLOT FROM THE SCANNER OR FROM THE VOTER – it must remain with the voter at all times)**

**REMINDER: Provisional ballots should never be scanned at the polling place using the scanner.**

- If the voter marked too many choices, the scanner will reject the ballot and allow the voter to remove it
  - ▶ When this happens, instruct the voter to remove the ballot from the scanner, fold the ballot in half, and take it to the board to be placed in the Spoiled Ballots envelope
  - ▶ The board will issue a new blank ballot to the voter and direct them back to the voting booth to make their choices
- If the voter leaves one or more contests blank, the scanner will allow the voter to either: a) remove their ballot and make additional selections, or b) cast their ballot as-is
  - ▶ If the voter chooses to make additional selections, the scanner will push the ballot out for the voter to remove it; direct the voter back to the voting booth to finish marking their selections
  - ▶ If the voter chooses to cast their ballot as-is, they will make that selection on the scanner screen, and the machine will process the ballot as-is
- If the voter makes a mistake on their ballot and wishes to mark a new one, instruct the voter to fold the mismarked ballot in half and take it to the board to be placed in the Spoiled Ballots envelope
- Thank the voter for submitting their ballot and direct them to the exit

## SPOILED BALLOTS CHECKLIST

Several different scenarios will result in a spoiled ballot:

- ▶ Voter makes too many selections, and the scanner rejects the overvoted ballot
- ▶ Voter makes a mistake when marking selections and requests a new ballot
- ▶ Voter surrenders (remits) a mail-in ballot they chose not to fill out
- ▶ Voter surrenders (remits) an absentee ballot they chose not to fill out

When a voter brings a mismarked or overvoted ballot to the board to be spoiled, complete the following steps:

- Ask voter to fold their ballot in half (if they have not already done so), place it in an envelope, and seal the envelope
- File the sealed ballot envelope in the Spoiled Ballots Envelope
- Fill in the requested information on the *Spoiled Ballot Log*
- Give the voter a blank ballot and direct them back to the voting booth

When a voter surrenders (remits) an absentee or mail-in ballot at check-in, the Judge of Election and voter will complete the *Elector's Declaration to Surrender Mail Ballot* form and the voter will be given a regular ballot to mark. See additional information on page 13.

## CHECKLIST FOR INDIVIDUALS REQUIRING ASSISTANCE TO VOTE

- Voters may be listed in the poll book as ATV (Assistance to Vote)
- If ATV is not shown in the poll book, have voter complete the pink *Declaration of the Need for Assistance to Vote* form
  - Have voter and Judge of Election sign the form
  - Judge of Election logs voter's information in the *Record of Assisted Voters*
- Voter is permitted to have one person assist them in voting (this person may NOT be the Judge of Election, an officer/agent of the voter's union, or the voter's employer/agent of employer)
- Ask voter if they prefer to mark a paper ballot with a pen or use the ADA-compliant ballot marking device (Touch Writer)
  - If voter is marking a paper ballot, follow the normal steps for instructing voters
  - If voter prefers to use the Touch Writer, direct them to the machine to be assisted by the designated poll worker in that area
- Complete the following steps using the Touch Writer:
  - Ensure the machine is ready to be voted (the **Enter Access Code** screen will be displayed)
  - Press the blue poll worker button on the back of the machine
  - Enter your poll worker code and touch **Accept**
  - Select **Create ballot access code**
  - Choose the correct precinct from the list and touch **OK**
  - To view the access code before printing, tap **Touch here to preview the code**; confirm the precinct information displayed on the top left, then select **Yes, print the code**
  - Hand the printed access code to the voter and allow them to enter the code on the machine and begin voting
- Once the voter has finished marking their ballot and retrieved the printed ballot from the printer, direct the voter to take their printed ballot to the scanner to be cast

## VOTER REMITS MAIL-IN OR ABSENTEE BALLOT

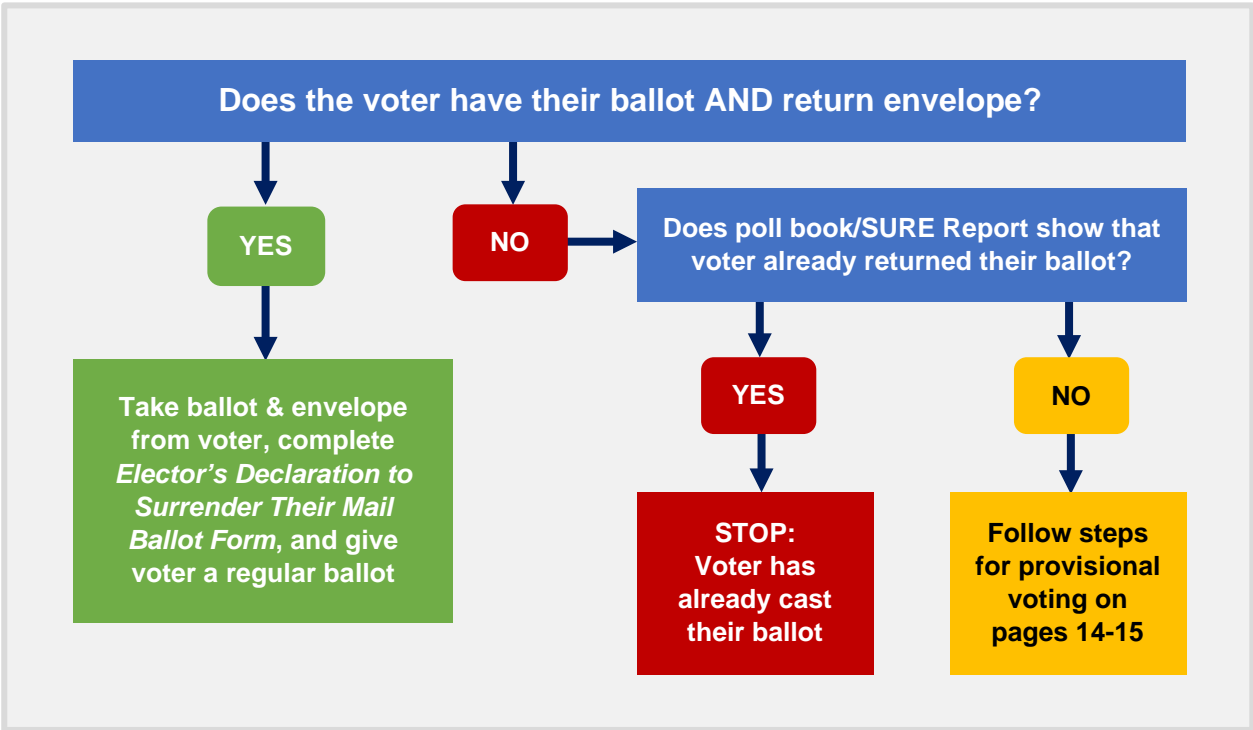
A voter who previously applied for and received an absentee or mail-in ballot but wishes to vote in the precinct by regular ballot instead does have the option to do so by completing the following steps:

- Voter surrenders (remits) their mail-in or absentee ballot, ALONG WITH its return envelope

**NOTE: If voter surrenders a ballot in a sealed return envelope, verify there is a ballot inside while respecting the voter’s privacy.**

- Voter fills out and signs the *Elector’s Declaration to Surrender Their Mail Ballot* form
- Judge of Election also signs *Elector’s Declaration to Surrender Their Mail Ballot* form
- Place the surrendered ballot in the Spoiled Ballots Envelope

Here is a handy guide to knowing what to do when a voter who applied for an absentee or mail-in ballot shows up at your polling place wanting to vote in person instead.



## PROVISIONAL VOTING CHECKLIST

- When checking in the voter, look at your poll book for a name with a red dot and review the supplemental list to find out if voter is registered to vote and trying to vote at the correct location
  - If the voter's name does not appear in your poll book or supplemental list, call the **Election Office at 610-891-4659** to find out whether the person is registered or not
  - If voter is registered in another district, direct voter to vote in that district; the voter can check their polling place based on their address at <https://www.votespa.com>
  - If voter is unwilling or unable to go to the proper polling place, a provisional ballot may be issued

**Reminder: Pennsylvania counties are prohibited from counting a provisional ballot cast by a voter registered in another county.**

- Voters may also cast a provisional ballot if:
  - ▶ Poll book is marked with red “PROVISIONAL ONLY” stamp
  - ▶ Poll book states “ID Required” but voter does not have ID to show
  - ▶ Voter's eligibility is challenged by an election official
  - ▶ A court order has been issued for the voter
  - ▶ A court order has been issued to extend voting hours
- Inform the voter of the reason they are getting a provisional ballot
- Give the voter all of the following items:
  - ▶ Provisional ballot
  - ▶ Green secrecy envelope
  - ▶ White provisional ballot envelope
- DO NOT allow provisional voters to sign the poll book or *Numbered List of Voters*

*Checklist continued on next page*

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- Have voter fill out and sign Sections 1 & 2 on the white provisional ballot envelope
- If voter lives at a different address than the address where they are registered, voter must complete Section 3 on the white envelope as well
- Voter proceeds to vote as normal, using the provisional ballot
- Direct voter to place the ballot in the **green secrecy envelope and seal it after completing their ballot**
- Direct voter to place the green envelope inside the white provisional ballot envelope and seal it as well
- Voter returns all materials to the Judge of Election and **signs the white envelope in front of election officials**
- Judge of Election correctly selects the reason for the provisional ballot
- Judge of Election and Minority Inspector sign and date the white envelope
- Judge of Election must then place the provisional ballot bar-coded receipt sticker in the space provided on the envelope marked AFFIX BALLOT ID NUMBER HERE
- Give voter their portion of the receipt, which enables voter to determine the status of their provisional ballot
- Place sealed white provisional ballot envelope in the larger white *Provisional Voting – Return Envelope*, **NOT** in the ballot box
- Place the *Provisional Voting – Return Envelope* in the blue bag at the end of the night and deliver it to the DELCO Board of Elections

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## BALLOTS AND ENVELOPES

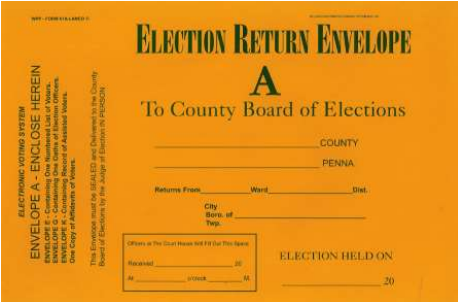
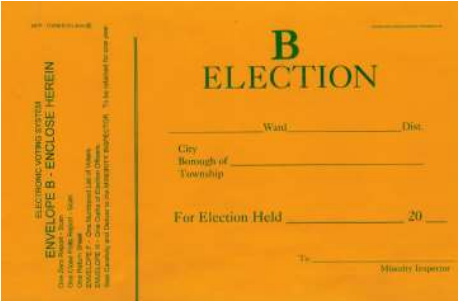
There are five (5) types of ballots you may encounter on Election Day:

- ▶ Regular ballots (found in sealed box inside cage)
- ▶ Provisional ballots (found in blue bag)
- ▶ Completed mail-in ballots voters want to drop off
- ▶ Absentee ballots being surrendered (remitted)
- ▶ Mail-in ballots being surrendered (remitted)

**DO NOT MIX TYPES OF BALLOTS.**

Refer to the appropriate section of this guide for what to do with each type of ballot.

All regular ballots will be dispensed directly into the ballot box by the scanner after they are scanned. Use the table below as an at-a-glance reference for where to file spoiled and provisional ballots as well as where to file all the various forms you will use throughout the day.

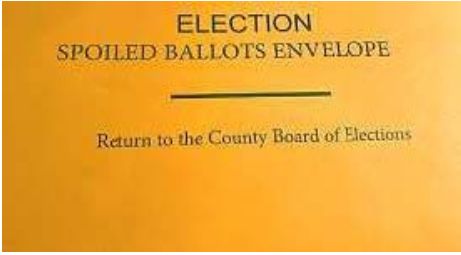
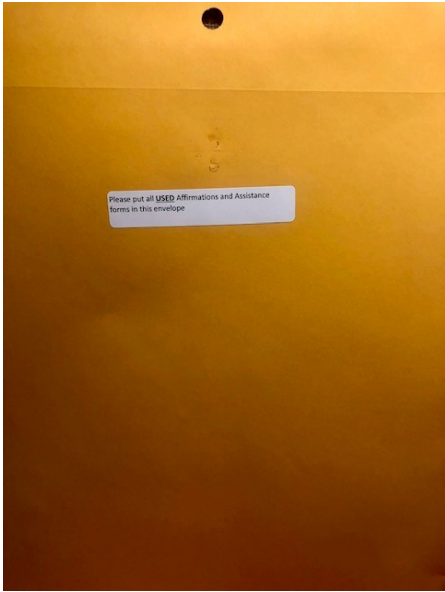
ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
A	Envelopes E, G, and K		Inside <b>blue bag</b> to return to election headquarters
B	<ul style="list-style-type: none"> <li>• Envelopes F &amp; H</li> <li>• 1 Zero Report from scanner</li> <li>• 1 copy of completed Return Sheet</li> <li>• 1 copy of Close Polls Report from scanner</li> </ul>		Given to Minority Inspector at end of night



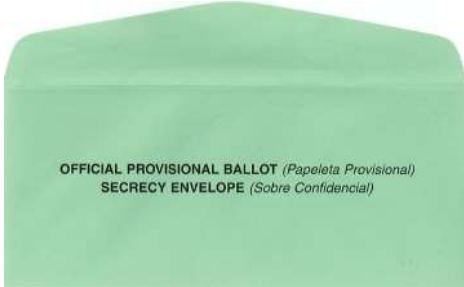
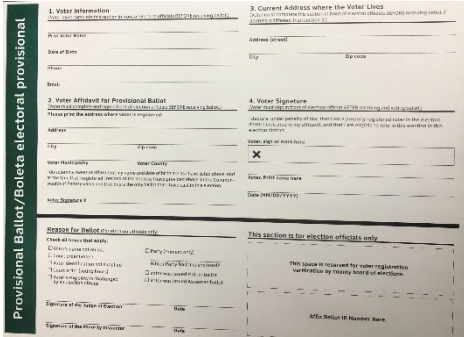
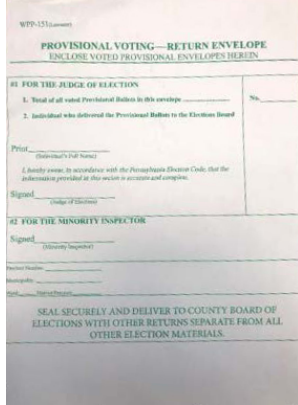
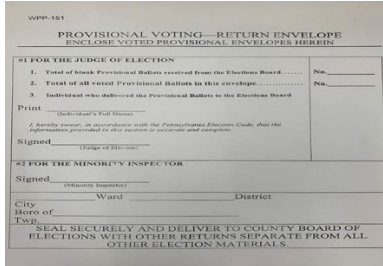
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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
C	Returns		
D	Returns		
E	1 copy of Numbered List of Voters	 An orange envelope with a large red letter 'E' in the center. Below the letter, it says 'Numbered List of Voters' and 'PLACE IN LARGE RETURN ENVELOPE A'. There are fields for 'Ward' and 'District'.	Inside envelope A
F	1 copy of Numbered List of Voters	 An orange envelope with a large red letter 'F' in the center. Below the letter, it says 'Numbered List of Voters' and 'For Minority Inspector - Deposit in Envelope B'. There are fields for 'Ward' and 'District'.	Inside envelope B
G	1 copy of Election Officers' Oath	 An orange envelope with a large red letter 'G' in the center. Below the letter, it says 'ELECTION OFFICERS' OATH' and 'PLACE IN ELECTION RETURN ENVELOPE A'. There are fields for 'Ward' and 'District'.	Inside envelope A
H	1 copy of Election Officers' Oath	 An orange envelope with a large red letter 'H' in the center. Below the letter, it says 'ELECTION OFFICERS' OATH.' and 'For Minority Inspector - Deposit in Envelope B'. There are fields for 'Ward' and 'District'.	Inside envelope B
K	Record of Assisted Voters	 An orange envelope with a large red letter 'K' in the center. Below the letter, it says 'Record of Assisted Voters' and 'SEAL THIS AND RETURN IN ENVELOPE A'. There are fields for 'Ward' and 'District'.	Inside envelope A
Z	Zero Reports		

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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
Spoiled Ballots Envelope	<ul style="list-style-type: none"> <li>• All spoiled ballots</li> <li>• All mail-in and absentee ballots, with return envelopes, surrendered to the Judge of Election</li> </ul>		Inside <b>blue bag</b> to return to election headquarters
Used Affirmations and Assistance Forms (plain manilla envelope)	<ul style="list-style-type: none"> <li>• Completed Affirmation of Elector forms</li> <li>• Completed Declarations of Need of Assistance to Vote forms</li> </ul>		Inside <b>blue bag</b> to return to election headquarters
Clear bag	<ul style="list-style-type: none"> <li>• 2 copies of Return Sheet</li> <li>• 2 copies of Scanner Ballot Count Report</li> <li>• 1 copy of Touch Writer Summary Report</li> <li>• Ballot &amp; Seal Certificate</li> <li>• All V drives, keys, and password codes, enclosed in their clear box</li> </ul>		<b>Clear bag</b> returned to election headquarters

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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
Provisional Ballot Secrecy Envelope	Voter's individual completed provisional ballot		Inside completed Provisional Ballot Envelope
Provisional Ballot Envelope	Voter's green Provisional Ballot Secrecy Envelope – outside of this envelope is completed by the voter and signed by Judge of Election and Minority Inspector		Inside Provisional Voting – Return Envelope
Provisional Voting – Return Envelope	<ul style="list-style-type: none"> <li>• All completed provisional ballots sealed inside their respective green secrecy envelopes</li> <li>• All completed provisional ballot envelopes sealed with their respective green secrecy envelopes inside</li> <li>• NOTE: This envelope may have either green or black printing; both versions are shown here</li> </ul>		Inside <b>blue bag</b> to return to election headquarters
			

## End-of-Night Procedures

### CHECKLIST FOR CLOSING POLLS ON SCANNER

**IMPORTANT: Once the polls have been closed, they cannot be reopened on that device. Please ensure all voters are finished voting before following these steps.**

- Press the blue poll worker button on the back of the Verity Scan device
- Select **Close Polls**
- Select **Yes, close the polls**
- Enter your Close Polls Code and select **Accept**
- Wait while the *Close Polls Report* prints
- Select **Print Ballot Count** to print an additional report, wait for report to print, then repeat until you have a total of six (6) *Ballot Count Reports*
- Select **Print Write-in Report**, wait for report to print, then repeat until you have a total of six (6) *Write-in Reports*
- File copies of EACH REPORT in the following places:
  - ▶ Two (2) copies: Clear bag (along with the device's V Drive, enclosed in clear box)
  - ▶ One (1) copy: Envelope B for Minority Inspector
  - ▶ One (1) copy: Attach to ballot posted at precinct
  - ▶ One (1) copy: Goes with Republican representative
  - ▶ One (1) copy: Goes with Democrat representative
- Press the red power button on the back of the device to power it down

## CHECKLIST FOR CLOSING POLLS ON TOUCH WRITER

**IMPORTANT: Once the polls have been closed, they cannot be reopened on that device. Please ensure all voters are finished voting before following these steps.**

- Press the blue poll worker button on the back of the Verity Touch Writer device
- Select **Menu**
- Select **Close Polls**
- Select **Yes, close the polls**
- Enter your Close Polls Code and select **Accept**
- Wait while the *Close Polls Report* prints
- File the *Close Polls Report* in the clear bag
- Press the red power button on the back of the device to power it down

## CHECKLIST FOR PACKING UP EQUIPMENT AND SUPPLIES

- When devices are completely powered down and showing black screens, close and lock them as you saw in the warehouse video
- IMPORTANT:** Remember to remove the V drives from the devices and place the V drives in the special clear box that will be returned to the Board of Elections
- Apply closing seals as appropriate and record all seal numbers
- Pack equipment back into the cage the same way it arrived (refer to the laminated card on the cage door if you need help)
- Ensure designated person(s) have all the required envelopes and bags they need to return to election headquarters

## FAQs

### Q: Who assigns the duties of the poll workers?

A: The Judge of Election designates who will be assigned to the various duties throughout the day.

### Q: Can voters vote a straight-party ticket?

A: No. Pennsylvania no longer allows straight-party voting.

### Q: How far away must campaign workers stand from the polling room, and where may they place posters/other election-related materials?

A: Campaign workers must be at least 10 feet from the entrance of the polling room and election-related materials placed at least 10 feet from the entrance to the polling room. Some polling places may ask that no posters be placed where property damage could result (in particular, some churches may request a lack of posters.)

### Q: What happens if a voter requested an absentee or mail-in ballot but shows up to the polling place?

A: If a voter requested an absentee or mail-in ballot and did not return the ballot to the Election Office, the voter must have their ballot and return envelope in hand in order to surrender it to the election board. The voter must then fill out the *Elector's Declaration to Surrender Their Mail Ballot* form. A voter may not turn in their completed ballot to the polling place to be cast. They must deposit the completed ballot in one of the drop boxes around the county or they can bring it to the Election Office until 8 pm.

### Q: Is a child allowed to accompany an adult into the voting booth?

A: Yes, a minor child (less than 18 years of age) may accompany an elector into the voting booth.

### Q: Must we announce the voter's name?

A: The voter's name must be announced so all members of the Election Board, as well as all Watchers present in the polling place, can hear. The voter's party should NOT be announced.

### Q: Voter tension: How do I know when to call the police?

A: See the section below on *Emergency Information*.

# Emergency Information

**Prior to the opening of your polling place**, please review and familiarize yourself with any existing emergency plans for the facility of your polling place.

**In the event of an emergency while the polling place is open**, follow the facility's emergency procedures. If the facility does not have an Emergency Plan, the following general emergency procedures shall be followed.

**In the event of a life-threatening situation, call 911**. After calling 911 or if the situation is non-threatening (for example, loss of power), notify the DELCO Voting Machine Department at 610.874.8780.

**In the event of an evacuation**, keep poll workers and voters out of the building. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

**FIRE/GAS LEAKS:** Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. If the fire is small and you can safely use an extinguisher without endangering yourself, do so. Notify the DELCO Voting Machine Department at 610.874.8780.

**SEVERE WEATHER/TORNADO:** Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. The Judge of Election shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head. Notify the DELCO Voting Machine Department at 610.874.8780.

**LOSS OF POWER:** Notify the DELCO Voting Machine Department at 610.874.8780. Open blinds and curtains to allow as much natural light as possible. The Verity voting equipment works on backup battery power for up to two hours.

**SUSPICIOUS PACKAGE/BOMB THREAT:** Do not touch/move the suspicious item(s). Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for. Notify the DELCO Voting Machine Department at 610.874.8780. Await further guidance from law enforcement.

**WEAPONS SITUATION:** If the weapon is displayed in a hostile way – if possible, immediately contact the Constable on duty at your polling place. If there isn't a Constable, call 911 and evacuate the building, if possible. Should time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall ensure everyone is accounted for. If evacuation is not possible, seek safety in areas of the facility (restrooms, desks, etc.) If possible, take all poll books and voting equipment with you. Do not do anything to further agitate the person with the weapon. Await further guidance from law enforcement.

**OTHER SITUATIONS:** Use common sense and take the steps necessary to ensure the safety and protection of workers and voters.

### WHEN TO CALL THE POLICE

Police, whether in uniform or not, are prohibited from being within 100 feet of a polling place on Election Day other than for very specific reasons, including to keep the peace, to serve a warrant, or to cast their own ballot.

In order to avoid unnecessary (and unlawful) police presence at a polling place, attempts should be made to use the Constable or other resources to resolve less serious disputes, disturbances, and other issues. However, please call the police immediately in the following circumstances:

- ▶ If there is a true law enforcement emergency, including any significant risk or credible threat of bodily harm to any person in or near the polling place
- ▶ If there is a serious public disturbance or significant breach of the peace in or near the polling place
- ▶ If any person in or near the polling place brandishes a weapon or otherwise acts in a truly threatening or intimidating manner
- ▶ If any person uses or attempts to weaponize COVID-19 or intimidate anyone in or near the polling place using COVID-19 or a threat relating to COVID-19 (By way of example, a voter refusing to wear a mask to vote does not meet this standard, whereas a person coming up to voters as they approach a polling place and coughing in their face or spitting at them would meet this standard)
- ▶ If any person is acting in a significantly disruptive manner and repeatedly ignores or refuses to follow the direction of the Judge of Election, and the matter cannot be resolved by the Judge of Election, the members of the local election board, or the Constable

Please call the Board of Elections Hotline immediately (or as soon as possible under the circumstances) after calling the police to report the incident.



## Poll Worker Training Resources

Please be sure to review the poll worker training resources listed below before Election Day. All of these resources can be found online at <https://delcopa.gov/vote/pollworkerresources.html>

### POLLING PLACE PREPARATIONS

#### **Safely Working Elections During COVID-19 [VIDEO]**

This 13-minute video provides guidance for ensuring that both you and your voting place have the tools and information needed to stay safe at the polls.

#### **Safely Working Elections During COVID-19 [PDF]**

This document is a printable version of the video above that can be shared with others.

#### **How to Plan Your Polling Site (Including Combined Precincts) [PDF]**

Setting up your polling place will require extra thought and planning due to COVID-19. This module will guide you on setting up your polling site safely, even if there are multiple precincts in one location.

### CAGE/EQUIPMENT SETUP AND OPENING

#### **Opening Your Cage and Getting Set Up [VIDEO]**

This 18-minute video from the DELCO warehouse shows exactly what is in the cage and how to unpack and set up the equipment properly.

#### **Connecting Your Machines [VIDEO]**

In this 11-minute video from the DELCO warehouse, you'll learn how to properly hook up the voting equipment, including the Verity Scan, Touch Writer, and printer.

#### **Setting Up Verity Scan [PDF]**

This document provides visual step-by-step instructions on setting up the scanner. Review this PDF in addition to viewing the DELCO warehouse videos.

#### **How to Use Verity Scan [PDF]**

This document provides visual step-by-step instructions for navigating the screen, printing reports, operating the scanner, and opening polls on the device. Review this PDF in addition to viewing the DELCO warehouse videos.

#### **Voting with Verity Scan [PDF]**

This document contains visual step-by-step instructions for how the voter will use the scanner on Election Day. Review this PDF in addition to the Election Day guides listed below.

## **Setting Up Verity Touch Writer [PDF]**

This document provides visual step-by-step instructions on setting up the ADA-compliant ballot marking device. Review this PDF in addition to viewing the DELCO warehouse videos.

## **Opening Polls with Verity Touch Writer [PDF]**

This document is a step-by-step guide to printing reports and opening the polls on the ADA-compliant ballot marking device. Review this PDF in addition to the Election Day guides listed below.

## **Voting with Verity Touch Writer [PDF]**

This document contains visual step-by-step instructions for how you and the voter both will use the Touch Writer on Election Day. Review this PDF in addition to the Election Day guides listed below.

## **ELECTION DAY**

### **Election Day Processing & Assisting Voters [PDF]**

This document contains checklists for confirming you have all the materials you need and opening your polling place. Also included is a step-by-step guide to the voting process, including special situations. It is recommended that you print this PDF or have it handy on your mobile device for Election Day.

### **Guide to Provisional Ballots [PDF]**

This document contains guidelines for when to issue a provisional ballot, the steps to follow when using a provisional ballot, and a checklist to help you stay on track. It is recommended that you print this PDF or have it handy on your mobile device for Election Day.

## **CLOSING THE POLLS | CAGE/EQUIPMENT TAKE-DOWN**

### **Closing the Polls with Verity Scan [PDF]**

This document provides visual step-by-step instructions for closing the polls on the scanner and printing the necessary reports. Review this PDF in addition to viewing video on *Breaking Down and Packing Up*.

### **Closing Polls with Verity Touch Writer [PDF]**

This document provides visual step-by-step instructions for closing the polls on the ADA-compliant ballot marking device and printing the necessary reports. Review this PDF in addition to viewing video on *Breaking Down and Packing Up*.

## **Best Practices and Verity Device Reports [PDF]**

This document contains tips for power supply and polling place security as well as a list of all the reports that can be printed on the Verity Scan and Touch Writer devices.

## **Breaking Down and Packing Up [VIDEO]**

To ensure that everything fits back in the cage properly, it is VERY important to put the equipment back in the same way you received it. Review this 16-minute video to make sure you know how to repack the cage.

## **End-of-Night Procedures [PDF]**

This document contains the critical steps that must be followed at the end of Election Day to ensure a secure election.

## **Supplemental Training: Privacy and Protocols**

These resources provide poll workers with critical information necessary to the performance of their duties on Election Day. Poll workers should review these materials to ensure the integrity of the electoral process at their polling place.

## **Polling Place Rules and Regulations [PDF]**

This document from the Pennsylvania Department of State provides state guidance on the laws and rules in effect at polling places to help voters, election officials, attorneys, and watchers understand their respective roles, responsibilities, and rights.

**Poll Worker Training Module: Voter Identification** [4 min 18 sec]

**Poll Worker Training Module: Voters with Disabilities** [5 min 27 sec]

**Poll Worker Training Module: Voters with Limited English Proficiency** [5 min 16 sec]

**State Guidance on Voter Privacy [PDF]**