

## GENERAL ELECTION 2020

## POLL WORKER INFORMATION

### Safety Supplies

- masks and shields
- gloves
- hand sanitizer and wipes

### Safety Guidelines

- wear mask and/or shield at all times
- wash hands and use hand sanitizer often
- clean surfaces often
- distance at least six feet from others

### Responsibilities

- greet voters at entrance
- assist voters with provisional and mail in ballots
- assist voters at voting tables
- assist handicapped voters at voting machine

### Greeting

Voter enters. **ASK, "Do you live in this town?"**

Direct voter to appropriate area in polling place:

- ❖ Check in table to obtain a provisional ballot and envelope
- ❖ Ballot bag table to submit a mail in ballot (Check district first.)

If the voter asks to vote on machine, **READ THIS:**

**The machine is designated for disabled voters who cannot vote without assistance.**

**Do you have a disability that prevents you from voting without assistance?**



<http://www.middlesexcountynj.gov/government/departments/CS/Boardofelections/Pages/default.aspx>

## **Provisional balloting**

Voter approaches table. Present ballot and envelope.

Instruct voter to:

- ❖ **sign Affirmation statement** and **NOT detach** it from the envelope.
- ❖ **NOT seal the envelope.**
- ❖ **NOT fold the envelope.**

Direct voter to the voting tables with the privacy screens to complete the ballot.

## **Voting tables**

Guide voters to seats spaced from other voters.

Direct voters to the ballot bag table to submit their completed ballot.

Assist voters as needed with spoiled ballots.

Observe and enforce distancing guidelines of six feet everywhere in room.

## **Submitting ballots – ballot bag**

Provisional ballots:

- ❖ Apply glue stick to envelope adhesive edge.
- ❖ Voter seals envelope and drops it through the slot into the ballot bag.

Mail in ballots:

- ❖ Check district on ballot.
- ❖ Voter signs in-person log.
- ❖ Compare name and address on ballot to log.
- ❖ Voter submits ballot through the slot into the ballot bag.

BOTH: Mark the tally worksheet and the Two-Hour Public Notice Chart.