

Please print out these instructions and bring them to the polling place.

COVID SAFETY MONITOR

ARRIVE: 5:00 AM
6:00 AM Polls **MUST** be open.

DUTIES: Between 5 AM and 6 AM -

- Locate all PPE and cleaning supplies.
- Apply decals to ID Checker acrylic screens directing voters to hold ID up to the screen.
- Set out masks and gloves for voters so that they are readily available should the need arise.
- Place hand sanitizer in suitable locations for voters to use as they enter and leave the polling place.
- Familiarize yourself with the layout of the polling place.
- Take note of all surfaces, privacy booths and other touch points such as door handles that will need to be sanitized throughout the day.
- **SIGN** your payroll sheet.

Throughout the day –

- Move through the polling place sanitizing all touch surfaces.
- Sanitize privacy booths after each use. Discard anything left by voters including literature. If a ballot is left in the voting booth it must be returned to the Ballot Clerk. It cannot be put into the tabulator. It is an abandoned ballot and cannot be voted.
- Periodically sanitize ball point pens voters may choose to leave in the box near tabulator so the supply of pens can be replenished.
- Gently remind poll workers “Masks Up” if their masks are drooping. Encourage them to take a break outside.
- **You are charged with maintaining a safe environment for voters and fellow poll workers – a vital job as we conduct a safe election during a pandemic.**

Voters without masks

- If you are in a district without a Greeter, the COVID Safety Monitor may be called on to offer masks to voters who don't have masks.
- If a voter does not want a mask, alert the Moderator or Assistant Registrars who will offer options to the voter.
- If a voter insists on coming into the polling place without a mask, keep track of what surfaces the voter may have touched and sanitize promptly.

BEFORE ELECTION DAY: Familiarize yourself with instructions for poll worker positions of Greeters, Ballot Clerks, Tabulator Tenders and ID Clerks at <https://www.greenwichct.gov/631/Poll-Worker-Training-Materials>
Be ready in the event that the Moderator asks you to trade jobs with another poll worker.