

Inspector Training

November 3, 2020 State Election

Thursday, October 8, 2020; Tuesday, October 13, 2020;
Thursday, October 15, 2020.

TELEPHONE NUMBER FOR ELECTIONS OFFICE:
(978) 674-4046

1. VOTER CHECK IN/OUT

- a. Repeat voters name and address back to voter.
- b. Mark voter clearly in voter book with red pencil.
- c. Confirm voter's name, address, and their ballot **out loud**. Make sure voter confirms.
- d. Monitor voter to make sure they come to the ballot box to insert ballot.

2. MARKING THE CHECK-IN BOOKS

- a. Remember: **NEVER TURN A VOTER AWAY!**
- b. Inactive voters – voter will need to sign the inactive affirmation. Call your Warden and Clerk.
- c. Asking for ID – you can only ask for ID if the voter is inactive, marked as “I” in the voter book, or if it's a newly registered voter with “ID” marked in book. Call your warden or clerk if you see this. REMEMBER, MA IS NOT AN ID STATE. DO NOT ASK TO SEE VOTER ID WHEN THEY ARE CHECKING IN. If a voter proffers the ID that's fine, but all they need to provide is name and address.
- d. Absentee/Early Voting Voters
 - i. You will be opening Absentee and Early Voting ballots throughout Election Day. Absentee Voters will have “Absentee Voter” stamped on entry in red. Early voters will have “Early Voter” stamped on entry in blue.
 - ii. Once an Absentee/Early Ballot has been cast, the voter cannot appear in person to vote. If the voter appears prior to the ballot being cast, the voter casts ballot in person and when the voter's absentee ballot envelope arrives it will be rejected by writing “voted in person” on the outside of the envelope. Absentee Ballots can **NOT** be brought to the polls by the voter, only by City officials.
- e. Provisional Ballots (Last Resort)
 - i. If a voter's name is not on the list, first make sure they are at the correct polling location. Look up online or call Elections Office to confirm registration and polling location.

- ii. If voter still wishes to vote, it will be through provisional ballot. Contact your Warden/Clerk immediately for processing.
- iii. REMEMBER! Provisional ballots **DO NOT GO INTO the Machine, Ballot Box, or Ballot Bin at closing**. Completed provisional ballots are put into **ORANGE NYLON BAG** and **KEPT SEPARATE**.

3. INSTRUCTION/ASSISTANCE TO VOTERS (HANDICAPPED/LANGUAGE ASSISTANCE)

- a. Poll workers may answer questions and instruct voter on proper method of marking ballot.
- b. A voter can ask for assistance in casting his ballot due to blindness, physical disability, or inability to read English from a person of his own choice or two poll workers of different parties.
- c. REMEMBER: You can only assist in the voter in the voting process. You CANNOT seek to persuade or influence any voter to vote for or against any candidate, political party or ballot question.

4. HELP OUT AT THE END OF THE NIGHT

- a. Organize the voted ballots by party. Look for write-in votes. Assist with hand count. Help the Warden and Clerk.
- b. **Everyone leaves together**. If you are working full day, failure to stay till end may result in rescinding payment for day.

5. COVID-19 SAFETY PLANS AND CHANGES

- 1. **In response to COVID-19, the following changes to procedure have been put in place to protect poll workers and the public.**
 - a. All poll workers will be provided with personal protective equipment (PPE) kits provided by the state. For poll workers, these kits include disinfectant wipes, sanitary protective gloves, surgical masks, and individual bottles of hand sanitizer. The kit also includes a hand sanitizer pump, alcohol screen wipes, sanitary headset covers, and guides for voters to use. City will also include face shields and barriers at check-in table.
 - b. All poll workers are **REQUIRED** to wear a face mask or face shield if they cannot wear a mask when working the polls and when closer than 6 feet with voters, poll workers, or others. Failure of poll workers to wear face masks and/or face shields will be grounds for dismissal. For added protection, we recommend that poll workers wear both at the same time.
 - c. The state is permitting municipalities to eliminate the check-out table for the 2020 elections. As such, there will only be a **check in** table for this election. Voters must still be monitored and a poll worker must be assigned to the AccuVote/Ballot Box to make sure voters are putting their ballot in.

- d. Voters lining up must maintain social distancing of 6 feet while in line and at polls. Duct tape will be provided for poll workers to use to measure out distance.
- e. Voters are strongly encouraged to wear a mask. However, we cannot stop a voter who refuses to wear one to vote. For these voters that refuse to wear a mask, an **isolation table** will be set up at each polling location:
 - i. Isolation table will be in far corner of polling location.
 - ii. Voter will be provided ballot with privacy screen. Warden, clerk, or one inspector will escort voter to table.
 - iii. Voter will be left alone to vote, and then once done will be required to raise hand.
 - iv. Poll worker will then come to voter and assess area to make sure path to ballot box is clear as possible. Then poll worker will escort voter to ballot box.
 - v. If there are multiple mask less voters, they must wait one at a time, socially distanced in line, to use isolation table.
- f. A hand sanitizer pump will be set up at check in table for voters to use. Ballots should be kept behind the Plexiglas barriers and handed to voter.
- g. A poll worker should go around at certain times to wipe down ballot markers and high contact areas.
- h. Poll workers must contact the Elections Office immediately if they are sick. Do not show up to polls if you are sick.
- i. Observers will be required to wear face masks.