COLORADO SECRETARY OF STATE
ELECTIONS DIVISION

Protecting Health and Safety During the June 30, 2020 State Primary Election
Using this Guide

This guide is intended for use by local county clerks and their staff as they prepare to run elections in the midst of the current coronavirus pandemic. The pandemic has created challenges to election administration that are unique and require strategic planning and creative problem-solving. While this guide will provide some basic health and safety information that counties may use, counties are encouraged to stay up-to-date with the most recent developments by visiting https://covid19.colorado.gov/.

Counties are also encouraged to remain in constant communication with their local public health authorities. As time progresses counties may find that their local situation is more complicated than others in the state.

The guide that follows will focus on:

1. Health and safety policies at voter service and polling centers
2. Ballot marking device cleaning and safe use guidance
3. Alternative methods of issuing and receiving ballots
4. Suggestions for remote Logic and Accuracy Testing
5. Suggestions for remote Risk-Limiting Audits
6. Availability of CARES Act funding
7. Other resources
8. Appendix A - Clear Ballot Device Voting Hygiene Recommendations; Hygiene & Cleaning Policy
**Voter Service and Polling Centers**

Counties should take all reasonable, feasible measures to protect the health of judges, watchers, media, and voters present at a VSPC. In determining specific measures to take, counties should follow guidance issued from public health officials.

**Deep clean**

Counties should have their VSPCs deep cleaned before and after the election cycle. CARES funding is available for the costs incurred.

**Social distancing**

Counties should ensure voters maintain a minimum of 6 feet distance from other voters, while waiting and while voting:

- Voting booths should be arranged so they are at least 6 feet apart.
- Use tape to mark the floor to help voters maintain appropriate distance.
- Use signs to indicate appropriate distances.
- If the VSPC is in a multi-use building, the county should have a separate entrance for the VSPC unless infeasible.
- Counties are encouraged to consider bigger VSPCs

Counties should ensure ballot boxes for mail ballots are:

- Easily identifiable and separated from the VSPC lines unless infeasible.

If feasible the best practice is to place the box outside the VSPC, with an election judge who can direct voters so that voters dropping ballots off don’t need to enter.

**Personal protective equipment (PPE)**

- Masks and face covering
  - Masks for staff and judges will be provided to clerks by the Secretary of State’s Office
  - Counties must provide and require judges and staff to wear face masks.
  - Voters and watchers are encouraged to wear face masks, but judges should not turn a voter away for lack of face covering.
  - Counties should consider having disposable masks available for voters and watchers.
- Personal protective equipment is most valuable if the wearer knows how to properly put on and remove the equipment. Counties are encouraged to show election judges documents and videos that instruct them on the properly way to don and remove this equipment.
  - The CDC has a webpage:
A video that shows the proper donning and removal of medical PPE which may be applicable to some of the PPE your judges wear in the workplace: [https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html).

- Counties are encouraged to use “sneeze guards” between judges and voters checking in.
- Counties should provide every voter needing a pen with a disposable pen.
- Counties are encouraged to provide election workers with disposable gloves.

**Sanitizing the surfaces and equipment throughout the VSPC including voting equipment**

- Counties must wipe down and sanitize frequently touched surfaces and equipment between voters.
  - This includes door handles, voting booths, pens, styluses, activation cards, and the voting equipment.
- Sanitize and rotate pens and styluses and other equipment
  - Counties should provide a one-use disposable pen, of which the cost can be reimbursed. If disposable pens are not used, pens should be sanitized between each use.
  - Include a stylus for using the ballot marking device, or some similar option. If a stylus is used, it should be sanitized between voters. A rubber-tipped stylus is the most effective. Dominion recommends the Mesh Tipped Capacitive Stylus available through StylusMart.com: [https://www.stylusmart.com/stylus/capacitive/passive/2100-00](https://www.stylusmart.com/stylus/capacitive/passive/2100-00).
- Train judges on appropriately cleaning the voting equipment.
  - Follow the vendor guidance; failure to do so could jeopardize the functioning of the equipment.
- Provide hand sanitizer for judges, staff, voters, and watchers.
- Train judges to ensure their hands are dry before handling ballots and advise voters to do the same.
- Allow appropriate break time to allow judges and staff to wash hands throughout the day.
- See the below section specific to cleaning instructions for voting equipment

**Picking up ballots**

One operation that may make social distancing difficult is picking up ballot from drop boxes around a county. Because this must be done using teams of two election judges, counties should consider taking added precautions to limit the risk of infection for these judges.

- The best practice is for election judges to travel to each site it two separate vehicles, unless they cohabitate. They should stay within eye-sight of each other as they travel to and from the ballot boxes. In addition to this, the integrity of the ballot boxes is maintained by keeping a detailed chain of custody log.
- If traveling with two separate vehicles is not feasible, consider using a larger vehicle, like a van, and placing judges as far apart in the vehicle as possible.
- As with other duties, judges should always wear masks, use hand sanitizer, and wash their hands frequently.
Individual screening

- Per rule 27.4.1, counties should have infrared thermometers to take judges and staff temperatures as they report to VSPCs. The following guidance for individual screening follows that employed by the state office of emergency management.
  - In the event that a judge or staff member shows a temperature reading of 100 or above, counties should send this judge or staff member home and ask them to monitor their symptoms and communicate with the office before returning to work.
  - In the event that a judge or staff member shows a temperature reading of 99 or higher, but less than 100, the judge or staff member should begin monitoring their temperature twice per day to determine if the temperature is going up or down. If the temperature continues to rise, counties should send the judge or staff member home and ask them to monitor their symptoms and communicate with the office before returning to work.
- In addition, counties should ask election judges and staff upon reporting to work whether they are experiencing a dry cough, shortness of breath, or sore throat.
  - Any election judge or staff member reporting that they are experiencing any two of those symptoms should be asked to return home, monitor their symptoms, and communicate with the office before returning to work.
  - Election judges reporting that they are experiencing nasal congestion should be asked to monitor symptoms for those listed above.
- If possible, judges, staff, and watchers should also take their temperatures at home. If staff or judges have a temperature or are experiencing symptoms listed above they should not report to work.
- Watchers should not observe activities if they are experiencing the symptoms listed above or have a temperature.
- **Judges are not required to, and should not take, a voter’s temperature.**

Processing ballots

The Colorado Department of Public Health and Environment advises that the risk of contamination from processing paper ballots and envelopes, if proper hand hygiene and other precautions are taken, is low. To reduce this risk further, counties may choose to let ballots sit for 2 hours before processing them. Counties choosing to allow ballots to sit for 2 hours will still be considered in compliance with the requirements of Election Rule 7.5.4.
Ballot marking device cleaning and safe use guidance

Cleaning Ballot Marking Devices

✔ Clear Ballot ClearAccess
  o Do not spray or otherwise apply liquids directly on the interior or exterior of electronics, as this may damage the unit and void manufacturer warranty.
  o Use only a microfiber cloth for cleaning electronics. Approved products include:
    ▪ 3M Microfiber Electronics Cleaning Cloth
    ▪ JP Case Microfiber Cleaning Cloth for Electronic Devices
  o Use a mild soap and water solution in conjunction with the microfiber cloth. Approved cleaning products include:
    ▪ U.S. Pharmacopeia (USP) green soap
    ▪ Phenolic germicidal detergent (1% aqueous solution)
    ▪ Cidex 2.4% Activated Glutaraldehyde Solution
    ▪ 50% isopropyl alcohol mixed in 50% water solution
    ▪ Steriplex
    ▪ Novus 1
  o Cleaning instructions - Use a recommended microfiber cleaning cloth to wipe the unit clean. Do not put liquids directly on the interior or exterior of the machine as this may damage the unit and void manufacturer warranty. If needed, apply one of the recommended cleaning solutions directly to the cleaning cloth, then use the cloth and cleaning solution in combination to further wipe the unit clean. Be sure the cloth is only dampened, not wet or soaked.
  o For additional information, please refer to the Clear Ballot Device Voting Hygiene Recommendations and the Hygiene & Cleaning Policy guide located as Appendix A to this document.

✔ Dominion ICX
  o The use of alcohol or other cleaning/disinfecting agents may result in personal injury and property damage.
  o To avoid potential hazards, follow the recommendations and instructions outlined in this guide.
  o Do not use solutions that contain ammonia as well as acidic, alkali, or other caustic chemicals.
    ▪ Do not use vinegar-based solutions.
    ▪ Do not use coarse cloths or paper towels.
    ▪ Do not spray cleaning/disinfecting agents directly on the hardware component.
    ▪ NOTE: Only use the cleaning/disinfecting agents recommended by DVS. Please consult technical support at DVS before using other cleaning/disinfecting solutions.
  o DVS recommends using the following disinfecting agent to disinfect a hardware component.
    ▪ Isopropyl alcohol and water solution at a ratio of 1:1
  o DVS recommends using one of the following cloths or disinfectant wipes to clean and disinfect a hardware component.
• Cloths:
  • 3M® Scotch-Brite® Electronics Cleaning Cloth
  • TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes
• Disinfectant wipes:
  • KIMTECH® One-Step Disinfectant Wipes
• Cleaners:
  • 3M CL600 Anti-Static Electronic Equipment Cleaner
  • TECHSPRAY 1605-6FP LCD and Plasma Screen Cleaner

To clean/disinfect a hardware component, follow these instructions:
• Turn off the hardware component.
• Spray a small amount of cleaning/disinfecting agent onto a cleaning cloth.
• Wipe the hardware component in a gentle motion to remove dirt, dust, or finger marks.
• Wipe down other handheld accessories such as Smart Cards, ATI, headset etc.
• Use a dry cloth to wipe any excess moisture.

For additional information, please refer to the Avalue Touch Panel PC Care and Cleaning Guide, the Dominion Voting Systems Surface Cleaning Guide, and the ImageCast Surface Cleaning Guide attached as Appendix B to this guide.

Voting on Ballot Marking Devices

✓ A rubber tipped stylus (which is cleaned between each use), latex gloves or latex finger cots offer effective methods for voters to use a ballot marking device safely and efficiently.
  ◦ Clear Ballot, Dominion and the Secretary of State do not recommend using Q-tips with foil, or any other hand-crafted methods of creating throw away devices.
  ◦ Please consult your customer support representatives from Clear Ballot and Dominion with any questions regarding the safe use, and cleaning of equipment.

✓ Clear Ballot tested and recommends using the Cosmonaut COS001AL wide-grip stylus.

✓ Dominion tested and recommends using a mesh tipped capacitive stylus.
  ◦ https://www.stylusmart.com/stylus/capacitive/passive/2100-00
Alternative Methods for Issuing and Collecting Ballots

While most voters around the state will receive their ballot in the mail, some will need a replacement ballot or will prefer to vote in person. The previous sections detail the steps counties can take to keep VSPCs safe. However, counties can take other steps to limit in-person interactions between staff and voters, while still ensuring voters are able to access their ballots in a way that works for them.

Drive-through drop off and voting

One easy way for counties to maintain social distancing for their voters is to set up drive-through options. The most obvious and simple drive-through option includes a drop box that voters can easily drop their mail ballots into without leaving their vehicle. However, counties should also consider drive up options for voters to access any other service provided at a VSPC. This may include drive up stations that allow voters to check-in, receive a voter registration form, or receive a mail ballot to vote.

While a drive-through option may not be a viable first choice for every county, it may be an easy way to plan for a disaster. In the event that a VSPC is forced to close, a drive up or drive through VSPC may be able to serve as a viable back-up option that could be stood up quickly. In advance of the June primary, counties should consider the equipment that would be necessary to set-up this option. This kind of back-up equipment would be reimbursable under the CARES act as detailed below.

Issuance of paper or electronic emergency ballot

Colorado law allows some voters to receive an emergency ballot if they have not otherwise received their ballot in the mail, and the time to send a replacement ballot has passed. If a voter contacts a county office requesting a replacement ballot, but the voter is unable to appear in person due to legitimate concerns, including self-isolation or symptoms related to COVID-19, counties should first consider offering an option for curbside pickup of a paper ballot. If the county does not offer curbside pick-up of replacement ballots, or if the voter is unable or unwilling to appear for curbside pickup, please issue that voter an emergency ballot.

Remember the following when determining when and how to issue an emergency ballot:

✓ Eligibility:
  o Someone who will be confined in a hospital or place of residence on election day;
  o Someone whose relative, to the second degree, will be confined in a hospital or place of residence on election day; and
  o Someone who is unable to appear in person due to “an emergency condition, such as natural disasters,” including the perceived or real concern about voting during the COVID health care crisis,
  o But someone who is not present in the state and who cannot be mailed a replacement ballot is not eligible for an emergency ballot due solely to this condition.

✓ Issuance method
  o By paper to an “authorized representative”, who will then deliver the ballot to the voter.
    ▪ A voter who wishes to have a third party deliver them a paper ballot should be sent the Emergency Replacement Ballot Application form found on Clerk’s Corner. The authorized representative must bring this form with them when picking up this paper ballot. The authorized representative will take the paper
ballot and application with them to the voter who can then return it via mail or drop box. The authorized representative may also return that ballot for the voter.

- By electronic delivery directly to the voter
  - A voter who wishes to receive their ballot electronically may simply be sent to the Democracy Live site at: https://myballot.sos.colorado.gov where they can apply for, vote, and get instructions to return their ballot. Emergency ballot voters should attempt to return their ballot via mail or drop box if there is any feasible way to do so, including delivery through an authorized representative.
  - If a voter cannot return a physical ballot to their county clerk, as a matter of last resort, emergency voters accessing their ballot electronically may return their ballot electronically as well. Instructions for electronic return are given to the voter when accessing Democracy Live.

  ✓ **Deadline:** Voters must request an emergency ballot by 5PM on Election Day. Requests for an emergency ballot received after this deadline cannot be processed.

### Issuance of Electronic Ballot to Voter with a Disability

Colorado law allows voters with a disability under the Americans with Disabilities Act to receive a ballot electronically. For voters who may usually depend on in-person options for voting, but do not want to visit a vote center, this may be a viable solution. If a voter contacts a county office and indicates that they have a disability, counties should present this option of voting to them. The voter does not need to provide proof of their disability.

Bear the following in mind when determining when and how to issue an electronic ballot to a voter with a disability:

- **Eligibility:** Any voter with a disability under the Americans with Disabilities Act
  - **Note:** if a voter indicates to a county that they have a qualifying disability, counties should not inquire further regarding the nature of the disability.

- **Issuance method:**
  - By electronic delivery directly to the voter
    - A voter with a disability who wishes to receive their ballot electronically may simply be sent to the Democracy Live site at: https://myballot.sos.colorado.gov where they can apply for, vote, and return their ballot.

- **Return method:**
  - Voters with a disability who are accessing their ballot electronically must return a physical copy of their ballot and application to county offices. Instructions for returning their ballot are presented to the voter when accessing Democracy Live.
Virtual LAT Process

To limit the amount of interaction that counties must undertake between election workers, judges, and other staff, counties should conduct some pre and post-election activities virtually. Below is our office’s guidance for conducting the Logic and Accuracy Test with limited in-person contact.

Preparation

1. County conducts a virtual meeting with testing board to prepare and discuss the ballot marking process, test connections and hardware.

2. County obtains testing board approval for proposed process.

3. County makes at least 25 blank test ballots available for pickup or delivers to each testing board member for marking along with a tally sheet, judges’ oath, certification to be signed at successful conclusion of LAT, and an envelope to return certain materials to the county. Test ballots must be clearly marked as test ballots. (Counties should provide at least 5 extra ballots of appropriate styles to each testing board member in case they make mistakes during marking.)

4. Testing board members should mark ballots, complete tally sheets with expected results of their test ballots, and sign judges’ oath. Each testing board member’s ballots should be marked with the member’s name and a sequential ballot number with a letter prefix indicating the political party they represent (D1-D25 for the Democratic member’s test ballots; R1-R25 for the Republican member’s test ballots). Testing board members should also enclose any extra ballots that were not used.

5. Testing board members should enclose in envelope marked ballots, signed oath, and all unused or spoiled test ballots and return to county. Audit board members retain their tally sheets.

6. County uses a video camera with computer, or uses a cell phone or tablet for streaming the LAT.
   a. County demonstrates to testing board that election program is loaded.
   a. County streams video of the EMS display or appropriate voting system component when generating zero reports at the start and results reports at the end of the LAT.
   b. County streams video of the central count workstation to show testing board that test ballots are scanned in the correct election and counter group.

Ballot Marking Devices

7. Testing board randomly selects at least one ballot marking device for testing. Each testing board member must inform county staff of at least one test ballot in his or her test deck to be tested as an audio ballot.

8. County staff sets up ballot marking devices according to social distancing recommendations with speakers for voting of the audio ballot.
9. Testing board observes that all randomly selected ballot marking devices have public counters set to zero.

10. Testing board observes the election being loaded onto ballot marking devices.

11. Testing board observes county staff marking ballots on the ballot marking device(s) in a manner corresponding to the test ballots marked by the testing board. As each ballot is entered on the ballot marking device, the testing board member’s name and ballot number should be read out so that there is no ambiguity about which ballot is being entered. As BMD ballots are printed, county staff should write sequential number of testing board members’ hand marked test ballots to which the BMD ballot corresponds.

12. Testing board verifies that ballot marking device ballots match vote pattern as marked (e.g., county staff use office scanner and email images of printed BMD ballots, or use remote session video to display printed BMD ballots one at a time, to appropriate member of testing board).

13. Each testing board member verifies that his or her correct test ballot was marked on the ballot marking device as an audio ballot.

14. After county completes ballot marking device testing, testing board members observe county staff reset public counters to zero, and other actions necessary to reseal the device and make appropriate entries to chain-of-custody logs.

Scanning of test decks

15. Camera should be set up to allow a view of the central count scanner and workstation.

16. County staff scans all test decks separately with testing board observing. County staff should scan test decks as separate batches and announce the batch number of each separate test deck.

17. County must permit testing board to observe adjudication workstations, if necessary.

18. County must permit testing board to observe generation of appropriate results reports.

19. Testing board reviews results and compares to tally sheets.

20. County staff must export and preserve LAT results and CVR files for subsequent use in testing of ENR and RLA systems, and back up LAT database.

21. Testing board witnesses county staff resetting election database to zero.

Testing board signoff

22. Upon successful conclusion of LAT, testing board members sign and date test certification and return to county (e.g., use home scanner to create PDF and email to county staff; use mobile phone to take picture of signed and dated certificate and text or email picture to county staff, etc.)
23. Testing board observes county staff seal all test decks and other LAT records in secure container with completed chain-of-custody log.
Virtual RLA Process

To limit the amount of interaction that occurs between election workers, judges, and other staff, counties should consider conducting some pre and post-election activities virtually. Below is our office’s guidance for conducting the Risk Limiting Audit with limited in-person contact.

1. County conducts a virtual meeting with audit board members to prepare and discuss the audit process, and test video meeting connections and presentation hardware.

2. County obtains audit board approval for proposed process.

3. County staff uploads their hashed CVR and ballot manifest files per Election Rule 25.2.2 (f).

4. The SOS Voting Systems team defines the audit and notifies counties when they may log into the RLA system, per Election Rule 25.2.2 (k).

5. County staff logs into the RLA software, sets the number of audit boards, and pulls the ballot list (*note that the ballot list is broken down by audit board).

6. County staff locates and retrieves ballots and confirms the chain-of-custody.

7. County staff writes the imprinted ID on each ballot (if not already imprinted), scans the ballots (on a non-voting system scanner) in the order that they are presented in the ballot list, and emails the images to the audit board(s).
   a. County staff may not use images created by their Clear Ballot or Dominion voting system.
   b. If a ballot has been duplicated, an image of the original ballot must be provided to the audit board.
   c. County staff should also send the ballot images to rla@sos.state.co.us.

8. For each audit board, county staff sets up a GoToMeeting/Zoom meeting(s) and sends invites to the audit board members.

9. For each audit board, audit board members observe county staff signing into the RLA software, entering audit board names into the software prior to the audit round, and commencing with the audit.

10. For each audit board, audit board members review the ballot images, and call out the votes to be entered. Once consensus is reached, county staff enters the votes while audit board members observe, confirm the votes on the review page, and asks county staff to submit the ballot.

11. The above step is repeated for all ballots on the ballot list for each audit board.
12. County staff signs out of the round on behalf of each audit board once they have completed the audit of all ballots on the ballot list.

13. Each county must wait until all other counties have completed the audit. Notification of additional rounds, or the audit being complete, will be sent by the SOS Voting Systems team.

14. Once notification from the SOS Voting Systems team is received, counties will either:
   a. Commence with the next round of the audit, or;
   b. Print the final audit report for the County Clerk to sign. The signed version is then submitted to rla@sos.state.co.us
CARES Act COVID-19 Funding

In response to the COVID-19 pandemic, Congress appropriated $400M to assist states and localities in preparing for federal elections during the pandemic as additional protections and precautions are required. Colorado’s portion of that appropriation is $6,665,335. Currently, the federal funding measure requires a 20% match from the states. For Colorado this adds $1,333,067 for a total funding package of $7,998,067.

Under the plain language of the law, the money can be used to “prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 federal election cycle.”

In short, CARES Act funds can only be used 1) for a COVID-related expense 2) related to a federal election. Costs can be incurred as early as January 20, 2020 and all funds must be spent by December 31, 2020. The state must report those expenditures to the EAC within 20 days of the state primary and 20 days of the General Election. Below is a guide on what is a covered and permissible expense.

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<td>- Masks</td>
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<td>- Hand Sanitizer</td>
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<td>- Thermometers</td>
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<td>- Bleach wipes</td>
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<td>- Nonbleach wipes</td>
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<tr>
<td>- Purchased by the counties - reimbursed with CARES money</td>
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<td>- Gloves</td>
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<td>- Towels – paper</td>
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<td>- Disposable pens</td>
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<td>- Face shields</td>
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<td>- Disinfectant liquid/bottles</td>
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<td>- Spray bottles</td>
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<td>- Plexiglass sneeze guards (and installation)</td>
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<tr>
<td>- Brooms/Dustpans</td>
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<td>- Hand wash stations</td>
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<td>- Trash/Recycling cans</td>
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<tr>
<td>- Other appropriate PPE (check with the SOS)</td>
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<td><strong>VSPC- Related Expenses</strong></td>
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<td>- Rent</td>
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<td>- a new or larger VSPC</td>
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<td>- to reserve an alternate VSPC</td>
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<td>- to reserve a parking lot or other location to set up a VSPC</td>
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<td>- Reasonable ADA improvements for a new VSPC location</td>
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<td>- Tools and Equipment</td>
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<td>- Stanchions</td>
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<td>- Pens/Stylus</td>
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<td>- Spanish language document translations specific for COVID</td>
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<td>- Travel</td>
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<td>Costs Associated with Staff and Judges</td>
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<tr>
<td>• Pay for (additional) judges for</td>
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<td>o VSPCs social distancing</td>
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<td>o backroom social distancing</td>
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<td>o overtime pay</td>
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<td>o pay for on-call judges</td>
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<td>• Overtime pay for staff working extra</td>
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<td>hours due to COVID</td>
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<td>• Other additional appropriate staffing</td>
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<td>or judge-related expenses incurred</td>
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<td>due to COVID in excess of normal</td>
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<td>expenses (check with the SOS)</td>
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<td>• Spanish or other language services to</td>
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<td>support COVID communication</td>
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<td>• Technology to assist with:</td>
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<tr>
<td>o remote training of judges/staff</td>
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<td>o remote LAT/RLA</td>
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<td>o signature verification (social</td>
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<td>distancing)</td>
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<td>o ballot adjudication (social</td>
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<td>distancing)</td>
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<table>
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<tr>
<th>EXPENSES NOT PERMITTED WITH CARES</th>
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<tr>
<td>➔ Expenses without prior approval</td>
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<td>of the SOS Office.</td>
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<tr>
<td>➔ Any expenses incurred prior to</td>
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Other Resources

In addition to the guidance outlined here, counties are encouraged to stay up-to-date with the most recent information possible regarding COVID-19. Our office recommends that counties regularly visit the following websites for more information:

**COVID-19 General Information**

- Colorado Department of Public Health and Environment: https://covid19.colorado.gov
- Colorado Governor Executive Orders Related to coronavirus: https://www.colorado.gov/governor/2020-executive-orders

**Information for Election Officials**

- NASED: https://www.nased.org/covid19

**CARES ACT Funding:**

- EAC Information on Cares Act Funding: https://www.eac.gov/payments-and-grants/2020-cares-act-grants
This document includes recommendations for ensuring safety and hygiene at all voting locations and instructions for cleaning Clear Ballot hardware.

**Polling Place**
Clean frequently touched surfaces using EPA-registered disinfectants. These surfaces include voting booths, tables, doorknobs, light switches, handles, desks, toilets, faucets, and sinks.

**Voting Materials**
The vast majority of voters mark ballots by hand and cast these ballots via ClearCast without physical contact with the device. However, any shared pens or other ballot-marking tools should be cleaned/disinfected throughout the day.

**ClearCast**
Clean the ClearCast machine prior to each election and periodically on Election Day at the direction of the county office.

**Touchscreen**
Clean the touchscreen with a microfiber cloth dampened with window cleaner. Isopropyl alcohol or sprayed glass cleaner should not be applied to the device’s touchscreen.

**Body**
Disinfect the machines with isopropyl alcohol wipes. Do not use liquids to clean tabulation devices – on the interior or exterior of the machines.

**ClearAccess**
Clean the ClearAccess tablet, printer, and personal assistive devices prior to each election and periodically on Election Day at the direction of the county office.

**Materials**
Use only a microfiber cloth for cleaning electronics. Approved products include:
- 3M Microfiber Electronics Cleaning Cloth
- JP Case Microfiber Cleaning Cloth for Electronic Devices

**Solutions**
Use a mild soap and water solution in conjunction with the microfiber cloth. Approved cleaning products include:
- U.S. Pharmacopeia (USP) green soap
- Phenolic germicidal detergent (1% aqueous solution)
- Cidex 2.4% Activated Glutaraldehyde Solution
- 50% isopropyl alcohol mixed in 50% water solution
- Steriplex
- Novus 1

Process
Use a recommended microfiber cleaning cloth to wipe the unit clean. **Do not put liquids directly on the interior or exterior of the machine** as this may damage the unit and void manufacturer warranty. If needed, apply one of the recommended cleaning solutions directly to the cleaning cloth, then use the cloth and cleaning solution in combination to further wipe the unit clean. Be sure the cloth is only dampened, not wet or soaked.

**ClearCount Central Scanners & Peripherals**
Clean and disinfect central scanners and associated peripherals (scanners, laptops, computer mice, keyboards, etc.) using manufacturer-approved, EPA-registered disinfectants.

**Poll workers**
Poll workers should wash hands frequently with soap and water for a duration of at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer that contains at least 60% alcohol is an effective remedy.

Instructions for cleaning all ClearVote hardware components are included in user guides associated with certified versions of ClearVote. It is important to note that ClearVote customers must follow the manufacturer’s instructions for all approved device cleaning procedures and products.
# Hygiene & Cleaning Policy

**BEST PRACTICES FOR POLLING PLACES, POLL WORKERS & VOTING EQUIPMENT**

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## Materials

- EPA-registered disinfectants

## Process

- **Polling Places**: Clean frequently touched surfaces throughout the day, including:
  - voting booths
  - tables
  - doorknobs
  - light switches
  - handles
  - desks
  - toilets
  - faucets
  - sinks

- **Voting Materials**: Clean and disinfect shared pens or other ballot-marking tools throughout the day.

- **Poll Workers**: Poll workers should wash hands frequently with soap and water for a duration of at least 20 seconds.

- **ClearCast**:
  - Touchscreen: Clean the touchscreen throughout the day with a microfiber cloth.
  - Body: Disinfect the machines throughout the day with isopropyl alcohol wipes.

---

**WARNING**: Do not spray or otherwise apply liquids directly on the interior or exterior of electronics, as this may damage the unit and void manufacturer warranty.
Hygiene and Cleaning Policy

ClearAccess

Recommended Cloths
- 3M Microfiber Electronics Cleaning Cloth
- JP Case Microfiber Cleaning Cloth for Electronic Devices

Recommended Solutions
- U.S. Pharmacopeia (USP) green soap
- Phenolic germicidal detergent (1% aqueous solution)
- Cidex 2.4% Activated Glutaraldehyde Solution
- 50% isopropyl alcohol mixed in 50% water solution
- Steriplex
- Novus 1

Clean the ClearAccess tablet, printer, and personal assistive devices prior to each election and periodically on Election Day at the direction of the county office.

Use a recommended microfiber cleaning cloth to wipe the unit clean. If needed, apply one of the recommended cleaning solutions directly to the cleaning cloth, then use the cloth and cleaning solution in combination to further wipe the unit clean. Be sure the cloth is only damp, not wet or soaked.

ClearCount

Central Scanners & Peripherals

Manufacturer-approved, EPA-registered disinfectants

Clean and disinfect central scanners and associated peripherals (scanners, laptops, computer mice, keyboards, etc.) throughout the day.

For Fujitsu Scanners
- A solution of 70% isopropyl alcohol and 30% in a spray bottle
- 70% isopropyl alcohol wipes
- Microfiber cleaning cloth

Spray the solution on a microfiber cleaning cloth and using it to gently wipe the LCD screens.

Use the same solution OR 70% isopropyl alcohol wipes to gently clean the hard, nonporous surfaces that are in contact with humans.

For complete care on cleaning Fujitsu scanners, visit fujitsu.com/us/covid19/

WARNING: Do not spray or otherwise apply liquids directly on the interior or exterior of electronics, as this may damage the unit and void manufacturer warranty.
Avalue Touch Panel PC Care and Cleaning Guide

Thank you for using the Avalue Touch Panel PC. Our products are designed to withstand intensive use under all types of applications and require very little maintenance. Normally, dirt and fingerprints do not affect the operation of the Touch Panel PC. However, Avalue recommends that you periodically clean the Touch Panel PC for best visual and operational experience. Certain applications such as medical, healthcare and fitness, etc. may also require disinfecting the product after use. Therefore, we have prepared for you this Touch Panel PC Care and Cleaning Guide. Please read and be sure to follow the instructions outlined when cleaning or disinfecting the Touch Panel PC.

Recommended Cleaner and Disinfecting Agent:
We recommend using one of the following cleaners or disinfecting agents to clean and/or disinfect your Touch Panel PC:

Cleaners:
➢ 3M CL600 Anti-Static Electronic Equipment Cleaner.
➢ TECHSPRAY® 1605-6FP LCD and Plasma Screen Cleaner.

Disinfecting Agents:
➢ Mix isopropyl alcohol and water solution at a ratio of 50:50.
➢ Straight isopropyl alcohol.

Recommended Cloths and Wipes:
We recommend using one of the following screen safe, microfiber electronics cleaning cloths or wipes to clean your Touch Panel PC:

Cloths:
➢ 3M Scotch-Brite® Electronics Cleaning Cloth.
➢ TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes.

Cleaning Wipes:
➢ 3MTM CL610 Electronic Equipment Wipes.
➢ 3MTM CL630 Notebook Screen Cleaning Wipes.
➢ Fellowes® 99703 Screen Wipes.

Disinfectant Wipes:
➢ KIMTECH® One-Step Disinfectant Wipes.

Instructions:
1. Turn off the Touch Panel PC and all other attached devices.
2. Spray a small amount of cleaning / disinfecting agent onto the cloth.
3. Wipe the Touch Panel PC in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. Turn the Touch Panel PC back on.
CAUTION

Normal household cleaners, cloths and wipes may not be safe to be used on the sensitive electronics components. Please use the Avalue recommend cleaning / disinfecting solutions. Please consult with Avalue technical support before using any other cleaning / disinfecting solutions.

To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / disinfecting agents which may result in personal injury and property damage:

➢ Follow all instructions and recommendations in the manual.
➢ Be sure to follow cleaning / disinfecting agent manufacturer’s precautions and directions.
➢ Do not use any solutions that contain ammonia, acidic, alkali or other caustic chemicals on the Touch Panel PC.
➢ Do not use any vinegar-based solutions.
➢ Avoid using coarse cloths or paper towels.
➢ Do NOT spray cleaning / disinfecting agent directly on the Touch Panel PC.
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CHAPTER 1: CLEANING GUIDE

Dominion Voting Systems (DVS) products are designed to withstand extensive use, through operating under diverse environmental conditions, as outlined in the voluntary voting system guideline (VVSG). While surface dirt and fingerprints do not affect the operation of hardware components used with DVS voting systems, frequent cleaning and disinfecting methods may be employed to maintain their hygienic state. DVS recommends disinfecting the hardware components before and after use on Election Day.

This guide provides the cleaning and disinfecting procedure along with equipment and supplies required for this purpose.

1.1 Safety Notice

The use of alcohol or other cleaning/disinfecting agents may result in personal injury and property damage.

To avoid potential hazards, follow the recommendations and instructions outlined in this guide.

- Do NOT use solutions that contain ammonia as well as acidic, alkali, or other caustic chemicals.
- Do NOT use vinegar-based solutions.
- Do NOT use coarse cloths or paper towels.
- Do NOT spray cleaning/disinfecting agents directly on the hardware component.

**NOTE:** Only use the cleaning/disinfecting agents recommended by DVS. Please consult technical support at DVS before using other cleaning/disinfecting solutions.

1.2 Recommended Disinfecting Agent

DVS recommends using the following disinfecting agent to disinfect a hardware component.

- Isopropyl alcohol and water solution at a ratio of 1:1
1.3 Recommended Cloths and Disinfectant Wipes

DVS recommends using one of the following cloths or disinfectant wipes to clean and disinfect a hardware component.

- **Cloths:**
  - 3M® Scotch-Brite® Electronics Cleaning Cloth
  - TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes
- **Disinfectant wipes:**
  - KIMTECH® One-Step Disinfectant Wipes

1.4 Instructions for Cleaning and Disinfecting a Hardware Component

To clean/disinfect a hardware component, follow these instructions:

1. Turn off the hardware component.
2. Spray a small amount of cleaning/disinfecting agent onto a cleaning cloth.
3. Wipe the hardware component in a gentle motion to remove dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.

The hardware component is now ready to be deployed for use or storage.
# Revision History

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<thead>
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<th>Author</th>
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<td>brian.fitzsimmons</td>
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ImageCast® Surface Cleaning Guide

Dominion Voting Systems (DVS) products are designed to withstand extensive use, through operating under diverse environmental conditions, as outlined in the voluntary voting system guideline (VVSG). While surface dirt and fingerprints do not affect the operation of the ImageCast® tabulator, frequent cleaning and disinfecting methods may be employed to maintain its hygienic state. DVS recommends disinfecting the ImageCast® tabulator before and after use on Election Day.

This guide provides the cleaning and disinfecting procedure along with equipment and supplies required for this purpose.

Safety Caution Notices

The use of alcohol or other cleaning/disinfecting agents may result in personal injury and property damage.

To avoid potential hazards, follow the recommendations and instructions outlined in this guide:

• Do NOT use solutions that contain ammonia as well as acidic, alkali, or other caustic chemicals.
• Do NOT use vinegar-based solutions.
• Do NOT use coarse cloths or paper towels.
• Do NOT spray cleaning/disinfecting agents directly on the ImageCast® tabulator.

Note: Only use the cleaning/disinfecting agents recommended by DVS. Please consult technical support at DVS before using other cleaning/disinfecting solutions.

Recommended Disinfecting Agent

DVS recommends using the following disinfecting agent to disinfect an ImageCast® tabulator.

Cleaners

• 3M CL600 Anti-Static Electronic Equipment Cleaner.
• TECHSPRAY® 1605-6FP LCD and Plasma Screen Cleaner.

Disinfecting Agent

• Mix isopropyl alcohol and water solution at a ratio of 50:50 or higher
Recommended Cloths and Disinfectant Wipes

DVS recommends using one of the following cloths or disinfectant wipes to clean and disinfect an ImageCast® tabulator.

**Cloths**
- 3M Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes.

**Disinfectant Wipes**
- KIMTECH® One-Step Disinfectant Wipes

Instructions for Cleaning and Disinfecting an ImageCast® Tabulator

**General Cleaning/Disinfecting Instructions:**
1. Power-off the unit and all attached peripherals.
2. Spray a small amount of cleaning/disinfecting agent onto the cloth. (Not directly on the unit)
3. Wipe the Touch screen, Cast/Return buttons and any other external surfaces that are accessible to user.
4. Wipe down other handheld accessories such as Smart Cards, ATI, headset etc.
5. Use a dry cloth to wipe any excess moisture.
6. Power the unit back on, if required.

**Cleaning/Disinfecting Instructions While in Use:**
1. Ensure that unit is in the idle mode
2. Spray a small amount of cleaning/disinfecting agent onto the cloth. (Not directly on the unit)
3. Wipe the Touch screen, Cast/Return buttons and any other external surfaces that are accessible to user.
4. Wipe down other handheld accessories such as Smart Cards, ATI, headset etc.
5. Use a dry cloth to wipe any excess moisture.

**Other Recommended Methods for keeping the System Clean includes:**
- Wear Latex Gloves. The PCap/resistive touchscreens work well with latex gloves.
- Consider using a PCap Stylus (Either disposable or disinfect the stylus after each use)