

Summit County Board of Elections

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March 17, 2020

As you know, the Summit County Board of Elections has a responsibility to hold safe, efficient, accurate elections – even in trying times. We are committed to make sure the polling location is a safe environment for you as precinct election officials and for the voters of Summit County. Thank you for your commitment and for ensuring Summit County is able to vote on election day.

Each polling location is receiving a Polling Location Sanitizing Kit that includes:

- Instructions and tips (this sheet and attachments)
- Hand sanitizer
- Disinfectant wipes
- Bleach-based disinfectant spray
- Paper towels
- Hand soap
- Facial tissues

Practice Good Hygiene

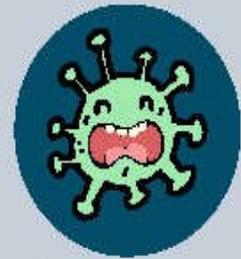
Practicing good hygiene is one of the easiest things you can do to prevent illness and ensure a smooth Election Day!



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Wash your hands with soap and water for at least 20 seconds, every 2 hours.



Avoid touching your face, eyes and mouth during the day. If you do, wash your hands.

DO:

- **URGE voters to ONLY use the stylus** when the voter is interacting with the ePollBook
- **Use disinfecting wipes** to wipe the surface of voting booths, pens used to mark ballots and styli (DO NOT USE ON ePollBooks themselves)
- **Spray common voting areas with disinfecting spray** and wipe with paper towels (for example, tables, voting machines, voting stalls and door handles when voters are not present)
- **Be kind and respectful** of all voters regardless of race, age, hygiene or any other biases.
- Make sure none of the sanitizing products come into contact with ballots
 - **MAKE SURE YOUR HANDS** are dry prior to handling a ballot
 - **INSTRUCT VOTERS TO USE HAND SANITIZER ONLY AFTER VOTING** – ballot stock could be ruined and/or jam the m100 optical scanner when scanned if any products are on the ballot
- **Wash your hands often** – we recommend at least every 2 hours
- **Clean the screen of the ePollBook or AutoMark touch screen, using ONLY the Dust-off Touch Screen Wipes, MCR lens cleaning towelettes, or microfiber cleaning cloth found in the front pocket of the EPB transport case.** DO NOT USE ANY DISINFECTING WIPES OR SPRAY CLEANER ON ANY ELECTRONIC SCREENS.
- **DO LEAVE THE POLLING LOCATION SANITIZING KIT** at the polling location – we do not want any liquid from cleaning products to come into contact with ballots - **DO NOT** return them to the Board with the ballots and supplies

DON'T:

- **DO NOT allow cleaning solutions to come in contact with ballot stock** – this could compromise the vote and jam the m100 optical scanner when scanning the ballot into the machine
- **DO NOT** touch your face, eyes and mouth while working at the polls
- **DO NOT** use ANY item included in the Polling Location Sanitizing Kit to clean ePollBook screens!
 - If you need your ePollBook cleaned, notify the troubleshooters that visit your location – they will clean the ePollBooks each time they visit the polling location
 - If you haven't seen your troubleshooters in a while, contact the Board

**STOP GERMS
WASH YOUR HANDS**

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

4. Rinse hands well under clean, running water.

5. Dry hands using a clean towel or air dry them.

Ohio Department of Health

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory viruses like 2019 novel coronavirus.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



The current outbreak of 2019 novel coronavirus (2019-nCoV) was first identified in China but has now spread internationally, impacting an increasing number of countries. Sustained community spread is occurring in China. Limited person-to-person spread, most associated with close contact with a patient with confirmed 2019-nCoV, has been seen outside of China. No community spread of 2019-nCoV has been identified in the United States at this time.

In the coming days and weeks, we expect more confirmed cases in the United States, including some person-to-person spread. The goal of CDC's aggressive ongoing public health response is to prevent spread of 2019-nCoV in the United States.

What you should do

- **STAY INFORMED** – CDC is updating its website daily with the latest information and advice for the public. (www.cdc.gov/ncov)
- **REMEMBER TO TAKE EVERYDAY PREVENTIVE ACTIONS** that are always recommended to prevent the spread of respiratory viruses.
 - » Avoid close contact with sick people.
 - » While sick, limit contact with others as much as possible.
 - » Stay home if you are sick.
 - » Cover your nose and mouth when you cough or sneeze. Avoid touching your eyes, nose and mouth with unwashed hands; germs spread this way.
 - » Clean and disinfect surfaces and objects that may be contaminated with germs.
 - » Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% alcohol.
- **IF YOU FEEL SICK** with fever, cough, or difficulty breathing, and have traveled to China or were in close contact with someone with 2019-nCoV in the 14 days before you began to feel sick, seek medical care. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.

What you should not do

- **DO NOT** travel to China.
- **DO NOT** use facemasks. CDC does not recommend the use of facemasks for the **general U.S. public** to prevent the spread of 2019-nCoV.
- **DO NOT** show prejudice to people of Asian descent, because of fear of this new virus. Do not assume that someone of Asian descent is more likely to have 2019-nCoV.

All persons in the U.S.—including those of Asian descent—who have not traveled to China or been in contact with someone with a confirmed or suspected nCoV case in the last 14 days are at low risk of becoming sick.

