

VOTER CHECK IN AND ADMISSION SLIPS

For the 2020 Primary Election Poll Books will be printed by Polling Place, not Ward-Division. Each voter who arrives at the polls on Election Day should be directed to the correct table based on their last name to sign the poll book according to the Voting Procedures listed in the Election Board Training Guide. Each table should have a Board Worker checking-in voters in the poll book, a Board Worker looking up and marking admission slips, and at least one Machine Inspector activating the ExpressVote XLs.

Check Mail-in and Absentee Voters Lists for All Voters. All voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs. This will be indicated in the poll book and Mail-in and Absentee Voters Lists. **Be sure to check the Mail-in and Absentee Voters Lists before you check a voter in.** All voters who appear to vote but have applied for a Mail-in or Absentee Ballot will be afforded the opportunity to vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in the Election Board Training Guide.

Admission Slips Will Replace the Yellow Number 2 and Number 4 books. After the voter signs the Poll Book an Election Board Official will write the Admission Number on the Admission Slip and hand it to the voter. **The yellow Number 2 and Number 4 books will not be used for this Election.** If a voter is in the poll book but not in the Admission Slips, the Election Board Official will create a Slip for that voter by writing their name, Ward-Division, Party and Admission Number. Blank Admission Slips can be found in the Election Materials Box.

Use Admission Slips to set the Voter's Ward-Division and Party on the Voting Machine. At the Voting Machine, the voter will hand the Slip to the machine inspector, who will set the Ward-Division and Party on the Voting Machine according to the information on the Admission Slip. Machine Inspectors will return Admission Slips to the table, where the Election Board Official will place them in the clear plastic bag labeled "Checked in Admission Slips Returned by Machine Inspectors." After the close of polls Admission Slip Bags will be returned in the Election Materials Box.

NOTE: After the polls have closed, place the Mail-in and Absentee Voter List into the Vinyl USB Results Bag for police pickup.

NOTE: Election Board Officials are NOT PERMITTED to grant an individual the right to vote on the Voting Machines if the voter's name is not listed in the poll book or supplemental sheets, or if they applied for a Mail-in or Absentee Ballot as indicated in the poll book or Mail-in and Absentee List, even if the Election Board Officials believe the registration records to be in error. In this situation a voter MUST be afforded the opportunity to vote by Provisional Ballot.

OPERATING THE EXPRESSVOTE XL & PACKING SUPPLIES

Power On the Voting Machine. Open and turn on the ExpressVote XL at the beginning of Election Day according to the procedures outlined in the Election Board Training Manual and the quick reference card.

Initiating a Voting Session. The Machine Inspector will get the Admission Slip from the Board Worker looking up admission slips, stand at the side of the ExpressVote XL, draw the privacy curtain to the side, and insert the paper ballot into the card slot.

Select the voter's Ward-Division and Party. Continue to stand at the side of the ExpressVote XL, holding the privacy curtain to the side and select the voter's registered Ward-Division and party on the touchscreen from the information on the Admission Slip, then confirm selections when prompted

Direct Voter to Enter Booth. When the Language Selection screen appears, direct voter to enter the booth so they can begin their voting session. Ensure the voter's privacy is respected at all times.

Shut Down the Voting Machine at the Close of Polls according to the procedures outlined in the Election Board Training Manual and the quick reference card.

Sign the Tapes. Place the last tape (the longest printed Election Results Report) from each ExpressVote XL into the RTC Envelope, and then place the RTC Envelope into the vinyl USB Results Bag. The longest printed Election Results Report contains the Write-In votes.

Place Supplies in Vinyl Results Bags. Each Polling Place has 2 vinyl Results Bags, the bags will be picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in each vinyl bag for pickup:

- 1. USB Results Bag -** The USB Sticks for every ExpressVote XL in the polling place, whether the ExpressVote XL was used or not, must be placed in the vinyl USB Results Bag. **DO NOT PUT THE VINYL BAG INTO THE HOPPER SACK.**
- 2. Supplies & Results Tape Bag -** Printed Machine Tapes, Mail-in and Absentee Voters Lists, Cell Phone, and Keys
 - **Printed Machine Tapes.** The white RTC Envelope containing the printed result tapes must be placed in the vinyl USB Results Bag for Police pickup. This is the LAST (longest) results receipt from each machine which contains the Write-In votes.
 - **Mail-in and Absentee Voters Lists** (if any). Place the Mail-in and Absentee Voters Lists into the vinyl USB Results Bag.
 - **Cell Phone.** Power off the cell phone that was provided in the Election Materials Box.
 - **Keys.** All keys for the ExpressVote XLs.

Pack Hopper Sacks according to the procedures outlined in the Election Board Training Manual. A separate Police Officer will pick up the Hopper Sacks NOTE: If the police do not arrive to pick up the vinyl USB Results Bag by 9:00 PM on Election Day, notify the Office of the City Commissioners by calling **215-686-1530**.

COVID-19 SAFETY MEASURES

FACE COVERINGS, DISTANCING, AND DISINFECTING

Face Coverings are required for the entire Election Board, if anyone requires a face covering, it will be provided with other personal protective equipment (PPE) and cleaning supplies on the morning of the Election.

Voters should be strongly encouraged to wear a face covering and offered a mask from the polling place's PPE supplies. However, if a voter refuses to wear a face covering, they must be allowed access to the polling place regardless of their reason. In the event a voter refuses to wear a face covering, escort them through the voting process while ensuring they maintain a 6-foot distance from others at all times.

6-foot distances will be marked in the polling place lines with floor tape and orange cones to help ensure that voters maintain appropriate distances from others. Other PPE (e.g., plexiglass barriers) may be installed in the polling place prior to Election Day.

To assist with disinfection, all voters will be provided with a glove before voting for use on the voting machine's touchscreen. After voting, voters will be provided with an alcohol hand wipe. **DO NOT USE HAND WIPES ON TOUCHSCREENS.** If a touchscreen requires disinfection, a vendor recommended cleaning solution will be available at the polling place.

NOTE: A voter cannot be denied entry to the polling place for refusing to wear a face covering.