AskED Best Practices for Sanitary ePollbook Use

To maintain a clean and safe environment for voters and pollworkers, Robis recommends the following guidelines for equipment and supply sanitation.

Between Each Voter Check-In:

- Wipe down the ballot marking pens, signature pad, and stylus with isopropyl alcohol wipes (the CDC recommends at least 60% concentration)

When Switching Pollbook Users:

- Wipe down the computer keyboard/touch screen with isopropyl alcohol wipes or cloth dampened with isopropyl alcohol. **Never spray cleaner directly on the screen or keyboard.**

When loading printer paper:

- For any areas where election officials come into contact, wipe the printer tray and buttons with isopropyl alcohol wipes or cloth dampened with isopropyl alcohol. Never spray cleaner directly on the printer. Never spray or wipe cleaner on any paper stock. Discard any paper that comes into contact with any liquid.

General Tips:

- Keep hand sanitizer at the check-in station for voters to use before/after signing
- Discontinue use of privacy sleeves
- Have voters put permits (if used) directly into a folder at the tabulator instead of handing to a poll official
- Counties might consider using two tables-deep instead of one for check-in stations so that voters are six feet from pollworkers. The signature pad would still be on the voter-side of the tables.

Please note: These are considered best practices, but do not guarantee against transmission of a virus or other pathogen.