

May 15, 2020

Via Email To: records@americanoversight.org

Austin R. Evers, Executive Director
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

Re: Open Records Request

Dear Mr. Evers:

Further to my April 28, 2020 letter in response to your request for records dated April 23, 2020, please find attached responsive records. As mentioned previously, there are records responsive to the following requests.

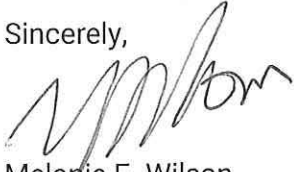
1. *All email communications (including emails, complete email chains, email attachments, calendar invitations, and attachments thereto) sent or received by any of the County officials listed below regarding any staffing decisions—including personnel reductions, changes or reassignments— poll worker directives, planned precinct closures, election scheduling delays, or other proposals, delays, or changes to Board of Elections meetings or to current county voting procedures—including the now-postponed Presidential Preference Primary—as a result of the current coronavirus crisis.*
2. *Any guidance documents, directives, policy changes, or other documents sent from of the Office of the Secretary of State officials listed below in Column A to any of the County custodians listed below in Column B.*

Neither the list of specific Board members, nor the columns A and B cited above are listed herein.

As authorized by O.C.G.A. § 50-18-71, the cost to search, retrieve, and copy the requested documents is calculated as follows: a charge of \$12.25 per hour after the first fifteen minutes and 10 cents per page. You were previously advised of an estimated cost of \$514.50. Staff spent a total of 30.91 hours searching for records. Allowing for the first fifteen minutes, the actual cost of the records is \$375.58. Please submit payment to Gwinnett County to the attention of Lynn Ledford, Division Director at Gwinnett County Board of Voter Registrations and Elections, 455 Grayson Highway, Suite 200, Lawrenceville, Georgia 30046. Gwinnett County, its departments, agencies, boards, bureaus, commissions, authorities, and other similar bodies of Gwinnett County are authorized to collect this charge in any manner authorized by law for the collection of taxes, fees, or assessments owed to the County by O.C.G.A. § 50-18-71(c)(3).

Response to request for records from
Austin Evers
May 15, 2020

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Wilson', written over a faint horizontal line.

Melanie F. Wilson
Senior Assistant County Attorney

cc: Kristi Royston, Elections Supervisor, Gwinnett County Board of Registrations and Elections

Williams, Kelvin

From: Williams, Kelvin
Sent: Saturday, March 7, 2020 4:02 PM
To: Salgarkar, Prachi; Harris, Jesse
Cc: Cordy, Felisa; Brady, Teresa; Tillman, Scott; Black, Shantell; Royston, Kristi
Subject: RE: Coronavirus E-Mail from one of our Clerks

1. Gloves and mask have not been provided
2. Clorox wipes and hand sanitizer are being provided
3. Poll Officials are encouraged to use the stylus on the Poll Pad and encourage the voter to use the stylus and not fingers
 - a. The stylus need to be occasionally wiped down
4. We are trying to obtain additional wipes for the equipment
5. County will monitor and take additional steps as necessary



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Kelvin D. Williams | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones | Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone / Teléfono: 678.226.7210 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | kelvin.williams@gwinnettcountry.com
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From: Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcountry.com>
Sent: Saturday, March 7, 2020 2:48 PM
To: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>; Harris, Jesse <Jesse.Harris@gwinnettcountry.com>
Cc: Cordy, Felisa <Felisa.Cordy@gwinnettcountry.com>; Brady, Teresa <Teresa.Brady@gwinnettcountry.com>; Tillman, Scott <Scott.Tillman@gwinnettcountry.com>; Black, Shantell <Shantell.Black@gwinnettcountry.com>
Subject: FW: Coronavirus E-Mail from one of our Clerks

FYI



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Prachi Salgarkar | Elections Coordinator / Coordinador de Elecciones | Gwinnet Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Physical Address/Dirección: 200, Lawrenceville, GA 30046 | Mailing Address/Dirección Postal: 455 Graysor 30046 | www.gwinnettcountry.com

From: Danny Rhyar [REDACTED]
Sent: Saturday, March 7, 2020 2:42 PM
To: Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcountry.com>; [REDACTED]
Subject: Fw: Coronavirus E-Mail from one of our Clerks

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

Well, folks it was only a matter of time, I suppose. Although it seems to me that everyone's FUD factor (Fear, Uncertainty and doubt) is elevated because of the COVID-19. I do not blame her nor am I upset that she does not wish to expose herself to possibly contract this virus while working the polls, even though that chance is very remote. However, no one has made any mention of this to our poll workers.

I am sure that this is not the first time the question has been asked: She took the information in her email directly from the CDC website. The thought about this virus has certainly crossed my mind and I purchased hand sanitizer and tissues to have with me at the polls, I've had my flu and pneumonia shots, I and I'm mega-dosing on immune system boosters.

It seems to me that County needs to start talking about the elephant in the room. Whether irrational or not, these fears are real and we will surely have to confront the issue head-on. Sooner is probably better than later.

Thanks very much.
Danny

----- Forwarded Message -----

From: Teresa Button [REDACTED]
To: Danny Rhyan [REDACTED]
Sent: Saturday, March 7, 2020, 12:31:27 PM EST
Subject: Re: Work Days

Are there any precautions in regards to the Coronavirus and the polling sites. Will we be supplied gloves and or masks. Cleaning supplies to disinfect machines pens Clp boards etc etc. I found on line recommendations from the CDC I'm curious if this issue has been discussed in efforts to keep us safe. If there are no set precautions for us , I'm so sorry but I will not be working the polls, I will not be putting myself at risk .
Mrs. Teresa Button
Issuing Clerk for Gwinette county.

Recommended Precautions for Preventing Spread of COVID-19 in Election Polling Locations, including Cleaning and Disinfection

Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about SARS-CoV-2 and similar coronaviruses, spread from person-to-person with these viruses happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. On the other hand, transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets

than through contact with contaminated surfaces. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in election polling locations.

Purpose

This guidance provides recommendations on the routine cleaning and disinfection of polling location areas and associated electronic equipment (e.g., voting machines and computers). It suggests actions that polling station workers can take to reduce the risk of exposure to COVID-19 by limiting the survival of the virus in the environment. This guidance will be updated if additional information becomes available.

Definitions:

- *Community settings* (e.g. polling locations, households, schools, daycares, businesses) encompass most non-healthcare settings and are visited by the general public.
- *Cleaning* refers to the removal of dirt and impurities including germs from surfaces. Cleaning alone does not kill germs. But by removing them, it decreases the number of germs and therefore any risk of spreading infection.
- *Disinfecting* kills germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduce any risk of spreading infection.

Preventive action polling workers can take

- Stay at home if you have fever, respiratory symptoms, or believe you are sick.
- Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Disinfect surfaces that may be contaminated with germs after cleaning: See a [list of products with EPA-approved emerging viral pathogens claims pdf icon](#)^[5 pages][external icon](#), maintained by the American Chemistry Council Center for Biocide Chemistries (CBC). Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, and use of personal protective equipment). Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
- Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect voting associated electronics (e.g., voting machines, laptops, tablets, keyboards) routinely using products with the EPA-approved emerging viral pathogens claims (examples can be found here: [this linkpdf icon](#)[external icon](#)). Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consult with the voting machine manufacturer about guidance on products appropriate for disinfecting voting machines and touch screens, and consider additional use of wipeable covers for machines if possible.
 - If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Use of alcohol-based products may reduce risk of damage to sensitive voting machine components.

Preventive action polling stations workers can take for themselves and the general public

Based on available data, the most important measures to prevent transmission of viruses in crowded public areas include [careful and consistent cleaning of one's hands](#). Therefore:

- Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.
- Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process. Consider placing the alcohol-based hand sanitizer in visible, frequently used locations such as registration desks and exits.

References

Sent from my iPad

On Feb 26, 2020, at 6:01 PM, Danny Rhyan [REDACTED] wrote:

Here are the dates we work:

Work Days (six Days)

- a. Monday, March 9
- b. Wednesday, March 11
- c. Friday, March 13
- d. Sunday, March 15
- e. Tuesday, March 17
- f. Thursday, March 19

On Wednesday, February 26, 2020, 10:01:19 AM EST, Teresa Button [REDACTED] wrote:

What days are we working AIP
Sent from my iPhone

Williams, Kelvin

From: Williams, Kelvin
Sent: Thursday, April 2, 2020 11:15 AM
To: Royston, Kristi
Subject: RE: Poll Official Update

Will do.

I don't think there will be questions I just want to make sure that we are all on the same page and that each of the Coordinators have a good understanding of what is needed and plan to implement. Multiple staff have made comments regarding how information is passed along and sometimes pieced and contradictory. So just want to make sure they feel supported and that we are providing what is needed. Both Coordinators are still very new and learning Gwinnett

Felisa will be in this afternoon and I will try to meet with her before MTM

We will get both e-mails out this afternoon



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Kelvin D. Williams | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones | Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone / Teléfono: 678.226.7210 | Physical Address / Dirección Física: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | Mailing Address / Dirección Postal: 75 Langley Drive, Lawrenceville, GA 30046 | kelvin.williams@gwinnettcountry.com
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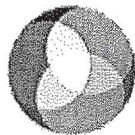
From: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Sent: Thursday, April 2, 2020 10:40 AM
To: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>
Subject: RE: Poll Official Update

If there are any questions or concerns, I need to be made aware because Lynn and Tina are involved in this too.

Same goes for the polling location email.

Is Felisa here this morning, or not until this afternoon?

Both poll official and polling location emails need to go out today. If that can't happen, let me know.



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>
Sent: Thursday, April 2, 2020 10:20 AM
To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>; Cordy, Felisa <Felisa.Cordy@gwinnettcountry.com>
Subject: RE: Poll Official Update

Felisa,

If you can set a meeting to discuss so that we are all on the same page before sharing or providing information to Associates

Thanks



Kelvin D. Williams | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones | Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone / Teléfono: 678.226.7210 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | kelvin.williams@gwinnettcounty.com
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From: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>

Sent: Thursday, April 2, 2020 10:12 AM

To: Cordy, Felisa <Felisa.Cordy@gwinnettcounty.com>; Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>

Subject: Poll Official Update

Hi,

I'm not sure where you all are with staffing and filling rosters but let's increase those activities so we can see where we are. I need an update on how they are looking. What's the ideal number of poll officials and are we looking short in areas? I need numbers for raw data, please; not just blanket statements of "we're looking good" or "we're very short"

I understand that when you start/increase staffing efforts you're going to get questions about training. For now, just say that we're gathering information on how we'll handle it and we'll be in touch when we know more.

Will you or someone on your team please forward the following email to all poll officials this morning? Blind copy me on it when it goes out please so I'll be aware. Once it goes out, let's really start trying to fill those rosters because then we'll get a better idea of any who say they don't want to work due to COVID-19. Please track those numbers and give me updates throughout the day; maybe mid-morning and mid-afternoon. Even if it's 0, please send an email.

Thanks. Please delete highlighted section before forwarding to poll officials.

Dear Poll Official,

As we all continue in these unprecedented times, I hope you are well. Impacts of this pandemic continue to be felt throughout our county, state, nation, and the world.

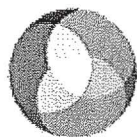
Gwinnett County continues to provide essential services and the Voter Registrations and Elections Office is proud to be a member of that group. We are continuing to register voters and process absentee by mail applications. We are also currently planning to conduct the May 19 General Primary/Nonpartisan Election. As a poll official, you are a critical component in providing fair and efficient elections and I appreciate your service.

Even though this situation is very fluid and ever-changing, Gwinnett County and the Secretary of State's Office will be providing CDC approved hand and surface sanitizers, as well as non-latex gloves for poll officials. We encourage you to continue with healthy behaviors by washing your hands regularly, covering your mouths with a tissue when you sneeze or cough, and practicing social distancing guidelines.

Any poll official who is sick or symptomatic is encouraged to stay home. If you make that decision, please notify your Advance Voting and/or Election Day Manager as soon as possible. Area Managers and Poll Managers please immediately notify your Elections Office Liaison of any notifications.

If you have any questions, please feel free to email your Advance Voting and/or Election Day Manager or the Elections Office at pollofficials@gwinnettcountry.com.

Be well and be safe,
Kristi



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Williams, Kelvin

From: Williams, Kelvin
Sent: Wednesday, May 6, 2020 8:44 AM
To: Royston, Kristi
Subject: RE: AJC request re: precinct closures

We have not been notified by any polling locations they are unwilling to host for June 9, I did meet with Elections on yesterday to regarding polling locations that haven't confirmed for June 9 and there are six locations (listed below) that that have not responded to calls or e-mails. We're looking at contact information on the contracts to see if it differs from the contact information that we have in and I have asked them to go out to the locations if no response is received by Friday

From: Williams, Kelvin
Sent: Tuesday, May 5, 2020 7:14 PM
To: Barnard, Shirley <Shirley.Barnard@gwinnettcountry.com>; Briscoe, Kareem <Kareem.Briscoe@gwinnettcountry.com>; Stephen.Joyce@gwinnettcountry.com>; Tillman, Scott <Scott.Tillman@gwinnettcountry.com>
Subject: Polling Locations Response Recap - 05.05.2020

Just to recap regarding polling locations please review the information below from our meeting today and cc

- 022. Peachtree Corners Presbyterian Church – OK
- 024. Buford City Hall – OK
- 037. Winters Chapel UMC – NON RESPONSIVE (Demond)
- 047. Cannon UMC – NON RESPONSIVE (Tiffany)
- 082. Pleasant Hill Presbyterian Church – NON RESPONSIVE (Demond)
- 101. Winters Chapel Baptist Church – NON RESPONSIVE (Demond)
- 123. Iglesia Bautista Nueva Jerusalem – OK (Tiffany)
- 142. Suwanee Full Gospel Church – NON RESPONSIVE (Kareem)
- 152. Grace Baptist Church – NON RESPONSIVE (Kareem)

Please let me know if I have omitted any information. I will research the most recent contract for these locat



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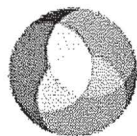


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Lawrenceville, GA 30046 | kelvin.williams@gwinnettcountry.com
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From: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Sent: Wednesday, May 6, 2020 8:25 AM
To: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>
Subject: FW: AJC request re: precinct closures

Hi,
I'm going to call him back instead of emailing. Are we still currently good on all 156 Election Day locations? No notices that we can't use?



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Niese, Mark (AJC-Atlanta) <Mark.Niese@coxinc.com>
Sent: Tuesday, May 5, 2020 4:08 PM
To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Cc: Sorenson, Joe <Joe.Sorenson@gwinnettcountry.com>
Subject: AJC request re: precinct closures

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

Ms. Royston,
I'm working on an article about precinct closures related to COVID-19 for the June 9 primary. I'm reaching out to you and other counties as well.
Can you list each precinct that has notified Gwinnett it's unwilling to serve as a precinct on election day on June 9?
How many early voting locations do you expect to have, and how much of a decline is that from the previously March 24 presidential primary?
How will you deal with this loss of voting locations?
What are your concerns about voting location access and safety?
Please let me know, and thank you.

Mark Niese
Georgia Government Reporter
The Atlanta Journal-Constitution
404-526-2848
Twitter: @markniese

Williams, Kelvin

From: Royston, Kristi
Sent: Wednesday, April 1, 2020 11:50 AM
To: Williams, Kelvin; Ledford, Lynn
Subject: RE: COVID-19 Information

I'll get with you this afternoon. I have info from my conference call with LL and Tina that we need to discuss.

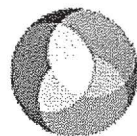


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From: Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>
Sent: Wednesday, April 1, 2020 11:14 AM
To: Ledford, Lynn <Lynn.Ledford@gwinnettcounty.com>; Royston, Kristi <Kristi.Royston@gwinnettcounty.com>
Subject: RE: COVID-19 Information

Just to confirm is this still being reviewed? Should we move forward contacting poll officials and locations to confirm that we are still preparing for the May 19 primaries?



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From: Ledford, Lynn <Lynn.Ledford@gwinnettcounty.com>
Sent: Monday, March 30, 2020 6:03 PM
To: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>; Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>; Wilson, Melanie <Melanie.Wilson@gwinnettcounty.com>
Subject: RE: COVID-19 Information

Thank you

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: "Royston, Kristi" <Kristi.Royston@gwinnettcounty.com>
Date: 3/30/20 5:57 PM (GMT-05:00)

To: "Williams, Kelvin" <Kelvin.Williams@gwinnettcountry.com>, "Ledford, Lynn" <Lynn.Ledford@gwinnettcountry.com>, "Wilson, Melanie" <Melanie.Wilson@gwinnettcountry.com>
Subject: FW: COVID-19 Information

This is what went to poll officials last time....



Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Royston, Kristi
Sent: Saturday, March 14, 2020 12:44 PM
To: Cordy, Felisa <Felisa.Cordy@gwinnettcountry.com>; Dawson, Jill <Daphena.Dawson@gwinnettcountry.com>
Subject: COVID-19 Information

Hi Felisa and Jill,

Will you please forward this email today to all March 24 poll officials? Thanks.

To all Gwinnet County Poll Officials:

As you are aware, the COVID-19 pandemic is an unprecedented situation that is changing and evolving rapidly worldwide. The impacts of this pandemic can be felt in our community, our state, the nation, and the world with travel restrictions, business closures, school closures, and event cancellations. However, the largest impact is the impact on individuals with COVID -19 and their family members. Our thoughts and prayers go to all for those affected by COVID-19.

The County's main focus during this time is to ensure the continued provision of essential services to our citizens, and the health and safety of all those who provide those services. In addressing steps that the County can take to help protect your health and safety, as well as that of all of the voters, the County will continue to seek and follow the guidance of our trusted public health partners.

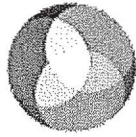
For the continued safety and wellness of poll officials and voters, Gwinnett County and the Secretary of State's Office will be providing CDC approved hand and surface sanitizers, as well as non-latex gloves for poll officials at every polling location.

We encourage you to continue with healthy behaviors with co-workers and the public by washing your hands regularly, covering your mouths with a tissue when you sneeze or cough, and to maintain clean work areas. Any poll official who is sick or symptomatic is encouraged to stay home. If you make that decision, please notify your Advance Voting and/or Election Day Manager as soon as possible. Area Managers and Poll Managers please immediately notify your Elections Office Liaison of any notifications.

Please keep yourselves, your families, your co-workers, and our public safe and healthy as we look forward to the upcoming Election Day.

If you have any questions, please feel free to email your Advance Voting and/or Election Day Manager or the Elections Office at pollofficials@gwinnettcountry.com.

Thank you for your service!



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Williams, Kelvin

From: DoNotReply@sos.ga.gov
Sent: Thursday, April 9, 2020 1:03 PM
To: DoNotReply@sos.ga.gov
Subject: The Buzz Post - CDC & CISA COVID-19 Updates

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A [new discussion](#) has been posted in The Buzz by Thomas, Breanna on 4/9/2020 12:51 PM

Good Afternoon Election Officials,

An update from the CDC and CISA regarding the continued health, safety, and protection of Essential Critical Infrastructure Workers who may have been exposed to COVID-19 have been posted on Firefly. These documents can be located on Firefly under Official Communications > 2020 General Information > COVID 19 Response folder.

The two documents include:

- Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
- Quick reference of the Do's and Don'ts for employers and employees related to COVID-19 exposures.

-Breanna Thomas, Training Administrator

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

IF YOU ARE AN **ESSENTIAL CRITICAL WORKER** WHO HAS BEEN EXPOSED TO COVID-19

DO

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the work-place as work duties permit.

DON'T

- Stay at work if you become sick.
- Share headsets or objects used near face.
- Congregate in the break room or other crowded places.



IF YOU ARE AN **EMPLOYER OF WORKERS** EXPOSED TO COVID-19

DO

- Take employee's temperature and assess symptoms prior to their starting work.
- If an employee becomes sick during the day, send them home immediately.

- Test the use of face masks to ensure they do not interfere with workflow.
- Increase air exchange in the building.
- Increase the frequency of cleaning commonly touched surfaces.



Coronavirus (COVID-19) Pandemic: Personal Protective Equipment Preservation Best Practices

This guidance summarizes best practices for national implementation to sustain personal protective equipment (PPE) while ensuring the protection workers during the coronavirus (COVID-19) pandemic response.

Objective

The objective of the COVID-19 National Strategy for Addressing Personal Protective Equipment (PPE) Shortage is to ensure protection against COVID-19 for healthcare workers, first responders, and patients by implementing three pillars of practice: reduce – reuse – repurpose. Due to the COVID-19 pandemic response and associated PPE shortages, implementation of contingency and crisis capacity plans may be necessary to ensure continued availability of protective gear.

This fact sheet amplifies Centers for Disease Control and Prevention (CDC) strategies on conventional, contingency and crisis capacity strategies for optimizing PPE. All U.S. healthcare facilities should begin using PPE contingency strategies now and may need to consider crisis capacity strategies if experiencing PPE shortages.

What Do I Do and How Do I Do it?

1. Reduce Usage Rate of PPE by Modifying Normal Operations and Procedures

- Limit the need for PPE by maximizing use of barrier controls whenever possible (e.g. masking patients, Plexiglas barriers, car windows and improved ventilation systems).
- Place IV towers and ventilators outside of patient rooms, as clinically appropriate, to enable appropriate monitoring and management without donning of PPE.
- Automate delivery of food and supplies.
- Use tele-consultation, internet-based interviews, or remote camera-based observation, as available.
- Limit visitor access and offer technology-enabled alternatives (e.g., video chat).
- Understand PPE requirements and burn-rates - [cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html).
- Consider extending use-times of undamaged, non-visibly soiled PPE beyond single patient contact and other standard practice durations.
- Note: OSHA has relaxed enforcement of annual fit-testing requirements for N-95 filtering facepiece respirators (FFRs) - [osha.gov/news/newsreleases/national/03142020](https://www.osha.gov/news/newsreleases/national/03142020).



FEMA

2. Reuse PPE by Implementing Optimization, Decontamination, and Reuse Procedures

- Implement strategies to optimize supplies and equipment: [cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html)
- Implement expanded facility-based PPE reuse policies and procedures.
- Track “check in” and “check out” of PPE designated for reuse. Each worker is provided specific PPE at the beginning of the shift. At the end of the shift, all PPE is labeled, collected, and stored for reuse (which may entail appropriate decontamination using devices with issued Food and Drug Administration (FDA) Emergency Use Authorization (EUA)).
- Implement guidance for decontamination and reuse of FFRs:
 - [cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html)
 - [osha.gov/memos/2020-04-03/enforcement-guidance-respiratory-protection-and-n95-shortage-due-coronavirus](https://www.osha.gov/memos/2020-04-03/enforcement-guidance-respiratory-protection-and-n95-shortage-due-coronavirus)
 - For large-scale decontamination of N-95 FFRs consider using the following methods:
 - Industrial or facility-based vaporized hydrogen peroxide sterilization systems: [fda.gov/media/136529/download](https://www.fda.gov/media/136529/download)
 - Industrial or facility-based moist heat disinfection systems (NOT autoclaves)
 - Facility-based ultraviolet germicidal irradiation (UVGI) systems
 - For low-volume or personal decontamination of N-95 FFRs consider using commercially available microwavable moist heat disinfection devices following manufacturer’s instructions (e.g. do not put metal parts in microwaves).

3. Repurpose Alternative Types or Sources of PPE

- Use alternative NIOSH-approved respirators in lieu of N-95 FFR for activities for which respiratory protection is required. See [fda.gov/media/135763/download](https://www.fda.gov/media/135763/download). Examples include:
 - powered, air-purifying respirators (PAPRs);
 - reusable air-purifying respirators (elastomeric half and full facepiece respirators);
 - other disposable air-purifying particulate FFRs.
- Contingency - Seek alternative supplies of PPE.
 - Encourage community members to donate private stocks of unused/unopened surgical masks, gloves, gowns, and N-95 respirators to your facility.
 - Seek PPE and other equipment from dentist offices, veterinarians, individuals, and other sources, including business that are not active.
 - Use commercial sources of industrial Tyvek coveralls, face shields, goggles, shoe covers, etc.
- Crisis - Use N-95 FFRs beyond their expirations dates if certain conditions are met
 - [cdc.gov/coronavirus/2019-ncov/release-stockpiled-N95.html](https://www.cdc.gov/coronavirus/2019-ncov/release-stockpiled-N95.html).

FACT SHEET COVID-19 PPE PRESERVATION BEST PRACTICES

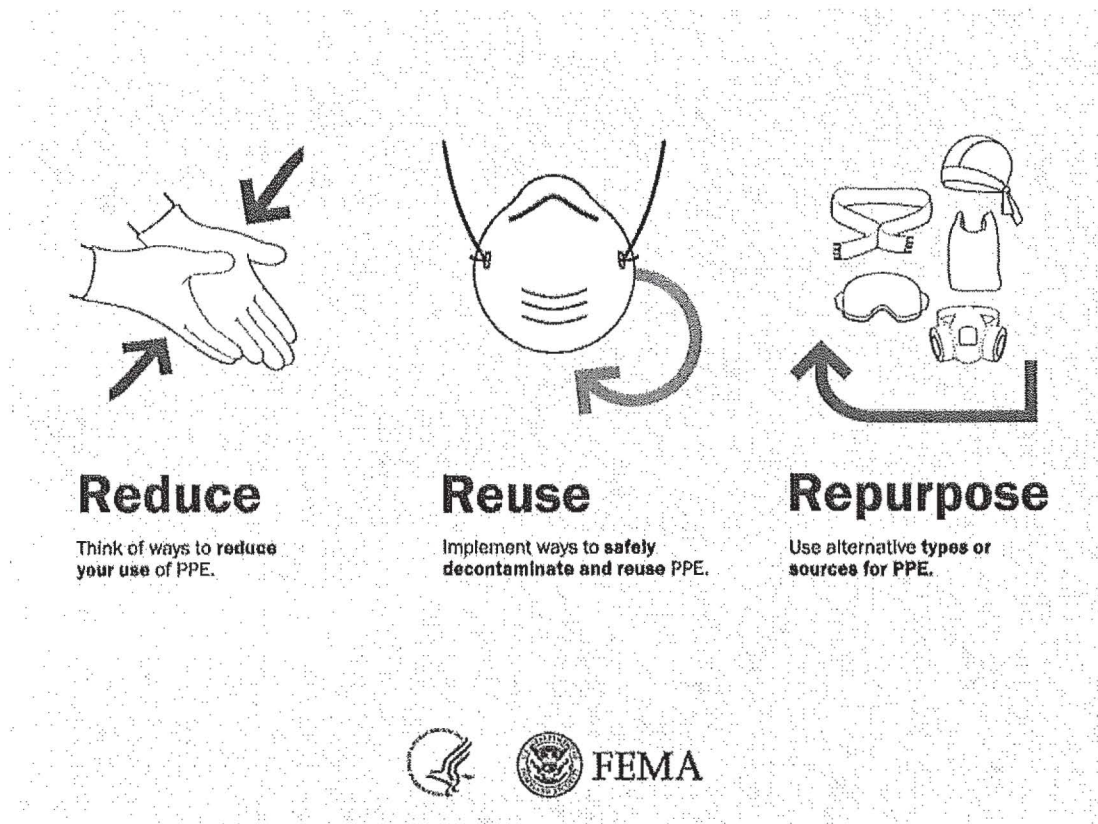
- Crisis - Use FDA authorized imported, non-NIOSH-approved disposable FFRs.
 - [fda.gov/media/136403/download](https://www.fda.gov/media/136403/download)
 - [fda.gov/media/136664/download](https://www.fda.gov/media/136664/download)

Implementation

Organizations need to assemble a team to carefully review existing Health and Safety Plan (HASP) and Respiratory Protection Plan (RPP) policies and procedures for opportunities to reduce, reuse, or repurpose and should develop contingency and crisis operational plans. Such a team might include (where available) environmental health officers, safety officers, industrial hygienists, logistics officers, infection prevention practitioners, operations chiefs, medical officers, and work-force representatives.

To ensure uniform application of modified practices, processes and procedures, and, concurrently, the safety of workers, all workers must be trained in the plans, with recommended elements of such training including:

- The rationale for changes, contingency and crisis standards during COVID-19 related PPE shortages
- New PPE guidance (FDA, CDC, DOJ) related to COVID-19
- Proper methods to conduct new or changed work practices (e.g., staffing, social distancing)
- Methods to install or utilize any barrier controls (e.g. patient masking, Plexiglas shields)
- Proper donning and doffing of PPE to minimize self-infection
- Proper hand hygiene



Williams, Kelvin

From: Williams, Kelvin
Sent: Thursday, April 16, 2020 11:57 AM
To: Royston, Kristi
Subject: RE: Requested information

40 have responded no referencing COVID



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Kelvin D. Williams | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones | Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone / Teléfono: 678.226.7210 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | kelvin.williams@gwinnettcounty.com
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From: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>
Sent: Thursday, April 16, 2020 11:52 AM
To: Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>
Subject: RE: Requested information

Thanks! What about green highlight below?

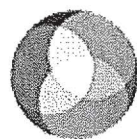


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From: Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>
Sent: Thursday, April 16, 2020 11:45 AM
To: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>
Subject: RE: Requested information

Responses highlighted below



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From: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>
Sent: Wednesday, April 15, 2020 2:08 PM
To: Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>
Subject: RE: Requested information

OK, but she also has the spreadsheet of those who have commented that it's due to COVID-19 so we can include that too? And just state it's not all encompassing just those who have shared that detail, maybe?



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From: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>

Sent: Wednesday, April 15, 2020 1:27 PM

To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>

Subject: RE: Requested information

I will ask Felisa to have this information by COB tomorrow. Regarding Arielle's questions about how many have dropped out we didn't pose the question to poll officials "Are you working?" We approached it as a new set of roster and sent out empty roster to be filled so we will do the best we can to provide the following:

1. Number of position approved within minimum staffing guidelines – 1,458 positions
2. Number of individuals that have committed – 598 on the rosters received as of 04.15.2020
3. Number of individuals pending response? (these would be individuals that were on the previous rosters from March then May that went out to Manager, but have not responded to June) -533 have not responded this could be because their manager has not submitted a roster, Poll Manager were asked to have their initial rosters in by Monday, April 13, liaisons have been working with Area Manager and Poll Managers that have not submitted and they are slowly coming in a hard deadline of Tuesday, April 21 was established as roster deadlines, this is not they have said no, but their name has not been submitted on an updated roster
4. We will include the number of responses that we have identified as "Contingent" – 20 are wait and see



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From: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>

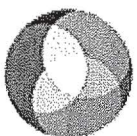
Sent: Wednesday, April 15, 2020 1:07 PM

To: Williams, Kelvin <Kelvin.Williams@gwinnettcountry.com>

Subject: FW: Requested information

Hi,

Can you or someone provide to me so I can answer her? Thanks.



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Kass, Arielle (CMG-Atlanta) <Arielle.Kass@ajc.com>
Sent: Wednesday, April 15, 2020 12:46 PM
To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Cc: Sorenson, Joe <Joe.Sorenson@gwinnettcountry.com>
Subject: RE: Requested information

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

Kristi, can you tell me how many poll workers have dropped out, how many have said they're wait-and-see and how many total you need?

Thank you – hope you're well,
Arielle

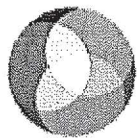
Arielle Kass
Reporter
The Atlanta Journal-Constitution
(404) 526-5752
akass@ajc.com

From: Kristi.Royston@gwinnettcountry.com <Kristi.Royston@gwinnettcountry.com>
Sent: Friday, March 13, 2020 3:36 PM
To: Kass, Arielle (CMG-Atlanta) <Arielle.Kass@ajc.com>
Cc: Joe.Sorenson@gwinnettcountry.com
Subject: [EXTERNAL] RE: Requested information

Arielle,

I'm working on getting you the poll official numbers but here are the acronyms...

UPS is Uninterrupted Power Supply
BMD is Ballot Marking Device
ICC is Image Cast Central (it scans the ballots)
ABM is Absentee by Mail



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From: Kass, Arielle (CMG-Atlanta) <Arielle.Kass@ajc.com>
Sent: Thursday, March 12, 2020 10:35 AM
To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Cc: Sorenson, Joe <Joe.Sorenson@gwinnettcountry.com>
Subject: RE: Requested information

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Thanks so much, Kristi. They both go to the same place, I was just on deadline last night and didn't get a chance to respond.

What are the total number of poll workers needed now, with the additional 312?

Can you tell me what the acronyms here stand for? Particularly the BMD, ICC and ABM?

1. Through yesterday, we're missing the following items but have been told they will be delivered by Friday, 03.13
 - a. 79 UPS units (battery back-ups)
 - b. 242 printer bags
 - c. 39 BMD bags
 - d. 3 ICC All-in-One workstations for ABM, Provisional Ballot scanning

Thanks again – great to talk to you, too.

Arielle

Arielle Kass
Reporter
The Atlanta Journal-Constitution
(404) 526-5752
akass@ajc.com

From: Kristi.Royston@gwinnettcountry.com <Kristi.Royston@gwinnettcountry.com>

Sent: Thursday, March 12, 2020 10:17 AM

To: Kass, Arielle (CMG-Atlanta) <Arielle.Kass@ajc.com>

Cc: Joe.Sorenson@gwinnettcountry.com

Subject: [EXTERNAL] RE: Requested information

Hi Arielle,

Just discovered I used the wrong email address for you yesterday. I'll make sure I update my contacts. Here's the info you requested.



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Royston, Kristi

Sent: Wednesday, March 11, 2020 6:42 PM

To: 'Kass, Arielle (CMG-Atlanta)' <Arielle.Kass@ajc.com>

Cc: Sorenson, Joe <Joe.Sorenson@gwinnettcountry.com>

Subject: Requested information

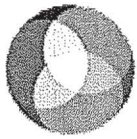
Hi Arielle,

Here's the info you requested during our Monday discussion...

1. Increase in Out of Precinct (OP) provisional ballots
 - a. November General 2014 – 1,082
 - b. November General 2016 – 1,419
 - c. November General 2018 – 1,674
2. Increase in number of needed poll officials due to BMD switch

- a. 312 (2 poll officials for each of the 156 locations)
- 3. Through yesterday, we're missing the following items but have been told they will be delivered by Friday, 03.13
 - a. 79 UPS units (battery back-ups)
 - b. 242 printer bags
 - c. 39 BMD bags
 - d. 3 ICC All-in-One workstations for ABM, Provisional Ballot scanning

Nice meeting with you. Talk soon.



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Tillman, Scott

From: DoNotReply@sos.ga.gov
Sent: Thursday, April 9, 2020 12:23 PM
To: DoNotReply@sos.ga.gov
Subject: The Buzz Post - Election Postponed until June 9, 2020

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A [new discussion](#) has been posted in The Buzz by Harvey, Chris on 4/9/2020 12:11 PM

In case anyone missed the call at 10:00 AM today, the Presidential Preference Primary and General Primary elections previously scheduled for May 19, 2020 have been postponed until June 9, 2020. The runoff election will be August 11, 2020.

We will be posting a revised calendar on our website reflecting new benchmark dates and deadlines, and following up with more written information based on questions we are receiving.

Please keep yourselves, your teams, and your families safe.

Chris Harvey-SOS Office

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

Dawson, Jill

From: Dawson, Jill
Sent: Monday, April 20, 2020 11:35 AM
Subject: Newsflash

Area Managers:

Just wanted to clarify the communications in the Newsflash.

Communication with Liaisons – for Area Managers

You are each assigned to a liaison in Elections office. We encourage you to please be sure you use them as your first point of contact.

All communications are still being sent to the Area Managers and forwarded by you to the Poll Managers. (We're asking Poll Managers when sending correspondence to their staff to "BCC" the poll officials instead of showing everyone's email address) Some poll officials are complaining about others having their contact information.

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

Dawson, Jill

From: Dawson, Jill
Sent: Thursday, April 9, 2020 5:13 PM
To: 'Mitchell Morrow'
Subject: RE: Newsflash



ELECTIONS DAY NEWSFLASH — FOR MANAGEMENT —



APRIL 09, 2020

ELECTION DAY – JUNE 9, 2020

We are aware that the General Primary Election has been postponed until June 9th, 2020. Please continue to staff your polling locations. Remember that each polling location should be staffed with at least one bilingual (Spanish speaking) poll official. If you know any bilingual individuals that are interested in working the polls, please pass their names along.

REMINDERS

Please confirm your Poll Managers will be returning for the June 9, 2020 Election no later than COB Friday, April 10th.

ROSTERS

Poll Managers Election Day rosters are due by COB Monday, April 13th, 2020.

Again, we greatly appreciate your patience, understanding and commitment to Gwinnet County Elections and look forward to your continued assistance during the upcoming elections.

The next payment for payroll is Friday, April 10th.

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

From: Mitchell Morrow [REDACTED]
Sent: Thursday, April 9, 2020 4:24 PM
To: Dawson, Jill <Daphena.Dawson@gwinnettcounty.com>
Subject: Newsflash

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

Hello Daphena,
I rec'd the email from Hoyt. I know the date has been changed. I can not open the newsflash. I am using my roommate's laptop and the disk is full. I usually use the computer at the senior center and obviously they are closed. Would it be possible to copy the newsflash and email it to me. When are the people going to get paid for their training?
Thank you and have a nice day.

Mitch Morrow
Manager 115
[REDACTED]

Dawson, Jill

From: Dawson, Jill
Sent: Wednesday, May 13, 2020 10:53 AM
To: [REDACTED]
Cc: 'tyler.vining@gwinnettcountry.com'
Subject: Staffing Requirements
Attachments: Election Day Poll Official Staffing Requirements for 06.09.2020.pdf

Please find attached a copy of the Staffing Requirements for your use.

Regards.



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Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

**Staffing Requirements for Presidential Preference Primary,
Nonpartisan General Election June 9th, 2020**

Each polling location should be staffed as follows:

Poll Official Requirements:

Locate your precinct number in one of the Groups (A, B, C, D). The yellow highlight indicates the number of required Non-Issuing Clerks. To be considered fully staffed, you are allowed to have the minimum number of Non-Issuing Clerks within each range (i.e. three to four required, fully staffed with three).

GROUP A		Precincts		
Poll Manager	004	043	074	125
Asst. Manager - Provisional	010	046	086	127
Asst. Manager – Poll Pad	011	049	094	148
Issuing Clerk - Provisional	019	051	101	149
Issuing Clerk – Poll Pad	022	052	107	151
	023	056	109	153
3 - 4 Non-Issuing Clerks	029	061	110	
Non-Issuing Clerk - ID Check	033	062	113	
Non-Issuing Clerk - BMD	034	063	118	
Non-Issuing Clerk - EXIT	037	065	119	
	038	073	120	

GROUP B		Precincts				
Poll Manager	002	035	068	092	117	150
Asst. Manager - Provisional	005	036	069	093	121	154
Asst. Manager – Poll Pad	006	042	070	096	123	155
Issuing Clerk - Provisional	013	044	071	098	124	
Issuing Clerk – Poll Pad	014	045	076	099	126	
	015	047	078	102	128	
4 - 5 Non-Issuing Clerks	017	048	079	103	131	
Non-Issuing Clerk - VC Information	018	050	081	105	132	
Non-Issuing Clerk - ID Check	020	053	084	108	135	
Non-Issuing Clerk – BMD	021	058	085	111	136	
Non-Issuing Clerk – EXIT	030	059	087	112	140	
	031	064	089	114	141	
	032	066	090	116	142	

GROUP C	Precincts		
Poll Manager	003	100	
Asst. Manager - Provisional	007	115	
Asst. Manager – Poll Pad	008	129	
Issuing Clerk – Provisional	016	130	
Issuing Clerk – Poll Pad	024	133	
	026	134	
5 - 6 Non-Issuing Clerks	027	137	
Non-Issuing Clerk - VC Information	040	138	
Non-Issuing Clerk - ID Check	054	143	
Non-Issuing Clerk - BMD	055	152	
Non-Issuing Clerk - Exit	057	156	
	075		
	082		
	083		
	088		
	091		

GROUP D	Precincts		
Poll Manager	001	122	
Asst. Manager - Provisional	009	139	
Asst. Manager – Poll Pad	012	144	
Issuing Clerk – Provisional	025	145	
Issuing Clerk – Poll Pad	028	146	
Issuing Clerk – Poll Pad	039	147	
	041		
5 - 6 Non-Issuing Clerks	060		
Non-Issuing Clerk - VC Information	067		
Non-Issuing Clerk - ID Check	072		
Non-Issuing Clerk - BMD	077		
Non-Issuing Clerk - Exit	080		
	095		
	097		
	104		
	106		

Poll Official Pay Scale:

TITLE	TRAINING		ELECTION DAY
	Online	Classroom	
Poll Manager	\$25	\$50	\$275
Assistant Managers	\$25	\$50	\$175
Issuing Clerks	\$15	\$25	\$150
Non-issuing Clerks	\$15	N/A	\$125

Training: June 9, 2020 Primary

1. All poll officials must complete Online Training
2. The following people must attend In-Person Training
 - a. Area Managers
 - b. Poll Manager or (1) Assistant Manager if they are unable to attend
 - c. Poll Pad Issuing Clerk who did not attend training in January or February
3. Non-issuing Clerks are not required to attend In-Person Training
4. All required training, Online and In-Person, must be completed in order to be eligible to work Election Day

Language Assistance Staff:

1. On December 5, 2016, the Director of the Census Bureau determined that Gwinnett County met the coverage formula under Section 203 of the Voting Rights Act, 52 U.S.C. § 10503, with respect to persons of Hispanic heritage. This designation will require a minimum of one bilingual (Spanish) poll official to be staffed at each polling location. Bilingual poll officials will be staffed within one of the positions outlined above. Poll Managers are required to make an effort to recruit a bilingual (Spanish) poll official for their location. Elections office staff may be able to provide assistance in staffing if a Poll Manager is unsuccessful in recruiting a bilingual poll official. This position will follow all other staffing guidelines.

Staffing Requirements and Rosters:

As you begin completing your rosters, please keep in mind and inform your staff of the following:

1. As outlined in the Job Description, it is a Poll Manager's responsibility to recruit qualified persons to staff the polling location within the guidelines set for the election
 - a. Please do not depend on Elections Office staff members to assist with staffing rosters
 - b. If there are still vacancies after you have made substantial efforts to staff all positions, Poll Official Liaisons might be able to provide you with additional names of individuals interested in working. The number of applicants for these Election Day positions is declining and there is no guarantee the Elections Office will have names to provide you.
 - c. You are encouraged to reach out to individuals you know (i.e. friends, co-workers, members of community and civic organizations) to help fill these positions. This is especially important if you know bilingual (Spanish) individuals that are able to serve as poll officials.
2. Assistant Managers must agree and be prepared to step into the role of Poll Manager, should the need arise
3. The Issuing Clerks who, along with the Assistant Managers, will staff the Poll Pad and Provisional Stations must agree and be prepared to step into the role of Assistant Manager of their stations, should the need arise
4. Poll Managers and Assistant Managers must also be Deputy Registrars in order to receive and complete documents for Proof of Citizenship from voters. To become a Deputy Registrar you must first be registered to vote in Georgia. Therefore, all Poll Managers and Assistant Managers must have registered to vote in the State of Georgia no later than April 20, 2020.
5. Anyone who did not work in 2018, 2019, or 2020 will, more than likely, be required to complete an Elections Poll Official job application online at: www.gwinnettcountyjobs.com and to follow through with the Employment Verification (I-9) process in order to work on June 9, 2020. They must complete this process before they will be assigned Online Training.
6. It is extremely important for you to gather and transmit complete and correct information on the Official Roster Forms
 - a. You are responsible for making sure the names on your rosters are legal names. Their name must match what is on their Driver's License and Social Security Card as well as their job application if they were required to apply. Nicknames or abbreviations are not acceptable.
 - b. Do not assume your staff has not moved, changed their e-mail address, or that their information was correct on your last roster. Ask them to give you their complete current information.
 - c. You are required to input your complete staff information onto the Official Roster Form. Please do not expect your Area Manager or Elections Office staff to do this for you.
 - d. You are required to notify Elections of any changes to your original roster by sending your Area Manager the information on the Official Roster Revision Form. Please do not call them or the Elections Office staff with changes to your roster.

Accuracy and attention to detail will enable the entire staffing, training, and payroll processes to run efficiently and should reduce the number of calls and emails for all involved.

Thank you!

Dawson, Jill

From: Dawson, Jill
Sent: Thursday, April 9, 2020 3:21 PM
Subject: Newsflash
Attachments: Elections Day Newsflash_Management - 04.09.2020.pdf

Importance: High

Good afternoon,

Please find attached a copy of the Election Day Newsflash for your use. (Please review before forwarding to the Poll Managers)

Also, please ask the Poll Managers to forward to their staff.

Additional information will be provided as soon as it is received.

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

Dawson, Jill

From: Dawson, Jill
Sent: Tuesday, April 7, 2020 1:23 PM
To: 'Kimberly Scott'
Subject: RE: Precinct 11 Whitaker (Area 12-Kimberly)

Good afternoon Kimberly,

Please submit ALL new rosters for the May 19th Election on the Roster forms that was sent any changes to precincts needs to be put on the Roster Revision form. (I'm training a new Liaison and wants to make sure he gets the proper forms)

Thanks.

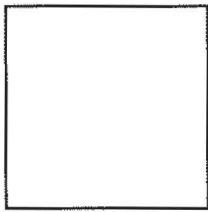


Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

From: Kimberly Scott <[REDACTED]>
Sent: Monday, April 6, 2020 3:54 PM
To: Dawson, Jill <Daphena.Dawson@gwinnettcounty.com>
Subject: Precinct 11 Whitaker (Area 12-Kimberly)

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

I miss-spoken, Ms. Iris Whitaker will work in November. Sorry for any inconvenience. Leave Ms. Karen as the Poll Manager for now.
Kimberly

K.K. Scott 

----- Forwarded Message -----
From: IRIS WHITAKER <[REDACTED]>
To: [REDACTED]
Sent: Saturday, March 28, 2020, 07:02:45 PM EDT

Subject: Re: Fwd: FINAL ROSTERS

Hi Miss Kim.

I would very much like to assume the Poll Mgr role for the General Election in November. I know i cannot work any other election since I have had no training but Nov should be ok. I'm thinking
Iris

Sent from AT&T Yahoo Mail on Android

On Fri, Mar 27, 2020 at 1:32 PM, Kimberly Scott

[REDACTED] wrote:

Good Afternoon Team 12,

I hope everyone is staying safe and enjoying this beautiful day. The Elections office sent copies of our final rosters. Please review and ensure that it stands correct for when we move forward. We are not sure when that will take place but at least our rosters will be ready when or if we get the "go" to move forward. Please disregard the classroom attendance part. Payday for attending classroom training and completing online training is April 24 per Ms. Candice. If you have any questions, please let me know.

Enjoy your weekend and again... you and your family stay safe. God help us all!

Kimberly Scott
Area 12 Manager

Sent from my iPad

Begin forwarded message:

From: Candice.Sena@gwinnettcounty.com

Date: March 23, 2020 at 10:08:14 AM EDT

To: [REDACTED]

Subject: FINAL ROSTERS

Good Morning Kimberly,

Please find enclosed the Rosters for AREA 12. Please disregard the CLASSROOM training. Some people were assigned on the Classes that were CANCELLED. Thank You



ELECTIONS DAY NEWSFLASH FOR MANAGEMENT



MAY 04, 2020

ONLINE TRAINING

We anticipate launching Election Day Online Training on Friday, May 8. You will receive your official roster for your precinct which contains each Training Number. This number is their Username and Password to log in to online training. Attached are the Instructions completing Online Training. Forward each of your staff their User Name and Password as well as the instructions so they will be ready to start when online training is launched.

STAFFING

We are aware that the General Primary Election has been postponed until June 9th, 2020. Please continue to staff your polling locations. Remember that each polling location should be staffed with at least one bilingual (Spanish speaking) poll official. If you know any bilingual individuals that are interested in working the polls, please pass their names along.

CLASSROOM TRAINING SCHEDULES

Two versions of the Classroom Training schedules are being provided. One is arranged by date and the other is arranged by class type. Classroom Training is only being offered to all area managers, poll managers, and only issuing clerks who did not attend training in January or February. A poll manager can send one assistant manager in their place if they wish. We are encouraging everyone to please bring their own "Personal Protective Equipment" to the training class. Due to social distancing, we will only allow the individuals scheduled to attend class.

We are in process of developing training videos that will highlight opening and closing procedures for the new equipment, these videos will be uploaded to the online training library along with mock-ups of paperwork associated with the equipment.

PERSONAL PROTECTIVE EQUIPMENT FOR ELECTION DAY

Personal Protective Equipment (PPE) that we plan to provide poll officials on Election Day are:

- Gloves
- Face Shields
- Disinfectant Wipes
- Hand Sanitizer
- Alcohol Wipes

We will provide information related to social distancing practices at polling locations.

Again, we greatly appreciate your patience, understanding, and commitment to Gwinnett County Elections and look forward to your continued assistance during the upcoming elections.

Dawson, Jill

From: Dawson, Jill
Sent: Monday, May 4, 2020 5:27 PM
Subject: Revised Staffing Requirements
Attachments: Election Day Poll Official Staffing Requirements for 06.09.2020.pdf

Importance: High

Good evening,

Please find attached a copy of the revised Election Day Staffing Requirements. (The only changes are on page 3, Poll Official Pay & Training Information)

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

From: Dawson, Jill
Sent: Monday, May 4, 2020 3:16 PM
Subject: Newsflash
Importance: High

Good afternoon,

Please find attached a copy of the Election Day Newsflash for your use. (Please review before forwarding to the Poll Managers)

Also, attached are the election day classroom training registration instructions and online training registration instructions for your use.

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

Cafferty, Patrick

From: pollofficials
Sent: Thursday, April 2, 2020 3:12 PM
To: pollofficials
Subject: Poll Official update

Dear Poll Official,

As we all continue in these unprecedented times, I hope you are well. Impacts of this pandemic continue to be felt throughout our county, state, nation, and the world.

Gwinnett County continues to provide essential services and the Voter Registrations and Elections Office is proud to be a member of that group. We are continuing to register voters and process absentee by mail applications. We are also currently planning to conduct the May 19 General Primary/Nonpartisan Election. As a poll official, you are a critical component in providing fair and efficient elections and I appreciate your service.

Even though this situation is very fluid and ever-changing, Gwinnett County and the Secretary of State's Office will be providing CDC approved hand and surface sanitizers, as well as non-latex gloves for poll officials. We encourage you to continue with healthy behaviors by washing your hands regularly, covering your mouths with a tissue when you sneeze or cough, and practicing social distancing guidelines.

Any poll official who is sick or symptomatic is encouraged to stay home. If you make that decision, please notify your Advance Voting and/or Election Day Manager as soon as possible. Area Managers and Poll Managers please immediately notify your Elections Office Liaison of any notifications.

If you have any questions, please feel free to email your Advance Voting and/or Election Day Manager or the Elections Office at pollofficials@gwinnettcountry.com.

Be well and be safe,
Kristi



Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

Cafferty, Patrick

From: Cordy, Felisa
Sent: Thursday, April 2, 2020 2:24 PM
To: Fears-Fuller, Carmea
Cc: Dawson, Jill; Cafferty, Patrick
Subject: News Flash for tonight

Dear Poll Official,

As we all continue in these unprecedented times, I hope you are well. Impacts of this pandemic continue to be felt throughout our county, state, nation, and the world.

Gwinnett County continues to provide essential services and the Voter Registrations and Elections Office is proud to be a member of that group. We are continuing to register voters and process absentee by mail applications. We are also currently planning to conduct the May 19 General Primary/Nonpartisan Election. As a poll official, you are a critical component in providing fair and efficient elections and I appreciate your service.

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Any poll official who is sick or symptomatic is encouraged to stay home. If you make that decision, please notify your Advance Voting and/or Election Day Manager as soon as possible. Area Managers and Poll Managers please immediately notify your Elections Office Liaison of any notifications.

If you have any questions, please feel free to email your Advance Voting and/or Election Day Manager or the Elections Office at pollofficials@gwinnettcountry.com.

Be well and be safe,
Kristi



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com



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Felisa Cordy | Elections Coordinator / Coordinador de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Physical Address/Dirección Física: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | Mailing Address/Dirección Postal: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

Cafferty, Patrick

From: DoNotReply@sos.ga.gov
Sent: Saturday, March 14, 2020 9:23 PM
To: DoNotReply@sos.ga.gov
Subject: The Buzz Post - Presidential Preference Primary Moved to 5/19/2020

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

A [new discussion](#) has been posted in The Buzz by Hallman, John on 3/14/2020 9:10 PM

County Election Officials,

Due to mounting concerns over the Covid-19 Virus and the current State of Emergency, Secretary Raffensperger has moved the Presidential Preference Primary (and attached special elections) from March 24, 2020 to coincide with the State Primary scheduled for May 19, 2020.

Our office will be providing more detailed updates on Monday, but the immediately important details are these:

1. The Presidential Preference Primary (and associated special elections) has been moved/postponed. It has not been cancelled.
2. Every vote already cast, whether by mail or in person, WILL be counted in May for the Presidential Preference Primary and any local special elections along with votes cast in the state primary.
3. We will provide detailed instructions for securing the voted ballots and memory cards from the scanners/ballot boxes. In the meantime it is very important that every batch of ballots and memory cards be carefully identified and labeled, separated, and not mixed together.
4. In the coming days, we will be answering many questions that these decisions will generate in your offices. This is unprecedented action as a result of unprecedented circumstances, but we will work through this together.
5. Knowing that we cannot know what the situation will be like in two months, our office will be strongly encouraging absentee by mail voting for the May election. We will coordinate these efforts with your offices.

Chris Harvey-SOS Office

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

Cafferty, Patrick

From: DoNotReply@sos.ga.gov
Sent: Saturday, March 14, 2020 9:37 PM
To: DoNotReply@sos.ga.gov
Subject: The Buzz Reply - Presidential Preference Primary Moved to 5/19/2020

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

A discussion reply has been posted in The Buzz by Hallman, John on 3/14/2020 9:25 PM

To be clear:

- All in-person absentee voting ended on Saturday March 14, 2020.
- There will be no more in-person voting until in-person voting begins for the May 19, 2020 state primary in April.
- All absentee ballots that are received until the May 24th deadline should be accepted as normal.
- All absentee ballot applications for the PPP should continue to be processed as normal, and any provisional voters should have until the normal provisional deadline (March 27) to remedy any deficiency. Other provisional votes should be processed as normal.

John Hallman - SOS Office

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

Cafferty, Patrick

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Chris Harvey-SOS Office

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

Cafferty, Patrick

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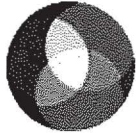
John Hallman - SOS Office

If you would like to opt out of receiving email notifications for this discussion, click [here](#).

Cafferty, Patrick

From: Williams, Kelvin
Sent: Wednesday, March 11, 2020 10:00 PM
To: Cordy, Felisa; Dawson, Jill; Fears-Fuller, Carmea; Cafferty, Patrick
Subject: FW: Gloves

Please see below and include in the next NewsFlash



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Kelvin D. Williams | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones | Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone / Teléfono: 678.226.7210 | Physical Address / Dirección Física: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | Mailing Address / Dirección Postal: 75 Langley Drive, Lawrenceville, GA 30046 | kelvin.williams@gwinnettcounty.com
Find out what's going on in Gwinnett County. [Sign up](#) for email newsletters today!

From: Ledford, Lynn <Lynn.Ledford@gwinnettcounty.com>

Sent: Wednesday, March 11, 2020 3:43 PM

To: Harris, Jesse <Jesse.Harris@gwinnettcounty.com>; Royston, Kristi <Kristi.Royston@gwinnettcounty.com>; Williams, Kelvin <Kelvin.Williams@gwinnettcounty.com>

Subject: Gloves

If any poll official wears gloves not provided by the county please remind them they have to be medical grade, meaning there's no latex in their make up.



Gwinnett
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Lynn Ledford | Division Director | Gwinnett County Government
770.822.8871 | 75 Langley Drive, Lawrenceville GA 30046 | www.gwinnettcounty.com
Find out what's going on in Gwinnett County. [Sign up](#) for email newsletters today!

Cafferty, Patrick

From: Cordy, Felisa
Sent: Monday, May 4, 2020 8:09 AM
To: Dawson, Jill
Cc: Fears-Fuller, Carmea; Cafferty, Patrick
Subject: RE: Your voice message

Elections Official will provide guidelines regarding social distancing and polling location setup. Poll Managers and Area Managers will need to plan a visit to their polling locations and make plans to ensure these guidelines are implemented and followed. In the cases Poll Managers and Area Managers need additional guidance from Elections Office we will provide.

In the situation described below, the Poll Manager may need to plan to have a NIC at the door to hold voters entering while voters are exiting.

Let me know if this does not answer the question.

Felisa Cordy | Elections Coordinator / Coordinador de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Physical Address/Dirección Física: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | Mailing Address/Dirección Postal: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

-----Original Message-----

From: Dawson, Jill <Daphena.Dawson@gwinnettcounty.com>
Sent: Friday, May 1, 2020 9:26 AM
To: Cordy, Felisa <Felisa.Cordy@gwinnettcounty.com>
Subject: FW: Your voice message

Please see email below.

Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

-----Original Message-----

From: Behnke [REDACTED]
Sent: Thursday, April 30, 2020 3:17 PM
To: Dawson, Jill <Daphena.Dawson@gwinnettcounty.com>
Subject: Your voice message

CAUTION: This email originated from outside of Gwinnett County Government. Maintain caution when opening external links/attachments.

I have concerns about my ED poll. There is only 1 door to get into the building where the voters would enter and then a double door to get into the voting area. Is someone from the Election Office going to visit all the polls to check on social distancing? I know from being an ED Area Manager previously that the 8 polls I was responsible for there were only 2 that had different enter and exit doors. I'd like to know how this is being planned for.

Shirley Behnke

Fears-Fuller, Carmea

From: Dawson, Jill
Sent: Friday, April 3, 2020 3:31 PM
Subject: Gwinnett County Elections
Attachments: Election Day Poll Official Staffing Requirements for 05.19.2020.pdf

Good afternoon,

Please find attached a copy of the Staffing Requirements for the General Primary May 19th Election for your use.

Regards.



Daphena Jill Dawson | Elections Associate II / Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

**Staffing Requirements for General Primary Election, Nonpartisan General
Election on May 19th, 2020**

Each polling location should be staffed as follows:

Poll Official Requirements:

Locate your precinct number in one of the Groups (A, B, C, D). The yellow highlight indicates the number of required Non-Issuing Clerks. To be considered fully staffed, you are allowed to have the minimum number of Non-Issuing Clerks within each range (i.e. three to four required, fully staffed with three).

GROUP A		Precincts			
Poll Manager	004	043	074	125	
Asst. Manager - Provisional	010	046	086	127	
Asst. Manager – Poll Pad	011	049	094	148	
Issuing Clerk - Provisional	019	051	101	149	
Issuing Clerk – Poll Pad	022	052	107	151	
	023	056	109	153	
3 - 4 Non-Issuing Clerks	029	061	110		
Non-Issuing Clerk - ID Check	033	062	113		
Non-Issuing Clerk - BMD	034	063	118		
Non-Issuing Clerk - EXIT	037	065	119		
	038	073	120		

GROUP B		Precincts				
Poll Manager	002	035	068	092	117	150
Asst. Manager - Provisional	005	036	069	093	121	154
Asst. Manager – Poll Pad	006	042	070	096	123	155
Issuing Clerk - Provisional	013	044	071	098	124	
Issuing Clerk – Poll Pad	014	045	076	099	126	
	015	047	078	102	128	
4 - 5 Non-Issuing Clerks	017	048	079	103	131	
Non-Issuing Clerk - VC Information	018	050	081	105	132	
Non-Issuing Clerk - ID Check	020	053	084	108	135	
Non-Issuing Clerk – BMD	021	058	085	111	136	
Non-Issuing Clerk – EXIT	030	059	087	112	140	
	031	064	089	114	141	
	032	066	090	116	142	

GROUP C	Precincts		
Poll Manager	003	100	
Asst. Manager - Provisional	007	115	
Asst. Manager – Poll Pad	008	129	
Issuing Clerk – Provisional	016	130	
Issuing Clerk – Poll Pad	024	133	
	026	134	
5 - 6 Non-Issuing Clerks	027	137	
Non-Issuing Clerk - VC Information	040	138	
Non-Issuing Clerk - ID Check	054	143	
Non-Issuing Clerk - BMD	055	152	
Non-Issuing Clerk - Exit	057	156	
	075		
	082		
	083		
	088		
	091		

GROUP D	Precincts		
Poll Manager	001	122	
Asst. Manager - Provisional	009	139	
Asst. Manager – Poll Pad	012	144	
Issuing Clerk – Provisional	025	145	
Issuing Clerk – Poll Pad	028	146	
Issuing Clerk – Poll Pad	039	147	
	041		
5 - 6 Non-Issuing Clerks	060		
Non-Issuing Clerk - VC Information	067		
Non-Issuing Clerk - ID Check	072		
Non-Issuing Clerk - BMD	077		
Non-Issuing Clerk - Exit	080		
	095		
	097		
	104		
	106		

Poll Official Pay Scale:

Title	Election Day Pay
Poll Manager	\$275
Assistant Managers	\$175
Issuing Clerks	\$150
Non-Issuing Clerks	\$125

Staffing Requirements and Rosters:

As you begin completing your rosters, please keep in mind and inform your staff of the following:

1. As outlined in the Job Description, it is a Poll Manager's responsibility to recruit qualified persons to staff the polling location within the guidelines set for the election
 - a. Please do not depend on Elections Office staff members to assist with staffing rosters
 - b. If there are still vacancies after you have made substantial efforts to staff all positions, Poll Official Liaisons might be able to provide you with additional names of individuals interested in working. The number of applicants for these Election Day positions is declining and there is no guarantee the Elections Office will have names to provide you.
 - c. You are encouraged to reach out to individuals you know (i.e. friends, co-workers, members of community and civic organizations) to help fill these positions. This is especially important if you know bilingual (Spanish) individuals that are able to serve as poll officials.
2. Assistant Managers must agree and be prepared to step into the role of Poll Manager, should the need arise
3. The Issuing Clerks who, along with the Assistant Managers, will staff the Poll Pad and Provisional Stations must agree and be prepared to step into the role of Assistant Manager of their stations, should the need arise
4. Poll Managers and Assistant Managers must also be Deputy Registrars in order to receive and complete documents for Proof of Citizenship from voters. To become a Deputy Registrar you must first be registered to vote in Georgia. Therefore, all Poll Managers and Assistant Managers must have registered to vote in the State of Georgia no later than April 20, 2020.
5. Anyone who did not work in 2018, 2019, or 2020 will, more than likely, be required to complete an Elections Poll Official job application online at: www.gwinnettcountyjobs.com and to follow through with the Employment Verification (I-9) process in order to work on May 19, 2020. They must complete this process before they will be assigned Online Training.
6. It is extremely important for you to gather and transmit complete and correct information on the Official Roster Forms
 - a. You are responsible for making sure the names on your rosters are legal names. Their name must match what is on their Driver's License and Social Security Card as well as their job application if they were required to apply. Nicknames or abbreviations are not acceptable.
 - b. Do not assume your staff has not moved, changed their e-mail address, or that their information was correct on your last roster. Ask them to give you their complete current information.
 - c. You are required to input your complete staff information onto the Official Roster Form. Please do not expect your Area Manager or Elections Office staff to do this for you.
 - d. You are required to notify Elections of any changes to your original roster by sending your Area Manager the information on the Official Roster Revision Form. Please do not call them or the Elections Office staff with changes to your roster.

Accuracy and attention to detail will enable the entire staffing, training, and payroll processes to run efficiently and should reduce the number of calls and emails for all involved.

Thank you!

Fears-Fuller, Carmea

From: pollofficials
Sent: Monday, March 16, 2020 7:46 AM
To: pollofficials
Subject: Important Voting Notice

Hi,

As you've most likely heard, the State postponed the Presidential Preference Primary. There will be no more voting for this election. Poll officials do not need to report for any more scheduled hours.

We look forward to working with you in May. Thank you for your service.

Thank you,
Kristi



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Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

Royston, Kristi

From: Royston, Kristi
Sent: Saturday, March 14, 2020 12:44 PM
To: Cordy, Felisa; Dawson, Jill
Subject: COVID-19 Information

Hi Felisa and Jill,

Will you please forward this email today to all March 24 poll officials? Thanks.

To all Gwinnet County Poll Officials:

As you are aware, the COVID-19 pandemic is an unprecedented situation that is changing and evolving rapidly worldwide. The impacts of this pandemic can be felt in our community, our state, the nation, and the world with travel restrictions, business closures, school closures, and event cancellations. However, the largest impact is the impact on individuals with COVID -19 and their family members. Our thoughts and prayers go to all for those affected by COVID-19.

The County's main focus during this time is to ensure the continued provision of essential services to our citizens, and the health and safety of all those who provide those services. In addressing steps that the County can take to help protect your health and safety, as well as that of all of the voters, the County will continue to seek and follow the guidance of our trusted public health partners.

For the continued safety and wellness of poll officials and voters, Gwinnett County and the Secretary of State's Office will be providing CDC approved hand and surface sanitizers, as well as non-latex gloves for poll officials at every polling location.

We encourage you to continue with healthy behaviors with co-workers and the public by washing your hands regularly, covering your mouths with a tissue when you sneeze or cough, and to maintain clean work areas. Any poll official who is sick or symptomatic is encouraged to stay home. If you make that decision, please notify your Advance Voting and/or Election Day Manager as soon as possible. Area Managers and Poll Managers please immediately notify your Elections Office Liaison of any notifications.

Please keep yourselves, your families, your co-workers, and our public safe and healthy as we look forward to the upcoming Election Day.

If you have any questions, please feel free to email your Advance Voting and/or Election Day Manager or the Elections Office at pollofficials@gwinnettcounty.com.

Thank you for your service!



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Royston, Kristi

From: Royston, Kristi
Sent: Saturday, March 14, 2020 5:41 PM
To: Cordy, Felisa; Dawson, Jill
Subject: Important Voting Notice

Felisa and Jill: This email needs to go to all AIP Area Managers and Managers. Please remove these notes to you and forward this as an email from me. Send at 7:01pm. Thanks.

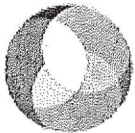
Hi,

As an Advance Voting poll official, you are being told this in confidence. It is not to be shared with the public at this time. Please do share the information with your poll official teams.

Tomorrow (Sunday) morning, the State is postponing the Presidential Preference Primary. There will be no more voting for this election. Poll officials do not need to report for any more scheduled hours.

We look forward to working with you in May. Thank you for your service.

Thank you,
Kristi



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Royston, Kristi

From: Royston, Kristi
Sent: Saturday, March 14, 2020 5:48 PM
To: Cordy, Felisa; Dawson, Jill
Subject: FW: Important Voting Notice

This is the one for Monday morning to all poll officials. Handle in same manner: remove the notes and forward from me. First thing Monday morning.

NOTE: the training class closing doesn't need to come from me. That can come from either of you.
Thanks.

Hi,

As you've most likely heard, the State postponed the Presidential Preference Primary. There will be no more voting for this election. Poll officials do not need to report for any more scheduled hours.

We look forward to working with you in May. Thank you for your service.

Thank you,
Kristi



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