



**Santa Barbara Cottage Hospital
Goleta Valley Cottage Hospital
Santa Ynez Valley Cottage Hospital**

Department of Volunteer Services
MEMORANDUM

To: ALL NURSING DIRECTORS/ MANAGERS

From: Patricia Dooley, CAVS
Director of Volunteer Services

Date: October 12, 2020

Re: **ABSENTEE BALLOTS FOR PATIENTS who are Santa Barbara County Residents
Election 2020**

ELECTION PROCEDURE - FOR YOUR IMMEDIATE ATTENTION

Thank you for your assistance, in assuring that our patients have an opportunity to exercise their voting privilege during their stay at Santa Barbara, Goleta, Santa Ynez Valley Cottage Hospitals and Cottage Rehabilitation Hospital.

1. If patients are eligible and would like to vote please provide them with the attached self-explanatory letter and request/affidavit for emergency absentee ballot.
2. Please collect and keep all requests at the nursing station until the morning of Election Day, Tuesday, November 3, 2020. **Please mark all requests with patient room number in upper right corner.**
3. **Between 8:00 AM and 9:30 AM election day (November 3, 2020) a volunteer will pick up all completed requests from the nursing stations.**
4. On the Election Day, no later than 10:00 AM the requests will be taken to the Santa Barbara County Elections office to be verified as eligible. A designated volunteer will bring the Absentee Ballots to the hospital for distribution.
5. The completed Absentee Ballots will be collected from the patients' rooms between 3:30 - 4:30 PM and returned to the County Elections office.

cc: Cara Williams, Chief Human Resource Officer & Vice President of Human Resources
Herb Geary, Vice President, Patient Care Services and Chief Nursing Officer

Process for the Patient care unit and COVID units.

1. Nursing manager will work with the charge nurse to identify who wants to vote.
Provide each patient with the form and/or help the patient fill out the form.
 - a. Place form on newly cleaned clipboard
 - b. Have patient perform hand hygiene if possible. Fill out form.
 - c. Wipe off clipboard with disinfectant
 - d. Give completed forms to the volunteers to take to the County Elections office
2. Bring ballot for each patient and give to their respective nurse
 - a. Use the same sequence as above
 - b. Unit manager will give the ballots to the volunteer
 - c. Volunteer will collect ballots and take to the polling station

Election Day Tuesday, November 3, 2020

