

April 14, 2020

**SECRETARY OF STATE EMERGENCY ELECTION PLAN FOR THE
JULY 11, 2020 PRESIDENTIAL PREFERENCE PRIMARY AND AUGUST 15, 2020
MUNICIPAL GENERAL ELECTIONS IN THE STATE OF LOUISIANA**

I. AUTHORITY

After the governor declares a statewide emergency, should the secretary of state determine that such emergency impairs an election that may otherwise be held except for technical, mechanical, or logistical problems with respect to the relocation or consolidation of polling places within the parish, potential shortages of commissioners and parish board commissioners, or shortages of voting machines, La. R.S. 18:401.3 authorizes the secretary to certify to the governor, the Senate Committee on Senate and Governmental Affairs, and the House Committee on House and Governmental Affairs that the emergency impairs the election and that an emergency election plan is necessary.

Upon concurrence by the governor and a majority of each of the two committees that such a plan is necessary, the secretary of state shall develop an emergency plan in writing that proposes a resolution to the technical, mechanical, or logistical problems that impair the election. The written emergency plan shall then be submitted to the Senate and Governmental Affairs and House and Governmental Affairs committees and the governor.

If a majority of the members of each Committee approve the emergency plan, the plan shall be submitted to the members of each house of the legislature for approval. If a majority of each house of the legislature and the governor approve the emergency plan, the secretary of state shall take all steps necessary to implement the plan and all officials of the state and of any political subdivision shall cooperate with and provide assistance to the secretary of state as necessary to implement the plan.

II. PURPOSE

On March 11, 2020, the World Health Organization designated the COVID-19 outbreak as a worldwide pandemic.

Proclamation No. 25 JBE 2020 was signed by Governor John Bel Edwards on March 11, 2020, declaring a statewide public health emergency as a result of the imminent threat posed to Louisiana citizens by COVID-19, which has created emergency conditions that threaten the lives and health of the citizens of the State. The emergency conditions created by COVID-19, as well as the efforts necessary to contain its spread, will affect all 2,988,813 of Louisiana's registered voters as well as the 3,934 precincts located at 2,058 polling places across the State.

Governor Edwards signed Proclamation No. 28 JBE 2020 on March 13, 2020, which rescheduled the April 4, 2020 presidential preference primary election to June 20, 2020 and the May 9, 2020 municipal general election to July 25, 2020. On April 14, 2020, the governor

signed Proclamation No. 46 to reschedule the presidential preference primary election to July 11, 2020 and the municipal general election to August 15, 2020.

On March 22, 2020, Governor Edwards issued Proclamation No. 33 JBE 2020, imposing a general stay-at-home order on all individuals within the State and limiting all public gatherings to ten people or less in an attempt to curb the spread of COVID-19. All individuals were directed to stay home unless performing an essential activity until April 13, 2020. This order was extended to April 30, 2020 by 41 JBE 2020, signed by the governor on April 2, 2020.

The July 11, 2020 presidential preference primary election is a statewide federal election. This election also includes state and local party office races in 47 parishes, and local and municipal races and propositions in 24 parishes. The August 15, 2020 municipal general election includes local and municipal runoffs and propositions in 51 parishes. Five of the 51 parishes have no propositions on the ballot and only have potential run-offs from the July 11, 2020 primary.

COVID-19 poses unknown and unprecedented logistical problems regarding the availability of polling places, commissioners, election officials, and sanitation and safety products (like clothing, protective eyewear, masks, sanitizing products, and sterilizing services to clean facilities prior to and following the election) with respect to conducting in-person voting for the July 11, 2020 and August 15, 2020 elections.

The purpose of this emergency plan is to provide a means of conducting these elections in the wake of this unprecedented pandemic. In order to fully implement this plan, due to supply chain issues, the Department must order all equipment and material resources for both the July 11, 2020 and August 15, 2020 elections no later than April 24, 2020.

III. DUTIES OF ELECTION OFFICIALS AND PARISH GOVERNING AUTHORITIES

The secretary of state is the chief election officer of the State and administers the laws of the Election Code.

The State Board of Election Supervisors has the powers and duties granted to it by La. R.S. 18:24 to oversee Louisiana election laws. The State Board consists of the lieutenant governor, the secretary of state, the attorney general, the commissioner of elections, a representative of the Registrars of Voters Association, a representative of the Clerks of Court Association, a governor's appointee, and a representative of the Police Jury Association.

Registrars of voters have many duties to perform before and during elections, including: registering voters, processing voter registration applications, processing requests for absentee by mail ballots, conducting early voting in the parish, and preparing the precinct registers for election day voting.

Clerks of court are the chief election officers of each parish. For each election, the clerk of court trains the commissioners who work at the polling places on election day, takes responsibility

for delivering the voting machines to and from the polling locations, and tabulates and transmits election results on election night.

Parish boards of election supervisors supervise the preparation for and the conduct of all elections held in the parish. They are responsible for selecting election day commissioners, consolidating polling places, issuing commissions to watchers, counting absentee by mail and early voting ballots on election day, and selecting commissioners to aid in counting the absentee by mail and early voting ballots. The parish boards also seal the voting machines before election day, inspect the machines after the election, and conduct requested recounts.

Parish governing authorities have specific duties to perform during election cycles, including changing any polling places which are no longer available for use because of the COVID-19 pandemic. Changing polling places includes giving adequate notice of the change to each voter in the affected precincts and to each candidate to be voted on at that polling place, posting a sign at the former polling place, directing voters to the new polling place, advertising the changes in the official journal of the parish and in any other newspaper of general circulation in the affected precincts, and other reasonable steps necessary or desirable to inform voters and candidates of the change in location.

IV. VOTING MACHINES

The secretary of state has sufficient voting machines to conduct early voting and election day voting for the July 11, 2020 and August 15, 2020 elections.

The voting machines used on election day are Sequoia AVC Advantage voting machines, which have a large-format printed paper ballot fastened to the front of each machine. These paper ballots have already been printed and fastened to the front of the AVC machines for the April 4, 2020 election date. Prolonged storage in the humidity and heat of the Department's un-air conditioned warehouses will cause the paper ballots to warp and curl, therefore it is recommended that paper ballots for all AVC machines used in the July 11, 2020 election be reprinted.

V. POLLING PLACES FOR IN-PERSON EARLY VOTING AND ELECTION DAY VOTING

A. Early Voting

Early voting is conducted for seven days in each parish by the registrar of voters. There are currently 102 early voting sites statewide. Most are in registrars of voters offices, but some are in voting machine warehouses, public libraries, and other public facilities.

Early voting for the July 11, 2020 election is currently scheduled for June 26 through July 4, 2020 (excluding Sunday, June 28, 2020). Early voting for the August 15, 2020 election is currently scheduled for August 1 through August 8, 2020 (excluding Sunday, August 2, 2020).

This plan will expand the days of early voting from seven to thirteen days. Early voting for the July 11, 2020 election will be held June 18 through July 2, 2020 (excluding Sundays, June 21, 2020 and June 28, 2020). Early voting for the August 15, 2020 election will be held July 25 through August 8, 2020 (excluding Sundays, July 26, 2020 and August 2, 2020). Due to the extraordinary circumstances, the Department must begin all preparations for both the July 11, 2020 and August 15, 2020 elections no later than May 4, 2020.

One of the two early voting sites in Ouachita Parish is located at the West Ouachita Senior Center, 1800 North 7th Street, West Monroe. According to the Centers for Disease Control and Prevention (CDC), seniors are at higher risk of complications from COVID-19. The Department of State will choose another location for this early voting site. The Ouachita Parish Registrar of Voters will conduct early voting at the registrar's main office, 1650 Desiard Street, Suite 125, Monroe, Louisiana 71201, and at the second site (location to be determined).

If any other early voting sites become unavailable for early voting for the July 11, 2020 and August 15, 2020 elections due to conditions caused by COVID-19 or because of a proclamation or executive order issued by the governor, the Department will work with the affected parish registrar of voters and parish governing authority to relocate the early voting site. If a sufficient temporary early voting site cannot be found, the voting machine warehouses in each parish may be used for early voting.

B. Election Day Voting

Election day voting is normally conducted in 3,934 precincts located at 2,058 polling places across the state. Polling places are established for each precinct by the parish governing authority. Polling places must be equipped with proper electric current, fixtures, and outlets necessary to operate voting machines and otherwise conduct the election. The polling places must also have sufficient sanitary facilities. To the extent possible, the parish governing authority must locate multiple precincts in one polling location in public buildings. If a suitable public building is not available, precincts may be located on private property.

Due to the Governor's stay-at-home order, the limitation on gatherings of more than ten people at a time, and the rapid rise of COVID-19 cases in Louisiana, there may be limitations on the availability of polling places for the July 11, 2020 and August 15, 2020 elections. Due to the extraordinary circumstances, the Department must begin all preparations for both the July 11, 2020 and August 15, 2020 elections no later than May 4, 2020.

The Department will work with the clerks of court and parish governing authorities to relocate polling places located in senior citizen centers and nursing homes (these polling places *must* be relocated). Polling places located in the following may be relocated, depending on the facility:

- Council on aging offices;
- Residential facilities or private homes; and
- Non-public buildings if the owners do not want to hold the election on their property due to conditions caused by COVID-19.

Polling places that must be relocated will need to be identified by April 22, 2020. If any other election day polling places become unavailable to conduct voting for the July 11, 2020 and August 15, 2020 elections due to conditions caused by COVID-19 or because of a proclamation or executive order issued by the governor, the Department will work with the affected parish clerk of court and parish governing authority to relocate the precinct to another polling place. If a desirable temporary polling place cannot be found, the voting machine warehouses in each parish may be used as a polling place for one or more precincts.

Signs will be posted at all former polling places, updated voter registration cards will be sent to the voters reflecting their new polling place, and notice of the new polling places will be published, as time permits, to inform the voters of changes in polling places.

Currently, the secretary of state has identified the following polling places that should be relocated for the July 11, 2020 and August 15, 2020 elections:

PARISH	POLLING LOCATION	PRECINCTS	REGISTERED VOTERS
ALLEN	Oberlin Senior Citizen Building	01-03	290
AVOUELLES	Marksville Senior Citizen Building	02-07	471
	Bunkie Council on Aging	10-03A	433
BEAUREGARD	Council on Aging	00-26	936
CATAHOULA	Catahoula Council on Aging	01-02	187
IBERVILLE	St. Gabriel Community Center	9 & 10	2413
	Iberville Council on Aging	19, 19A, 20 & 23	1465
JEFFERSON	Summerville Assisted Living Center	K003	1409
	Westminster Towers	K025	1274

	Harahan Senior Citizens Center	H009	627
	Metairie Manor	70	831
	Metairie Senior Citizen Center	82, 85, 86 & 87	3505
	Dorothy B. Watson Center	104 & 108	1569
	George Edmond Activity Center	154	1304
	Marrero Senior Community Center	173, 179B & 181	2596
	Terrytown Golden Age Center	227 & 229	1976
LAFOURCHE	Wilbert Tauzin Senior Citizen Center	6/2	1289
MADISON	Madison Council on Aging	12	478
NATCHITOCHES	Natchitoches Council on Aging	01-02	1361
ORLEANS	Mater Dolorosa Church Basement	Ward 17 Pct 2-7	3574
	Woldenberg Village	15/14G	1494
	Nazareth Inn	09/44A	756
	Guste High Rise	02/04	832
OUACHITA	West Ouachita Senior Center	34/47	1046
ST. JAMES	Lutcher Senior Center	04,05,06	1669
ST. MARY	St. Mary Council Building	44	596
	Health Unit	38	499

	AARP Senior Center	45	609
ST. TAMMANY	Avanti Senior Living Center	115	1,058
VERNON	Slagle Senior Citizens Center	08/01	440
	Hornbeck Senior Citizens Center	02/03,03A	955
WASHINGTON	Bogalusa Senior Citizens Center	04/05,06,05B	1000

VI. IN-PERSON VOTING UNDER THE NURSING HOME PROGRAM

The program for in-person voting by voters residing in nursing homes, as provided in La. R.S. 18:1333, is suspended for the July 11, 2020 and August 15, 2020 elections, except for the provisions of La. R.S. 18:1333(G)(4)(a). Voters currently enrolled in the Nursing Home Program will be mailed an absentee by mail ballot and allowed to vote the ballot according to the procedures in La. R.S. 18:1301-1319. However, if restrictions on visitation remain in place, voters enrolled in the Nursing Home Program may receive assistance from an employee of the nursing home for the July 11, 2020 and August 15, 2020 elections.

VII. ABSENTEE BY MAIL VOTING

The Election Code requires voters to have one of several listed reasons to be eligible to vote by mail. These reasons are specified by law.

A registered voter can request an absentee by mail ballot until four days before election day and must return their ballot to the registrar of voters no later than 4:30 p.m. on the day before the election, with special exceptions for deployed military, overseas citizens, and hospitalized or sequestered voters.

A. Voters Requesting an Absentee by Mail Ballot

The deadlines to request an absentee by mail ballot for the July 11, 2020 election are:

- July 7, 2020 (four days before the election) for all voters *except military, overseas, and hospitalized voters*; and
- July 10, 2020 (day before the election) for military, overseas, and hospitalized voters.

The deadlines to request an absentee by mail ballot for the August 15, 2020 election are:

- August 11, 2020 (four days before the election) for all voters *except military, overseas, and hospitalized voters*; and
- August 14, 2020 (day before the election) for military, overseas, and hospitalized voters.

All requests to vote absentee by mail must be in writing under the voter's signature and must specify the reason for the request. Applications can be sent to the registrar of voters by mail, fax, hand delivery, or online through the secretary of state's website at GeauxVote.com.

This plan will expand the reasons to request an absentee by mail ballot to registered voters who are affected by COVID-19 and are:

- Sixty years of age or older;
- At higher risk of severe illness from COVID-19 due to serious underlying medical conditions (such as chronic lung disease, moderate to severe asthma, hypertension and other serious heart conditions, diabetes, undergoing chemotherapy, immunodeficiencies, severe obesity, chronic kidney disease and undergoing dialysis, and liver disease);
- Subject to a stay at home, quarantine, or isolation order;
- Advised by a health care provider or governmental authority to self-quarantine due to COVID-19 concerns;
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- Unable to appear in public due to concern of exposure to or transmission of COVID-19;
- Caring for an individual who is subject to a stay at home, quarantine, or isolation order or who has been advised by a health care provider or governmental authority to self-quarantine due to COVID-19 concerns; or
- Caring for a child or grandchild if the child's school or daycare is closed, or the child care provider is unavailable, due to precautions taken because of COVID-19 concerns.

All regular requests for absentee by mail ballots will continue to be accepted.

All requests shall be verified by the registrar of voters by comparison with the registration records on file in the registrar's office. The secretary proposes to deputize his staff to assist the registrars, if needed, to process the increased number of absentee by mail requests, mail absentee ballots to voters, and process absentee ballots returned by voters.

La. R.S. 18:115(F) requires voters that registered by mail and who have not previously voted in their parish to vote in person the first time. This requirement will be waived for the July 11, 2020 and August 15, 2020 elections.

This plan will require the development and use of a temporary application for absentee by mail ballot requests due to COVID-19. This application will be available to voters in addition to the other absentee by mail applications currently in use.

The COVID-19 reasons for request may be submitted online through the GeauxVote online portal in addition to the statutory reasons to request an absentee by mail ballot. Programming by the Department's IT Division will be required to add the COVID-19 reasons to the online portal and may take up to a month to implement due to time required for development, testing, and cybersecurity concerns.

Voters may otherwise submit an application by mail, fax, or hand delivery.

The requirement for two witness signatures in La. R.S. 18:1307(A) will be waived for absentee by mail ballot requests due to COVID-19. If a voter makes a mark or is otherwise unable to sign their name, the application must be signed by only one witness.

This plan may require special training for election officials to conduct the elections under this emergency plan.

B. Voters Receiving an Absentee by Mail Ballot

Under usual circumstances, a voter submits a request to the registrar of voters to receive an absentee by mail ballot, and the registrar of voters sends the absentee by mail ballot to the voter.

This plan may require the Department of State to assist the registrars of voters in carrying out the provisions of La. R.S. 18:1308 regarding absentee voting by mail.

The Department will assist the registrars, as needed, to mail an absentee by mail ballot to a voter who timely submits a request.

The Department may contract with the United States Postal Service to create a tracking system to track all absentee by mail ballots mailed to and from voters under this emergency plan, should cost and circumstances permit.

Voters who submit a request under this plan to receive an absentee ballot by mail must provide the address to which the absentee ballot shall be sent. If the address is within the parish, such address shall only be the voter's registration address or a mailing address on file with the registrar of voters.

In addition to requesting to receive an absentee ballot by mail, voters may alternatively request to receive an absentee ballot by fax (with waiver of right to secret ballot), by email (for deployed military, overseas, and voters with physical disabilities, with waiver of right to secret ballot), or by hand delivery to an immediate family member of a hospitalized voter. (Voters hospitalized with COVID-19 may cause unique problems as such patients are currently not allowed visitors, nor are visitors allowed in hospitals.)

Instructions on completing the absentee by mail ballot are included with the ballot. The instructions include how to vote the ballot, return the ballot, sign the envelope, request a replacement ballot for a spoiled ballot if necessary, and specify the deadline to return the ballot.

All voters who received and returned an absentee by mail ballot prior to approval of this emergency plan will receive a letter from the Department informing them that their returned ballot remains valid for the July 11, 2020 election date.

C. Voters Returning Voted Ballots

The deadlines to return a voted absentee by mail ballot for the July 11, 2020 election are:

- July 10, 2020 at 4:30 p.m. (day before the election) for all voters *except military, overseas, and hospitalized voters*; and
- July 11, 2020 at 8:00 p.m. (day of the election) for military, overseas, and hospitalized voters

The deadlines to return a voted absentee by mail ballot for the August 15, 2020 election are:

- August 14, 2020 at 4:30 p.m. (day before the election) for all voters *except military, overseas, and hospitalized voters*; and
- August 15, 2020 at 8:00 p.m. (day of the election) for military, overseas, and hospitalized voters

Voters can return a voted absentee by mail ballot by hand delivery, by mail, by commercial courier, by fax (with waiver of secret ballot), or by email (for deployed military, overseas, or emergency workers with approval of the secretary of state, with waiver of secret ballot).

For the July 11, 2020 and August 15, 2020 elections, the requirement in La. R.S. 18:1306(E)(2)(a) for a witness signature on the absentee by mail ballot envelope flap shall not be a reason to challenge an absentee by mail ballot for cause under La. R.S. 18:1315(B).

For the July 11, 2020 and August 15, 2020 elections, if ballots cannot be returned in-person because registrar of voters offices remain closed to the public, voters may still return absentee ballots by mail, by commercial courier, by fax (with waiver of secret ballot), or by email (for deployed military, overseas, or emergency workers with approval of the secretary of state, with waiver of secret ballot).

D. Receipt of Voted Ballots by Registrars of Voters

All voted ballots must be received no later than the deadlines outlined above.

When the registrar receives ballots, voter records are updated each day in ERIN to reflect which voters have returned voted ballots. The registrars verify ballots received from voters by comparison with the registration records on file in ERIN. The lists of absentee by mail voters who have returned a voted ballot are made public daily by the registrars of voters and are also available on the Secretary of State website.

The Department anticipates a larger than usual number of returned absentee ballots for both elections. (For the 2016 presidential preference primary election, 63,000 voted absentee by mail

ballots were returned to the registrars.) There are 2,479,420 voters currently eligible for the July 11, 2020 election. The Department estimates receiving 375,000 or more voted absentee by mail ballots. Around 30,000 voted absentee by mail ballots have already been received by registrars of voters.

The number of voted absentee by mail ballots returned to registrars of voters may exceed 375,000 ballots for the July 11, 2020 election. This far exceeds the number of ballots usually returned by voters for a similar election.

The registrar of voters will continue to accept all voted ballots returned by voters and the registrar of voters will store all absentee by mail ballots until the parish board of election supervisors begins tabulation on election day.

With the anticipated increased number of voted ballots returned to registrars, in addition to an increase in the number of days registrars will conduct early voting, registrars may need to hire additional early voting commissioners or part time employees to handle the increased workload.

E. Tabulating Ballots

The parish board of election supervisors is responsible for overseeing all elections in the parish and for preparing, verifying, tabulating, and counting absentee by mail ballots as provided in La. R.S. 18:1313. It may utilize parish board commissioners under the provisions of La. R.S. 18:1314, and may also designate additional commissioners to assist with the duties required under La. R.S. 18:1313.

Before tabulation begins, the board must reconcile the names of voters who submitted an absentee ballot against the number of absentee by mail ballots in hand. This may require a large number of parish board commissioners.

Larger, high speed scanners must be acquired and will be necessary to scan and tabulate the increased number of absentee by mail ballots. Prior to use of these scanners in any election in this state, they must receive certification by the secretary of state that they meet the Department's durability, accuracy, efficiency, and capacity standards. Each individual scanner must also be acceptance tested by the Department before being delivered for use by the parishes.

The fourteen largest parishes will require additional computer stations with ERIN access, spaced at least six feet apart, for the parish boards and parish board commissioners to scan ballots. During the scanning process, additional computer stations, with at least two people per station, will be required to adjudicate ambiguous ballots to determine voter intent.

The process of preparing and verifying the absentee ballots will begin two weeks prior to election day. Tabulating and counting the absentee by mail ballots will begin on election day and is estimated to require not longer than two weeks for completion.

Unofficial election results may not be available or reported on election night. No unofficial election results will be reported until all scanning and tabulation of absentee by mail ballots is

complete, not longer than two weeks after election day. Every effort will be made to withhold all returns until all parishes are able to transmit unofficial results to the secretary of state. Once all unofficial results are transmitted, they will be reported by the secretary of state.

Parish boards, registrars of voters, clerks of court, and any election officials or staff shall not make public any unofficial election results until all results are reported by the secretary of state.

Parish boards will receive compensation for meetings held on additional days at the rate set forth in La. R.S. 18:423(E).

F. Deadlines

The deadlines and time intervals in the following statutes will be calculated beginning on the date that unofficial election results are reported by the secretary of state:

- La. R.S. 18:566.2
- La. R.S. 18:572
- La. R.S. 18:573
- La. R.S. 18:574

The following deadlines after the election are changed as follows:

- An action contesting any election involving election to office shall be instituted not later than 4:30 p.m. of the ninth day after the unofficial results are reported by the secretary of state. The deadline in La. R.S. 18:1376, to release machines used in the July 11, 2020 election on the tenth day after the election, shall not be extended.
- Written requests for recounts of absentee by mail and early voting ballots shall be filed by 4:30 p.m. on the third calendar day after the unofficial results are reported by the secretary of state and recounts shall be held at a time and day set by the secretary of state, in conjunction with the registrars of voters and the clerks of court.

VIII. COST

Cost estimates for the July 11, 2020 and August 15, 2020 elections will be provided.

IX. COMMISSIONERS

A. Early Voting and Election Day Commissioners

The Department will work with registrars of voters and clerks of court to assess the need for additional commissioners for early voting and for precinct voting on election day.

The secretary will assist in recruiting national guard, secretary of state employees, other possible state employees, and any other available labor sources, provided these individuals receive the minimum training necessary to serve as a commissioner. Available additional commissioners from surrounding parishes may also be used. State employees serving as commissioners will receive paid overtime. All other commissioners will be paid in accordance with law and will be reimbursed mileage and accommodations according to the state travel guidelines.

Additional funding will be required to recruit additional commissioners.

New commissioners must attend a general course of instruction to receive certification prior to serving as a commissioner. Part of the course of instruction may be conducted remotely, if possible, but hands-on training on voting machines will require part of the course to be conducted in person.

All early voting commissioners will need to receive training specific to conducting early voting for the July 11, 2020 election no later than June 4, 2020.

All election day commissioners, including those who have served as a commissioner before, must attend a pre-election school for the July 11, 2020 election not less than four days prior to election day. The pre-election school covers the procedures to be used for the federal presidential preference primary election (e.g., provisional voting and lockouts based on party affiliation).

B. Parish Board Commissioners

The Department will work with parish boards of election supervisors to train and provide the necessary number of parish board commissioners. This number will include Department staff, other state and parish employees, and members of the Louisiana National Guard, as necessary. State employees serving as commissioners will receive paid overtime. All other commissioners will be paid in accordance with law and will be reimbursed mileage and accommodations according to the state travel guidelines.

X. ELECTION RESULTS

This plan will require the Department to establish a method as close to the current process as possible to upload election results. Absentee by mail results are not able to be reported by precinct, as in-person election day results are.

The process of preparing and verifying the absentee ballots will begin two weeks prior to election day. Tabulating and counting the absentee by mail ballots will begin on election day and is estimated to require not longer than two weeks for completion.

Unofficial election results may not be available or reported on election night. No unofficial election results will be reported until all scanning and tabulation of absentee by mail ballots is complete, not longer than two weeks after election day. Every effort will be made to withhold all returns until all parishes are able to transmit unofficial results to the secretary of state. Once all unofficial results are transmitted, they will be reported by the secretary of state.

Parish boards, registrars of voters, clerks of court, and any election officials or staff shall not make public any unofficial election results until all results are reported by the secretary of state.

XI. OUTREACH

The Department will conduct a media campaign to notify the public of the deadline to return voted absentee by mail ballots. Possible media outlets include:

1. Official parish journals, as time permits;
2. Sunday edition of major metropolitan newspapers, as time permits;
3. Secretary of State website and Geaux Vote Mobile App;
4. Social media;
5. Radio stations;
6. Press releases to statewide media outlets;
7. Posting signs at all polling locations;
8. Posting informational signs with the toll-free secretary of state telephone number in high traffic thoroughfares if necessary; and
9. Any other reasonable means of communication as determined by the Department.

This will require the Department to identify and train additional staff to man the Secretary of State 1-800 hotline to answer an anticipated high volume of calls. (After Hurricane Katrina, for example, the hotline logged over 27,000 calls for voting information.)

XII. SOCIAL DISTANCING AND PROTECTIVE SUPPLIES

To the extent possible, the Department will assist the parishes to implement the CDC's Recommendations for Election Polling Locations. It is imperative to supply all phases of the entire election cycle with the appropriate preventative measures.

The Department proposes to supply all polling places, tabulation and meeting areas, and any other area related to the election process with preventative supplies, including hand sanitizer and gloves for commissioners and staff, all as recommended by the CDC. The Department will determine the number of protective gear and sanitary items (hand sanitizer, gloves, masks, etc.) necessary for the daily process of updating ballots, for ballot tabulation, and for in-person early and election day voting.

All election officials, including watchers present at polling places on election day, will follow recommendations from the CDC for wearing protective gear and for cleaning and disinfecting the room and all areas (including bathrooms) related to the election process.

Draymen will also follow all CDC recommendations for wearing protective gear and social distancing while delivering voting machines to and from polling places.

Tape, cones, protective gear, sanitary items, cleaning supplies, and all other supplies necessary to adhere to CDC cleaning and social distancing guidelines must be purchased as soon as possible.

A. Supplies for Election Day Precincts and Early Voting Sites

Each precinct and each early voting site in the state will receive a bag of sanitization supplies.

Each bag will contain the following:

1. Instructions on the setup and use of each item in the bag;
2. Hand sanitizer (for voters and election officials);
3. Gloves for commissioners;
4. Masks for commissioners;
5. Protective clothing/disposable gown for commissioners;
6. Brightly colored flat discs or cones to mark the CDC 6 feet social distancing minimum requirement for polling places;
7. Disinfectant wipes to clean each voting machine between voters;
8. Disinfectant wipes to clean pens and pencils after use by voters; and
9. For early voting, disinfectant wipes to clean voter cards after use by voters.

The supplies must be ordered, delivered, and packed in the bags no later than May 22, 2020 for the July 11, 2020 election and as soon as possible following the July 11, 2020 election for the August 15, 2020 election.

The Department will work with the parishes to implement and adhere to social distancing requirements.

XIII. SPECIAL NOTES FOR THE AUGUST 15, 2020 ELECTION

- A. To be held using the same process as outlined above for the July 11, 2020 election.
- B. Absentee ballots must be mailed no later than 13 days before election day (La. R.S. 18:1306(B)(3)), that is, by August 2, 2020.
- C. The rescheduled elections will overlap with qualifying for the November 3, 2020 presidential election. Qualifying for the November 3, 2020 election will need to be moved from July 15-17, 2020 to August 19-21, 2020. Legislation has been offered to move these qualifying dates requesting a proclamation to reschedule qualifying.



**R. KYLE ARDOIN
SECRETARY OF STATE**