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## GENERAL CIRCULAR NUMBER 2020-029

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**DATE:** May 4, 2020

**TO:** Heads of State Agencies, Human Resources Directors, and State Employees

**SUBJECT:** COVID-19 – No. 22: New Preventing COVID-19 Course Now Available in LEO

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**NOTE: PLEASE POST THIS GENERAL CIRCULAR IN A  
LOCATION ACCESSIBLE BY ALL EMPLOYEES.**

The State Civil Service Comprehensive Public Training Program is pleased to announce the release of a new and timely course: **CPTP-SCS Preventing COVID-19**. This web-based training covers how the virus spreads and what state employees can do to avoid the virus both in the office and at home via handwashing, face covering, cleaning and disinfecting, physical distancing and more.

The course is now available in [LEO](#). Use the search term: **COVID**.

We invite you to take advantage of the resources and training SCS and the CPTP program have available during this time of transition. If your team or agency have particular learning and development needs, or any questions about the COVID-19 environment, please contact your Agency Relationship Manager or email [SCSInfo@la.gov](mailto:SCSInfo@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director