



**STATE OF ALABAMA
DEPARTMENT OF FINANCE**

Division of Risk Management

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Kay Ivey
Governor

Kelly Butler
Director of Finance

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Risk Manager

MEMORANDUM

To: Department-Agency Head/Training Director

From: Kwatasian P. Hunt, MS, ICPS
EAP Coordinator, DORM

Date: March 17, 2020

Re: State Employee Assistance Program Training Series Update/Notice

The Employee Assistance Program prides itself on ensuring our state employees receive quality services in safe and healthy environments. Your health and well-being are very important to us. As we watch minute-by-minute the unfolding of uncertainty of COVID-19 (Coronavirus) we are remaining vigilant and adhering to the recommendations of the Centers for Disease Control and Prevention, the World Health Organization and the Alabama Department of Public Health. As of 3/16/2020 the President of the United States issued a recommendation of no gatherings of 10 people or more for the next eight weeks.

Considering these recommendations, and to help prevent the spread of COVID-19, the Division of Risk Management has decided to suspend all EAP trainings scheduled for April. Any on-site training request will also be suspended.

We will keep you updated with new information on training dates, times and locations once we reconvene.

If you have any questions or concerns, please feel free to contact Kwatasian P. Hunt at 334-223-6153 or EAP.Information@finance.alabama.gov