



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-108

December 10, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Hand Washing Signs

New signs are being posted in the restrooms of our offices in the Capitol Annex Building reminding employees to wash hands (with soap) before returning to work. Employees are asked to cooperate with this requirement to help eliminate the spread of disease, especially during the cold and flu season when our immune systems may be compromised.

All CRT offices statewide are also encouraged to copy the attached signs and post in restrooms. If signs are already posted, please disregard.

Attachment

Please Post and Circulate