

Dear DOC employees:

As you might know by now, the Minnesota Department of Health (MDH) has confirmed the first two cases of COVID-19 in Minnesota. Both cases involved recent international travel. The patients are currently in isolation at home and are recovering. MDH is working to identify and contact all those who may have come in contact with the two patients. These people will be asked to quarantine themselves for 14 days from their exposure and will be monitored for symptoms.

State leaders have been preparing for this and we have plans in place that prioritize the safety and well-being of our employees and continuation of our services to Minnesotans. It is critical that all of us do our part to slow the spread of this virus including:

- **Stay home if you have cold or flu-like symptoms** and avoid close contact with people who are sick.
- **Covering your coughs and sneezes** with a tissue or into your sleeve, and then throwing the tissue in the trash.
- **Washing your hands often with soap and water for 20 seconds**, especially after going to the bathroom or before eating. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Avoid touching your face** – especially your eyes, nose and mouth – with unwashed hands.

#### Resources

- The most accurate and up-to-date sources of information are on the [Minnesota Department of Health's website](#) and the [Center for Disease Control website](#).
- The State's [Employee Assistance Program](#) provides free, confidential consultation on matters involved in your personal or professional life.
- Direct travel questions to your supervisor or HR office or follow [guidance on the CDC website](#).
- The [Ready.gov website](#) offers tools to help you make and practice a preparedness plan.
- A hotline for the public has been established: 651-201-3920. However, state employees should contact their supervisors or HR office with questions on this topic before calling the hotline.

#### What's next

According to the Department of Health, if COVID-19 disease begins to spread in Minnesota communities, state and local public health authorities would consider community interventions such as temporary closures of child care facilities and schools, workplace social distancing measures such as replacing in-person meetings with teleworking, and modifying, postponing or cancelling mass gatherings. Decisions about the implementation of community interventions will be made by state and local officials based on CDC guidance as well as the scope of the outbreak.

#### We will keep you informed

We value your health and the health of your loved ones. The State of Minnesota is monitoring the situation carefully, and we will adjust operations as needed to protect the interests of our workforce, as well as the people of Minnesota. Thank you for your cooperation, and for all you do to support One Minnesota.

Sincerely,

Paul