Team DOC,

The COVID-19 pandemic is presenting an unprecedented challenge to Minnesota. We must continue our important work providing vital services to Minnesotans, but we must also take care of our health and take the necessary precautions to prevent the spread of COVID-19. This week, Governor Walz signed [Executive Order 20-07](#), providing paid leave for state employees who are not able to work for reasons related to COVID-19 and suspended the waiting period for insurance coverage for new employees. He also provided more flexibility for the Commissioner of Management and Budget to respond to the evolving COVID-19 situation.

New paid COVID-19 leave policy

DOC provides critical services to the pandemic response. For that reason, per the Governor's order and MMB guidance, **all DOC employees require additional authorization** before taking this leave, even if you are eligible under the executive order. Additionally, being approved for COVID-19 leave one day is not a permanent approval. Given the nature of DOC's work, the agency could recall you to duty at any time.

Under the [new policy](#), effective March 18, 2020, employees become potentially eligible for paid COVID-19 leave under two circumstances:

1) **If you must** be absent from work for reasons related to COVID-19 **and**
2) You cannot or are not allowed to telework.

If these circumstances apply to you, one of the below covered reasons must apply to you before you become eligible for COVID-19 pay. Even if a covered reason applies, **DOC employees must still receive additional authorization** before taking this leave.

Covered reasons include:

- **School or Day Care Closures** if you cannot reasonably perform telework while also providing care for children 12 and under, or children over 12 with an ADA-covered disability. **DOC employees** whose public school districts have offered child care to DOC employees per the Governor's order, may not use COVID-19 leave for this reason.
- **Health Purposes** if you contract COVID-19 and are too ill to work, or a health care provider determines that your presence in the workplace will jeopardize your health or the health of others, or you have been exposed to a person with a confirmed COVID-19 case **and** you are exhibiting the symptoms of COVID-19.
- **Family Caregiving** if you must care for a family member with COVID-19.
- **Isolation or Quarantine** if you or someone you must care for is under legal isolation or legal quarantine or your employer directs you not to report to work for COVID-19 related reasons.
- **Office Closure** if your workplace is closed for COVID-19 related health and safety reasons **and** you are excused from your work duties **and** cannot be reassigned.

Contact your supervisor to discuss a telework plan. Contact your human resources representative for more information about COVID-19 leave. Approved use of this leave should be coded on timesheets to a new payroll earnings code: CVD.

Employee Redeployment Center

Employees may be redeployed to areas of greater need under this emergency. A project team is working quickly to build and test a process to redeploy employees as necessary to protect health and safety, perform or facilitate emergency response and recovery efforts, and minimize the impact of the peacetime emergency on government operations. The process will help:

- Identify the areas of greatest demand for staffing, particularly in our critical service areas
- Identify able and available employees who can help meet those needs
- Redeploy people to the needed service areas (and track those deployments over time)

Next Steps: Update your info in Self Service

Please update the following *My Personal Information* components in Self Service as soon as possible.

1. **Add or update your personal information summary** so we can reach you during an emergency. This includes your address, phone numbers, and email. Indicate your preferred mode of contact.
2. **Complete or update the pandemic availability question** to indicate if you are able or unable to work during a pandemic event based on specific criteria.
3. **Complete or update your skills profile with your license and certificate information**. Identify any license or certificate information you have, even if not associated or required for your current position. We may use this information if needed to quickly find employees with the necessary skills to assist in maintaining critical services to Minnesotans.

For help, go to the My Personal Information section of Self Service and select Instructions. Pertinent help is on pages 15-17.

Questions?

Contact your human resources office. Continue to check mn.gov/bereadymn and the Minnesota Department of Health Coronavirus Disease 2019 (COVID-19) website often for the latest information.

Thank you so much for the incredible contributions you're making at this time. Be safe, stay healthy.

Marcus Schmit
Assistant Commissioner