Internal Memorandum

To: All DOC Employees

From: Commissioner Paul Schnell

Re: Governor’s school closing order

Date: March 16, 2020

I am writing with an update about the Governor’s order to close Minnesota public schools. As I mentioned in my message last night, he also directed school districts to provide child care coverage for children aged 12 and under who are children of state and county corrections employees who are responsible for facility and field services.

The order for schools to provide that child care covers eligible employees when they are actively working in a facility or office in support of the COVID-19 response. It does not cover employees who are teleworking or otherwise not at a work station.

If you are an eligible employee, you should work with your school district to determine the details of the coverage. While school districts were encouraged to provide before and after care, they are not required to do so.

Eligible state and county corrections employees:

**Minnesota Correctional Facility Staff**
- Corrections officers
- Correctional Lieutenants
- Correctional Captains
- Physical plant
- Correctional facility case managers
- Correctional facility educators and educational paraprofessionals
- Wardens
- Associate wardens
- Correctional food service staff
- Correctional facility office assistants
- Correctional facility nurses and supervisors
- Correctional program therapists
- Correctional facility IT staff
- Correctional facility Human Resources staff
- Correctional facility financial services personnel
- Correctional facility records personnel
- Correctional facility safety officers

**Centralized Correctional Operations Personnel**
- Medical director
• Director of health services
• Reentry Services personnel
• Policy and legal services personnel
• Offender transportation personnel
• Centralized records personnel
• Centralized human resources personnel
• Investigators - Office of Special Investigations/Professional Accountability
• Minnesota Department of Corrections personnel assigned to Incident Management Team
• Minnesota Department of Corrections personnel assigned to Continuity of Operations team
• Minnesota Department of Corrections government and community relations personnel
• Minnesota Department of Corrections Hearings and Release Unit personnel
• Minnesota Department of Corrections Behavioral Health Unit personnel
• Minnesota Department of Corrections – Communications Unit
• Minnesota Department of Corrections – Office of Commissioner

**Minnesota Correctional Supervision Services**

• State Probation officers and supervisors
• State Probation agents and supervisors
• State Supervised release agents and supervisors
• State intensive supervised release agents and supervisors
• County Probation officers and supervisors
• County Probation agents and supervisors
• County Supervised release agents and supervisors
• County intensive supervised release agents and supervisors

**Court Personnel**

• Full-time Court personnel, which includes public defenders and prosecutors.

If you have any questions about whether you are covered, please use the newly-created email address for all questions related to COVID-19: IMT.DOC@state.mn.us.