

Dear Colleagues,

I want to start off by once again acknowledging the whirlwind we have all been through over the past few weeks. The amount of work we've accomplished in such a short time is incredible. More important than the volume of work is the impact it's making for the Minnesotans we serve.

During this time of uncertainty, I thank you for staying focused on our service to Minnesotans. In our continuing efforts to strike the right balance between protecting the safety and health of our own employees, while also maintaining the vital services we provide for others, we are implementing a new process to account for employee status. To ensure we have real time information on all employees for workplace planning and mobilization, we are requiring all employees to provide regular individual status updates using a new electronic form.

This information is being collected across the state enterprise.

**Please open the [Employee Status Tracking form](#) and update your status as soon as possible.**

Status options are:

- Teleworking
- Working in office/field
- Out of the office on vacation
- Out sick
- Out for other reasons.

Bookmark this site and update your status **only when your status changes**. We recognize each person will be different. Your status could change daily or it may not change for multiple days or weeks running.

The information will be shared with MMB, agency leadership, Continuity of Operations staff, agency managers and supervisors, and other individuals involved in the COVID-19 response planning. The information will only be used for our response to the COVID-19 pandemic and for determining the impacts of COVID-19 after the pandemic.

Our response to COVID-19 is a career-defining moment for all of us. We've come out of the gate strong, but we need to make it to the finish line. So, stay resilient. Take care of yourself. Take care of your families and take care of your colleagues. Thank you for your hard work and dedication. I am incredibly proud of all our accomplishments and am grateful to have such a strong team here at DOC.

Sincerely,

Paul Schnell