As a result of the COVID-19 pandemic response, the Department has made a change to the Call-In procedure for all staff. To ensure accurate reporting and tracking, all staff in each work location will be calling one point of contact when they will be unable to report for work.

If staff have been directed to self-quarantine from the Minnesota Department of Health, or are self-quarantining because they are experiencing COVID-19 symptoms, they should also notify the point of contact of that information.

**Points of Contact:**

**MCF-Willow River/Moose Lake** – Watch Commander – 218-485-5046

**MCF-Rush City** – Watch Commander – 320-358-0479

**MCF-Oak Park Heights** – Watch Commander – 651-779-1416

**MCF-Lino Lakes** – Watch Commander – 651-717-6129

**MCF-Faribault** – Watch Commander – 507-334-0744

**MCF-Stillwater** – Watch Commander – 651-779-2808

**MCF-Saint Cloud** – Watch Commander – 320-240-3024

**MCF-Shakopee** – Watch Commander – 952-496-4462

**MCF-Red Wing** – Watch Commander – 651-267-3603

**MCF-Togo** – Watch Commander – 218-376-7849

For Community Services, Central Office and MINNCOR, a dedicated phone line will be staffed during normal work hours. These staff should leave a voicemail detailing that they are not reporting for work and providing the name of their supervisor.

**Central Office** – The dedicated phone line is 651-361-7755

**Community Services** – The dedicated phone line is 651-361-7138

**MINNCOR** – The dedicated phone line is 651-361-7500