



TRACKING COVID-19 RELATED ACTIVITIES

Purpose:

To ensure that employees and supervisors are tracking COVID-19 related activities and absences consistently and accurately, please review the following information carefully and take the necessary actions. Additional details and guidance can be found in the [Tracking COVID-19 Related Activities and Absences Reference Guide](#). As the situation continues to evolve, the posted reference guide will be updated to reflect any new changes or guidance.

- Pandemic Planning includes meetings, phone calls, conferences, process development, and other activities which occurred related to the pandemic beginning February 19.
- Paid COVID-19 Leave is specifically defined by Executive Order 20-07 and includes paid leave for employee/dependent illness, child care needs, quarantine, and other COVID-19 related activities that prevent an employee from working on site or remotely.

Category	Activity	Tracking Guidelines
Pandemic Planning	Recording employee hours worked in support of COVID-19 Mitigation Planning	<p>Under “Pandemic Planning” functionality in Time and Leave Reporting, record hours worked exclusively in support of COVID-19 Mitigation Planning using recordkeeping code C19</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Non-Exempt IT employee that works a full work week and an additional 4 hours overtime to configure software and hardware necessary so that Minnesota State employees may to work from home due to COVID-19. Employee enters 44 hours of COVID-19 Pandemic Planning and 4 hours of overtime • Faculty member works 20 hours to convert and in person course to be delivered online. Employee enters 20 hours of COVID-19 Pandemic Planning. • Exempt Administrator works a full work week on mitigation efforts related to COVID-19. Employee enters 40 hours of COVID-19 Pandemic Planning.
	Tracking business expenses related to COVID-19 Activities	<p>Institutions are encouraged to create a separate cost center exclusively for business expenses related to COVID-19 activities and planning efforts</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Fees associated with cancelled travel plans • Contractor fees for cleaning services
Paid Leave	Recording employee Paid COVID-19 Leave under Executive Order 20-07	Business Requirements Under Review; Additional Information will be forthcoming