**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.

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<tr>
<th>Category</th>
<th>Activity</th>
<th>Tracking Guidelines</th>
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| Pandemic Planning         | Recording employee hours worked in support of COVID-19 Mitigation Planning | Under “Pandemic Planning” functionality in Time and Leave Reporting, record hours worked exclusively in support of COVID-19 Mitigation Planning using recordkeeping code C19  
Examples include, but are not limited to:  
- 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 | Institutions are encouraged to create a separate cost center exclusively for business expenses related to COVID-19 activities and planning efforts  
Examples include, but are not limited to:  
- 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 |

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