

iNote - March 24, 2020

### **Employees: Report your work status online**

In an effort to easily keep track of if and where employees are working during the COVID-19 event, the Corporate Incident Management Team (CIMT) requests you report your work status and location online at <https://empstatus.azurewebsites.us/>.

For directions on how to sign in, click [here](#). If you or one of your employees are unable to sign in, CIMT can assist you.

Using the link above, sign in and update your listing for what your daily plan is. You do not need to change your status and location daily. (Only change your status if your work location has changed or if you've been working and are then no longer working, or vice versa.)

For example:

- If you only visit the office to pick up necessary work items daily and then work the rest of the day from home, choose work from home.
- If you are required to be at home and cannot work, choose not working at home.
- If you are alternating between days in the office and working from home, update your information as you change your work location.

After an employee signs in the first time, supervisors will be able to mark their employee's status and location if needed.

This tool will allow CIMT and management to quickly and easily know how many employees are working in the office, at home, or not working. This will NOT be used for attendance or tracking individual work schedules.

Please contact CIMT at ext. 6900 if you have questions or need assistance signing in.