



COVID-19 POLICY

In response to the presence of COVID-19 in Twin Cities, effective **Wednesday, March 18, 2020**, Metropolitan Community Services is implementing a **CLOSED-DOOR POLICY**.

The health and safety of our clients and employees is our top priority. The new Coronavirus requires us to temporarily adjust our policies in order to keep everyone safe from infection.

APPOINTMENTS will be conducted via phone or on a video-based platform like Zoom or Skype.

TIMECARDS may continue to be deposited in the box in front of our office, or may be mailed according to the 2020 payroll schedule.

PAYCHECKS can be picked up at the box in front of the office. Please call our office in advance to let us know that you are coming. Additionally, please sign up for direct deposit if you have not done so.

Going forward, Metropolitan Community Services will share updates on our website www.mcsmn.com; Facebook page @MCSMinnesota; and Twitter page @MCSMinnesota.

If you have any questions, please do not hesitate to contact us at 952-658-8995 or via email at info@mcsmn.com.

The situation is evolving, and information and recommendations are changing daily as new information becomes available. We thank you for your flexibility. Together we will successfully navigate these uncertain times.