

A [redacted] ols
(replaces all previously issued protocols)

1. [redacted] protocols are subject to change in order to best meet the mission of the organization and to support public health needs. If a local public health department's public health orders are more stringent than [redacted] protocols, the applicable local public health order(s) take precedence and must be followed.

2. [redacted]
[redacted]

[redacted]
[redacted]

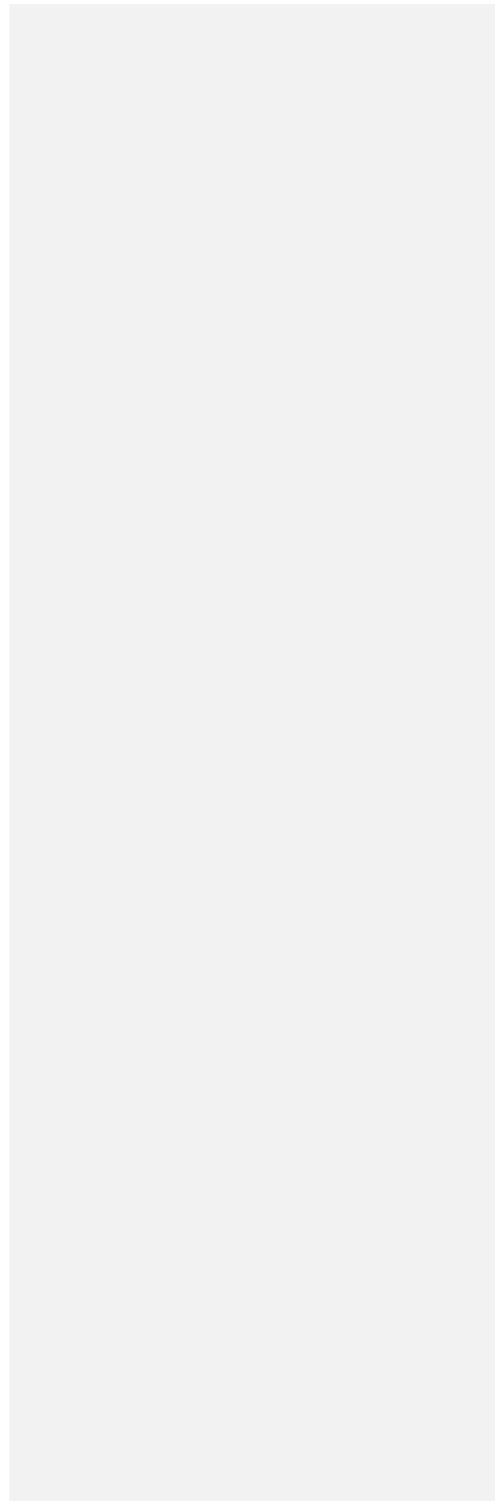
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Hazard Pay Policy (Nov. 2020)

- All program staff, custodial staff and kitchen staff will receive an additional \$3.00/hour in hazard pay
- Hazard pay will be calculated on all shift hours, Tuesday meetings and supervision time
- All case managers will receive \$3.00/hour in hazard pay for half their total work hours
- Hazard pay will start on November 16th, 2020 and will run through April 4th, 2021
- Hazard pay will be paid out in lump sums on January 22nd, March 5th and April 16th of 2021

[REDACTED]

Also includes a differential for essential office employees who must go to the office to maintain essential operations

Coronavirus Hazard Pay Interim Policy

1. Hazard Pay for Direct Service Employees In recognition of the importance of our employee's health and safety while performing their duties during this coronavirus public health crisis, [REDACTED] is instituting an interim policy to provide Hazard Pay for direct service employee for their hours worked at shelters and at direct service sites. This includes supervisors who work on site at the shelter and direct service sites.

2. Hazard Pay – Additional Monthly Amount

All staff who meet these criteria will receive an additional monthly stipend. In order to allocate the funds equitably the following formula was based on FTE status, 40 hours = 1 FTE 30hrs=.75 FTE 20hrs=.50 FTE

Full Time Employee's 300.00,

Part Time Employees 200.00,

Quarter Time Employees 150.00

a month determined by [REDACTED]

Hazard Pay is a temporary supplement to the employee's base pay. The Hazard Pay is distributed to employee's once a month as a separate check.

3. Hazard Pay Differential for Essential Office Employees

In addition, employees who must go into the office to maintain essential functions of the operations, including handling mail, server back-up, managing financial duties such as paying invoices and making check deposits, will also receive a separate Hazard Pay, check once a month

Full Time Employee's 300.00,

Part Time Employees 200.00,

Quarter Time Employees 150.00

as determined by [REDACTED] The Executive Director and Board of Directors will designate the essential office employees.

4. Applicable Time Period for Hazard Pay; The organization will provide enhanced hourly pay during the State of Emergency period identified by the Governor of the State of Colorado. This additional Hazard Pay is contingent on the County COVID Level and the availability of COVID Funds.

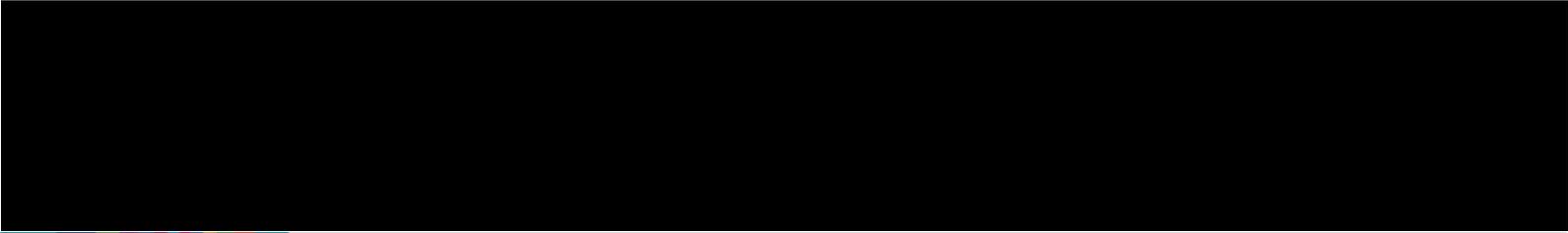
Board Approved Hazard Pay Policy, 06/04/2020 to be retroactive to 04/01/2020



Coronavirus Hazard Pay Interim Policy

Hazard Pay for Direct Service Employees

In recognition of the importance of our employee’s health and safety while performing their duties during this coronavirus public health crisis, [REDACTED] is instituting an interim policy to provide Hazard Pay for direct service employee for their hours worked at shelters, street outreach and at direct service sites. This includes supervisors who work in these positions. Hazard pay is \$50 per paycheck and will continue as long as funding is supported.



[REDACTED]

[REDACTED]

[REDACTED]

The COVID-19 Pandemic is an unprecedented event and is impacting not only our communities, but our employees as well. In order to [REDACTED] believes we need to encourage our employees in a practical way. As a result, [REDACTED] has decided to temporarily increase the hourly wage of all employees (exempt and non-exempt) in our shelters by 25% per hour effective March 13, 2020. This temporary increase will be through the end of the current pay period, March 28th and it will be funded through [REDACTED]. Prior to the end of our next week, [REDACTED] will evaluate the situation and determine if this should be extended for another week or full pay period.

[REDACTED]

Note, this temporary increase will not apply to employees who take sick leave during this time or are on a [REDACTED] COVID-19 Work at Home plan.

[REDACTED]

[REDACTED]

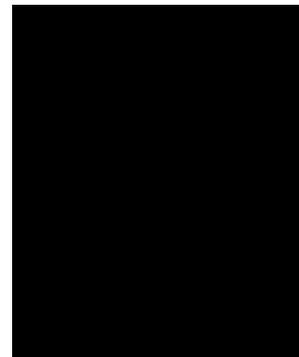
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED] – Hazard Pay Memo

During the COVID-19 Crisis, [REDACTED] is paying our front-line staff additional wages in the form of hazard pay. Recognizing that the work that our programming staff are doing in serving [REDACTED] carries increased risk during this crisis, we are adding 10% to the wages offered to staff for in-person programming hours at [REDACTED]. For example, for staff that earn \$18/hr., \$1.80/hr. added to each hour worked in direct service in the program. [REDACTED] will continue to pay hazard pay for program staff for the duration of the COVID-19 crisis.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Grace House Services

Nurturing Growth... Transforming Lives

Hazard Pay

Background:

Based on ***Notice CPD-20-08: Waivers and Alternative Requirements for the Emergency Shelter Grant (ESG) Program Under the CARES Act***, ESG-CV funds may be used to pay hazard pay for recipient or subrecipient-staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. Examples of recipient or subrecipient staff working directly in support of coronavirus response include emergency shelter intake staff, street outreach teams, emergency shelter maintenance staff, emergency shelter security staff, staff providing essential services (e.g., outpatient health or mental health, housing navigators), and staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus. e. g. Handwashing Stations and Portable Bathrooms.

Interim Policy:

In recognition of the essential workers of Grace House, Inc staff members who put their health at risk to continue to provide necessary services to persons experiencing and at risk of homelessness, Grace House is instituting an interim policy to provide Hazard Pay. These employees who are exposed to COVID-19 through the performance of their assigned duties will receive a stipend not to exceed 25% of their base rate of pay.

Hazard Pay is a temporary supplement to the employee's base pay. The Hazard Pay will be included in the employee's regular rate of pay in computing the employee's overtime pay, as per the Fair Labor's Standard Act (FSLA).*

For Grace House employees who routinely work in offices and areas where homeless and at risk of homeless persons report seeking services, thereby exposing employees to potential threats Grace House will provide a stipend not to exceed \$2,500 for any six-month period in which employees work a portion of their weekly hours onsite. This rate will be retroactive to July 1, 2020, when Grace House staff resumed most of the onsite work following the initial outbreak when staff was asked to begin working remotely as much as possible to prevent the spread of COVID-19 and is consistent with Hazard Pay

received by previous employees who were unable to meet their required duties remotely since the onset of the pandemic. This amount will be pro-rated when needed to ensure that it does not exceed the required 25% of an employee's regular pay rate used to calculate overtime.

In the event hourly employees work more than 40 hours weekly, hazard pay will be included in the employee's regular rate of pay when calculating income as stated by the Fair Labor Standards Act (FLSA).

The following will demonstrate the calculations used to determine the amount of the semi-annual stipend.

Salaried Employees semi-annual pay rate	Time spent on or off-site where exposure is likely	Semi-annual pay rate adjusted for onsite time	Hazard Pay computed at 25% but not to exceed \$2,500.00
\$15,000.00	20 hours per week	\$7,500.00	\$1,875.00 paid every six months
\$20,000.00	20 hours per week	\$10,000.00	\$2,500.00 paid every six months
\$25,000.00	20 hours per week	\$12,500.00	\$2,500.00 paid every six months
\$30,000.00	25 hours per week	\$18,750.00	\$2,500.00 paid every six months
\$40,000.00	40 hours per week	\$20,000.00	\$2,500.00 paid every six months
Hourly Employees rate	Time spent on or off-site where exposure is likely	Semi-annual pay rate adjusted for onsite time	Hazard Pay computed at 25% not to exceed \$2,500.00
\$12.50 per hour	40 hours per week = 1040 every six months	\$13,000.00	\$2,500.00 paid every six months
\$12.50 per hour	30 hours per week = 780 every six months	\$9,750.00	\$2,437.50 paid every six months

Grace House will pay Hazard Pay to all new and existing staff working directly to prevent, prepare for, and respond to coronavirus in the ESG-CV funded RAMP program. In addition, hazard pay will be equitably provided in the form of a lump-sum bonus payment semi-annually for the duration of the pandemic, not to exceed \$2500.00 in any six months to all employees who come into direct, regular contact with individuals experiencing homelessness and employees who provide core operations support for congregate living programs. The following staff are eligible to receive hazard pay:

- Administrative Assistants
- Emergency Shelter Housing Navigator
- Emergency Shelter Intake Coordinator
- Emergency Shelter Operations Supervisor
- Case Manager I, II and III
- Housing Maintenance Supervisor

- Outreach Specialist
- Housing Crisis Counselor
- Landlord Outreach Specialist
- Shelter maintenance staff

Lump-sum bonus payments shall be retroactive beginning July 1, 2020, are at the initial point of hire, whichever is later, and will cease when the health risk from COVID-19 is remedied or if otherwise deemed necessary by the Executive Director or by a vote of the Board of Directors. After the initial payment made in August 2021 to cover from July 2020 until June 2021. Semi-Annual payments will be made in June and December of each year. A \$5,000.00 limit per employee for each calendar year will be imposed to ensure equality among staff.

Employees who are terminated during any six-month period for which hazardous work is performed, after the implementation of this policy on August 1, 2021, will be compensated at a pro-rated rate consistent with this policy. Compensation of Hazard Pay for terminated or employees who resign of their own free will shall be included in the payroll following the date of severance of duties.

Grace House will track time spent performing duties and responsibilities outlined in each job description utilizing timesheets for each staff member. Staff will submit a timesheet capturing the number of daily hours, reviewed by designated staff and approved by the Executive Director. This documentation shall be maintained for inspection during the grant and throughout the compliance period, as required.

For staff receiving the lump sum bonus payment of up to \$2,500.00, documentation shall be maintained to demonstrate they are regularly paid with HUD funds. Documentation may include pay stubs indicating the bonuses for the time the team member worked directly to prevent, prepare for, and respond to coronavirus.

*The Fair Labor Standards Act (FSLA) does not address Hazard Pay, except to state that it must be included in the employee's regular rate of pay when calculating overtime.