

March 27, 2020

Dear Beatitudes Campus Staff,

We made it through two weeks of coronavirus precautions! I want to thank each and every one of you for understanding and following our health and safety guidelines. There is nothing more important to me than to keep you safe and healthy! I am so proud how we have come together as a team. Everyone has pitched in to do jobs that weren't spelled out in our job descriptions and what I see are smiling faces and the willingness to serve in whatever capacity is needed. Thank you from the bottom of my heart.

I've heard that some of you are feeling stressed about whether you will have a job during the coronavirus crisis situation, especially as you hear all the reports of people getting laid off and furloughed from their jobs. I want to assure you that you are all considered essential staff, no matter what department you are in. We have no plans to cut back or lay off staff because of the coronavirus health crisis. We're still open for business and we still have service to provide. You are vital in keeping Beatitudes Campus running smoothly, especially during this crisis. Even though your workday may look different than it did before, we are thankful that you are doing the important work needed to keep the campus running smoothly during this time.

I promise that I will be transparent with you throughout the coronavirus crisis and I promise you that I will stay on top of information and let you know as soon as possible. I made the same promise to the residents we serve.

Attached to this letter are two policies. The first is the 2020 COVID-19 Policy, Families First Coronavirus Response Act, signed by the president and which goes into effect on April 2, 2020. This act has provisions for paid sick time and paid Family Medical Leave Act (FMLA) during the coronavirus health crisis. If you have any questions or need the policy explained in relation to your particular situation, please contact Human Resources Department.

The second policy relates to non-essential travel restrictions and the emergency protocols that the campus has put into place, effective immediately. All non-essential travel is restricted and if you travel out of Arizona, you must undergo a 14-day quarantine before you can return to work. This policy is made out of an abundance of caution for the health and safety of our staff and residents.

Thank you again for being an awesome team to work with! We are all in this together. We are Beatitudes Strong!

My best,

A handwritten signature in black ink that reads "Michelle L. Just".

Michelle Just, President and CEO



FAMILIES FIRST CORONAVIRUS RESPONSE (FFCRA) &

ATTENDANCE ADDENDUM: 2020 COVID-19 POLICY

The Beatitudes Campus will comply with the Families First Coronavirus Response Act (FFCRA) as written into law effective April 2, 2020. Beatitudes Campus will continue to monitor guidance from health officials and the need for these special attendance arrangements. Employees will be notified as/if any changes to this law become effective.

The Campus shall provide all employees with this information and will comply with posting requirements (as applicable) near each time clock the mandatory FFCRA Notices. The act provides for paid sick time, protected paid family leave, and insurance coverage for private employers with fewer than 500 employees, and public sector employers of one or more employees.

The purpose of this policy is to provide employees with a general description of their FFCRA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, you may contact the Human Resource department.

A. General Provisions

Under this policy, the Beatitudes Campus will provide paid sick time and/or grant up to 12 weeks of paid FMLA as determined by the following guidelines under the Paid Sick Time and the Paid FMLA Leave sections.

The provisions of this policy will be in effect from April 2, 2020 through December 31, 2020 as determined by law.

B. Paid Sick Time

- As according to the FFCRA, Beatitudes Campus will provide employees paid sick time to the extent that the employee is unable to work or telework due to a need for leave because:
 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised, as described in paragraph (2).

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5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.
 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
- Paid sick leave applies to all employees, regardless of how long the employee has been employed.
 - An employer may not require an employee to use other employer paid leave before the employee uses this paid sick time benefit.
 - Paid sick time provisions:
 - Full-time employees are entitled to 80 hours of paid sick time.
 - Part-time employees are entitled to a proportional amount of hours equal to their average hours worked over a two-week period.
 - This is capped at \$511 per day or \$5,110 in total, for leave taken due to employee illness, suspected illness, or isolation (reasons (1), (2), and (3) above). The cap for when the employee is needed to care for someone else (reasons (4), (5), and (6), above) is \$200 per day or \$2,000 in total.
 - The rate of pay is the greater of either the employee's regular rate of pay, the Federal minimum wage, or the applicable State minimum wage for leave taken due to employee illness. However, paid sick time is reduced to two-thirds (2/3) this rate for when absences are due to the employee's need to care for someone else.
 - There is no carryover of unused Paid Sick Leave.
 - This is a one-time use of leave; once an employee has returned from leave, no further Paid Sick Leave is available.
 - Unused Paid Sick Leave is not paid out upon termination.
 - Paid Sick Leave is available for immediate use.
 - The employee will not be required to look for or find a replacement worker.
 - If other paid leave is available, the employee may choose to use Paid Sick Leave first, before other available paid time off benefits.
 - Notification Procedures & Employee Responsibilities
 - Employee should notify/provide Department Director with information as soon as they are aware.
 - If job **can be performed remotely**, it will be considered for on a case-by-case basis with the department director.
 - If job **cannot be performed remotely**, employee will be provided with leave and pay as indicated by law (also referenced in policy).
 - If additional time is needed, employee shall notify their Department Director for consideration. It is employee's responsibility to remain in contact with their Director as well.

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- The Department Director will notify the Human Resources Director of situation.
- The Human Resources Director will work with the Department Director and employee regarding leave documentation and protocol.
- The Human Resources Director will notify the Risk Manager of situation for company alignment through emergency procedures.
- Absences due to this public health crisis will not face discipline, however, employees are accountable to provide Department Director with updated information and remain in weekly contact.

C. Paid FMLA Leave

- As according to the FFCRA amendment to the Family Medical Leave Act (FMLA), Beatitudes Campus will provide 12 weeks of protected leave to any employee who is unable to work/telework due to a need for leave to care for the son or daughter under 18 years (see FMLA for definition of son or daughter) of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- Employee has to have been employed for at least 30 days.
- After the first ten days of this leave, the employee is entitled to pay at two-thirds (2/3) the rate of their regular rate.
- This FMLA coverage is an additional circumstance FMLA will be granted. It does not extend the maximum leave of 12 weeks under the law.
- **Paid FMLA leave is not available** for an employee who is needed to care for a family member other than a son or daughter. Rather, under such circumstances, and assuming the illness qualifies as a serious health condition, the FMLA will only provide leave protection (no pay).
 - For this policy - employees who travel outside of Arizona for end of life situation for eligible FMLA family member (see FMLA policy for definition of eligible family member), Beatitudes will consider telework if it possible for said employee for the duration of 14 days (as indicated in Beatitudes Non-Essential Travel Ban COVID-19 policy).
 - For this policy - If telework is not possible - employees who travel outside of Arizona for end of life situation for eligible FMLA family member, Beatitudes will provide 2/3 pay for said employee for the duration of 14 days (as indicated in Beatitudes Non-Essential Travel Ban COVID-19 policy).
- Notification Procedures & Employee Responsibilities
 - Employee should notify/provide their Department Director with information about school closure as soon as they are aware.
 - If job **can be performed remotely**, it will be considered on a case-by-case basis with the department director.
 - Employee is responsible for communicating with their Department Director regarding performance expectations and being available by phone/teleconference for meetings as necessary.
 - If job **cannot be performed remotely**, parent/guardian will be provided with leave and pay as indicated by law (also referenced in policy).
 - The Department Director will notify the Human Resources Director of either situation.

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- The Human Resources Director will work with the Department. Director and employee regarding leave documentation and protocol.
- The Human Resources Director will notify the Risk Manager of situation as well for company alignment through emergency procedures.
- Absences due to this public health crisis will not face discipline; however, employees are accountable to providing their Department Director with updated information and remain in weekly contact. See Attendance Policy Addendum for details.

*** Please be advised that as always, children will not be allowed to accompany parents/guardians to work.**

Beatitudes PTO/PST Special Considerations

During this difficult declaration of a public health emergency in Arizona and nationwide, Beatitudes Campus is also making special consideration regarding our Paid Time Off (PTO) policy. This will work hand in hand with the paid leave through Families First Coronavirus Response Act (FFCRA).

<p>Full-time employees (30 hrs. + per week) <u>employed more than 90 days</u></p>	<p>Will be permitted to take their PTO bank to a negative balance of up to 40 hours to cover for absence due to COVID19 <i>(as indicated in this policy)</i></p>	<p>*Future PTO accruals will be used to off-set any negative PTO balance until it is “paid” off.</p>	<p>**If employee leaves Beatitudes employment and any negative balance remains, employee will be asked to pay outstanding amounts back to Beatitudes Campus.</p>
<p>Part-time employee (less than 30 hrs. per week)</p>	<p>Will be permitted to take their PST bank to negative balance of up to 20 hours to cover for absence due to COVID19 <i>(as indicated in this policy)</i></p>	<p>*Future PST accruals will be used to off-set any negative PST balance until it is “paid” off.</p>	<p>**If employee leaves Beatitudes employment and any negative balance remains, employee will be asked to pay outstanding amounts back to Beatitudes Campus.</p>
<p>Full-time employees (30 hrs. + per week) <u>employed under 90 days</u></p>	<p>Permitted to use PTO they have available in their accrual bank for absence due to COVID19 <i>(as indicated in this policy)</i></p>		



NON-ESSENTIAL TRAVEL RESTRICTION POLICY
(DUE TO COVID-19)

In response to the current pandemic caused by "coronavirus disease 2019" (COVID-19) and the declaration of public health emergency in the state of Arizona, Beatitudes Campus is implementing emergency protocol to help protect the health of our residents, employees, visitors and others.

Effective immediately, the campus will implement the following non-essential travel restriction.

- Until further notice, all non-essential travel is restricted for staff.
 - Essential business travel is paid.
- If staff chose to leave the state of Arizona, they will be required to undergo a 14-day quarantine upon their return to Arizona.
 - Unless the employee is a health care worker per CMS guidance.
 - This will be unpaid unless employee has PTO or PST accrued.
 - For family travel due to end of life situation, see Families First Coronavirus Response Act (FFCRA) Policy for pay information.
- Staff may return to work on the 15th day as long as they are not experiencing symptoms such as fever, cough, or shortness of breath.
 - Employee will also have to go through arrival protocol on campus to be admitted to work.