

To All Valley Senior Living Staff:

First and foremost, I want to thank everyone for their tireless commitment to our residents throughout the pandemic. Outside of work, I thank you for making difficult decisions and personal sacrifices each day to keep our residents safe.

We have worked to make Valley Senior Living the safest possible environment for residents and staff. We have implemented innovative ways financially to say thank you to those that are experiencing hardship through paying regular wages to staff for COVID-19 related absences, and extra wages for neighborhood outbreaks and attending testing events.

We have had financial losses since March, and recently those losses have accelerated. Since July, we have been losing about \$500,000 a month as a result of higher staffing expenses, higher PPE expenses, and lower occupancy. Thankfully we have been able to weather this due to \$8 million of additional funding from the Centers for Medicaid and Medicare Services (CMS) and the Payroll Protection Program. This money has been used towards personal protective equipment, paying you to be tested, paying for you to be out of work without any consequence to your PTO or ESL, and paying all staff who work on neighborhoods with outbreaks. We had been spending this money with the expectation that the pandemic would be over in the fall or winter. It's pretty clear that we need to conserve on the rate in which we are spending those funds.

Today we are announcing changes to how we have been functioning:

- Valley Senior Living employees will be paid \$25 for each testing event starting on November 2. We will be discontinuing testing payments for non-Valley employees, but they will continue to be required to test to work within our facilities.
- Starting November 1, all regular status employees will be capped on the amount of paid hours for COVID-19 related absences. Full-time employees will have a bank of 120 hours of pay and part-time employees will have 60 hours of pay available for work missed due to calling in with symptoms, exposures to positives, and lack of daycare due to COVID exposures to young children in the household (new covered benefit). There is no bank of paid hours for flex time employees. **This bank of hours is applied retroactively to the beginning of the pandemic.** One exception: missed work related to you testing positive for COVID-19 will be paid 100% (FT, PT and Flex) and does not count as capped hours. The attached memo from Human Resources describes in more detail how this works. For those who have already reached their limit of absences, you will need to more frequently use your PTO or ESL balances.
- There will be no incentive pay offered to staff on neighborhoods who have an active outbreak. N95 masks are an ongoing reality for us for the foreseeable future and it is becoming a standard. For neighborhoods who are in the middle of an outbreak, we will continue to pay this \$5 an hour incentive through 6am (end of night shift) on Sunday, November 8.
- We are not changing the \$5 an hour differential for staff who work the COVID-19 area.
- Attached is a memo outlining changes to tracking attendance. If you miss a testing event and did not notify your supervisor, it is considered an absence. Twice a week testing is an attendance requirement at this point. We will also restart tracking tardies for points.

Despite these changes, we believe that this combination of COVID-related benefits far exceeds most if not all of the healthcare employers in the region. You deserve that for the work you do for the residents during this pandemic. Thank you again for all that you continue to do!

Sincerely,



Garth Rydland
President/CEO

COVID-19 Related Changes to Pay

Effective Date: Sunday, November 1
(Aligning with the 11/20/2020 payroll)

Capping Hours (COVID Pay):

Flex Employee: 0 hours

Part Time Employee: 60 hours

Full Time Employee: 120 hours

HR will go through a report of active employees and hours used related to COVID. Employees who have already exhausted their amount of capped hours will be removed from this new proposal. ESL and PTO are the only forms of pay that they would be eligible to receive unless they become positive.

Guidelines:

- An employee can use his or her COVID pay for symptoms, exposures, close contacts being tested, or lack of child care relating to a COVID exposure.
- Once these hours are exhausted, an employee can use **ESL for his or her symptoms ONLY** (if they have ESL) otherwise it would be paid as PTO or no pay.
- All other exposures and COVID related absences will be paid as PTO or no pay once the employee's COVID pay has been exhausted unless the employee is positive.
- If an employee tests positive, Valley will still pay 100 percent of his or her normal work schedule. These hours are separate from the capped hours. If a flex employee becomes positive, Valley will continue to average the employee's hours worked over the last 4 pay periods. The flex employee will then be paid based on the calculated amount of hours.

Valley has the right to request any documentation or verification deemed necessary whether it be an employee's test or proof of a friend or family member's test as Valley is choosing to pay the employee during these unprecedented situations. Valley has the right to use judgement in each unique situation when a pay discrepancy arises.

Valley Senior Living Attendance Policy Updates

All Changes Effective November 1, 2020

COVID-19 Absences – DO NOT COME TO WORK SICK – It Does NOT Count Against Attendance Points!

If you have any COVID-19 related symptoms, do not come to work. Do not screen in for the purpose of being sent home. Call the COVID-19 Staff Illness number at 701-741-9646 and follow their directions. It is staffed from 8am to 8pm, 7 days a week. These absences do not count against your attendance points. Likewise, if you are positive for COVID-19, that absence is not counted against your attendance points.

If you miss a period of time due to any COVID-19 exposures, that span of time will be counted as one absence (5 points) which is the same as any other absence.

Late Arrivals to Work Will Be Tracked as Attendance Points again

At the beginning of the pandemic, active screening was a time-consuming issue that was causing a number of people to be late to work. While there was always a consequence to being 8 or more minutes late to work, we will start to track tardies (1 attendance point) those who are 1 to 7 minutes late in our attendance policy again.

COVID-19 Testing Events are Scheduled Shifts

The Centers for Medicare and Medicaid Services mandates our testing schedule for staff and residents. When we schedule a testing event, it is a required shift. If you do not attend an event without the prior approval of your supervisor, it is considered an Absence (5 attendance points) by our attendance policy.

We understand that some of these testing events pop up unexpectedly and it is easy to forget to test. If that occurs, there is no consequence for the first time that you miss a testing event without notifying your supervisor first. For each subsequent testing event that you miss, it is an absence and is no different than missing a shift.

If you miss consecutive testing events, you will be off the schedule until you are able to attend a testing event.