

# Plan for COVID19 Workforce Challenges Temporary Benefit Enhancements and Pay Practice Changes

---

April 9, 2020

Confidential and Proprietary – For Internal Use Only-v21



KAISER PERMANENTE®



**As the full impact of the COVID19 pandemic evolves, KP must act quickly to address the urgent needs of our workforce and maintain focus on:**

- **Commitment to our members and the community** – Provide solutions that give the workforce the resources they need to continue to come to work and provide critical care to our members
- **Commitment to employees** – Enact pay and benefit programs that provide the financial support our employees need to care for themselves and their families during this time
  - Particular focus on those who must continue to report to work throughout the pandemic
  - Aimed at keeping employees whole financially and providing resources for supportive services
  - Provides peace of mind during unsettling and unprecedented times
- **Commitment to Being a Best Place to Work** – KP will be viewed as an employer that puts people first

**We have implemented several programs to prioritize the safety of our employees, and want to provide additional supportive services and three temporary benefits.**

---

**Programs focused on employees who are required to report to work at a KP Facility or directed to care for patients in person at a non-KP facility**

# Up to 80 Hours of COVID19 Positive Leave for EEs Reporting to Work

KAISER PERMANENTE®

**Up to 80 Hours COVID19 Positive Leave for employees who are required to report to work at a KP Facility (i.e. RNs, EVS workers, receptionists, pharmacy workers, etc) or directed to care for patients in person at a non-KP facility**

- Provide employees and per diem's who are required to report to work at a KP facility (i.e. RNs, EVS workers, receptionists, pharmacy workers, etc.) or directed to care for patients in person at a non-KP facility an additional up to **80 hours of COVID19 Positive leave** to be used exclusively for a positive COVID19 test result
- 80 hours are prorated based on actual hours worked, 0.5 FTE would receive 40 hours
- All Employees required to report to work at a KP facility or directed to care for patients in person at a non-KP facility are eligible including part time and per diems\*
- Full Time, Part Time and Per Diems are eligible up to the 80 hrs
- Maximum benefit for eligible employees is 80 hours of COVID19 Positive leave (not benefit eligible pay)
- Per Diem working 20 or more hours per week are eligible for the COVID19 Positive leave, pro-rated based on actual hours worked from April 1 - May 31st.
- If Public benefit becomes available that is comparable, this program will retire upon the effective date of the Public program, otherwise, program retires on Sunday, May 31<sup>st</sup>
- Eligibility is through May 31, 2020
- The hours provided by this program expire June 30, 2020

Note: Includes all HP/H, SCPMG, and TPMG represented and nonrepresented employees

\*meets definition of Per Diem as defined by the Region

# Childcare Grant



Short term childcare grant of \$300 per week for employees who are required to report to work at a KP Facility (i.e. RNs, EVS workers, receptionists, pharmacy workers, etc.) or directed to care for patients in person at a non-KP facility

- **\$300 per week** grant which enables full time, part time and per diems working at least 20 hours per week) who are required to report to work at a KP facility for their scheduled shifts or directed to care for patients in person at a non-KP facility to secure childcare for school-aged children\* (and disabled dependent children).
- Can be applied for weekly
- Employees and per diems must provide weekly attestation that includes amount paid, caregiver name, phone number, address, and email. KP reserves the right to validate this information.
- Full-time defined as 32+ hours, school-aged defined as age 14 or younger
- Grant amount will be prorated if worked less than 32 hours; **minimum grant will be \$210 per week**
- Amount prorated for employees who work less than 32 hours (actual hours / 32)
- All employees and per diems\*\* must work at least 20 hrs in the week that the Grant is being requested
- One grant per household
- Eligible caregivers exclude spouse or domestic partner residing in the child's home. Other relatives are eligible.
- If Public benefit becomes available that is comparable, this program will retire upon the effective date of the Public program, otherwise, program retires on Sunday, May 31<sup>st</sup>
- Program expires May 31, 2020

Note: Includes all HP/H, SCPMG, and TPMG represented and nonrepresented employees

\*Includes any eligible child an employee has as a covered dependent

\*\* Meets definition of Per Diem as defined by the Region

# Temporary Shelter



**Provide short term housing for employees who are required to report to work at a KP Facility (i.e. RNs, EVS workers, receptionists, pharmacy workers, etc.) or directed to care for patients in person at a non-KP facility**

- Provide alternative shelter when needed as result of the COVID 19 crisis based on the following:
  - Employee's COVID19 positive test
  - Household member has a COVID19 positive test or household has vulnerable population per CDC guidelines (Attestation required)
  - Employee has worked a double shift and feels unable to drive home
  - Employee has worked 12+ hour shifts more than 3 days in a row
  - Employee has fewer than 8 hours between shifts
  - Manager is concerned for employee safety because of long commute and employee fatigue
- The offer of alternative shelter in place is contingent upon availability of options at an approved facility
- Employee must request shelter through their manager
  - Manager will approve request and contact dedicated Hear4U call center for approved facility
  - The Hear4U Call Center will arrange for shelter to be provided
- Only employees required to report to work at a KP facility or directed to care for patients in person at a non-KP facility are eligible, including part time (and per diems\* working at least 20 hours per week)
- Program in effect from date of targeted implementation April 13, 2020
- Program expires May 31, 2020

Note: Includes all HP/H, SCPMG, and TPMG represented and nonrepresented employees

\*Meets definition of Per Diem as defined by the Region



## 80 hours of COVID19 Positive Leave – Sent Home by Employer waiting for test results or to be tested

- **Scenario 1:** If an employee is tested and sent home to await COVID19 test results, they will be coded for COVID19 Positive leave for any days they are waiting for results
  - If the result is POSITIVE: The employee will continue to receive remaining eligible COVID19 Positive Leave hours
  - If the result is NEGATIVE: The employee will need to use other available time off hours (PTO, Vacation, Sick) for the remainder of their time off work
  - **EXAMPLE: Employee tested and sent home Monday; Negative Result Received Wednesday:** Hours for Monday, Tuesday, Wednesday would be COVID19 Positive Leave hours. Any time off after Wednesday would need to be taken from the employee's available time off balances
- **Scenario 2:** If an employee is sent home by the employer and is waiting to be tested, they will be coded for COVID19 Positive leave for any days they are waiting to be tested, and while they wait to receive the results
  - If the result is POSITIVE: The employee will continue to receive remaining eligible COVID19 Positive Leave hours
  - If the result is NEGATIVE: The employee will need to use other available time off hours (PTO, Vacation, Sick) for the remainder of their time off work

## Temporary Shelter – Waiting to be tested or awaiting test results

- **Scenario 1:** If an employee requests Temporary shelter and is manager approved due to suspected COVID19 infection and is waiting to be tested or is waiting for test results, the employee will be eligible to have temporary shelter if available while waiting to be tested or waiting for test results
  - If the result is POSITIVE: The employee will continue to be eligible for temporary shelter per the program
  - If the result is NEGATIVE: The employee will no longer be eligible for temporary shelter
  - **EXAMPLE: Employee tested and sent to available Temporary Shelter Monday; Negative Result Received Wednesday:** Employee was eligible for temporary shelter for Monday, Tuesday, and Wednesday. After receiving the negative result, the employee would no longer be eligible for temporary shelter program.



**KP is focused on the care we provide to our patients and the safety and well-being of our front-line staff. To that end we are providing the following safety measures:**

## **Healthcare Worker Safety**

- Masks
- Scrubs
- Entrance temperature screening
- Plexiglass dividers at high volume counters
- Gloves for cash handling
- Deferral of routine and elective services
- Facility closures
- EAP on site

## **Supportive Services (Here4U) Concierge Service**

- Facilitate access to KP supportive services and resources
- EAP referrals
- Emotional Health “first aid”
- Food and Respite onsite at 24/7 acute care locations
- Coordinate KP hotel shelter program
- KPCares donor-based grant program
- Referrals to community-based resources (i.e., legal aid, meal service, babysitter services)