



COVID-19 HAZARD PAY PROCEDURE

Blue Water Developmental Housing, Inc. (BWDH) is committed to continued quality services during the COVID-19 Pandemic.

Beginning 01/04/2022, BWDH will pay employees an additional \$8.00, a flat rate on top of their base and other special pay, per each hour worked with an individual served that has tested positive for COVID-19. Hazard pay is for hours physically worked. Hazard pay will not apply to vacation or sick time hours used. This document supersedes any previous hazard pay procedure distributed.

This will be for any hours worked during a 10-day period beginning the day the individual tested positive. Since employees normally would be quarantining after being exposed to someone with COVID-19, BWDH understands the increased risk of exposure with continuing to work and is willing to offer the additional pay for employees willing to continue to provide services to individuals who have tested positive during the quarantine period. Employees who are working with individuals who tested positive for COVID-19 may only work with those individuals and no others at the organization during the 10-day quarantine period. Supervisors will also receive the additional pay. While supervisors are salaried employees, the hazard pay will be calculated based on the number of hours worked with the individual who tested positive.

The procedure for employees to receive COVID-19 Hazard Pay is outlined below.

WHO	DOES WHAT
Supervisor	1. Completes the Request for COVID-19 Hazard Pay Form for any employee who will be working with an individual served that has tested positive for COVID-19, sends to human resources manager, and accounts clerk, and includes with coversheet when submitting payroll.
Human Resources Manager	2. Reviews and approves any completed Request for COVID-19 Hazard Pay Forms. 3. Sends to accounts clerk for processing.
Supervisor	4. Enter NOVAtime notes, "Hazard Pay" for any hours applicable.
Accounts Clerk	5. Compare Request for COVID-19 Hazard Pay Forms and NOVAtime notes to confirm employees who will receive COVID-19 Hazard Pay for each pay period prior to processing. 6. Manually enter the additional \$8.00 per hour after any overtime, vacation time, or other special pay has been added or calculated.