



To: Dwelling Place Staff
From: Dennis Sturtevant
Re: COVID-19 Update
Date: March 25, 2020

A handwritten signature in blue ink, appearing to read "Dennis", is written over the "From:" line of the email header.

Wow! How the world has changed in just a couple of weeks. I hope all of you are faring well under the circumstances. When I left for a week of vacation on March 13th, concerns about the impact of COVID-19 were just beginning to emerge across the state. Just 12 days later, we are living under an Executive Order from Governor Whitmer that limits our travel and many other aspects of our personal and work lives.

First, let me begin by saying that I am so very grateful to all of the dedicated Dwelling Place employees who are helping us to maintain an equilibrium through these most turbulent times. Many of you are being required to shelter in place at home with reduced work hours. Some of you are working remotely from home while others are continuing to provide essential services at our properties or in the main office. The Management Team has scheduled daily phone meetings to ensure a timely and effective organizational response as new information unfolds related to the COVID-19 crisis. I also want you to know we are making a concerted effort to find ways to monitor the impact of COVID-19 on our residents. We want to share information related to health care issues and the Governor's Executive Order with residents and encourage everyone to comply with the order and guidelines for staying healthy. We are also working on a process to identify and engage with some of our most vulnerable and isolated residents to ensure their needs are identified and they have access to services they need.

For our employees, on a temporary basis, from the date that I sent my first memo to you on Friday, March 13th through Monday, April 2nd, employees whose hours have been reduced, have permission to use earned vacation, sick and/or personal time to maintain a steady income. Further, during this same time period, employees whose hours have been reduced, but who do not have enough earned vacation, sick or personal time, will be allowed to accrue a negative balance in their sick or vacation accounts to ensure no one's income is affected by this crisis up until April 2nd. Negative accruals in these accounts will be reduced as these benefits are earned in future months of employment.

After Monday, April 2nd, we believe we can assist employees to maintain their full income because of provisions in the federal Families First Coronavirus Response Act (FFCRA) which was enacted on March 18th and takes effect on Monday, April 2nd. This legislation holds some promise of additional financial relief for employees, on at least on a short term basis. The most important impact of this legislation on Dwelling Place are provisions that allow employees an immediate, additional 10 days of

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paid sick time for family and medical Leave. The amount of sick time is capped to 10 days and it will be offered based on your full or part time status. Under the new legislation, it is not necessary for an employee or one of your family members to be sick in order to qualify for this benefit if there is a state or federal "shelter in place" order in effect, such as what we now have in Michigan with the Governor's Executive Order. Because of this provision, we believe that all employees, working reduced hours, will be eligible to have the differential in their pay, caused by reduced hours, covered by this additional sick time benefit, at least through the end of the current Executive Order on April 13th. Dwelling Place will eventually be reimbursed for this cost, under provisions of the Act, through dollar for dollar credits we will receive for payroll taxes normally paid to the federal government. After April 13th we will reassess circumstances and determine if any personnel policy changes, temporary or permanent, may be warranted. We also want to share some good news for those of you who receive health benefits as part of your employment package with Dwelling Place through Blue Cross Blue Shield. They recently notified us they will continue to provide coverage for employees on reduced hours or temporary leave so long as premiums continue to be paid. This is very good news!

Finally, we want to make certain you are aware that Congress is close to enacting a multi-trillion-dollar stimulus and relief package that is likely to include provisions that will benefit Dwelling Place, our employees and our residents. As I write this memo, news outlets have announced a White House and Senate agreement to act on a stimulus package in the Senate later today. We are told that this new legislation will provide some financial relief directly to households as well as financial assistance for employers. As soon as this legislation is enacted and we can become informed about its provisions, we will share that information with all of you.

In the meantime, please find ways to stay healthy and to support each other. Take this time to reach out (virtually) to others; your colleagues, loved ones, neighbors, friends and even strangers who you think are most fearful and vulnerable during this crisis. While recent events have created much uncertainty in our daily lives, I hope you might draw some comfort from this reminder that the United States has weathered major crises before. Indeed, over our 244-year history, we have seen many health epidemics, wars, natural disasters and economic upheavals that rival and even surpass what we are experiencing today. We will overcome this crisis as well. We will do it together.

Peace!

cc. Dwelling Place Board

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