COVID-19 Premium Pay Program

Kiowa Tribe COVID-19 Response Program

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Revision History

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Section I – Statement of Purpose

The COVID-19 Premium Pay Program (the “program”) was established to help Kiowa Tribal members by providing premium pay for life-sustaining occupations during the coronavirus (COVID-19) pandemic. Premium Pay will financially compensate front-line workers who added risk to themselves and their families to perform critical jobs. The program will recognize essential workers for their valuable service.

The Coronavirus State and Local Fiscal Recovery Fund provided substantial resources to reverse the effects of the COVID-19 public health emergency, and this program adheres to the guidelines to provide premium pay to essential workers. The program is administered by the Kiowa Tribe COVID-19 Response Program. Applicants may request a one-time payment for their essential work from March 18, 2020 until present.

Section II – Eligibility

A. Eligible Applicants
The following qualifications are necessary to be eligible to apply:

• Be a Kiowa Tribal member; and,
• Be over the age of eighteen (18); and,
• Be employed through a hiring process set by human resources policies; and,
• Be employed full-time or part-time at current place of employment for at least two months; and,
• Earn less than $25/hour; and,
• Have experienced financial, emotional, and/or health complications/hardships due to COVID-19.

B. Eligible Industries
Applicants must be categorized as one of the following:

• Staff at nursing homes, hospitals, and home care settings;
• Staff at grocery stores, restaurants, and retail businesses;
• Janitors, sanitation, and maintenance workers;
• Truck drivers, transit staff, and warehouse workers;
• Public health and safety staff;
• Childcare workers, educators, and other school staff; and,
• Social service and human services staff.

C. Conditions of Ineligibility
All following conditions cause an applicant to be ineligible for Premium Pay if occurred between March 18, 2020 to present:

• Have worked through telework or other virtual options
• Have performed services through contractual means
• Have received Hazard Pay from employer
• Have worked under a closed campus from the general public
Section III – Request Process

A. Request Form
To apply for Premium Pay, the applicant must submit a request form. In addition to the Request Form, the applicant should provide the following items when applying for Premium Pay:

1. A request form including the following information:
   • Industry category from Section II.B.
   • A brief description of the life-sustaining services provided to the public
   • Where the place of employment is located and operated
   • Impact of COVID-19 on employment, including:
     - Changes to operations and hours, including how the business has adjusted operations to meet CDC Health safety requirements regarding COVID-19

2. Supporting documentation includes the following:
   • Kiowa Tribal I.D – proving Kiowa enrollment
   • Proof of Employment – showing employee name, rate of pay, and description of duties

Request forms must be complete to be considered for Premium Pay. It is the applicant’s responsibility to ensure all components of the request form are submitted.

B. Evaluation Criteria
The COVID-19 Premium Pay Program aims to provide pay to eligible Kiowa Tribal members who have responded directly to or faced increased risk to COVID-19. As such, requests will be prioritized by industry in accordance with the Worker Exposure Risk to COVID-19 released by the Occupational Safety and Health Administration. This guidance defines exposure to COVID-19 in four categories:

**Very High** – Jobs with a high potential exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers performing aerosol-generating procedures, or collecting/handling specimens from potentially infectious patients.

**High** – Jobs with a high potential for exposure to known or suspected sources of COVID-19. Healthcare delivery and support, medical transport and other workers exposed to known or suspected COVID-19 patients.

**Medium** – Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. This includes: Those who may have contact with the general public, including individuals returning from locations with widespread COVID-19 transmission, or who do not have the ability to social distance at their place of employment.
Low – Jobs that do not require contact with people known to be, or suspected of being, infected. Workers in this category have minimal occupational contact with the public or other co-workers.

The Kiowa Tribe COVID-19 Response Program will set a deadline for requests. Once the deadline has passed, the Program in conjunction with the Navigators will review all applications in the order they are received and determine whether the applicant meets the Program’s eligibility requirements and has submitted all necessary documentation.

If an applicant fails to meet the Program’s eligibility and documentation requirements, then the Navigators will deny the request and provide reasoning for the denial in writing. All determinations are final unless the applicant can provide all required documentation within the duration of the program.

C. Award Amount
Amounts for Premium Pay will be determined after the deadline once all requests have been recorded.
Section IV – Document Approval

As determined by the inherent sovereignty to authorize and administer programs to benefit the Tribal community, the Kiowa Tribe COVID-19 Response Program reserves the right to revise, modify, delete, or add to any of the COVID-19 Premium Pay Program depending on funds and supply available.

Approved by:

_______________________________________________  Date: ________________

Matthew M. Komalty, Chairman of the Kiowa Tribe