



GOODWIN HOUSE

**To:** All Goodwin House Staff  
**From:** Fran Casey, Chief People Officer  
**Date:** March 11, 2020  
**Subject:** Update to Staff Travel Protocol

Based on updated guidance from the Centers for Disease Control (CDC) and our Medical Director, Goodwin House has updated our travel protocol relating to the coronavirus (also known as COVID-19). Here is the updated travel policy:

**Travel to Warning Level 2 or 3 Locations and on Cruises:**

- Employees that travel to a location identified as a Level 2 or 3 COVID-19 location by the CDC will be asked to refrain from returning to work for 14 days after their return home. The employee will also be required to take their temperature orally twice daily during this time and report it to the Infection Prevention Nurse at their respective community.
- This 14-day self-isolate for employees is also applied to all travel on cruises regardless of cruise destinations, as recommended by the U.S. Department of State. The employee will also be required to take their temperature orally twice daily during this time and report it to the Infection Prevention Nurse at their respective community. *CDC recommends travelers, particularly those with underlying health issues, defer all cruise ship travel at this time.*

**Travel to Non-Level 2 or 3 Locations (this includes travel inside the U.S. and outside the Washington DC Region):**

- Employees must report any travel outside the U.S. and inside the U.S. other than within the Washington, DC, region, including return and departure dates, to their Dept. Director. Directors will then inform the Infection Prevention Nurse. *The Washington, DC region includes Northern Virginia, Washington, DC, and the Maryland suburbs of Washington, DC.*
- Should an employee's travel destination be escalated to a Level 2 or 3 COVID-19 location prior to their return, the employee will be asked to self-isolate (not report to

work) for 14 days. The employee will also be required to take their temperature orally during this time and report it to the Infection Prevention Nurse at their community.

- Any employee who has traveled outside of the country must follow the established guideline – which is to check in with the Infection Prevention Nurse at their community prior to returning to work.

### **Staff Household Family Travel**

- If a member of an employee's household (anyone living in the same home as the employee) travels to a Level 2 or 3 Location, the employee is required to report this travel to their Dept. Director. Directors will then inform the Infection Prevention Nurse. The employee will be asked to self-isolate (not report to work) after the member of their household returns home. The employee will be required to take their temperature orally during this time and report it to the Infection Prevention Nurse at their community.

### **CDC COVID-19 Case Reporting by State:**

- Affected areas and confirmed cases in the U.S. are reported by the Centers for Disease Control here: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

### **Infection Prevention Nurses:**

- GHA - Charity Ampong, RN: 703-824-1580 (o) or 703-399-0666 (m) or [campong@goodwinhouse.org](mailto:campong@goodwinhouse.org)
- GHBC - Shelby Garlick, LPN: 703.578.7271 or [sgarlick@goodwinhouse.org](mailto:sgarlick@goodwinhouse.org)
- Home and Community Based Service - Justine Campbell, RN: 703-578-7336 or [jcampbell@goodwinhouse.org](mailto:jcampbell@goodwinhouse.org)

**This policy will be updated as new information is provided.**

If you have questions about anything covered in this letter, please contact Fran Casey at [fcasey@goodwinhouse.org](mailto:fcasey@goodwinhouse.org) or 703.856.8158.

Thank you for your extra attention to infection precaution hygiene and helping keep everyone in the Goodwin House family healthy!