



GOODWIN HOUSE

March 20, 2020

Dear GH Staff –

We have received a lot of favorable comments and some questions related to the staff email that was sent out earlier this week. Thank you for taking the time to provide your feedback and questions. Understanding that if one person has a question, it's likely others do as well so we are providing this Q&A for everyone's benefit. Below are the questions that have been asked and the answers to the questions.

Question: If I am exposed to COVID-19 outside of my job at Goodwin House and need to self-isolate and stay home, how will I be paid?

Answer: You will be able to use accrued PTO.

Question: What happens if I am exposed to COVID-19 outside of my job at Goodwin House and I have no accrued PTO?

Answer: Staff may accrue a negative PTO balance of up to 14 days.

Question: What happens if I'm exposed to COVID-19 while at GHA or GHBC or in my Goodwin House job with Hospice or Home Health?

Answer: You will be asked to self-isolate for 14 days. The Goodwin House Shared Leave Bank will cover your leave for the first week, and PTO will be used for week two. If you have no PTO available, you will be permitted to accrue a negative balance.

Question: What if I am sick and can't come to work?

Answer: If you are sick with an illness unrelated to COVID-19, you may return to work 48 hours after your last symptom.

Question: What if I'm sick with an illness not related to COVID-19, and have run out of PTO?

Answer: You may accrue a negative PTO balance of up to one week.

Question: If I work two shifts - do I receive a free meal for each shift worked?

Answer: Yes!

Question: I have a family member who is ill. If my family member is exposed to COVID-19, that individual is at greater risk than the general population. What should I do?

Answer: Unless the situation is an FMLA-approved circumstance, you will be expected to work your regular schedule and fulfill your regular responsibilities. As a reminder: All staff are required to wash their hands according to CDC guidelines, engage in social distancing, and practice infection control procedures to help keep us all healthy.

Question: Is it true that no staff member will be granted more than three days of PTO for vacation purposes at this time? Is it also true that, depending on circumstances, an employee that has been granted leave may be asked to return to work prior to their scheduled return date?

Answer: Yes.