

# Staff Update | April 9, 2020

[www.goodwinhouse.org/staffupdate](http://www.goodwinhouse.org/staffupdate)

## GH Store for Grocery Staples

Thanks to the amazing generosity of the Goodwin House community, we are able to meet the needs of staff who are struggling to find staples at the grocery store or struggling financially. We are pleased to introduce the “GH Store.” Stocked with dry goods, canned goods, toilet paper and cleaning supplies, the GH Store will sell items at cost, plus tax.



We have established three tiers of purchasing:

1. Staff who are able to cover the full expense: you will pay full price.
2. Staff who can cover part of the costs: you will pay what you can, and the Foundation’s Staff Support Fund will cover with the rest (up to a maximum of \$50).
3. Staff who need additional financial assistance: you can purchase up to \$50 worth of items, which will be covered by the Foundation’s Staff Support Fund.

We expect to continue this program through mid-June. Early next week, we will provide you with more details of how this program works, including costs, ordering and distribution.

## Staff Financial Emergency Assistance Grants

Through generous donations to the Foundation’s Staff Support Fund, we can provide confidential financial assistance to staff members. We will offer grants of up to \$500 per staff member to help those who are struggling with things like overdue bills, childcare expenses and transportation costs. Applications will be available on the [staff update page](#) and in departments beginning on Monday, April 13. To be considered for a grant, submit a completed application to Human Resources. All applications and grants are confidential.



## PayActiv Update: \$5 Fee Waived

Given all that is happening, PayActiv has waived the \$5 fee for accessing your paycheck prior to payday. If you need additional information, please contact Human Resources.

*We are committed to keeping residents and staff healthy.  
Thank you for your efforts to keep our community infection-free.*



**Infection Precaution**

## Mask Guidance

Earlier this week, GHA and GHBC staff received a letter from your Executive Director about our new mask-wearing policy. All staff members must now wear masks while working at GHA and GHBC. Health care workers will wear surgical masks. All other staff members will receive a cloth mask, many of which were made by residents! It's important to read the letter about this new policy (available on the [staff update page](#)). The letter explains how to use and clean the cloth masks properly. If you have not received your cloth mask, contact your department director.

## Being Prepared

Smart organizations plan and prepare. Our Infection Precaution and Planning (IPP) Team has been doing just that since February. Led by Chief Operating Officer Linda Lateana, this team meets every morning and begins each day with one priority—to ensure the health and safety of our nearly 1,000 residents, 159 Goodwin House at Home members and 1,000 staff members.

Since our infection precaution efforts started, this team has put plans in place should residents or staff contract the coronavirus. We have protocols to guide the steps we will take to protect the staff caring for any residents with the virus as well as all other residents and staff on that campus. While it is our hope that everyone in the Goodwin House family stays infection-free, we have taken extensive steps to be prepared!

## Stress Relief Webinar for Staff

On Thursday, April 17 at 2:30 p.m., motivational speaker and author Sharon Weinstein will host a 20-minute webinar to share tips and techniques to help Goodwin House staff engage, survive and thrive during this pandemic. This webinar was designed with you in mind! A flyer with information on how to access the webinar will be posted throughout our campuses and shared through email. If you miss the live webinar, don't worry! We will record it so you can watch it at a later date.



## Wipe Down Your Groceries

You already know to be careful when you enter grocery stores. Please also take additional steps when you return home. Wipe down your groceries with soap and warm water or a disinfectant wipe, disinfect any surfaces your grocery bags touched and prepare your food according to basic sanitary practices. Learn more here: <https://www.cdc.gov/foodsafety/keep-food-safe.html>

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