



GOODWIN HOUSE

**To:** All Goodwin House Staff  
**From:** Fran Casey, Chief People Officer  
**Date:** June 10, 2020  
**Subject:** **Mandatory Procedures Related to COVID-19: Protocol for Staff Travel**

The health and well-being of our residents, members and staff is the number one priority of Goodwin House (GH). Given that the risk of exposure to COVID-19 continues to be problematic both domestically and internationally, Goodwin House has updated its travel policy in an effort to minimize risk to staff members, residents and those we serve in the greater community. **Remember, staying home is the best way to reduce the chances of becoming ill and/or passing it on to others.**

For those who still wish to travel, we are implementing the measures below as part of our comprehensive infection precaution efforts.

**All GH employees must follow these three procedures:**

**1. Employees traveling outside of the Metro area (VA, DC, and MD), must inform their Department Director of their travel destination and mode of travel.**

**Why is this necessary?** The situation continues to evolve and the risk of exposure varies based on location, mode of transportation, and setting. Each situation differs and will be evaluated based on a number of factors including mask and distancing requirements in the area you wish to visit.

**2. Air, Bus, and Train Travel is Restricted for Vacation Purposes.**

**Why is this necessary?** According to the CDC, these modes of transportation pose an increased risk of exposure to COVID-19.

**What happens if a situation requires I travel by one of these modes of transportation?** You will be required to test negative to COVID-19 prior to your return to work and will need a second COVID-19 test 7 days later. If your first test is negative you may continue



GOODWIN HOUSE

to work while awaiting your second test results. Please note that travel requiring transportation by airplane, train or bus will only be approved under VERY limited circumstances, and must be approved in advance by your supervisor.

**What should I do if my family member travels by plane, train, or bus?** Knowing there is an increased risk of contracting COVID-19 when traveling by these modes of transportation, we ask that you take special care to practice social distancing, to the extent possible, for the first 14 days following your family member's return.

**3. Return to Work Procedure:** Prior to returning to work, you must be cleared by your Department Director. They will ask you a series of questions regarding your travel. If there are no concerns you will be able to return to work. You must follow this procedure before re-entering the building.

**4. How many days may I take off for vacation?** Depending on staffing, up to one-week of PTO is being granted at this time.

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

#### **General Comments on the Situation**

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!