

# Staff Update | July 22, 2020

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

## Update on COVID-19 Cases

Goodwin House COVID-19 cases as of Wednesday, July 22:

GHA	GHBC
<b>Residents:</b> 0 resident cases	<b>Residents:</b> 0 resident cases
<b>Staff:</b> 2 staff cases, 1 pending test results to return to work	<b>Staff:</b> 1 staff case, 1 pending test results to return to work

## Online Education Opportunities – GH Partners with UMGC

University of Maryland Global Campus (UMGC) and Goodwin House Incorporated (GHI) have formed a new education alliance that expands the affordability of distance (online) education college degrees for Goodwin House employees. The agreement enables you, your spouse and your dependents to waive the university's application fee and take UMGC's all-online classes at discounted tuition rates. Many costly publisher textbooks will also be available as free online resources.



If you enroll in any of UMGC's undergraduate degree programs, you may be eligible to transfer credits from other institutions and/or earn credit for prior learning, shortening the path to a degree. Check out the memo from Fran Casey that you received earlier this week to learn more. The memo is also available on the Staff Update page. [www.goodwinhouse.org/staffupdate](http://www.goodwinhouse.org/staffupdate)

## Do You Have Summer Travel Plans?

Are you planning a trip this summer? If yes, please be sure to follow the attached Travel Policy. You will need share your travel plans and destination information with your supervisor prior to departure, and check-in with your supervisor again before you return to work. As per the Travel Policy, you'll need to be screened and possibly tested for COVID-19 before receiving approval to return to your position on campus.

Quarantine requirements at your destination may affect your trip plans, so be sure to check before you leave. Nearby New York, Connecticut and New Jersey are currently requiring visitors from Virginia to quarantine when they arrive in the state.



## Paid Time Off

Do you have more paid time off (PTO) than you can use? If yes, please consider donating some of it to the Shared PTO Leave Bank. The Shared Leave Bank is a voluntary, confidential program that allows staff members to donate accrued PTO hours to a co-worker in need.

Are there any other options? Yes – if you have reached your maximum or are nearing your maximum accrual and have been denied leave due to work circumstances, you may request:

- A cash-out of leave time
- An increase in the maximum amount of PTO that can accrue and/or carry over

Each staff member must request cash-out or an increase in maximum PTO time in writing, and the request will be considered and approved or denied. Each request will be considered on an individual basis. Please note: this policy applies only to staff who have been denied leave due a critical need in their department and who have reached or are near their maximum accrual.



## Emergency Loans

Did you know that GH offers interest-free Emergency Loans? Given this unusual time, some of the rules related to the loan approval process have been revised – you may now request more than one loan at a time. If you are in need of a loan but not sure if your request would qualify, please contact Brittany DiSciullo at [bdisciullo@goodwinhouse.org](mailto:bdisciullo@goodwinhouse.org) or Fran Casey at [fcasey@goodwinhouse.org](mailto:fcasey@goodwinhouse.org). If you'd like to apply for an Emergency Loan, please complete the attached document and return it to Brittany or Fran.



## We Want to Hear From You

Do you have school-age children? We know that some local counties are planning to provide limited in-person classes and others are moving to on-line learning only in the Fall. Let us know what challenges these plans may present for you, so that we can try to help! Please email the HR department at [hr@goodwinhouse.org](mailto:hr@goodwinhouse.org) with your thoughts. We'll also be sending out a survey about this topic next week.

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

