

Staff Update | September 2, 2020

www.goodwinhouse.org/staffupdate

Update on COVID-19 Cases as of Wednesday, September 2:

GHA	GHBC
Residents: 1 resident case	Residents: 0 resident cases
Staff: 6 staff cases, 0 pending test results to return to work	Staff: 2 staff cases, 0 pending test results to return to work

We are grateful to staff for their diligence in following our infection precaution protocols, including participating in our regular, ongoing testing. Compared to regional cases, our case rates are low. This is thanks to your hard work and dedication. As we enter fall and flu season, our commitment needs to remain strong. Please remember to report any symptoms to your supervisor, and keep up your good work taking safety precautions seriously both at work and at home.

Quick Guide to Our Travel Policy

Are you planning on traveling? If so, please remember the important reminders below. Also, please note: If you live with anyone who leaves the area and travels by any means other than a car, you must report it to your supervisor and you might be asked to quarantine.

Before You Leave

- Seek approval from your supervisor prior to planning your time away.
- Provide specific information about your travel plans to your supervisor, including where you are going and how you are getting there (plane, car, boat, etc.).
- If you travel by any means other than a car, you must quarantine upon your return and get tested prior to returning to either GHA or GHBC. Your supervisor will provide you with details on how to proceed.

When You Return

- **You MUST contact your supervisor prior to returning to the GHA or GHBC campus.**
- Your supervisor is required to complete a form and submit it to the Infection Control Nurse for review.
- If your responses indicate potential exposure to COVID-19, you will be required to quarantine and receive a negative COVID-19 test before you may return to work. Each situation is addressed on a case-by-case basis.

Open Enrollment Closes on Friday, September 4

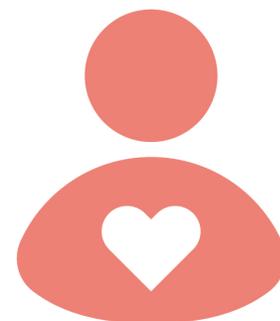
Open enrollment for Dental, Vision and Short-Term Disability coverage will close this Friday, September 4. Please log in to ADP and review your selections now.

A Big Thank You!

With little notice, more than 300 staff members completed training required by the VA Department of Labor and Industry (DOLI). We learned in early August that Goodwin House was required by the DOLI to re-train staff to control, prevent and minimize the spread of COVID-19. This was a state mandate for senior living organizations. If you haven't already completed this training, you can complete the training online in Relias. If you are not enrolled in Relias, your department director will be showing the training in small group sessions. If you have questions regarding this requirement, please contact your department director.

Home and Community-Based Staff

Many Goodwin House colleagues work outside of GHA and GHBC. They deliver care and services to individuals in their homes, and also in hospitals or other senior living communities. Our Hospice team recently shared that they are launching a new initiative. As part of the regular bereavement services that they offer to family members of those who received care from Hospice, the Goodwin House Hospice team is distributing bags that contain items intended to comfort. Items might include a small plant (symbol of new growth), a picture frame, a votive candle and a smooth stone with a word such as "Peace" or "Love" on it. Special thanks to our Hospice team for the care and services they provide!



Refer Your Friends to Open Positions at Goodwin House

We are hosting a virtual hiring event for Floor Care Technicians on Friday, Sept. 4. Know someone perfect for the job? Direct them to apply for the position on [our Careers Page](#) and make sure they list you by name as a referral source. If your friend is hired, you will receive a **\$50 Amazon gift card when they successfully complete one month** with Goodwin House, in addition to the Employee Referral Bonus! Search the Careers Page for more open positions and share them with your friends. <https://www.goodwinhouse.org/careers/current-openings/>

Take Advantage of the Employee Assistance Program

Have you heard of the Employee Assistance Program (EAP)? It offers full and part-time Goodwin House employees access to financial, legal and emotional counseling, substance abuse assistance and other forms of support free of charge and in a confidential manner. All services are provided by lawyers, social workers and other types of professionals. We offer this type of benefit to staff as a means to help staff to maintain a healthy home life or to help navigate troubling times. To access this benefit, call 1.866.395.7794. A receptionist will gather your information and then direct you to a list of local providers who specialize in the needed area. See the attached brochure for more information.



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



Infection Precaution