

# Staff Update | September 9, 2020

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

## Update on COVID-19 Cases as of Wednesday, September 9:

GHA	GHBC
<b>Residents:</b> 1 resident case	<b>Residents:</b> 0 resident cases
<b>Staff:</b> 5 staff cases, 0 pending test results to return to work	<b>Staff:</b> 0 staff cases, 2 pending test results to return to work

## Paid Time Off (PTO) Carryover and Hardship Distribution

Since the arrival of COVID-19, we have amended our travel and PTO policy as needed. Thanks for your patience as we ensure appropriate department coverage and safe travel. Due to the inability to grant more than a few days of leave at a time, staff members may carry over the maximum allowable PTO balance on September 30. This year, you may carry over up to six weeks of PTO; the total number of hours you may carry over is based on your work schedule.

PTO hardship distribution is an option for those experiencing financial strain. If you are experiencing financial hardship and your status is non-exempt, you may request to cash out up to 40 hours of PTO, as long as at least 40 hours of PTO still remain in your balance after cash-out. As an example, if you have accrued 60 hours of leave, you may apply for a cash-out of up to 20 hours. To make the request, please complete the attached form and submit it to your supervisor.

## Sworn Disclosure Statements Due September 25

All organizations licensed by the Virginia Department of Social Services are required to have staff members complete an annual Sworn Disclosure Statement disclosing any criminal convictions or pending criminal charges within or outside the state of Virginia.

Please complete the attached Sworn Disclosure Statement form and return it to Human Resources no later than Friday, September 25. You may complete the form electronically by typing in your information, saving the file and emailing it to [hr@goodwinhouse.org](mailto:hr@goodwinhouse.org). You may also print this form complete it on paper, then scan and email it to [hr@goodwinhouse.org](mailto:hr@goodwinhouse.org) (preferred), or drop it in the HR mailbox at the Reception Desk. This is not optional and is required of all Goodwin House staff.

If you have any questions or need assistance completing the form, please contact HR at [hr@goodwinhouse.org](mailto:hr@goodwinhouse.org). We appreciate your cooperation.



## Keep an Eye Out for Flu Shots Coming Soon

We anticipate receiving our stock of flu vaccines in early October and will move quickly to set up the schedule for making them available to all residents and staff, including staff members who are home and community-based. More details about the flu vaccine will come in the next weeks. All staff are required to get the flu shot or to sign a waiver explaining why you are declining the vaccine. Getting the flu shot is particularly important this year, as medical experts expect a surge in both flu and COVID-19 cases in the fall. We strongly encourage that you make arrangements for loved ones in your home to get a flu vaccine this year too—many local pharmacies and primary care physicians are offering free flu shots.



## GHAH Brings StrongerMemory to Its Members

Goodwin House at Home (GHAH) recently introduced the [StrongerMemory program](#) to members. This program is designed to support those experiencing mild cognitive impairment or decline due to dementia. President and CEO Rob Liebreich, who developed the StrongerMemory program for Goodwin House, joined the Zoom call with his parents to share the positive impact the program has had on his mother.

The program for GHAH members launched on September 3. GHAH staff provided more than 60 participating members (and six friends of members) with binders containing the full curriculum. GHAH Member Service Facilitators will engage in weekly check-ins with participants to provide ongoing support and encouragement. This is just one of many ways that GHAH staff are supporting their members during the pandemic. <https://bit.ly/stronger-memory-blog>

## COVID-19 Vaccine: Doing Our Homework

Many recent news articles have reported on the progress of various COVID-19 vaccines now in clinical trials. The Goodwin House Infection Precaution and Planning (IPP) team is paying attention to these reports to help us develop a thoughtful vaccine protocol. While a vaccine is likely months away, Goodwin House wants to be prepared and ready to make a vaccine available to residents, members and staff when it is safe to do so. We will continue to monitor updates from federal health authorities and are in regular discussions with local health departments about their projections for the vaccine and plans to roll it out locally once it's ready.

## Upcoming UMGC Webinar

Save the Date! Are you interested in learning more about how you can receive reduced tuition through our partnership with University of Maryland Global Campus (UMGC)? If so, please join us on a webinar on Thursday, September 24 at 3:30 p.m. Look for registration information in the coming weeks.

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

