



Staff Guidebook

Stay Safe & Healthy While Gathering & Celebrating



About This Guidebook

The coming season typically presents us with many opportunities for gathering and celebrating with friends and family. As this year will be different, we wanted to offer staff tips for how to stay safe and healthy. The fall and winter holidays presented us with an opportunity to develop this guidebook, though these tips may be applied to any gathering or event throughout the year. As you review this guidebook, please also share it with friends and family.

We relied on guidance provided by the Centers for Disease Control (CDC) and incorporated reminders of our own organizational protocols to create this guide for how to safely gather and attend events. The information provided in the following pages provides best practices you should follow to reduce your risk of contracting and spreading COVID-19. Visit <http://bit.ly/cdc-holiday-guidance> for the full CDC guide.

You can help us prevent the spread of COVID-19 within Goodwin House. Please carefully consider the risks before you attend any gatherings and events. For any events you do attend, be certain to follow the best practices for reducing your risk of contracting COVID-19. Also, be sure to consult the most current Goodwin House protocols and guidelines as they may change after the publication of this guidebook.

Thank you.

Always Remember These Three Basic Steps

- **Wear Your Mask**—Always wear a mask when outside your home. Be sure it completely covers your mouth and nose. Dispose of masks after use or properly wash them in between uses if they are re-usable cloth masks.
- **Social Distance**—Maintain a distance of at least 6 feet between you and others at all times.
- **Practice Hand Hygiene**—Frequently wash your hands thoroughly with soap and water, or use a hand sanitizer with at least 60% alcohol.

Before You Gather

Before you attend a celebration, gathering or event, consider the following questions.

How many people will attend? Where are they traveling from?

The CDC and local health departments offer the latest guidance on the maximum number of people allowed to attend an event. Regardless of how many people might be at an event you plan to attend, you should always follow these best practices:

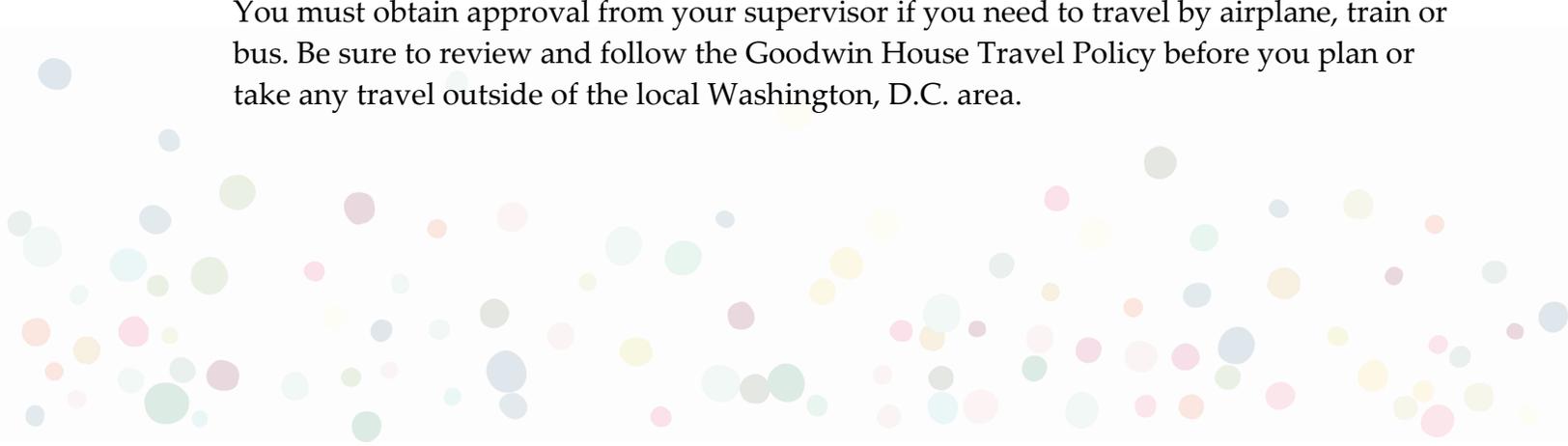
- Avoid large gatherings. If you host a gathering, limit the number of people you invite. Make sure there is enough space for all attendees to maintain social distance of at least 6 feet at all times.
- As much as possible, avoid gatherings with people who live outside the local area.
- If you are planning to be at gatherings with people who are not part of your household, you may consider asking all guests to strictly avoid contact with people outside of their households for at least 14 days before the gathering.

Where will the gathering take place?

- Host or attend outdoor events rather than indoor events as much as possible.
- If you must attend an indoor event, avoid crowded, poorly ventilated or fully enclosed indoor spaces. You may increase ventilation in an indoor space by opening windows and doors to the extent that is safe and feasible based on the weather.

Do you need to travel?

- Check the health departments that are local to your destination to assess the rate of COVID-19 cases there. The more cases at your destination, the more likely you are to get infected during travel and spread the virus to others when you return.
- Some state, local and territorial governments have requirements or restrictions, such as requiring people to wear masks and requiring those who recently traveled to stay home for up to 14 days. Check state, territorial, tribal and local public health websites for information before you travel. Prepare to be flexible during your trip as restrictions and policies may change during your travel.
- **Please note: We ask that Goodwin House staff avoid travel by airplane, bus or train.** You must obtain approval from your supervisor if you need to travel by airplane, train or bus. Be sure to review and follow the Goodwin House Travel Policy before you plan or take any travel outside of the local Washington, D.C. area.



When You Travel

If you must travel, please keep the following information in mind.

Goodwin House Staff Travel Policy Summary

Please review the full Travel Policy both **before and after** traveling. The policy is available on the Staff Update page: www.goodwinhouse.org/staffupdate

Leave requests will be granted based on the needs of the department. When you submit your leave request, you must disclose your destination and mode of transportation. At this time, leave requests may be granted for up to one week.

We ask that Goodwin House staff avoid traveling by airplane, bus or train.

If you are traveling by car, you will need to be screened by your Department Director before returning to work. No testing or quarantine is required if you are traveling by car.

If a member of your household is traveling by car, you will need to be screened by your Department Director before returning to work. No testing or quarantine is required if your household member is traveling by car.

If you or a member of your household is traveling by air, bus or train within the United States, you will need to be screened by your Department Director before returning to work. You will also need to quarantine at home for five days and receive a negative COVID-19 test performed on day six before returning to work. A second test will be performed seven days later, but you may work during this time.

If you or a member of your household travels outside of the country by any mode of transportation, upon return you must quarantine at home for 14 days and will need one negative test performed on day 15 before returning to work.

Tips for Traveling

Stopping for Food and Restroom Breaks

Wear a mask and practice social distance in public settings. Wash your hands after using the bathroom and after you have been in a public place. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. If you don't bring your own food, use drive-through, take-out and curbside pick-up options.

Getting Gas

Use disinfecting wipes on handles and buttons at the gas pumps before you touch them. After fueling, use a hand sanitizer or wash your hands.

When You Gather

If you are hosting or attending a gathering or event, consider the following tips.

Tips for Hosting a Gathering

- Provide updated information to your guests about any COVID-19 safety guidelines and steps in place to prevent the spread of the virus.
- Provide or encourage attendees to bring personal protective equipment (PPE) and cleaning supplies to help you and others stay healthy.
- Wear a mask while preparing or serving food to others who don't live in your household. Limit people going in and out of the areas where food is being prepared or handled.
- If you are offering any food, consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Instead of potluck-style gatherings, encourage guests to bring food and drinks for themselves and for members of their own household only.
- Use single-use utensils or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils and condiments. If you choose to use any items that are reusable (e.g., seating covers, tablecloths, linen napkins, etc.), wash and disinfect them after the event.

Tips for Attending an Event or Gathering

Limit Close Contact

Be particularly mindful that it may be harder to keep social distance in certain areas, such as restrooms and eating areas. Avoid using restroom facilities at high traffic times. If the gathering involves eating at a restaurant, avoid busy eating areas and high volume mealtimes. Minimize gestures that promote close contact. For example, do not shake hands, bump elbows or give hugs. Instead wave and verbally greet others.

Limit Contact with Commonly Touched Surfaces or Shared Items

Clean and disinfect commonly touched surfaces and any shared items between use when feasible. Use EPA-approved disinfectants. If you eat out during your celebrations, avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars and condiment or drink stations.



After You Gather

If you attend a gathering or event, consider the following questions.

Do I have reason to believe I was exposed to someone with COVID-19?

- If you think you were exposed directly to someone with COVID-19, contact your supervisor immediately and inform them. You will need to self-isolate and monitor yourself for symptoms of COVID-19.

Have I developed symptoms of COVID-19 or tested positive for COVID-19?

Every day, you should be checking yourself for any symptoms of COVID-19. Symptoms may include but are not limited to fever, cough or shortness of breath. If you develop symptoms or test positive for COVID-19, contact the following people immediately:

- Your supervisor
- The host and others who attended the event or gathering that you attended
- Your healthcare provider



Ideas for Safer Activities

Lower Risk Activities

- A small gathering with only people who live in your household
- A virtual celebration, gathering or meal with friends and family
- Shop online rather than in person
- Watch sporting events, parades and movies at home with people who live in your household



Moderate Risk Activities

- A small outdoor dinner with family and friends who live in your community
- Visit pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, protective facemasks are required and people are able to maintain social distancing of at least 6 feet
- Small, outdoor sporting events with safety precautions in place, where everyone wears a protective facemask and maintains social distance of at least 6 feet
- A small group outdoor, open-air parade where people are distanced more than 6 feet apart



Final Reminders

We must all do our part to keep COVID-19 from spreading within our community. It is up to each and every one of us to follow good infection precaution practices and limit the time we spend in situations that put us at higher risk of exposure. Whatever you do, now and throughout the coming months, please be sure to remember the following best practices.



Infection Precaution Practices

Always follow these three basic infection precaution practices, whether you are at home, at work, or attending a gathering this holiday season:

- **Wear Your Mask**—Always wear a mask when outside the home. Be sure it completely covers your mouth and nose. Be sure to dispose of masks after use or properly wash them in between uses if they are re-usable cloth masks.
- **Social Distance**—Maintain a distance of at least 6 feet between you and others at all times.
- **Practice Hand Hygiene**—Frequently wash your hands thoroughly with soap and water, or use a hand sanitizer with at least 60% alcohol.

Before You Go to Work

Do not come in to work if you are feeling ill. Instead, notify your supervisor of your symptoms and follow their instructions.

Do not come in to work if you have reason to believe you have been exposed to someone with COVID-19. Notify your supervisor and follow their instructions. You will likely need to quarantine at home and be tested before you return to work.

Goodwin House Supports You

Remember, Goodwin House is here to support you. We have programs in place to assist those who become ill, and other supports for those who may need to quarantine at home due to exposure or who may need financial aid as a result of the pandemic.

Contact HR at hr@goodwinhouse.org if you are in need of support.

Thank you for all that you do to keep residents and one another safe and healthy. Your efforts and dedication are greatly appreciated by all of us at Goodwin House!