



Licking/Knox Goodwill

Important Update – Please Read Immediately

To:	All Licking/Knox Goodwill Staff
From:	Timothy J. Young, CEO/President
Date:	March 23, 2020
Subject:	Changes to General Business Activities Until Further Notice

To maintain the overall health of our organization, we are implementing a new schedule across all of our locations effective end of business today, Monday, March 23, 2020. Some staff may have reduced hours on their schedule. As part of our COVID-19 Emergency Compensation Response Program, all qualifying, affected staff will not be shorted pay during this period. Individuals should reach out directly to Cidra Poellnitz, Vice President of Human Resources at 220-203-1012 for questions regarding pay.

All Staff

- All staff with a cell phone should join our emergency text message system. This is the fastest and most accurate means of distributing information to all staff at the same time.
- Open your text message app and send the word EMERGENCY to the phone number 31996.

Administrative Building

- The Administrative Building will be working alternate schedules until further notice. All admin staff will be working remotely on Fridays. Admin staff will still be accessible via email and through their cell phones Monday – Friday 8:00 am – 5:00 pm with additional support as needed.
- All admin staff should change their outgoing voicemail to include their cell phone numbers.

Retail Stores

- Retail Stores will remain closed to the public.
- Most retail staff will be off until further notice.
- Managers will be required to check their stores twice daily to move in any donations left outside. Donations may be stored anywhere within the retail stores. Managers should coordinate their schedules with trucks running on Mondays and Fridays for donation removal.

Warehouse/Retail Truck Drivers

- Warehouse staff will work their regular schedules with Sundays off.
- Trucks will run Mondays and Fridays with additional days as needed for emergencies.

Goodwill2Go

- Goodwill2Go staff will be reduced to three days on and three days off weekly until further notice.

The Grove by the River

- The gates entering the park will be closed until further notice.
- The Grove by the River Banquet Hall will be closed to public events until further notice.
- Campground staff will continue to work their regularly scheduled hours.



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Action Security Group

- Security is considered essential staff. Individual contracts may each be impacted differently. Your Vice President will share additional details as they become available.

Transportation and Maintenance

- Maintenance is considered essential staff; however, schedules may vary depending upon need. Your Vice President will share additional details as they become available.

Janitorial Contracts

- Janitorial crews are considered essential staff. Individual contracts may each be impacted differently. Contracts Manager and District Managers will share additional details as they become available.

Licking/Knox Goodwill is continually monitoring the health and safety of our staff with the assistance of state and federal media. If you have any questions or concerns regarding these new processes, please contact Michael Albanese, Vice President of Security and Facilities Operations.