



Licking/Knox Goodwill

Important Update – Please Read Immediately

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| To: | All Licking/Knox Goodwill Staff |
| From: | Timothy J. Young, CEO/President |
| Date: | March 31, 2020 |
| Subject: | Changes to General Business Operations Effective 5:00 pm April 1, 2020 |

During these trying times, we would like to thank all of our staff for their continued dedication. While we cannot control what the future may bring, it is not without all of you that Licking/Knox Goodwill is able to continue to provide everyone with the jobs and services they depend upon. Goodwill believes in the power of work and we believe all of you will persevere through this continued outbreak.

Administration Building:

- Effective Wednesday, April 1, 2020, at 5:00 pm, the Administrative Offices will be closed.
- Staff will remain available to provide assistance remotely.
- All admin staff will be available through their cell phones, email, or a message can be relayed by calling Goodwill's main number, (740) 345-9861.

Retail Division:

- Retail stores will remain closed, per Governor DeWine's Stay-at-Home Order.
- Goodwill2Go will remain open Monday, Wednesday, and Friday with volunteer staff.
- Warehouse will remain open with volunteer staff.
- Trucks will operate two days per week to collect donations dropped off at our retail locations. If donation volume dictates more or less days, arrangements will be made.

Maintenance Division:

- Maintenance staff will continue to work daily (8:00 am – 5:00 pm).

Contracts Division:

- Most contract sites are operating business as usual as they are outlined as essential services, per Governor DeWine's Stay-at-Home Order.
- Two vans will transport staff to DSCC daily at 5:30 am.
- One van will transport staff to DSCC daily at 2:00 pm. If volume calls for two vans, arrangements will be made.
- Van riders will be required to wear a mask during transportation.

Career Services

- Career Services will continue to provide services to their clients. The building will be open by appointment only.

The Grove by the River

- The banquet hall and playground at The Grove will remain closed, per Governor DeWine's Stay-at-Home Order.
- The campground will remain open with limited functionality due to recent flooding.

Licking/Knox Goodwill is continually monitoring the health and safety of our staff with the assistance of state and federal media. To receive the fastest and most accurate updates, please be sure to join our emergency text message system. Open your text message app and send the word EMERGENCY to the phone number 31996.

If you have any questions or concerns regarding this update, please reach out to Michael Albanese, Vice President of Security and Facilities Operations.