



# *Licking/Knox Goodwill*

## **Important Update – Please Read Immediately**

To:	All Licking/Knox Goodwill Staff
From:	Timothy J. Young, CEO/President
Date:	May 5, 2020
Subject:	Upcoming Changes to Current Business Operations

As we continue to navigate a new normal way of life, Licking/Knox Goodwill is making every effort to create a healthy work environment for all our employees, participants, and customers. There will likely be many changes to your typical workday including, but not limited to, mandatory facemasks, social distancing, alternating schedules, daily health assessments, hand sanitizer, and sneeze guards. All staff will be required to adhere to Section 21 of the Stay Safe Order issued on April 30, 2020 as it pertains to their division. Our hope is to ease this transition and to provide everyone with the peace of mind they deserve.

### **Administration Building:**

- The Administrative building will remain closed to the public until further notice.
- Staff will remain available to provide assistance remotely. When needed, in-person meetings may be held in our “safe meeting space.”
  - The Safe Meeting Space includes easily cleanable furnishings, sneeze guard, and social distancing markers.
  - Staff who do need to work in the building to accomplish an essential task may schedule in office time with the Vice President of Security and Facilities Operations.
- 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 resume minimum basic operations effective Friday, May 8, 2020.
  - Employees will be contacted by their direct supervisor to receive their work schedules.
- Retail stores will reopen to the public on Tuesday, May 12, 2020.
  - Public hours will be Monday – Saturday 10:00 am – 7:00 pm and Sunday 10:00 am – 6:00 pm
  - Stores will be open to seniors and the at-risk population Wednesdays 9:00 am – 10:00 am
- Warehouse will operate Monday – Saturday 9:30 am – 6:00 pm.

### **Maintenance Division:**

- Maintenance staff will continue to work daily (8:00 am – 5:00 pm) while adhering to additional safety precautions.

### **Contracts Division:**

- Most contract sites are operating business as usual as they are outlined as essential services, per Governor DeWine's Stay Safe 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.



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## **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, campground, and playground at The Grove will remain closed, per Governor DeWine's Stay Safe Order.

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.