Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: July 27, 2020
Subject: Upcoming Changes to Current Business Operations

Licking/Knox Goodwill Industries Inc. requests all employees who take vacation during the COVID-19 pandemic share their travel plans. Supervisors should be notified of your itinerary prior to traveling. Employees who travel to a state listed on the Ohio Department of Health Travel Warning Advisory will be required to complete a quarantine option prior to returning to work.

Option 1: Have a negative COVID-19 test and quarantine for seven (7) days.
Option 2: Quarantine for 14 days.

If an employee's results are not released prior to the seventh (7th) day of quarantine, the employee will be asked to continue to quarantine until their results are known. It will be the employee's responsibility to keep their supervisor informed about the progress of their results.

If an employee's results report positive, the employee will be required to meet all local health department requirements prior to being allowed to return to work.

As of July 23, 2020, the following states are listed on the COVID-19 Travel Advisory:

- Alabama
- Arizona
- Florida
- Georgia
- Idaho
- Mississippi
- Nevada
- South Carolina
- Texas

Ohio Department of Health Travel Warning Advisory website:
https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory

This list will be updated when any changes occur to the Travel Warning Advisory.

If you have any questions regarding your upcoming travel, please contact Cidra Poellnitz, Vice President of Human Resources at (220) 203-1012 or Michael Albanese, Vice President of Security and Facilities Operations at (740) 405-0653.

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.