



Licking/Knox Goodwill

Important Update - Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: January 20, 2022
Subject: Changes to Operating Procedure

Please review our most recent changes to operating procedures. These changes have been instituted to keep you healthy.

Administrative Offices: The Goodwill Administrative office will remain closed until January 31, 2022. Admin staff should continue their remote work schedules. Employees requiring assistance can contact Admin staff on the main office line or on staff cell phones.

Career Services Offices (Licking County): The Licking County Career Services office will remain closed until January 31, 2022. Career Services staff who work from this location should begin their remote work schedules immediately. Employees and clients requiring assistance can contact staff on the main office line or on staff cell phones.

Mask Mandate: All locations should wear masks when not in a private office.

Absence Reporting: Please be sure you report any employee absence to reporting@goodwillnewark.com. Employees should stay home if experiencing symptoms of COVID-19 and other infections.

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 (740) 224-8441.

If you have any questions or concerns regarding this update, please reach out to Cidra Poellnitz, Vice President of Human Resources at (614) 446-8135.