



Licking/Knox Goodwill

Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: October 10, 2022
Subject: Mask Mandate

Due to a recent spike in COVID-19 infections, a mask mandate has been reinstated for Goodwill Unlimited, 550 Hopewell Drive, Heath.

Masks are required:

1. When on the sales floor.
2. When in the manager office with more than one person.
3. In the processing space or warehouse when closer than 6' to another person.
4. When visiting the location and work at another Goodwill job site.

Social Distancing: Please practice social distancing by remaining a minimum of 6 feet apart from your coworkers. If you are unable to maintain social distance, you are strongly encouraged to wear a facemask.

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.