



Licking/Knox Goodwill

Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: December 6, 2021
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: Effective Tuesday, December 7, 2021, Administrative staff will return to a staggered schedule. Specific schedules will be shared in a future message. The Admin offices will be closed to guests. Mail may be collected from the vestibule.

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.