



Licking/Knox Goodwill

Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: August 18, 2021
Subject: Changes to Operating Procedure

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

Temperature Taking: Effective Monday, August 23, 2021, all Licking/Knox Goodwill sites should begin taking temperatures at the start of each shift. Please verify your thermometers are functioning correctly. If you need a replacement thermometer, please order one through an Office Supply Requisition Form.

New Signage: New (laminated) signage is being distributed through Goodwill mail. This should be placed at all time clocks or sign-in sheets. *Example to the right.*

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 (740) 345-9861 ext. 113.

KEEP SAFE!

Are you currently feeling any of these symptoms?

- Fever 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell
- Chills
- Head or muscle aches
- Nausea, diarrhea, vomiting

If you said yes to any of these symptoms, either stay home or leave work and go home. Notify your supervisor immediately!

STAY HEALTHY!
Cover your coughs and sneezes!
Wash your hands often!

STAY HEALTHY!
Keep 6 feet of space when possible!
Wear a mask where ever and whenever possible!

KEEP US UPDATED!
Report any illnesses or absences to reporting@goodwillnewark.com

NEED TO KNOW!
Off sick for 3 days, you will need to take a COVID test and provide results before being cleared to return to work.

NEED TO KNOW!
Home sick or sent home, make sure your supervisor knows so we can monitor your illness and track your time off.

QUESTIONS?
Contact your manager or call (740) 345-9861 ext 113. and speak with Cidra in Human Resources.