



Licking/Knox Goodwill

Important Update - Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President
Date: August 2, 2021
Subject: Changes to Operating Procedure

First, I would like to thank all of our staff for their continued corporation and flexibility with every challenge the pandemic has brought our community. What you have continued to accomplish is no small feat and you should be commended for your dedication to our organization, to our mission, and to your own personal safety.

The following are important changes to our business operations. Please review each and make the appropriate steps necessary to keep yourself safe and healthy.

Federal Contracts: All employees and visitors to our federal contracts (primarily DSCC) are now required to wear a mask, indoors, at all times, regardless of vaccination status. This is a federal mandate. Please speak with your site manager or district manager for specific details.

In-Person Meetings: Whenever possible, please conduct your trainings, meetings, and conversations on a virtual platform (text, phone, email, FaceTime, GoToMeeting, etc.). We are currently working to implement additional virtual meeting options and will share more details as the projects are ready to be made public.

Unvaccinated Staff: In accordance with CDC recommendations, all staff making the choice to remain unvaccinated are **STRONGLY ENCOURAGED** to wear a mask at all times. If you would like assistance finding a vaccination site, please contact your Human Resource representative.

Social Distancing: Please be mindful of keeping a six foot social distance between yourself and others. Consider wearing a mask when in common areas or in offices that are not your own.

Sanitation: Be sure to continue sanitation of high touch points and common areas. Post notices regarding identifying COVID-19, handwashing, and social distancing.

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 Michael Albanese, Vice President of Security and Facilities Operations.