



# Licking/Knox Goodwill

## Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff  
From: Timothy J. Young, CEO/President  
Date: November 24, 2020  
Subject: Thanksgiving Holiday

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Licking/Knox Goodwill Industries Inc. recognizes the holiday season is a time to celebrate with friends and family. For the protection of all of our staff, we are implementing the following practices following the Thanksgiving holiday.

**Mask Mandate:** Employees should strictly follow the government mask mandate and take their designated breaks (and lunches) outside whenever possible, preferably in a private vehicle.

**Administrative Campus Closure:** The Administrative campus including Admin Offices, Career Services, District Manager Offices, DUI Assembly Space, Goodwill2Go, Used Car Lot, and Transportation will run on a skeleton crew from Thursday, November 26, 2020 (Thanksgiving) through Sunday, December 6, 2020. All staff who are able, will work remote during this time, to the greatest extent possible. Staff may take PTO time if they desire. Staff who are scheduled to work (Maintenance, Goodwill2Go, District Managers, Campus Janitorial Services, and Reception) should stagger their schedules as their business areas dictate. No visitors, clients, or customers will be permitted on campus during this time. Mail and supply orders will be distributed following the closure. Current schedules will resume on Monday, December 7, 2020.

**Retail Stores:** All retail stores will remain open during their posted hours.

**Janitorial Contracts:** All janitorial contracts will remain operational with their regular hours, unless an individual contract has directed otherwise.

**The Grove by the River:** The Grove Campground will remain open to registered guests, but will close to the public through December 6, 2020. The Grove Banquet Hall and Playground will close through December 6, 2020.

**Travel or Houseguests during the Holiday:** Licking/Knox Goodwill Industries Inc. requests all employees who take vacation or host visitors during the COVID-19 pandemic share their plans. Supervisors should be notified of your itinerary prior to traveling or guests arriving. Employees who travel to a state listed on the Ohio Department of Health Travel Warning Advisory, or who have guests from a listed state, will be required to complete a quarantine option prior to returning to work.

**Option 1:** Have a negative COVID-19 test and quarantine for seven (7) days.

**Option 2:** Quarantine for 14 days.

If an employee's results are not released prior to the seventh (7th) day of quarantine, the employee will be asked to continue to quarantine until their results are known. It will be the employee's responsibility to keep their supervisor informed about the progress of their results.

If an employee's results report positive, the employee will be required to meet all local health department requirements prior to being allowed to return to work.



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Ohio Department of Health Travel Warning Advisory website:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

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 31996.

If you have any questions or concerns regarding this update, please reach out to Michael Albanese, Vice President of Security and Facilities Operations.