

# GOODWILL

OF SOUTH CENTRAL OHIO

PO Box 93 10 S. Paint St. Chillicothe, OH 45601

740-702-4000

*Mission: Improve the quality of life and job opportunities for those with disabilities and disadvantages*

## **Plan for Coronavirus 2020**

- Goodwill management staff will be educated and train all staff and individuals on the coronavirus.
- Goodwill staff will clean all buses and facilities daily using PPE.
- Goodwill will be vigilant with monitoring all staff and individuals for signs of illness.
- Goodwill staff will inform administration of any person with signs and symptoms.
- Goodwill administration will determine together whether a site needs to close either due to an outside directive or other concerns.
- Goodwill administration will inform all staff and individuals of closures of any site through our Facebook pages, WKKJ, and possibly via text alert.
- Goodwill staff will check temperatures of all individuals before entering the bus or center to clear them for attendance.
- Goodwill staff will be assisting all individuals who need help with washing hands.
- Goodwill will suspend all outings and activities in the communities until at least March 30, 2020.
- Goodwill staff will give a letter to all individuals to take home.
- Goodwill administration will keep updated on news related to coronavirus, specifically information issued by health departments and state and federal agencies.
- Goodwill's communications/marketing coordinator will keep our Facebook pages updated.
- Goodwill staff will quarantine anyone with signs and symptoms found during the day until the person is able to be picked up or taken home.
- Goodwill provides a Teladoc service to all fulltime employees to provide access to a physician.
- Goodwill will require a doctor's release for all individuals (staff and individuals served in the Activities and Training Centers) who have been out sick before returning to any Goodwill location.