



Received September 22, 2020 at 3:45 pm

September 18, 2020

**VIA UPS AND/OR ELECTRONIC MAIL**

Ohio Department of Job and Family Services'  
Dislocated Worker Unit (Rapid Response Unit)  
[rapdresp@jfs.ohio.gov](mailto:rapdresp@jfs.ohio.gov)

Mayor Nan Whaley  
City of Dayton  
101 West 3<sup>rd</sup> Street  
Dayton, OH 45402

Re: **COVID-19 Related Layoffs/Terminations**  
**Aramark at Sinclair Community College: 444 W. 3rd St., Dayton OH 45402**

To Whom It May Concern:

Aramark has experienced unprecedented disruption to our business caused by the COVID-19 global pandemic. Sinclair Community College just informed us that it intends to operate with reduced employee capacity and will only need our services in a limited capacity for an undefined period of time.

Accordingly, this letter will serve as notice of the reduction in staff in accordance with the federal Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2101 et seq. ("WARN") and any applicable state or local WARN laws. The event was caused by COVID-19 related business circumstances that were not reasonably foreseeable at the time that WARN notice would have been required. We regret to inform you that all or most of the Aramark employees assigned to that client account will be or have been affected.

1. As a result of the reduction in force described above, Aramark expects to lay off its hourly associates at Sinclair Community College as of October 1, 2020 and terminate one salaried non-exempt associate as of September 23, 2020. We anticipate an improvement in business conditions as soon as reasonably feasible depending on the evolving COVID-19 pandemic and based upon our client's business needs but do not yet know when that will occur.
2. The specific job titles of our employees affected by this event, as well as the number of our employees in each job classification, are listed on the attachments to this notice.
3. There are no bumping rights applicable to these employees.
4. Our employees affected by this action are not represented by a union, but all affected employees have been notified of their layoff and/or termination from employment.

If you have any questions or for further information, please call me at 470-553-4462.

Very truly yours,

*Laura Biggs*

Laura Biggs  
Human Resources Director

Row Labels	Count of Job Title
Barista	5
Cashier	3
Cook	4
Food Prep Worker	3
Food Service Lead Worker	3
Food Service Worker	11
General Utility Worker	8
Hourly Supervisor	2
Lead Cashier	1
Lead Cook	1
Office Worker	1
Waiter/Waitress	19
<b>Grand Total</b>	<b>61</b>

**Extended Leave Associates - Sinclair CC**

Row Labels	Count of Job Title
Cook	1
<b>Grand Total</b>	<b>1</b>

**Reduced Hours Associate - Sinclair CC**

Row Labels	Count of Job Title
Refreshments Shift Supervisor	1
<b>Grand Total</b>	<b>1</b>

**Terminated Associate - Sinclair Comm. College**