



March 26, 2020

Received March 31, 2020 at 1:40pm

RE: Temporary Mass Lay Off for Busche Performance Group

To Whom it May Concern:

Due to the Ohio State Executive Order and business circumstances related to the Covid-19 Pandemic, it is necessary for us to implement a temporary layoff and of our operations in Edon, OH.

A total of approximately 75 are affected.

We hope to recall employees once our customers resume manufacturing operations. Busche Performance Group is non-union, and employees do not have bumping rights. No severance pay was provided.

Insurance benefits will continue to be paid on their behalf during this temporary shutdown for up to four weeks. We will recoup their portion of the premiums over a period of time when they return to work. Employees are not able to utilize their available vacation time.

Employees were notified they can file for Unemployment Insurance benefits online, using a computer or smart phone at [unemployment website]; and were provided the link for filing, tutorials, the handbook, and FAQ's. If you have questions or need additional information, please contact me at (248)200-6690 or via email at [kbrown@buschegroup.com](mailto:kbrown@buschegroup.com).

Sincerely,

Kayla Brown

Human Resources Director

Address:

507 W. Indiana Street

Edon, OH 43518