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Received November 2, 2022 @ 2:34 pm

October 28, 2022

**Ohio Department of Job and Family Services' Dislocated Worker Unit**

To Whom It May Concern:

This letter will serve as official notice under the Federal Worker Adjustment and Retraining Notification (WARN) Act, that a layoff impacting the hourly and salaried Environmental Services Crothall Healthcare employees will occur at the following two Lake Health Hospital locations in Lake County on December 31, 2022.

- Concord Township
- Painesville

This will impact 93 employees (93 at Painesville, 0 in Concord Township). Notices to these impacted employees were issued by hand and mail as of October 27 (sample enclosed).

We expect this action will be permanent, and we reasonably anticipate that some employees will be hired by the hospital. The impacted workers are not represented by any labor organization or union therefore no bumping rights exist.

Notice was also sent to the following as of the date of this letter:

Painesville City Hall  
Attn: Painesville City Council  
7 Richmond Street  
Painesville, Ohio 44077

The job titles of the affected positions and the number of affected employees in each job classification by location are:

**Painesville - 93**

DIR, UNIT III	2
HOUSEKEEPER	68
LEAD, HOUSEKEEPER	1
MGR, OPERATIONS - NE	1
MGR, OPERATIONS II	2
PATIENT TRANSPORTER	18
SUPV, SHIFT-HRLY	1

**Concord Township - 0**



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Should you have any questions concerning this matter, please contact me at 336.327.0294 .

Sincerely,

*Camille Davenport*

Camille Davenport  
Human Resources Business Partner  
Compass One Healthcare



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Received November 2, 2022 @ 2:35pm

October 27, 2022

RE: Account Closure & Layoff Due to Loss of Contract – Lake Health System

Dear \_\_\_\_\_,

This letter will serve as official notice under the Federal Worker Adjustment and Retraining Notification (WARN) Act, to advise you that Crothall Healthcare will no longer be providing Environmental Services at Lake Health System (7590 AUBURN RD, Painesville, OH 44077) effective December 31, 2022. As a result of this permanent change, you are being laid off and your last day with the company will be December 31, 2022. This notice is to inform you of this layoff and answer any questions you might have. Crothall has a number of opportunities for employment at other locations - you are invited to apply for these opportunities to continue your career with the company beyond this date.

Any time we lose a piece of business, it hits us on a personal and professional level. Your leadership, dedication, and engagement throughout the upcoming transition are critical. We thank you in advance for your commitment to continue providing the best care and service so that the patients and caregivers experience no reduction or loss of service while we are there. Please continue to work your normal schedule until then unless otherwise notified by management of a change.

Notices have also been sent to the Ohio Department of Job and Family Services Dislocated Worker Unit (Rapid Response Unit), and Painesville City Council.

**The following information is provided regarding your status of benefits upon separation.**

**Unemployment Compensation:** You are also hereby notified that, as a result of your employment loss, you may be eligible to receive job retraining, re-employment services, or other assistance with obtaining new employment from the Department of Labor or its workforce partners upon your termination. You may also be eligible for unemployment insurance benefits after your last day of employment. Whenever possible, the Department of Labor will contact your employer to arrange to provide additional information regarding these benefits and services to you through workshops, interviews, and other activities that will be scheduled prior to the time your employment ends.

If your job has already ended, you can also access reemployment information and apply for unemployment insurance benefits on the Department's website or you may use the contact information provided on the website or visit one of the Department's local offices for further information and assistance. The company makes contributions to support the program in this state and we encourage you to apply to receive this benefit.

**Group Health Insurance:** If you have group health and dental insurance, it will terminate at the end of your last day of employment. You will be entitled to continue your coverage under the provisions of the Federal COBRA law for up to an additional 18 months. Our third party administrator will mail you a COBRA packet by mid-month (after your termination date) and you will have 60 days to respond to the request.

**Group Life Insurance:** If you have voluntary life insurance coverage, it will terminate at the end of your last day of employment. If you are interested in continuing your group life coverage, please review the portability/conversion documentation by calling the Benefits department at 1-800-447-4476. Long-term and short-term disability coverage will conclude at the end of your last day of employment and cannot be renewed. (The above verbiage does not apply to employees who are currently disabled and receiving disability benefits.)



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**Flexible Spending Accounts:** If you have been contributing to your flexible spending account, all expenses incurred must occur prior to your termination date in order to get reimbursement for these expenses.

**401(k):** If you are enrolled in the company's 401(k) retirement plan and have an account balance of greater than \$1,000, the funds will remain intact and managed by Fidelity. Should you wish to withdraw your funds or convert them to another account, please contact Fidelity Benefits Service Center at 800-835-5095.

**Deferred Compensation.** If you are participating in the Deferred Compensation plan your deferral agreement will automatically terminate upon Separation of Service. Benefits payable to you are paid in the form by which you elected, **or** it will be paid in a lump sum if no election was made. You should expect to receive your check within 60 days from the date of separation. If you have any questions regarding the payout of your Deferral Benefits you can contact Benefits at 1-800-447-4476.

**Rehire:** While all layoffs are considered to be "permanent," should the opportunity present itself for you to be rehired by the Company, there will be no "break in service" should you begin your re-employment within one year from date of separation.

Please keep in mind that between now and your termination date you are required to follow the employment policies and guidelines established. Failure to do so could result in a termination on your part. This letter does not constitute an employment contract, and nothing construed in any way as a guarantee of continued employment for any period of time, but rather your employment is on an at-will basis.

If you have any questions pertaining to this notice please speak with your manager or contact me, Camille Davenport, at 336-327-0294

Please sign below to acknowledge that you have received a copy of this letter.

Sincerely,

*Camille Davenport*

Camille Davenport  
Human Resources Business Partner

cc: Regional Director Timothy Schooley

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I have received a copy of this letter this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Employee Signature