

March 20, 2020



KIRCHHOFF Automotive Waverly
611 W. 2nd Street
Waverly, Ohio 45690

VIA EMAIL AND CERTIFIED MAIL

Ohio Department of Job and Family Services
Office of Workforce Development
4020 East 5th Avenue
Columbus, Ohio 43219
rapdresp@jfs.ohio.gov

RE: NOTICE OF LAYOFF TO AFFECTED EMPLOYEES

This notice is being mailed to you on March 20, 2020, pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (although KIRCHHOFF Automotive Waverly does not concede that this notice is required by the Act in regard to this particular matter). This Act requires employers in certain circumstances to give official notice to the state dislocated worker unit for the state within which a pending plant closing or mass layoff will occur. Our understanding is that the Ohio Department of Job and Family Services is the appropriate body to which this notice should be directed. Please notify me if this understanding is incorrect.

The following is based on the best information currently available as of this date:

(1) Statement of planned action:

KIRCHHOFF Automotive Waverly began temporarily laying off approximately 225 employees effective March 19, 2020. As of the date of this notice, it is unclear when production will resume.

(2) Statement as to whether planned action is expected to be permanent or temporary:

The planned action will be temporary.

(3) Name and address of the employment site where the plant closing or mass layoff will occur:

Kirchhoff Automotive Waverly
611 West 2nd Street
Waverly, Ohio 45690

(4) **Name and telephone number of company official to contact for further information:**

If you have any questions concerning this matter, please contact Joe Mainor, Human Resources Manager, by telephone at 740-912-9520 or by email at joseph.mainor@kirchhoff-automotive.com.

(5) **Expected date of separation/layoff:**

The separation attributable to this action began taking place on March 19, 2020. It is unclear at this time when the layoff will end and recall will commence.

(6) **Unforeseeable business circumstances:**

The KIRCHHOFF Automotive Waverly layoffs described herein are due to the sudden announcement on March 18, 2020, that Honda, Ford and General Motors are suspending operations as a result of the COVID-19 pandemic.

Sincerely,

A handwritten signature in cursive script that reads "Joe Mainor". The signature is written in black ink and is positioned above a horizontal line.

Joe Mainor
HR Manager

KIRCHHOFF Automotive Waverly
WARN Notice List

Job Title	Number of Affected Employees in each Job Title
Cell Operator	69
Clipper	3
CS1	2
Dock Auditor	1
Drawn Arc Operator	1
Engraver	1
Forklift Operator	9
GP12	1
High Bay Op	1
Janitor	1
Maintenance Technician	9
Material Handler	2
Press Operator	1
Projection Weld	1
Quality Tech	5
Receiving Inspector	1
Repacker	3
Rework Welder	8
Safe Launch	1
SPC	2
Spot Weld	1
Stocker	1
Sub Operator	14
Team Lead	7
Tube Bender	1
Tugger	3
Grand Total	149