



Received April 1, 2020 at 11:15am

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March 31, 2020

Ohio Department of Jobs and Family Services
Office of Unemployment

Via email: rapdresp@jfs.ohio.gov

RE: Notice of Mass Layoff Due to COVID-19 Outbreak

Due to the economic impact of COVID-19 (coronavirus), Talbert House in Cincinnati, Ohio (Federal Tax ID No. [REDACTED]) has been implementing measures this past month to ensure the viability of the agency and continue to serve and provide care for our clients and community. Those measures are now expanding to include staff reductions, and as a result, we find that we must layoff some of our employees temporarily.

Under normal circumstances, the WARN Act requires us to provide 60 day notice. However, due to the un-foreseeable business impact from the COVID-19 pandemic on our operations, we are required to notify affected staff immediately of this temporary layoff.

Effective **Friday, April 3, 2020**, Talbert House is implementing a temporary layoff of certain nonessential positions. This notice is to inform the Ohio Department of Jobs and Family Services (ODJFS) that we anticipate more than 50 of our employees will receive this notice of temporary and complete separation from employment, effective immediately. Per the WARN Act, it is required of us to provide you an estimated return date. In this case, **May 28, 2020 is our estimated return to work day for those impacted by this layoff** (8 weeks). Since we do not know how long the pandemic will last, we will be evaluating the status of the layoff on a regular basis and will continue to notify our employees and ODJFS as we have more information. We are also required by WARN to notify our employees at **least 14 days prior to expected return date** if that return to work date has changed for any reason.

We will inform the staff impacted by this layoff of the following:

- Any and all PTO they have accrued will be paid out to those being laid off;
- They will be provided with an application form for unemployment benefits in the State of Ohio with the mass layoff number 2000180 and instructed to present their notification letter as evidence of their unemployment status.

We will notify the ODJFS immediately if any of these circumstances change.

Sincerely yours,

Maureen Donnellan, Vice President of Talent and Engagement

Talbert House

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cc: Neil Tilow, CEO and Mary Spottswood, VP