



May 8, 2020

**E-MAIL**

Kimberly Hall, Director  
Ohio Department of Job and Family Services  
30 E Broad St, Columbus, OH 43215  
rapdresp@jfs.ohio.gov

Dear Director Hall:

As a result of unforeseeable business circumstances stemming from the effects of the COVID-19 pandemic on our business, VSP has conducted permanent layoffs located at the following VSP Global locations: EOC1, 3400 Morse Crossing, Columbus, Ohio 43219, and EOC2, 4249 Easton Way, Suite 425, Columbus, Ohio 43219, on or about May 1, 2020.

This letter is to inform you that VSP laid off the following number of employees by job classifications, all of whom work at the above VSP locations:

<b>Laid Off Employee Job Title</b>	<b>Number of Affected Employees</b>
Administrative Assistant (R2)	1
Claims Processor	1
Claims Processor (R2)	2
Customer Support 1 (R2)	115
Customer Support 2 (R2)	2
Manager (R2)	1
Supervisor (R2)	4
Trainer (R2)	2
<b>Total</b>	<b>128</b>

VSP has informed affected employees of their particular layoff date via telephone or other communication by their supervisor or HR business partner on or before May 1, 2020 and VSP has also sent affected employees a written WARN notice by first class mail on May 8, 2020.

While there are many unknowns regarding the COVID-19 pandemic and its impact on VSP's business and operations at this time, we do not know if there will be future additional furloughs and layoffs.

The sudden and unexpected speed and vast reach of the COVID-19 pandemic was unforeseeable and caused a drastic and unanticipated decrease in the demand for our services and products. Because of these circumstances and ongoing unpredictability, VSP does not have



alternative work to offer to affected employees. At this time, these locations will continue to operate, subject to the above restructuring.

Moreover, please be advised that there are no bumping rights at these locations.

You may contact VSP Corporate Counsel Robert Marcelis at [Robert.Marcelis@vsp.com](mailto:Robert.Marcelis@vsp.com) for further information.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Thomas A. Fessler'.

**Thomas Fessler**  
**General Counsel and Chief Legal Officer**  
**Vision Service Plan**