



Pittsburgh Glass Works, LLC
P.O BOX 269
5066 Lincoln Highway
Crestline, OH 44827
Telephone (419) 526-7400

David Robertson
Plant Manager

April 8, 2020

Breeyn Handberg
Rapid Response Program Manager
Office of Workforce Development
4020 E. Fifth Ave
Columbus, OH 43219

Re: Vitro Automotive / Pittsburgh Glass Works, LLC

Dear Ms. Handberg:

Vitro Automotive / Pittsburgh Glass Works, LLC (Company) operates a manufacturing plant at Crestline, Ohio. Due to the unforeseen and unprecedented impact of the COVID-19 pandemic on the Company's business, the Company temporarily shut down operations at this facility on March 23rd, 2020 in response to the decision of our customers to temporarily shut down their operations in response to the COVID-19 pandemic. This resulted in a temporary layoff of the employees identified on Attachment 1 to this letter.

Based on the information from our customers at the time, we expected to be shut down for only two-(2) weeks and then to resume operations. As the pandemic has continued, our customers' plans have changed, resulting in the need to extend the temporary layoffs beyond the period we initially expected. As of now, these layoffs remain temporary, and we are hopeful that we will resume operations in the next several weeks depending upon our customers' needs. However, it is possible that the layoff could last longer based on the unforeseeable nature of the pandemic. We could not have foreseen the unprecedented events arising out of this pandemic and the response of our customers, and therefore, it was not possible to give any greater advance notice of this layoff.

The names, job classifications, and dates of layoff for each of these employees are set forth on Attachment 1 to this letter. The laid off employees do not have bumping rights.

The Company official to contact for further information about this matter is Jim Phillips, Human Resources Manager, P.O. Box 269, 5066 Lincoln Highway, Crestline, OH 44827. Mr. Phillips' telephone number is 419-569-7283.

We do not believe that this layoff requires notification pursuant to the provisions of the Worker Adjustment and Retraining Notification ("WARN") Act. However, to the extent that notice is required pursuant to the WARN Act, this letter will constitute that notice.

Very truly yours,

A handwritten signature in cursive script that reads 'David Robertson'.

Received April 14, 2020 at 8:30am

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Last Name	First Name	Job Classification	Date of Layoff
		Production Worker	3/23/2020
		Salary Employee	3/23/2020
		Production Worker	3/23/2020
		Production Worker	3/23/2020