



Administrative Office
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Tuesday, March 17, 2020

To: Production Employees

The health, safety and welfare of all of our employees is of the utmost concern to Ohio Thrift. We have been monitoring all developments regarding social interaction and other restrictions being implemented in the State of Ohio to slow down the spread of the Coronavirus. Unfortunately, our business has also been significantly impacted by the fear of spread of the virus.

Effective immediately, because of concerns regarding spreading of the virus through personal contact and because of the loss of business and production related to the virus, the following classes of employees will be subject to lay off until further notice:

1. All Full-Time Production Employees with the exception of Production Management

Below is a link to information regarding applying for unemployment benefits as a result of the lay-off. If you have any additional questions, please call [list name and contact number here].

<http://jfs.ohio.gov/ouio/CoronavirusAndUI.stm>

We are disappointed to have to take this extraordinary action, but Ohio Thrift believes that the health and safety of its employees warrants this response to the Coronavirus crisis.