



April 15, 2020

Delivery Method: E-mail

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Workforce Development - Targeted Services Division
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Delivery Method: Mail

Sharon Lemasters
Monroe County Clerk
106 E First Street
Monroe, MI 48161
Phone: 734-240-7020
Fax: 734-240-7045

Dear Mr. Marcotte and Ms. Lemasters:

The Tile Shop, LLC (“Company”) has developed plans to restructure certain operations at the facility located at 8515 Brown Street, Ottawa Lake MI 49267. Consistent with these plans, employment furloughs commenced on or about April 9, 2020. We anticipate that these plans, when finalized, will be temporary furloughs lasting less than 6 months.

At this time, affected employees were temporarily furloughed from employment on April 9, 2020 or during a 14-day period that begins on that date. These actions affected and notices were sent to 35 employees, including 6 newly-hired employees. This announcement and the above timetable are based on the best information currently available. However, various factors may still affect these plans and the timing of employee separations. You will be informed of any changes or as additional information becomes available. Bumping arrangements are not available for affected employees.

Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act, we thought it appropriate to give you this notice. We are taking these employment actions because of COVID-19-related business circumstances that were not reasonably foreseeable. We would like to have given more notice of this action, but were unable to do so because of how quickly our operations were affected by the COVID-19 pandemic, the World Health Organization’s pandemic declaration on March 11th, the President’s declaration of a national emergency on March 13th, and other related governmental announcements and actions.



Should you wish further information, please contact me at the following phone number: 763-852-2994.

Sincerely,

Marcy Rasmussen

Marcy Rasmussen
Director of Human Resources

Enclosure – Attachment A



Attachment A

As explained in the accompanying letter, the job titles and numbers of employees below were affected by the reduction in force, resulting in temporary furloughs occurring on April 9, 2020, or during the 14-day period that begins on that date:

Location/Job Title	Number
Material Handler	23
Material Handler Lead	1
Production Worker	10
Transportation Coordinator	1