

Delphi Productions, Inc. dba Group Delphi
12915 Stonebridge Rd, Roanoke, IN 46783

April 1, 2020

Indiana Department of Workforce Development, Dislocated Worker Unit
10 North Senate Avenue
Indianapolis, IN 46204

Re: **Announcement of Planned Action Due to COVID-19**

To Whom It May Concern:

I am writing on behalf of Delphi Productions, Inc. dba Group Delphi to give you notice that there will be mass layoff at the Group Delphi facility located at 12915 Stonebridge Rd, Roanoke, IN 46783 on April 1, 2020. Our business primarily relies on trade shows, conventions, conferences and other events. Due to the 2019 coronavirus pandemic ("COVID-19") and the sweeping shelter in place and social distancing orders necessary to maintain public health and safety, the extent of which we could not have foreseen, our business has come to a halt. We laid off a group of 36 employees on March 18, 2020, hoping that things would turn around, but with the 18 layoffs conducted today, we now have a mass layoff. We closed our Roanoke facility last week, on March 23, 2020, with some employees working from home; we hope that this closure is temporary.

All employees affected by the April 1, 2020 layoffs have been notified of their separation date and that their separation from employment will be permanent. All employees are expected to be separated from employment on April 1, 2020.

A list of the job positions and individuals who will be affected by the mass layoff is available upon request. There will not be any bumping rights for the affected employees.

We have notified The City of Roanoke Town Council President, Ryan Carroll.

If you have any questions or want additional information concerning this matter, please contact me, Sara Zepeda, Human Resources Manager for Group Delphi, at 510-749-1506, or Tony Raffieed, Human Resources Manager for Group Delphi, at 260-470-4635.

Sincerely,

Sara Zepeda
Human Resources Manager
Group Delphi

cc: The Honorable Ryan Carroll, Council President, Roanoke Town Council

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