



March 20, 2020

Ashley Gatlin
Program Director of Rapid Response and WOTC
Department of Workforce Development
10 N Senate Avenue, SE311
Indianapolis, IN 46204
agatlin@dwd.in.gov
Fax: (317) 233-2679

RE: Temporary Mass Layoff for K & M Indiana LLC dba Mitchell Plastics

Dear Ms. Gatlin:

Due to unforeseen business circumstances related to the Covid-19 Pandemic, it is necessary for us to implement a temporary layoff and shutdown our operations located in Charlestown, IN. A total of 380 employees are affected; 374 employees at our main location at 301 Pike Street and 6 employees will be affected at our secondary location at 202 Pike Street.

We hope to recall employees once our customers resume manufacturing operations. Mitchell Plastics is non-union and employees do not have bumping rights. No severance pay was provided.

We will reduce staff from Monday, March 23 - Friday, April 3 for most Toyota production lines. Ford production lines are tentatively scheduled to restart operations on March 30. Workers will be recalled as the production lines they work on are restarted. Their last day of work will be March 20, 2020.

Insurance benefits will continue to be paid on their behalf during this temporary shutdown. We will recoup their portion of the premiums over the first two full pay periods when they return to work. Employees wishing to utilize available vacation/PTO time off during the shutdown period are able to do so. Employees were notified they are able to file for Unemployment Insurance benefits online, using a computer or smart phone at Unemployment.IN.gov.

If you have questions or need additional information, please contact me in the office at (812) 256-3351, ext. 133, via cell phone at (812) 704-9902, or via email at nancy.wasko@mitchellplastics.com.

Sincerely,

Nancy Wasko

Nancy Wasko

HR Manager