
GUITAR CENTER, INC.



Via Express Mail and Email

April 17, 2020

WARN Coordinator
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
P.O. Box 1087
Jefferson City, MO 65102
ETT.DWD@dhewd.mo.gov

To Whom it May Concern:

This letter is to inform you that as a result of an unforeseen business circumstances resulting from the sudden effects of the natural disasters that is the coronavirus outbreak, Covid-19, on our business and our client's operations, Guitar Center, Inc. (GTRC Services, Inc.) conducted furloughs of its employees at its operations located at 4001 North Norfleet Road, Kansas City, Missouri 64161, effective April 10, 2020. This action is anticipated to be temporary. The entire facility is closed.

We apologize that we were unable to provide you more advance notice of this action. The speed and vast reach of the Covid-19 outbreak, as well as the different declarations of a state of emergency and directives at the federal, state and local level, including but not limited to: the directives for individuals to remain in place, with exception for essential needs, in certain jurisdictions, the directives for individuals to avoid congregating, limit travel and to work remotely was unforeseeable and caused, and will continue to cause, among other things, a drastic impact on Guitar Center's business, including but not limited to the closure of customer and client locations, travel restrictions, customer contract cancellations, closing operations and uncertain future such that Guitar Center does not have alternative work to offer to its affected employees. These business circumstances were not reasonably foreseeable as of the time that notices would have been required. After reviewing our staffing and business needs, we are providing this notice to you at the earliest possible time.

Enclosed is a listing of the job titles of the positions affected and the number of affected employees in each job classification.

The affected employees at this facility are not represented by any union. There are no bumping rights at this location.

If any employee's lost their job or have been laid off temporarily, employees may be eligible for Unemployment Insurance (UI). They have been provided the information to determine eligibility and file claims.

JOB TITLE AND NUMBER OF AFFECTED EMPLOYEES

Job Title	Total Employees
Assistant, Administrative	1
Associate B, Receiving	30
Associate B, Shipping	63
Associate, Maintenance	1
Associate, Operations Utility	1
Associate, PSI Utility	2
Associate, Receiving	2
Associate, Repair Utility	7
Associate, Returns	3
Associate, Shipping	56
Clerk, Expedite	3
Clerk, IRG	12
Clerk, LP & Safety	3
Clerk, Missing Parts	1
Clerk, Problem Resolutions	3
Clerk, Returns	25
Clerk, RTV	2
Clerk, Vendor Compliance	2
Coordinator, Accounts Payable	1
Coordinator, Opex	12
Coordinator, PSI Operations	1
Coordinator, PSI Services	1
Coordinator, Training	1
Coordinator, Transportation	2
Engineer, Jr. Industrial	1
Human Resources Generalist	1
Inventory Control Auditor	1
Lead, LP & Safety	1
Lead, Operations	29
Specialist, Transportation	1
Supervisor, LP & Safety	1
Supervisor, Operations	5
Technician Sr., Repair	1
Technician, Maintenance	9
Technician, Repair	6
Total	291