

March 27, 2020

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

Missouri Department of Higher Education and Workforce Development  
Missouri Workforce Development Board  
PO Box 1087  
Jefferson City, MO 65102

Mayor Lyda Krewson  
1200 Market  
City Hall, Room 200

Dr. Sam Page  
County Executive  
41 South Central Avenue  
Clayton, MO 63105

This letter is notice that Paper Source (“Company”) is placing employees who work at 8811 Ladue Rd, Suite E, St. Louis, MO 63124 on temporary, unpaid furloughs.

There are 13 employees currently affected at this employment site. The first furlough at this site will occur on March 29, 2020. These furloughs will continue indefinitely, but are intended to be temporary and last less than six months.

Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act or any applicable state mini-WARN law, 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.

As permitted by 20 C.F.R. § 639.7(f), and any applicable state mini-WARN laws or regulations, the following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for making separations (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any.