



304.343.4371
800.642.3049 (WV)
304.353.0215 (FAX)

April 15, 2020

RECEIVED

APR 17 2020

Ms. Bunny Harper
West Virginia Dislocated Workers Unit
1900 Kanawha Boulevard East
Building 3, Suite 300
Charleston, West Virginia 25305

**WorkForce West Virginia
TAA/NDWG Unit**

Re: Charleston Surgical Hospital
Worker Adjustment and Retraining Notification Act Notice

Dear Ms. Harper:

You are hereby advised that due to the COVID-19 pandemic, The Eye and Ear Clinic of Charleston, Inc. d/b/a Charleston Surgical Hospital ("CSH"), located at 1306 Kanawha Boulevard East, Charleston West Virginia 25301, will immediately begin temporarily reducing the schedules of its employees. The breakdown of potentially affected employees is as follows:

Title	Affected date	#	Affected date	#	Affected date	#	Affected date	#
Admitting Clerk	4/4/20	3	-	-	4/19/20	1	4/26/20	2
Anesthesia Tech	4/4/20	1	-	-	-	-	-	-
Billing Clerk	4/4/20	1	-	-	-	-	4/26/20	1
CRNA	4/4/20	5	4/12/20	1	-	-	-	-
Dietary Assistant	4/4/20	1	-	-	4/19/20	1	-	-
Maintenance	4/4/20	1	-	-	-	-	-	-
Manager	4/4/20	1	-	-	-	-	-	-
Medical Records	4/4/20	2	-	-	-	-	-	-
Nurse Aide	4/4/20	4	4/12/20	1	-	-	-	-
Phlebotomist	4/4/20	1	-	-	-	-	-	-
Physical Therapist	4/4/20	1	-	-	-	-	-	-
PT Assistant	4/4/20	1	-	-	-	-	-	-
Physician Assistant	4/4/20	1	-	-	-	-	-	-
Radiology Technician	4/4/20	2	-	-	-	-	-	-
Registered Nurse	4/4/20	22	4/12/20	11	4/19/20	6	-	-
Surgical Tech	4/4/20	8	4/12/20	3	-	-	-	-
Switchboard Operator	4/4/20	1	-	-	-	-	-	-
Central Sterile	-	-	4/12/20	1	4/19/20	1	-	-
Transcriptionist	-	-	4/12/20	1	-	-	4/26/20	1
Surgery Scheduler	-	-	-	-	4/19/20	1	-	-
Housekeeper	-	-	-	-	-	-	4/26/20	2
Purchasing Clerk	-	-	-	-	-	-	4/26/20	1

Although the Worker Adjustment and Retraining Notification Act (“WARN”) should not be applicable to this situation, out of an abundance of caution CSH is providing the appropriate notice pursuant to WARN. CSH will still be operational, just with a reduced staff and with reduced hours. These reduced operations are intended to be temporary and not to last six months, with affected employees ultimately being returned to their normal schedules.

Unfortunately, due to the COVID-19 natural disaster, CSH is experiencing unforeseen business circumstances which require it to take these actions immediately and not provide more advanced notice. Staff adjustments will be taking effect immediately in accordance with the details provided above, which may be subject to change. CSH’s affected employees are being advised that they may be eligible for unemployment compensation, specifically low earnings, through Workforce West Virginia. No bumping rights exist for affected employees.

If you have any questions or require additional information, please do not hesitate to contact CSH’s Personnel Director, Cathy Davis, at (304) 353-0336.

Thank you.

Sincerely,



Christina J. Arvon
Administrator

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