

April 24, 2020

Mr. Steven Gustafson  
State Trade and Rapid Response Coordinator  
React Program  
MSC 229  
107 East Madison Street  
Tallahassee, FL 32399

Dear Mr. Gustafson:

This letter is to inform you that as a result of unforeseen business circumstances resulting from the very recent business unit downturn directly related to the coronavirus (COVID-19) outbreak, Comprehensive Health Services, LLC, will conduct layoffs at its 8600 Astronaut Blvd., Cape Canaveral, FL 32920 location. This is a partial layoff; not all employees at the facility will be impacted. Accordingly, we regret to inform you that the current layoffs are scheduled for April 24 and 27, 2020.

At this time and based on the information currently available, we anticipate the layoffs will be temporary; however, we cannot guarantee or predict the clients' demands or any re-employment or the potential timing of same. There are no bumping rights for the affected employees.

We apologize that we were unable to provide more advance notice of the action. We are providing this notice as soon as possible in light of the rapidly developing events surrounding COVID-19, which is now recognized as a global pandemic, natural disaster, and physical calamity. There are numerous government and health directives impacting our business and making it impossible to continue certain operations for the time being. The speed and vast impact of the coronavirus outbreak has been unprecedented. Unfortunately, we have exhausted any temporary remedies of redeploying, reassigning, and moving employees to assist other business functions and COVID-19 Emergency projects and tasks. Accordingly, after reviewing our staffing and current business needs, we are providing this notice at the earliest possible time.

We truly regret that these actions are necessary. You may contact me at the phone number listed below if you have questions or want additional information.

Sincerely,



Michael Shamblen  
Director, Human Resources  
321-868-8500 ext. 31409

Enclosure: Listing of Effected Positions

**Listing of Effected Positions**

<b>Position Title</b>	<b>Number of positions</b>	<b>Effective Date</b>
Medical Review Nurse	1	04-24-2020
Client Services Support	2	04-24-2020
Client Service Administration	3	04-24-2020
Assistant Program Manager	1	04-27-2020
Exam Process Manager	1	04-24-2020