

5-6-19



April 29, 2019

VIA EMAIL AND CERTIFIED MAIL

Attn: Steven Gustafson, State Trade and Rapid Response Coordinator

REACT Program
MSC 229
107 E. Madison Street
Tallahassee, FL 32399-4137

Dear Mr. Gustafson,

This letter is to inform you that due to a significant decline in business in the greater Tampa services market, NOVO Health Services has made the difficult decision to cease operations and close its facility at 4501 Acline Drive East. We will be permanently laying off the entire workforce at that location with initial separations beginning on June 28th and then continuing in phases until August 23rd, 2019. All of the associates have been notified about this closing and provided with information on the severance benefits they will be eligible for to support their transition from the company.

Attached is a copy of the notice we provided to our employees along with the list of job titles and corresponding number of associates that will be impacted. If you have questions or need further clarification on anything in this communication, please feel free to reach out to me at your earliest convenience.

Sincerely,

J. Chad Renegar, SPHR, SRHM-SCP
Human Resources Business Partner, NOVO Health Services
Mobile: (770) 318-4148
crenegar@tuckahoeholdings.com

Attachments (2)

5155 Westpark Drive
Atlanta, GA 30336



Novo Health Services- Tampa Facility

4501 Acline Drive East

Tampa, Florida

Location	Job Title	Number of Associates
Tampa	Client Relations Manager	2
Tampa	Distribution Manager	1
Tampa	Driver Class A	5
Tampa	Driver Class B	4
Tampa	HR Generalist	1
Tampa	Maintenance Team Lead	1
Tampa	Maintenance Tech I	1
Tampa	Maintenance Tech II	1
Tampa	Mender	2
Tampa	Order Entry	1
Tampa	Production Associate 1	28
Tampa	QA Manager	1
Tampa	QA Technician	1
Tampa	Shipper	2
Tampa	Soil Sorter	2
Tampa	Sterilizer Operator	2
Tampa	Team Lead, Production	2

**5155 Westpark Drive
Atlanta, GA 30336**



April 2, 2019

Dear (NAME),

As we discussed during our meeting, your employment with NOVO Health Services is being terminated effective (DATE). You will be paid at your current pay rate and remain on all NOVO Health Services benefit programs through this date. Should this termination date change due to business necessity, you will be notified as soon as administratively practicable of the new employment end date. You will be required to report for work during this period. Inappropriate use of available Vacation, Sick or Personal time off may result in loss of eligibility for severance pay.

Should you work through your termination effective date noted above, NOVO Health Services will be providing you with the following in an effort to assist you during this transition after you execute, return and do not revoke a release agreement which NOVO Health Services will provided you the week of your last scheduled work day.

- Severance pay equivalent to (#) weeks totaling \$(AMOUNT) less taxes and necessary withholdings. This severance amount will be paid in a lump sum within fifteen (15) days after the expiration of the 7-day revocation period described in the General Release (the "Release"), provided you do not revoke.

NOVO Health Services will also provide:

- If you participate in, timely elect and remain eligible for an extension of your medical, dental, vision and flexible spending accounts under the terms of COBRA, you will be to continue benefits coverage for those plans at your expense. Related enrollment information will be mailed to your address on file, by NOVO Health Services and our COBRA insurance administrator, Infinisource. Without a COBRA election, medical, dental and vision plans, will end on the last day of the month in which your separation occurs, and flexible spending accounts will end on the last day worked.
- Payment for all earned and unused Paid Time Off (PTO).
- A referral for outplacement support services with a NOVO specified vendor. (Remove bullet if not applicable.)

As noted above, you must sign, return, and not revoke the Release in order to receive any severance pay. The company advises you to carefully read and to consult with an attorney about your decision whether or not to sign the Release. If you decide to sign the Release, you must do so within forty-five

(45) days of receipt, and return the signed release and any revocation by mail to Tuckahoe Holdings, Attn: Human Resources, at 919 E. Main St., Suite 2200, Richmond, VA 23219, or by email to the Human Resources Helpdesk at hr@novohealthservices.com. If you fail to sign the Release within 45 days or revoke the Release after signing, you will not receive severance pay or other offered benefits.

We thank you for your contributions to NOVO Health Services and wish you every success in your future endeavors. Please feel free to contact human resources at (866) 954-3972 or hr@novohealthservices.com if you have any questions or need further clarification on anything in this letter.

Sincerely,

**Chad Renegar
Human Resources Business Partner, NOVO Health Services
(866) 954-3972
hr@novohealthservices.com**