



April 30, 2020

Via Electronic Mail and U.S. Mail

Mayor Carolyn Goodman
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To Whom It May Concern:

The COVID-19 health crisis and Governor Sisolak's Emergency Directives 3 and 13, closing all non-essential businesses until April 30, 2020, has had a direct and profound impact upon the Nevada economy as well as services provided to support the gaming industry workers. These events necessitated that Keck Medicine of USC ("Keck") make emergency adjustments to its operations at the Culinary Health Center at 650 North Nellis Blvd., Las Vegas, Nevada 89110—which Keck was forced to close for the time being, effective April 16, 2020.

To mitigate the serious financial impact of these closures, Keck's Culinary Health Center employees have been temporarily furloughed or placed on reduced work schedules commencing on April 16, 2020 (and two (2) employees have been laid off). While we expect the furlough and reduced work schedules to be temporary, because Keck's closure will be governed by the status of public health and federal, state and local directives, their durations are uncertain at this time.

Throughout this unprecedented period, Keck is buffering the impact of these changes on its employees, through benefits like 240 hours of paid administrative leave, care for the caregiver resources, and more.

Whether or not these actions trigger the requirements of the Worker Adjustment and Retraining Notification Act or applicable state law, we thought it appropriate to give you this notice so the

State can mobilize its resources to further assist impacted employees. We would like to have given you more notice of this action but were unable to do so because of how quickly and unexpectedly our operations were affected by the COVID-19 pandemic.

The schedule of job titles of the positions affected, and the number of employees in each job classification is enclosed. Please note that Keck's Culinary Health Center employees are not part of a collective bargaining agreement and no bumping rights exist.

Should you have any questions regarding the reduction in force or furloughs, please do not hesitate to contact me at 323-442-8645.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt McElrath', with a stylized, sweeping flourish at the end.

Matt McElrath
Chief Human Resources Officer
Keck Medicine of USC

**Keck Medicine of USC
Culinary Health Clinic, Las Vegas, Nevada**

<u>Furlough – Not Scheduled to Work</u>	
Position	Number of Employees
Registered nurse	1
Medical assistant	28
Care coordinator	2
Scheduler	6
Office coordinator	1
Total Furlough Not Scheduled to Work	38
<u>Furlough – 50% Schedule</u>	
Medical doctor	8
Physician Assisants (both on Active Military Duty)	2
Nurse Practitioners	5
Office supervisor	3
Medical assistant	10
Care coordinator	4
Total Furlough – 50% Schedule	32
<u>Reduction in Force</u>	
Medical doctor (not Included in above)	2
Total Reduction in Force	2