



Friday, March 20, 2020



Greetings:

I am Kaichi Tsuchida, President of Aichi Forge. **Aichi's number #1 concern is the safety of our team members, "Safety First, Quality Always"**. We have been communicating over the last couple of weeks about COVID-19 and the preventative measures everyone needs to take. Please, you and your family follow these measures during these uncertain times. You are the most valuable asset to Aichi Forge.

Due to our safety, management has decided to implement **production shutdown for the next two (2) weeks, starting March 23, 2020 through April 3, 2020. Our current plan is to resume production on Monday, April 6, 2020.**

This action is being taken **due to the increasing social and economic impact of the COVID-19 pandemic, a significant decline in market demand, and our desire to protect the health and safety of our team members and the communities in which they live.**

We encourage our team members to apply for unemployment for these two (2) weeks. Attached are the directions from the unemployment office. The unemployment agency has waived the one week waiting period during this time.

Aichi will continue your benefits and pay the team member's portion of these benefits to remain in an active status during these two (2) weeks.

Upon your return to Aichi, the Company will consider an incentive to help support you and your family during this time. This will also apply to our variable workforce team. If you are variable workforce, please contact your respective agency for updates.

We encourage you to look at the **plant website for status updates** (aichiforge.com). This will be our primary way of keeping in touch with you. We will make additional adjustments as necessary and update you via this website. **We will place updates on the local TV stations WKYT and LEX18.**

As always, you can call your Supervisor, Billie Wilburn (859-340-2912) and/or Angie Lepping (662-610-8756) if you have any questions.

We look forward to seeing each and every one of you on April 6, 2020 ready, rested, and healthy for work. Thank you for your ongoing understanding and commitment during this challenging time. We are confident we will get through this together and become a stronger Team. Be safe.

Kaichi Tsuchida
President, Aichi Forge, USA

A handwritten signature in blue ink that reads 'Kaichi'.

FILING FOR UNEMPLOYMENT

Apply by visiting kcc.ky.gov or calling 502-875-0442

Applicants need to provide: Your name, Social Security number, birthday, postal and email addresses, telephone number, employer details (below) and reason for separating from the employer, which you should list as "COVID-19 Shutdown".

Additional information you need to file your claim:

Employer details

- We will provide a personalized letter with this detailed information, to include our business address, phone number, your start date and your current pay rate.
- Termination/Separation Reason: COVID-19 Shut down
- Dates shutdown: March 23, 2020 through April 5, 2020. You will not qualify for dates prior to March.

After individuals apply for benefits, state employees will review the claim for eligibility and determine the benefit amount.

The benefit range is between \$39 and \$552 per week. **The amount unemployed workers receive is based on their past wages during the Base Period, see page three. Any income earned, where you received a W2, will count during this period. It doesn't strictly apply to just earnings you've received while at Aichi Forge, USA.**

These benefits are offered for a maximum of 26 weeks. If approved, the first payment would be for 14 days of benefits, an increase from the usual one week. Individuals can request benefits every two weeks by calling or going online.

There is NO WAIT PERIOD. The state also normally requires those who apply for benefits to provide proof they're job hunting, but the governor's order waives that requirement also.

"We know the steps we are taking are going to cause people to lose their jobs," Beshear said Monday. "We want you to be able to qualify for unemployment and we don't want to create impediments that keep you from being able to get through this."

If you are unable to complete your initial unemployment claim online, please call the unemployment's Call Center at 502-875-0442. If you are unable to complete your bi-weekly continued unemployment claim (benefit payment) online, call our Voice Response Unit at 877-369-5984 or 877-3MY-KYUI (toll free). If you have questions or need assistance, please contact the UI Assistance line at 502-564-2900.