



Department of Workforce Development
201 E. Washington Ave.
P.O Box 7946
Madison, WI 53707

April 15, 2020

Workforce Innovation and Opportunity:

Due to unforeseen business circumstances caused by the COVID-19 pandemic, customer demand has suddenly and unexpectedly decreased at the LSC facility located at 1300 Sauk Avenue, Baraboo, WI (the “Baraboo Facility”). As a result, LSC has made the very difficult decision to implement temporary layoffs of most employees working at the Baraboo Facility. These layoffs will be implemented on April 20, 2020 and are likely to affect about 393 employees, 362 hourly positions and 31 salary positions.

The Company is providing as much notice as practicable to affected employees following sudden, dramatic and unforeseen drop in business related to the COVID-19 crisis. Specifically, our retail and catalog customers suddenly, and significantly, decreased purchase orders and cancelled events because they are either shut down or impacted by the loss of sales as a result of stay at home orders issued by Governors across the country. The decrease in our volumes is also impacted by the interruption to our customers’ supply chain from other countries that have been significantly impacted by the COVID-19 crisis.

At this time, the Company anticipates that the affected employees will be temporarily laid off during a 14-day period beginning on April 20, 2020. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Exhibit A. There are no bumping rights, and no bargaining representatives representing affected employees at this facility. The Company is providing as much notice as practicable to affected employees following sudden, dramatic and unforeseen drop in business related to the COVID-19 crisis.

At this time, the Company anticipates that the layoffs will be temporary through June 30, 2020, but may extend beyond that date, depending on the circumstances at the time. This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the timing of any employment separations. You will be informed of any significant changes in these plans, as additional information becomes available.

If you have any questions or desire additional information, please contact Colleen Bradley, Human Resources Manager, at (608) 355-3629.

Sincerely,

Rebecca Robertson
Vice President Human Resources

LSC COMMUNICATIONS



Exhibit A

Baraboo, Wisconsin Plant Affected Employee

Job Name	Employee Totals
Accounting Supervisor	1
Assistant Press Operator 1	26
Baler Operator	4
Bindery Assistant	3
Bindery Material Handler 1	68
Bindery Operator 2	48
Bindery Operator 3	9
Contract Worker	1
Customer Service Supervisor	1
Disability Coordinator 2	1
Distribution Planner 2	3
Electrician 1	1
Electrician 2	9
Electrician 3	1
Electrician 4	1
Financial Analyst 2	2
Forklift Operator 1	19
Forklift Operator 2	8
Human Resources Generalist 2	3
Human Resources Manager 1	1
Inventory Control Clerk 3	1
IT Infrastructure Tech 2	1
Light Equipment Operator 2	9
Maintenance Mechanic 1	2
Maintenance Mechanic 2	8
Maintenance Mechanic 3	2
Manufacturing Manager	2
Manufacturing Supervisor	11
Material Handler 1	1
Materials Planner 2	1
Occupational Health Nurse	1
Operations Clerk 1	1
Operations Clerk 2	4
Platemaker	9
Platform Account Specialist	2
Press Assistant 1	40
Press Operator 3	29
Print Production Account Specialist 2	3
Print Production Account Specialist 3	7
Production Finishing Assistant	3
Production Scheduler 3	1
Quality Control Analyst 1	1
Quality Inspector 2	1
Quality Supervisor	1
Roll Tender	20
Shipping and Receiving Clerk 2	14
Shipping and Receiving Clerk 3	5
Technical Specialist 2	3