



WARN NO.  
2769

March 23, 2020

John Asher  
Oregon Dislocated Worker Unit  
[John.E.ASHER@oregon.gov](mailto:John.E.ASHER@oregon.gov)  
Oregon HECC – Office of Workforce Investments  
875 Union Street NE  
Salem, OR 97311

Mayor Ted Wheeler  
City of Portland  
[mayorwheeler@portlandoregon.gov](mailto:mayorwheeler@portlandoregon.gov)  
1221 SW 4th Ave, Room 340  
Portland, OR 97204

Mayor Frank Bubenik  
City of Tualatin  
[fbubenik@tualatin.gov](mailto:fbubenik@tualatin.gov)  
18880 SW Martinazzi Ave  
Tualatin, OR 97062

Mayor Rick Rogers  
City of Newberg  
[rick.rogers@newbergoregon.gov](mailto:rick.rogers@newbergoregon.gov)  
414 E. First Street  
Newberg, OR 97132

Re: WARN Act Notice

To whom it concerns:

The Children's Clinic regretfully announces that due to the emergency orders and CDC guidelines related to COVID-19, it has had to reduce the schedule and laid off several employees.

The Children's Clinic does not believe that these reduced schedules and layoffs trigger WARN Notices as The Children's Clinic currently has 98 employees in total. However, in an abundance of caution and to try to facilitate getting any appropriate services to our employees, we are providing this notice.

The Children's Clinic was unable to give 60 days' notice due to the fact that the Executive Orders, including the order directing non-essential medical services to cease, and CDC

guidelines did not allow for the normal notice period. The Children's Clinic is providing this notice as soon as practicable in light of these emergency circumstances.

These unforeseeable business circumstances impact all three locations of the Children's Clinic:

Portland	Tualatin	Newberg
9555 SW Barnes Rd., Suite 301	19260 SW 65 <sup>th</sup> Ave., Suite	700 Deborah Rd., Suite 150
Portland, OR 97225	Tualatin, OR 97062	Newberg, OR 97132

Employees' reduced schedules and layoffs were effective March 19, 2020. Due to the uncertainty of the situation surrounding the pandemic, The Children's Clinic does not know when it will be able to resume normal operations, but hopes to be able to resume normal operations as soon as the ban on gatherings and social distancing protocols are lifted.

The Children's Clinic employees are not represented by a union. Company policy contains no provisions for bumping rights, reassignment, or transfer.

The job titles and number of employees in each category that will be affected are attached.

The Company official to contact for further details and information is: Natalie Cui, Human Resources Manager – [ncui@childrens-clinic.com](mailto:ncui@childrens-clinic.com). Phone: 503.535.1442

Very truly yours,

Natalie Cui, Human Resources Manager

Position Title	Portland Clinic Employees w/reduced hours	Tualatin Clinic Employees w/reduced hours	Newberg Clinic Employees w/reduced hours
Certified Medical Assistant	7	5	2
Registered Nurse	14	13	1
Patient Account Representatives		6	
Referral Coordinator	1	1	
Website Design	1		
Quality Intiriative Analyst	1		
Medical Lab Technician	1	1	
Lab Assistant	1		
Licenses Practical Nurse	2		
Front Office Support	7	7	1
Coder		3	
Collections		2	
Nurse Practitioner	1		1
X-Ray	2		
Senior Accountant	1		

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