



May 15, 2020

As DiamondJacks Casino & Hotel team members know, the COVID-19 pandemic has caused our closure and disrupted our business operations in ways that were sudden and unforeseeable. This week, the Governor of Louisiana announced that the State would be moving to Phase 1 under the White House COVID-19 guidance to be effective May 15, 2020. Following the Governor's announcement, the State of Louisiana Gaming Control Board issued COVID-19 Emergency Order No. 12, which provided numerous restrictions including restrictions on patron density, capacity control and social distancing for all gaming licensees such as DiamondJacks. After careful consideration, our management team regretfully has determined that continued operations of DiamondJacks is not economically viable. As a result, we are forced to cease operations and close DiamondJacks effective today, May 15, 2020.

This notice is provided to you in accordance with the Worker Adjustment and Retraining Notification Act. Your employment will be terminated effective Friday, May 22, 2020. The employee layoff is occurring on short notice due to business circumstances that were not reasonably foreseeable at the time notice would have otherwise been required. The COVID-19 pandemic and resulting changes to the economies of running our business were unexpected and could not have been predicted. These layoffs will be permanent, and no bumping rights exist. Except for basic necessary maintenance and shut down procedures, the facility is closing at this time and will not be open to the public.

If you are not already receiving unemployment benefits, you may be eligible to receive them. The website to obtain information is www.laworks.net, or you can call the Louisiana Workforce Commission at 1-866-783-5567.

The decision to permanently close was made with deep sadness; however, team members should be proud of the work they have done. You are likely to have questions, and we hope to answer many of them. Below you will find information about insurance benefits, how to retrieve personal belongings, and other resources that will be available to you.

Regarding benefits, please note:

- Team members who qualify for continuation of benefits coverage under COBRA will receive notification and enrollment documents by mail within 30 days. COBRA continuation of benefit coverage is applicable to employees who are enrolled in our medical, dental or vision benefits with DiamondJacks.
- Insurance benefits will remain effective until Sunday, May 31, for all plans. Team members may elect to continue coverage after May for medical, dental or vision

benefits under COBRA at your expense. If you elect COBRA coverage by August 1, DiamondJacks will pay the first month of coverage.

- Some supplemental benefits may be portable or transferable at your expense. If you are enrolled in any such benefits, your carrier will contact you by mail with an offer to transfer your coverage. Please make sure that you have provided us with a current mailing address.
- Any insurance benefits not transferred or extended will expire Sunday, May 31.
- Team members are not permitted to make 401(k) contributions after termination; however, you may work with Old Second Wealth Management, our 401(k)-plan administrator, to arrange for the future management of your 401(k) individual retirement accounts.

Any employees who have personal items remaining at the property may contact Human Resources to retrieve belongings. Final pay checks, including any unused paid time off (PTO) will be paid on May 22. Please do not cancel your direct deposit or pay-card, as we will use this method to distribute your final paycheck.

We understand the current job market is difficult, as many Americans are currently looking for work during these unprecedented times. While we cannot provide direct placement assistance for our team members, we are committed to working with state and local resources to provide any assistance and information that we can and we will be in communication as we learn any new or helpful information that can be of assistance to you. We also intend to continue to evaluate development opportunities.

This is news our management team would have preferred to share in person; however, due to the pandemic, we want to ensure you have the information you needed to make decisions about your benefits. Our Human Resources team can help assist you with any questions during this time. You can reach them via email at DJBLHR@diamondjacks.com or by phone at (318) 678-7425.

We know our closure, along with the sudden death of our General Manager, Paul Hutchens, has made this an extraordinarily difficult time for all of us at DiamondJacks. Many of you have worked here for years and will take memories with you. We are saddened for the loss of a friend and for the loss of a longtime business in the greater Shreveport-Bossier City community. We sincerely regret the need to cease our DiamondJacks operations.

We wish every one of our team members the best possible future.

Sincerely,

Diana Thornton
Vice President of Finance, Co-Executive Chair

Robert Smith
Director of HR, Co-Executive Chair