



July 29, 2020

**VIA U.S. MAIL**

Mr. Steven Gustafson  
State Trade and Rapid Response Coordinator  
REACT Program  
MSC 229  
107 E. Madison Street  
Tallahassee, FL 32399-4137

*Re: COVID-19 WARN Notice*

Dear Mr. Gustafson:

This letter is notice Canaveral Port Authority ("CPA") is taking job actions in relation to employees who work at Port Canaveral, 445 Challenger Road, Cape Canaveral, Florida 32920.

The information provided in this notice is based on the best information available to CPA at this time. We are providing this notice because the Worker Adjustment and Retraining Notification Act encourages employers to provide information even when a notice requirement does not exist. To the extent CPA's actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, this letter is intended to fulfill any notice requirements.

There are 67 employees being permanently laid off at this employment site. The first permanent layoff at this site will occur on July 29, 2020.

There are 14 employees being placed on temporary furlough at this employment site. The furlough at this site will commence on July 29, 2020. During the furloughs, these employees will continue to be CPA employees and considered to be on CPA's payroll, but will not earn wages while they are not working. These furloughs will continue until further notice to employees, but are intended to be temporary and last less than six months, through November 30, 2020.

There were employees who CPA placed on temporary furlough on April 2, 2020, with the reasonable expectation the temporary furloughs would last no longer than six months. We are informing you CPA now expects those temporary furloughs of 3 of these employees to last longer than six months, through November 30, 2020. During the furloughs, the employees will continue to be CPA employees, and considered to be on the CPA payroll, but will not earn wages while they are not working.

The expected date of the first separation at this worksite is July 29, 2020. The first effective date at this work site of other job actions (such as furloughs and reductions in scheduled hours) is expected to be July 29, 2020. This worksite is not being closed.

We have attached a schedule of the following: (1) the anticipated schedule for implementing these job actions (if a schedule applies); (2) the job titles of positions to be affected; and (3) the number of affected employees in each job classification. Multiple locations are not involved, so this information is not broken down by location.

Due to the economic impact of COVID-19 (novel coronavirus), CPA had to implement measures to ensure its financial stability and operational capabilities. CPA has taken measures to control and reduce spending throughout this period. The current pandemic has had significant impact on our business.



These unprecedented times have been, and remain, difficult. On July 16, 2020, the Centers for Disease Control and Prevention (CDC) announced an extension of a No Sail Order suspending passenger operations on cruise ships with the capacity to carry at least 250 passengers in waters subject to U.S. jurisdiction through September 30, 2020. Additionally, on July 19, 2020, the Prime Minister of the Bahamas announced, among other things, commercial vessels carrying Americans would not be allowed to enter its borders.

These COVID-19-related business circumstances were not reasonably foreseeable. CPA did not foresee how significantly and for how long the pandemic and related various governmental orders would impact our business. We also did not foresee that lockdown orders, initially issued for short durations in only a few cities, would spread throughout the country and be repeatedly extended, or that the CDC would extend the No Sail Order through September 30. Nor did we foresee how these events would gravely impact our business not merely for a short period, but now for at least the next few months. We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties we face in projecting staffing needs under these unprecedented circumstances. We would have liked to provide more advance notice of this action, but were unable to do so due to the recent announcements mentioned above and the recent developments with the COVID-19 pandemic, national disaster and national emergency.

The union representing affected workers, and the name and address of the chief elected officer of the union, are: TRANSPORT WORKERS UNION OF AMERICA LOCAL 525, AFL-CIO, Kevin P. Smith, President, 2395 North Courtenay Parkway, Suite 104, Merritt Island, Florida 32953. There are no bumping rights. Should you wish further information, please contact Donna Greenslade at 445 Challenger Road, Cape Canaveral, Florida 32920 and (321) 544-0221.

Regards,

*Amanda Brailsford-Urbina*

Amanda Brailsford-Urbina  
Vice President of Human Resources, Recreation and Customer Experience

Enclosure (Schedule of Job Actions)

Home Department	Job Title Description	Action	Number of Employees (FTE's)	Effective Date of Action
Cruise Operations	Passenger Bridge Trainer	Extension of Temporary Furlough	1	7/29/2020
Cruise Operations	Supervisor, Cruise Operations	Extension of Temporary Furlough	2	7/29/2020
Cargo/Container	Manager, Cargo Container Operations	Temporary Furlough	1	7/29/2020
Construction	Specialist, Construction Administration	Temporary Furlough	1	7/29/2020
Cruise Business Development	Director, Cruise, Tourism & Hospitality	Temporary Furlough	1	7/29/2020
Cruise Business Development	Manager, Cruise, Tour & Hospitality	Temporary Furlough	1	7/29/2020
Facilities and Maintenance	Supervisor, Terminal Support Services	Temporary Furlough	1	7/29/2020
Govt & Strategic Communications	Specialist, Digital Marketing & Communication	Temporary Furlough	1	7/29/2020
Ground Transportation Services	Manager, Ground Transportation	Temporary Furlough	1	7/29/2020
Harbormasters	Duty Harbormaster	Temporary Furlough	3	7/29/2020
Cruise Operations	Manager, Cruise Operations	Temporary Furlough	1	7/29/2020
Public Safety & Security	Asst Facility Security Officer/Security Mgr	Temporary Furlough	1	7/29/2020
Public Safety & Security	Director, Public Safety and Security	Temporary Furlough	1	7/29/2020
Construction	Project Director	Temporary Furlough	1	7/29/2020
Customer Experience	Coordinator, Recreation & Customer Experience	Layoff	1	7/29/2020
Exploration Tower	Guest Service Relations, Recreation ET	Layoff	3.5	7/29/2020
Ground Transportation Services	Code Enforcement Officer	Layoff	6	7/29/2020
Ground Transportation Services	Sr. Administrative Assistant	Layoff	1	7/29/2020
Jetty Park	Guest Service Relations, Recreation - JP	Layoff	4	7/29/2020
Cruise Operations	Cruise Operations Associate	Layoff	29.5	7/29/2020
Cruise Operations	Supervisor, Cruise Operations	Layoff	1	7/29/2020
Customer Experience	Director, Rec Ops, Events & Experiences	Layoff	1	7/29/2020
Fleet Services	Fleet A/PM Tire Tech	Layoff	1	7/29/2020
Human Resources	Sr. Human Resources Generalist	Layoff	1	7/29/2020
Landscaping	Landscape Tech	Layoff	2	7/29/2020
Linehandlers	Line Handling Associate	Layoff	10	7/29/2020
Maintenance	Facilities Tech A	Layoff	2	7/29/2020
Maintenance	Facilities Tech B	Layoff	2	7/29/2020
Maintenance	Quality Control Inspector	Layoff	0.5	7/29/2020
Maintenance	Skilled Facilities Tech	Layoff	1	7/29/2020
Maintenance	Specialist, Work Control Ctr Support	Layoff	0.5	7/29/2020
Building Official	Chief Building Official	Voluntary Reduction of Hours	0.4	7/29/2020
Building Official	Manager, Permitting	Voluntary Reduction of Hours	0.4	7/29/2020

**FTE's**

<i>Extension of Temporary Furlough</i>	<b>3</b>
<i>Temporary Furlough</i>	<b>14</b>
<i>Layoff</i>	<b>67</b>
<i>Voluntary Reduction of Hours</i>	<b>0.8</b>
<b>Total</b>	<b>84.8</b>