



November 23, 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 16 employees being permanently laid off at this employment site. The first permanent layoff of 67 employees at this site occurred on July 29, 2020 as reported to the Brevard County Board of County Commissioners by a letter dated July 29, 2020. The second permanent layoff at this site occurred on October 20, 2020 with only one employee affected by the layoff. The third permanent layoff at this site will occur on January 29, 2021 and will affect 15 employees who have been on temporary furlough. One employee from the third permanent layoff has opted to be laidoff effective November 26, 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. There were additional temporary furloughs that occurred on July 29, 2020 with the reasonable expectation that the temporary furloughs would last no longer November 27, 2020.

The expected date of the third separation at this worksite is January 29, 2021. The effective date at this work site of other job actions (such as furloughs and reductions in scheduled hours) is expected to be January 29, 2021. 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 October 31, 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 October 31. 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	FTE's	Effective Date	TWU
Cargo Business Development	Specialist, Ro/Ro Division	Layoff	1	10/20/2020	N
Cargo/Container	Manager, Cargo Container Operations	Furlough to Layoff	1	1/29/2021	N
Construction	Specialist, Construction Administration	Furlough to Layoff	1	1/29/2021	N
Cruise Business Development	Director, Cruise, Tourism & Hospitality	Furlough to Layoff	1	1/29/2021	N
Cruise Operations	Supervisor, Cruise Operations	Furlough to Layoff	1	1/29/2021	N
Cruise Operations	Manager, Cruise Operations	Furlough to Layoff	1	1/29/2021	N
Cruise Operations	Passenger Boarding Bridge Trainer	Furlough to Layoff	1	1/29/2021	Y
Facilities and Maintenance	Supervisor, Terminal Support Services	Furlough to Layoff	1	1/29/2021	N
Govt & Strategic Communications	Specialist, Digital Marketing & Communication	Furlough to Layoff	1	1/29/2021	N
Ground Transportation Services	Manager, Ground Transportation	Furlough to Layoff	1	1/29/2021	N
Harbormasters	Duty Harbormaster	Furlough to Layoff	3	1/29/2021	N
Public Safety & Security	Asst Facility Security Officer/Security Mgr	Furlough to Layoff	1	1/29/2021	N
Public Safety & Security	Director, Public Safety and Security	Furlough to Layoff	1	11/26/2020	N
Environmental	Specialist, Environmental	Furlough to Layoff	1	1/29/2021	N

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