

July 20, 2020



**VIA U.S. MAIL AND BY E-MAIL**

we're all yours

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Buddy Dyer  
Mayor  
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buddy.dyer@orlando.gov

Dear Sir:

This letter is to inform you that as a result of unforeseen business circumstances related to the sudden and unprecedented effects of the coronavirus (COVID-19) outbreak on the business of Caribe Royale, including the recent and sudden increase in cases in Florida and subsequent cancellations from prospective guests, Caribe Royale Orlando is extending the temporary layoffs which it initiated on Friday, March 20, 2020, at its property located at 8101 World Center Drive, Orlando, Florida 32821. Although Caribe Royale Orlando previously anticipated that these layoffs would last for less than six (6) months, we now anticipate that they will last for more than 6 months. This is a partial closure/layoff and not all employees at the property will be impacted.

At this time, we anticipate the layoffs will be temporary. There are no bumping rights for affected employees. There are no unions representing the affected employees.

Included is a list of the job titles of positions to be affected and the number of affected employees in each job classification is available on site.

We truly regret that these actions are necessary. You may contact me at the phone number listed below if you have questions or want additional information.

Sincerely,

A handwritten signature in black ink that reads "Donna Smithberger".

Donna Smithberger  
Director of Human Resources  
407-238-8499

Enclosure: Listing of all job titles with number of impacted employees

Caribe Royale Orlando  
Layoff Impact list by Job Titles  
July 20, 2020

<b>Job Title</b>	<b>Number of Employee Impact</b>
GUEST RELATIONS AGENT	1
SALES MANAGEMENT	1
SALES ASSOCIATES	2
CONVENTION SALES	2
CONVENTION SERVICES COORD	2
CATERING SALE MANAGER	1
FRONT OFFICE SUPV	1
FRONT OFFICE AGENTS	7
GVYD FO AGENTS	1
PBX DISPATCH	2
PBX	2
GRAVEYARD PBX	1
ROOMS CONTROL CLERK	1
NIGHT AUDIT	1
DOORPERSON/VALET	2
BELL STAFF	2
GRAVEYARD BELLSTAFF	2
RESERVATIONS MGMNT	1
RESERVATIONISTS	5
GROUP HOUSING COORD	3
GROUNDS II	2
ENGINEERING TECH II	3
HOUSEKEEPING COORDINATOR	2
SUITE ATTENDANT ENTRY	2
SUITE ATT SELF INSPECT I	8
AM HOUSEPERSON SELF INSPECT	3
AM LOBBY ATTENDANT I	3
PM LOBBY ATTENDANT	4
GVYD LOBBY ATTENDANT	1
1170821-HSKP UTILITY	1
LAUNDRY WASHER/DRIVER 1ST	1
LAUNDRY ATTENDANT	2
TROPICALE SUPERVISOR	1
TROPICALE BUSSPERSON AM	2
TROPICALE BUSSPERSON PM	3
TROPICALE AM HOST(ESS)	3
TROPICALE SERVER	8
ROOM SVCE SERVER	4
ROOM SVCE CASHIER	3
RM SVC SUP 3RD SHIFT	1
CAFE CASHIER AM	3
CAFE CASHIER PM	1
VENETIAN FRONT SERVER	1
VENETIAN BACK SERVER	2
VENETIAN HOST(ESS)	2
JAVA'S COFFEE SHOP ATTD	1

Caribe Royale Orlando  
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COOK I	2
COOK II	8
COOK III	4
COOK IV	6
BUFFET AM/PM TROP	1
PANTRY III	1
PANTRY LEAD	1
CC KITCHEN MANAGEMENT	1
CC BUTCHER & MEAT PREP	1
CC BAKER III & IV	3
CC GARDE V/SUPERVISOR	1
CC GARDE MANGER I,II,III	2
STEWARD MGMT	1
STEWARD	9
HEAVY UTILITY STEWARD	3
CC AM LEAD STEWARD	1
CC PM LEAD STEWARD	2
SILVER ROOM ATTENDANT	1
SILVER RM SANITATION LEAD	1
PURCHASING/RECEIVING	7
BANQUET MANAGEMENT	2
BANQUET CAPTAINS	3
ASST BQT CAPTIAN/LEAD BQSERVER	1
BANQUET SERVER F/T	24
BANQUET SERVER On/Call	120
BQT SET-UP MGR/ASST MGR	1
BANQUET SET-UP SUPV	2
BANQUET SET-UP AM	9
BANQUET SET UP PM	10
BAR BACK/ BUSSER	1
CALYPSO'S BARTENDER	6
CALYPSO'S COOK III	2
CALYPSO'S COOK IV	3
IT SYSTEM ADMIN	1
IT ADMIN	1
PARKING VALET	2
HUMAN RESOURCES COORDINATOR	1
FITNESS CENTER ATTENDANT	1
GENERAL CASHIER	1
INCOME AUDITOR	1
GROUP BILLING COORDINATOR	2
ACCOUNTING CLERK	3
<b>Total</b>	<b>360</b>