



June 19, 2020

Via Certified Mail and Email

Attn: Steven Gustafson
State Trade and Rapid Response Coordinator
REACT Program
MSC 229
107 E. Madison Street
Tallahassee, FL 32399-4137
WARNnotices@deo.myflorida.com

Mayor Buddy Dyer
400 South Orange Avenue
Orlando, Florida 32801
buddy.dyer@orlando.gov

Re: DoubleTree Orlando Downtown Layoffs

Dear Mr. Gustafson and Mayor Dyer:

I am writing on behalf of Pyramid Orlando Downtown Management, LLC (hereinafter "the Company") to give you notice that there will be a layoff and/or furlough impacting more than 50 employees and one-third of the employees of the DoubleTree Orlando Downtown (the "Hotel"), located at 60 S. Ivanhoe Blvd., Orlando, FL 32804. The layoffs and/or furloughs could exceed six months and will affect at least 61 employees. In mid-March, the Hotel put most of its employees on furlough status due to the COVID-19 pandemic. The expectation was the furlough would last 60-90 days. This no longer appears to be the case. The unforeseen COVID-19 pandemic and state and national mandated abatement measures to contain the spread of the virus have severely impacted business. Notwithstanding the state of Florida slowly beginning to "reopen", tourism remains severely disrupted, and further, active Covid-19 cases continue to rise in Florida. Given these existing circumstances, the Company is making the difficult decision to convert many of the furloughs to layoffs beginning July 1, 2020. As business needs dictate, the Hotel will seek to rehire laid off employees. Other employees will remain on furlough for an indeterminate amount of time. No bumping rights exist.

While we do not concede that the layoffs will trigger state or federal WARN Act notice requirements, we are providing this notice in an abundance of caution. The unforeseen circumstances of a prolonged loss in business due to the COVID-19 pandemic, National Emergency declared by the President of the United States, the State of Emergency declared by the Governor of Florida, the related declared public health

emergencies, and the various state orders and recommendations designed to help contain the spread of the virus, and continued rise of active Covid-19 cases prevented any earlier notice.

All affected employees have been notified of their layoff and extended furlough. Attached is a list of the job positions and number of individuals who will be impacted.

The information provided herein represents the best information available to the Company at this time. All questions, concerns, and contact regarding this notice can be directed to me at 407-313-6030 or jcole@pyramidhotelgroup.com.

Sincerely,



Jana Cole Sprenkel, SHRM – CP

Director of Human Resources

Doubletree Orlando Downtown – Pyramid Hotel Group

60 South Ivanhoe Boulevard | Orlando, FL 32804

Email: Jana.Cole@hilton.com

Phone: **Direct** 407-313-6030 | **Main** 407-425-4455 | **Fax** 407-313-6041

Attachment

FURLOUGH EXTENSION AND LAYOFF EMPLOYEE IMPACT COUNT

Position	Impacted Employees
ACCOUNTING - ACCOUNTS PAYABLE	1
ACCOUNTING - ACCOUNTS RECEIVABLE	1
BANQUETS - CAPTAIN	1
BANQUETS - SERVER	1
BANQUETS - SETUP - HOUSEPERSON	3
BEVERAGE - BARTENDER	1
CULINARY - COOK	5
CULINARY - COOK SENIOR	2
BANQUETS MANAGER	1
PBX OPERATOR	2
REPAIRS AND MAINTENANCE - ENGINEER	3
RESTAURANT - CASHIER/GREETER	1
RESTAURANT - SERVER	6
RESTAURANT - SUPERVISOR	2
ROOM SERVICE - SERVER	1
ROOMS - GUEST SERVICES - AGENT	2
ROOMS - GUEST SERVICES - SUPERVISOR	1
ROOMS - HOUSEKEEPING - ATTENDANT	10
ROOMS - HOUSEKEEPING - HOUSEPERSON	2
ROOMS - HOUSEKEEPING - SUPERVISOR	1
ROOMS - HOUSEKEEPING - MANAGER	1
ROOMS - RESERVATIONS ATTENDANT	1
ROOMS - VALET - DRIVER	3
SALES - BUSINESS TRAVEL SALES MANAGER	1
SALES - CATERING SALES MANAGER	1
SALES - CONVENTION SERVICES SALES MANAGER	1
SALES - GOVERNMENT/ASSOCIATIONS GROUP SALES MANAGER	1
SALES - SMERF GROUP SALES MANAGER	1
SALES ADMIN	1
STEWARDEDING - ATTENDANT	3