



EMBASSY SUITES

by HILTON™

Orlando Lake Buena Vista South

July 29, 2020

VIA U.S. MAIL AND BY E-MAIL

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State Trade and Rapid Response Coordinator
Department of Economic Opportunity
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Don Fisher
County Manager
Osceola County
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Dear Sirs:

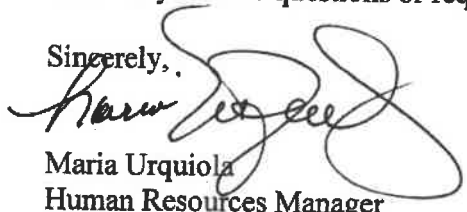
This letter is to inform you that as a result of unforeseen business circumstances related to the sudden and unprecedented effects of the coronavirus (COVID-19) outbreak on the business of the Embassy Suites by Hilton Orlando Lake Buena Vista South, including the recent and sudden increase in cases in Florida and subsequent cancellations from prospective guests, Embassy Suites by Hilton Orlando Lake Buena Vista South is extending the temporary furloughs which it initiated on Friday, March 20, 2020, at its property located at 4955 Kyns Heath Road, Kissimmee, Florida 34746. Although Embassy Suites by Hilton Orlando Lake Buena Vista South previously anticipated that these furloughs 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/furlough and not all employees at the property will be impacted.

At this time, we anticipate the furloughs 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 require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maria Urquiola', written over the word 'Sincerely,'.

Maria Urquiola
Human Resources Manager
407-597-4054

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

Job Titles Listing

Job Title	# Employees
Accounting Clerk	1
Human Resources Coordinator	1
AM Buserperson	4
Assistant Banquet Set-up Manager	1
Banquet Manager	1
Banquet Set-up	3
Bellperson	2
Breakfast Cook	3
Convention Services Coordinator	1
Convention Services Manager	1
Cook	1
Engineering Administrator	1
Engineering Technician	1
Food & Beverage Supervisor	2
Front Office Agents	4
Loss Prevention Officer	2
Housekeeping Lead	1
Housekeeping Supervisor	4
Houseperson	2
Laundry Attendants/Washer	3
Lobby Attendants	4
Marketplace Attendants	3
Reservationists	3
Sales Associate	1
Sales Coordinator	1

Sales Manager	1
Restaurant Servers	5
Stewards	1
Suite Attendants	20
Banquet Servers On-Call	17