



EMBASSY SUITES®

Tampa - Downtown Convention Center

July 31, 2020

Steven K. Gustafson  
State Trade and Rapid Response Coordinator  
Department of Economic Opportunity  
107 E Madison St  
Caldwell Building, MSC G-229  
Tallahassee, FL 32399

Re: Notice of Job Actions

This letter is to inform you that, due to the unprecedented and ongoing impact of the novel coronavirus and related governmental actions, Embassy Suites Management LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at Embassy Suites by Hilton Tampa Downtown Convention Center located at 513 S. Florida Avenue, Tampa, FL 33602.

We are taking these actions because of COVID-19 related business circumstances that were not reasonably foreseeable at the time notice would have been required. We did not and could not have foreseen how broadly and deeply the COVID-19 epidemic would spread and affect our business; nor did we foresee that "lockdown" orders, initially issued for short durations in certain specific cities, would spread throughout the country and be constantly and continually extended and/or changed, thus not merely interrupting commerce and travel for a short period, but now disrupting commerce and travel for the foreseeable future. Contrary to our expectations governmental orders continue to impose substantial limits on our operations at this location, such as social distancing guidelines, limits on large public gatherings, and capacity limitations. We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties Hilton and our entire industry face in projecting future staffing needs under these unprecedented circumstances. We would have liked to have given you more advance notice of this action, but were unable to do so due to these factors and the rapidly evolving impact of the novel coronavirus epidemic national disaster and national emergency. We are providing this notice as the Worker Adjustment and Retraining Notification Act, and any applicable state law, encourages employers to provide information even when a notice requirement does not exist. To the extent that

**Hilton**

the Hotel's actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, and any applicable state law, this letter is intended to fulfill any notice requirements.

Please let me know if you have any questions, or if I can be of further assistance to you during this time. I can be reached at (813) 769-8350.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Ward". The signature is fluid and cursive, with the first letter "S" being particularly large and stylized.

Scott Ward  
General Manager

Enclosure (Schedule of Job Actions)



**SCHEDULE OF JOB ACTIONS**

**Location Address: 513 S Florida Avenue**

**As of July 31, 2020**

**Temporary Furloughs:**

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on March 20, 2020, at which time it was forced to implement temporary furloughs. The Company reasonably expected these furloughs to last 6 months or less.

**Positions Now Affected by Temporary Furloughs Expected to Last Longer Than Six Months:**

The Company now expects the temporary furloughs of approximately 75 employees to last longer than 6 months. The Company is still hopeful that it may be able to return some of these employees to work sooner, but that is no longer the Company's best estimate based on the information available to it at this time.

**Additional Information:**

The following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for implementing these job actions (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any. This information is available broken down by location if multiple locations are involved.

Embassy Suites by Hilton Tampa Downtown Convention Center - Tampa

There are no unions and there are no bumping rights.

The temporary furloughs of the following count of employees are now expected to exceed six months.

All the best,

Scott

Position Title	Count
Agent-Guest Service	2
Asst Admin	1
Asst Dir-Sales	1
Asst Mgr Front Desk	1
Attendant-Room	11
Bartender	7
Bellperson	3
Busperson	3
Clerk-Accounting	2
Cook	3
Cook-Cook II	2
Cook-Cook III	3
Dir-Food & Beverage	1
Dir-Front Office Operations	1
Dishwasher	4
Engineer	3
Houseperson-Banquet	1
Houseperson-Housekeeping	4
Inspector	3
Mgr-Banquet	1
Night Auditor	1
Porter-Lobby	1
Server Banquet Food (7i exempt)	3
Server-Beverage	6
Server-Food	1
Sous Chef	1
Sr Mgr Sales	4
Supv-Breakfast	1