



GALLERYone  
 FORT LAUDERDALE  
 A DOUBLETREE SUITES BY HILTON

July 23, 2020

Steven K. Gustafson  
 107 E. Madison Street  
 Caldwell Building, MSC G-229  
 Tallahassee FL 32399

Dean Trantalis  
 City Hall, 8<sup>th</sup> Floor  
 100 N. Andrews Ave.  
 Fort Lauderdale, FL 33311

Dale V.C. Holness  
 4325 W. Sunrise Blvd.  
 Plantation, FL 33313

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, DoubleTree Employer, LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at GALLERYone a DoubleTree Suites by Hilton 2670 E. Sunrise Boulevard Fort Lauderdale FL 33304.

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. For example, governmental orders continue to impose substantial limits on our operations at this location such as social distancing guidelines, limits on large public gatherings, capacity limitations and curfews. We are notifying you of this decision as soon as it was practicable to do so, taking into account the great



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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 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 954-335-4500.

Sincerely,

Robert Keesler  
General Manager

Enclosure (Schedule of Job Actions)



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**SCHEDULE OF JOB ACTIONS**

**Location Address: 2670 E. Sunrise Blvd. Fort Lauderdale FL 33304  
As of July 23, 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 62 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.

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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.

Position Title	Count
Agent-Guest Service	2
Analyst/Clerk Accounting	1
Assistant-Human Resources	1
Attendant-Banquet Set-Up	3
Attendant-Room	14
Bartender	2
Chef-Restaurant	1
Communications Operator	2
Cook	4
Coordinator-Sales	1
Engineer	3
Executive Chef	1
Houseperson-Housekeeping	5
Manager-Event Services	1
Manager-Outside Sales	2
Night Manager	1
Owner Relations Manager	1
Server Banquet Food (7i exempt)	2
Server-Beverage	1
Server-Food	6
Sr Mgr Sales	1
Stewards	3
Supervisor - Restaurant	2
Supervisor-Housekeeping	1

**Carla Smith, CHP**

**Director of Human Resources**

O 954-335-4530 | F 954-335-4544

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GALLERYone a DoubleTree Suites by Hilton

2670 East Sunrise Boulevard

Fort Lauderdale, FL 33304

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**Your Warm  
Cookie Awaits**



**RANKED #1**

**We're proud to be recognized  
as a Great Place To Work!**



*We're honored to announce that Hilton Worldwide has been recognized as a Great Place To Work in China, Colombia, Italy, Netherlands, Peru, United Kingdom, United Arab Emirates and United States*