



July 29, 2020

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

Jerry L. Demings
Mayor of Orange County
201 S. Rosalind Avenue, 5th Floor
Orlando, FL 32801

Buddy Dyer
Mayor of Orlando
400 South Orange Avenue
Orlando, Florida 32801

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, Hilton Hotel Employer LLC, (“Company”) is taking the job actions described on the attached schedule affecting employees who work at the Hilton Orlando Lake Buena Vista, 1751 Hotel Plaza Blvd, Lake Buena Vista, FL 32830.

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 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 407-827-4000.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Grosso', is written over a horizontal line.

James Grosso
General Manager

Enclosure (Schedule of Job Actions)



SCHEDULE OF JOB ACTIONS

Location Address:
Hilton Orlando Lake Buena Vista
1751 Hotel Plaza Blvd.
Lake Buena Vista, FL 32830
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 23, 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 338 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.

Employees Whose Furloughs Are Being Extended to Exceed 6 Months:

Hilton Lake Buena Vista
1751 Hotel Plaza Blvd
Lake Buena Vista, FL 32830

| Job Title | # of Emp | Commencement of Temporary Furlough |
|----------------------------|-----------------|---|
| Asst Director Events | 2 | 3/30/2020 |
| Asst Director Housekeeping | 2 | 3/30/2020 |
| Asst Director HR | 1 | 3/30/2020 |
| Asst Director Revenue | 1 | 3/30/2020 |
| Asst Director Banquets | 1 | 3/30/1930 |
| Asst Manager Banquets | 2 | 3/23/2020 |
| Asst F&B Manager | 1 | 3/23/2020 |
| Director Banquets | 1 | 3/30/2020 |
| F&B Director | 1 | 3/30/2020 |
| Director Front Office | 1 | 3/30/2020 |
| Director Housekeeping | 1 | 3/30/2020 |
| Director Restaurants | 1 | 3/30/2020 |
| Director Sales | 1 | 3/30/2020 |
| Executive Chef | 1 | 3/30/2020 |
| Executive Steward | 1 | 3/30/2020 |
| Front Desk Agents | 12 | 3/23/2020 |
| Front Desk Agents | 1 | 3/30/2020 |
| Finance Analysts | 6 | 3/23/2020 |
| Cafeteria Attendant | 2 | 3/23/2020 |
| Cafeteria Attendant | 1 | 3/30/2020 |
| Towers Attendants | 2 | 3/23/2020 |
| Room attendant | 58 | 3/23/2020 |
| Room attendant | 6 | 3/30/2020 |
| Baker | 4 | 3/23/2020 |
| Bartender | 5 | 3/23/2020 |
| Bellperson | 6 | 3/23/2020 |
| Banquet Captain | 5 | 3/23/2020 |
| Room Service Captain | 1 | 3/23/2020 |
| Room Service Cashier | 3 | 3/23/2020 |
| Carpenter | 1 | 3/30/2020 |
| Banquet Chef | 1 | 3/23/1930 |
| Restaurant Chef | 1 | 3/23/1930 |
| Restaurant Chef | 2 | 3/30/2020 |
| Lobby Cleaner | 1 | 3/23/2020 |
| Lobby Cleaner | 1 | 3/30/2020 |
| Engineering clerk | 1 | 3/23/2020 |
| Receiving clerk | 1 | 3/23/2020 |
| Receiving clerk | 1 | 3/30/2020 |

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|-----------------------------|----|-----------|
| PBX Operator | 3 | 3/23/2020 |
| PBX Operator | 2 | 3/30/2020 |
| Breakfast Cook | 2 | 3/23/2020 |
| Culinary Specialist | 6 | 3/23/2020 |
| Buffet cooks/prep cook | 2 | 3/23/2020 |
| Buffet cooks/prep cook | 1 | 3/30/2020 |
| Prep Cook | 1 | 3/23/2020 |
| Round Cook | 13 | 3/23/2020 |
| Reservations coordinator | 3 | 3/30/2020 |
| HR coordinator | 1 | 4/6/2020 |
| Deli Cashier/ Counterperson | 1 | 3/25/2020 |
| Deli Cashier/ Counterperson | 8 | 3/30/2020 |
| Engineer | 1 | 3/23/2020 |
| Engineer | 1 | 3/30/2020 |
| Exec Sous Chef | 1 | 3/30/2020 |
| Rooms Coordinator | 1 | 3/30/2020 |
| Bell Stand Supervisor | 1 | 3/23/2020 |
| Restaurant Host/Hostess | 2 | 3/23/2020 |
| Housekeepng Floor Superviso | 5 | 3/23/2020 |
| Banquet Houseman | 5 | 3/23/2020 |
| Housekeeping Houseperson | 10 | 3/23/2020 |
| Housekeeping Houseperson | 3 | 3/30/2020 |
| Marketing Analyst | 1 | 3/23/2020 |
| Mechanics | 5 | 3/30/2020 |
| Communications Manager | 1 | 3/23/2020 |
| Front Desk Manager | 2 | 3/23/2020 |
| Front Desk Manager | 2 | 3/30/2020 |
| Front Service Manager | 1 | 3/30/2020 |
| Housekeeping Manager | 1 | 3/30/2020 |
| Reservations Manager | 1 | 3/30/2020 |
| Restaurant Manager | 1 | 3/23/2020 |
| Restaurant Manager | 1 | 3/30/2020 |
| Revenue Manager | 1 | 3/23/2020 |
| Painter | 3 | 3/23/2020 |
| Pot Washer | 3 | 3/23/2020 |
| Food Runner | 1 | 3/23/2020 |
| Events Admin Asst | 2 | 3/23/2020 |
| Events Admin Asst | 1 | 3/30/2020 |
| Sales Admin Asst | 4 | 3/23/2020 |
| F&B Admin Asst | 1 | 3/23/2020 |
| Security Officer | 3 | 3/23/2020 |
| Security Officer | 1 | 3/25/2020 |
| Security Officer | 4 | 3/30/2020 |
| Banquet Server | 18 | 3/23/2020 |
| Beverage Server | 4 | 3/23/2020 |
| Food Servers | 12 | 3/23/2020 |
| Pool Servers | 2 | 3/23/2020 |

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|-------------------------------|----|-----------|
| Room Service Server | 6 | 3/23/2020 |
| Stewards | 10 | 3/23/2020 |
| Bar Supervisor | 1 | 3/23/2020 |
| F&B Supervisor | 1 | 3/23/2020 |
| Housekeeping Supervisor | 2 | 3/23/2020 |
| Security Supervisor | 1 | 3/30/2020 |
| Stewarding Supervisor | 1 | 3/30/2020 |
| Banquet Supervisor | 1 | 3/23/2020 |
| Cafeteria Supervisor | 1 | 3/30/2020 |
| Kitchen Supervisor | 3 | 3/23/2020 |
| Housekeeping Trainer | 1 | 3/23/2020 |
| Beverage Manager | 1 | 3/30/2020 |
| Facilities Banquet Manager | 1 | 3/23/2020 |
| Hr Manager | 1 | 3/30/2020 |
| Sales Manager | 4 | 3/30/2020 |
| Marketing Manager | 1 | 3/30/2020 |
| Event Manager | 2 | 3/23/2020 |
| Sr Sales Managers | 4 | 3/23/2020 |
| Sr Sales Managers | 2 | 3/30/2020 |
| Operations Analyst | 1 | 4/6/2020 |
| PT Front Desk Agent | 1 | 3/23/2020 |
| PT Mechanic | 1 | 3/23/2020 |
| PT Banquet Server | 1 | 3/23/2020 |
| Security Dispatch/ Hskp Coorc | 1 | 3/23/2020 |

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