



July 13, 2020

VIA FEDERAL EXPRESS

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

Hon. Buddy Dyer, Mayor  
Orlando City Hall  
400 South Orange Avenue  
Orlando, Florida 32801  
Orange County, FL

Hon. Jerry L. Demings, Mayor  
Orange Beach County Board of County Commissioners  
201 S. Rosalind Avenue, 5th floor  
Orlando, Florida 32801

To whom it may concern:

In our letter of April 1, 2020, attached for reference, we informed you that as a result of the unforeseeable and immediate dramatic downturn in business and occupancy directly caused by the COVID-19 pandemic, there would be a mass layoff at the **Homewood Suites by Hilton Orlando-International Drive/Convention Center** hotel located at 8745 International Drive, Orlando, Florida 32819 ("Hotel"). Further, we advised you that while we hoped the COVID-19 pandemic would end rapidly, that current health and economic conditions would change, and that we would be able to recall these employees as soon as possible, we didn't know how long the COVID-19 situation would last or its future effects upon the Hotel, and accordingly, we could not say if and when these employees would be recalled.

We have prepared this letter to update our April 1st letter to you, and to inform you that, unfortunately, we have determined that our business and occupancy levels are not projected to return to a sustainable level for the foreseeable future and the length and severity of the effects of the COVID-19 pandemic on our business will be greater than previously anticipated. As a result, we have had to reassess our initial understanding of the circumstances facing the Hotel. In our April 1st letter, we advised that approximately 40 employees were impacted by the workforce reduction at that time (the actual number was 41). Regrettably, it has now become apparent that these layoffs will extend beyond six (6) months for 24 of these employees. Furthermore, effective

June 19th, the Hotel had to proceed to terminate the employment of 10 of the remaining employees who were previously laid-off.

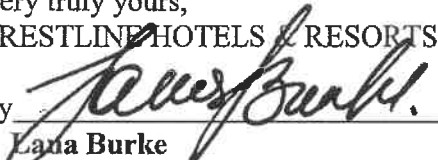
Attached hereto is the currently anticipated schedule of employment terminations since our April 1st letter, including a list of the job titles to be affected. No bumping rights exist for the employees, as no employees are represented by a union. We were unable to provide this notice to you earlier because the length and severity of the impact of the COVID-19 natural disaster and calamity, as well as the changing business circumstances resulting from the dramatic downturn in hotel guests and patrons, was unforeseeable and outside of our control.

If you have any questions, or if we can provide any additional information, please do not hesitate to contact:

Denise Reynolds, Regional Vice President of Human Resources  
Crestline Hotels & Resorts  
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Fairfax, VA 22030  
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Email: [Denise.Reynolds@crestlinehotels.com](mailto:Denise.Reynolds@crestlinehotels.com)

Very truly yours,  
CRESTLINEHOTELS & RESORTS

By



Lana Burke  
General Manager

Embassy Suites by Hilton Orlando International Drive

**ATTACHMENT 1**  
**Crestline Hotels & Resorts**

As explained in the accompanying letter, this attachment includes the schedule of employment terminations since our April 1st letter, including a list of the job titles to be affected.

Additional Indefinite Layoff Occurred on 04/11/2020

Employee Terminations Occurred on 6/19/2020

**Hotel Name: Homewood Suites by Hilton Orlando-International Drive/Convention Center**

<b>Add'l Indefinite Layoffs (i.e., beyond 6 mths):</b>	<b>No. of Employees Impacted by Position:</b>
Accounting Manager	<b>1</b>

<b>Employee Terminations:</b>	<b>No. of Employees Impacted by Position:</b>
Front Desk Clerk	<b>1</b>
Front Desk Manager	<b>1</b>
Housekeeper	<b>4</b>
Housekeeping Aide	<b>1</b>
Housekeeping Supervisor	<b>1</b>
Laundry Attendant	<b>1</b>
Public Space Attendant	<b>1</b>