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FROM: Bruce McDonald, General Manager

DATE: June 8, 2020

VIA: Electronic Mail and U.S. Mail

SUBJECT: WARN Act Notice

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I am writing on behalf of Hyatt Corporation (“Hyatt”) with respect to the HYATT REGENCY ORLANDO INT’L AIRPORT (the “Hotel”), at 9300 Jeff Fuqua Boulevard, Orlando, FL 32827.

The COVID-19 pandemic initially prompted numerous restrictions on travel and group meetings that resulted in a drop in our business. As a business that caters to global travelers and hosts large events around the world, this pandemic impacts us immensely. Due to this crisis, employees at the Hotel have been impacted by temporary furloughs, beginning on March 16, 2020.

We were hopeful that the restrictions and associated loss in revenue would be temporary. Since that time, it has recently become apparent that there will be longer-term revenue impacts as a result of the continued spread of the virus, extensions of various government-mandated “shelter-in-place” and “mass gathering” orders, cancellation of conferences and events, and significant decline in travel, all of which have resulted in the sudden and unexpected effective shutdown of much of our business.

While there are encouraging signs that our economy can begin to reopen in some areas, it has now become clear that the demand for travel, events, and hospitality services will take

substantially longer to resume than previously anticipated. With likely on-going social distancing until a reliable COVID-19 vaccine or treatment becomes available, we cannot predict when our way of doing business will return to "normal."

With such a significant reduction in our business in a rapidly evolving situation, we have to make painful choices that would have seemed unthinkable just a short time ago. The reality is we need to take further action to support the long-term operation of the company in a completely new operating environment.

We initially anticipated that employee furloughs at the Hotel would be temporary. Due to the sudden, dramatic, and unforeseeable additional impact of this pandemic on our business that is outside of our control, unfortunately, we must now engage in some employee separations that are expected to be permanent, some conversions of furloughs to temporary layoffs without employment benefits, and some extensions of employee furloughs with employment benefits. This is a partial closure; not all employees at the Hotel will be impacted. The employment actions described above are expected to occur in phases. Enclosed is a listing, for each of the employment actions described above, of the job titles of positions to be affected, the number of affected employees in each job classification, and the anticipated schedule of the employment actions. The affected employees at the Hotel are not represented by any union and do not have any bumping rights.

Please contact me at 407-825-1300 or [Bruce.McDonald@hyatt.com](mailto:Bruce.McDonald@hyatt.com) if you have any questions about this notice.



**Bruce McDonald**  
*General Manager*

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**Attachment A – Employees Affected by Permanent Separations**

JOB TITLE	NUMBER OF EMPLOYEES AFFECTED	ANTICIPATED SEPARATION DATES
Administrative Assistant	3	June 6, 2020
Attendant	1	June 6, 2020
Bar Attendant	1	June 6, 2020
Bartender	1	June 6, 2020
Bell Attendant	3	June 6, 2020
Buffet Attendant	2	June 6, 2020
Cook 1- Entry	2	June 6, 2020
Cook 2	3	June 6, 2020
Cook 3	3	June 6, 2020
Cook 4	1	June 6, 2020
Cook 5	1	June 6, 2020
Coordinator	1	June 6, 2020
Door Attendant	1	June 6, 2020
Event Concierge	1	June 6, 2020
Event Planning Manager	1	June 6, 2020
Event Sales Coordinator	1	June 6, 2020
Event Sales Manager	1	June 6, 2020
Event Services Manager	1	June 6, 2020
Event Set Up Lead	1	June 6, 2020
Greeter	6	June 6, 2020
Host	3	June 6, 2020
Houseperson - Events	1	June 6, 2020

Houseperson - Housekeeping	2	June 6, 2020
Intern-Ops (Rms/F&B/Eng)	1	June 6, 2020
Laundry Attendant	1	June 6, 2020
Outlets Director	1	June 6, 2020
Revenue Analyst	1	June 6, 2020
Room Attendant	8	June 6, 2020
Sales Manager-Group	2	June 6, 2020
Security Director	1	June 6, 2020
Security Officer	1	June 6, 2020
Server Assistant	2	June 6, 2020
Server-Beverage	1	June 6, 2020
Server-Events	3	June 6, 2020
Server-Restaurant	6	June 6, 2020
Steward	5	June 6, 2020
Storeroom Attendant	1	June 6, 2020
Washer	1	June 6, 2020

**Attachment B – Employees Affected by Conversions of Furloughs With Employment Benefits to Temporary Layoffs Without Employment Benefits**

JOB TITLE	NUMBER OF EMPLOYEES AFFECTED	ANTICIPATED DATE OF CONVERSION
Administrative Assistant	1	June 6, 2020
Bartender	1	June 6, 2020
Bell Attendant	2	June 6, 2020
Buffet Attendant	1	June 6, 2020
Concierge	2	June 6, 2020
Cook 1- Entry	1	June 6, 2020
Cook 2	3	June 6, 2020
Cook 3	9	June 6, 2020
Cook 4	2	June 6, 2020
Cook 5	1	June 6, 2020
Culinary Supervisor	1	June 6, 2020
Door Attendant	2	June 6, 2020
Event Services - Lead	3	June 6, 2020
Event Set Up Lead	1	June 6, 2020
Host	3	June 6, 2020
Houseperson - Events	5	June 6, 2020
Houseperson Housekeeping	1	June 6, 2020
HR Coordinator	1	June 6, 2020
Room Attendant	7	June 6, 2020
Runner - F&B	4	June 6, 2020
Runner - Housekeeping	1	June 6, 2020
Security Officer	2	June 6, 2020
Server Assistant	3	June 6, 2020
Server-Beverage	1	June 6, 2020
Server-Events	8	June 6, 2020

Server-Restaurant	7	June 6, 2020
Steward	10	June 6, 2020
Storeroom Attendant	1	June 6, 2020
Storeroom Lead	1	June 6, 2020
Washer	1	June 6, 2020

**Attachment C – Employees Affected by Extensions of Temporary Furloughs With Employment Benefits**

JOB TITLE	NUMBER OF EMPLOYEES AFFECTED
Administrative Assistant	1
Assistant Exec Housekeeper	1
Assistant Sp Rest Manager	1
Bell Attendant	3
Cook 3	1
Cook 4	4
Cook 5	1
Culinary Supervisor	3
Door Attendant	1
Door Attendant - PM	1
Event Manager	1
Event Planning Manager	1
Gnrl Maint Engineer A (Entry)	1
Gnrl Maint Engineer B	2
Greeter	1
Guest Services Manager	1
Host	1
Housekeeping - Lead	1
Houseperson - Housekeeping	4
Laundry Attendant	1
Pastry Supervisor	1
Room Attendant	11
Sales Manager-Group	2
Sales Systems Administrator	1
Seamstress/Tailor	1

Senior Event Sales Manager	1
Server-Restaurant	3
Shift Engineer	1
Sous Chef	1
Sr Sales Manager-Transient	1
Stewarding-Lead	1
Utility Engineer	1
Valet - Laundry	2

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