



VIA U.S. MAIL

April 29, 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

Mayor Tracy Upchurch
City of St. Augustine
P.O. Box 210
St. Augustine, FL 32085

Jeb S. Smith, Chair
St. Johns County
Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084

Re: WARN Act Notice

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"). WARN requires employers to give advance written notice of a furlough to affected employees. Such advanced written notice has been reduced due to the unforeseen business circumstances of the Coronavirus pandemic, an unprecedented historical event that has resulted in a national state of emergency. However, to ensure that you and all employees receive as much advance notice as possible, we are providing this notice to you and to each impacted employee.

Beginning March 12, 2020, the Renaissance St. Augustine Resort, located at 500 S Legacy Trail, St. Augustine, FL 32092, will furlough 163 employees.

At this time, it is our hope that the furloughs will only be temporary. However, due to the unprecedented nature of the pandemic, we cannot guarantee that they will not be permanent and cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for affected employees except as provided by any applicable collective bargaining agreement.

Attached is a listing of the job titles of employees who will be affected.

If you have any questions regarding this notice, please see my contact information below:

LaToya Williams
Corporate Director Human Resources
latoya.williams@atriumhospitality.com
678-335-6956 Ext. 1509

Sincerely,

A handwritten signature in blue ink that reads "LaToya K. Atwell-Williams".

LaToya K. Atwell-Williams, M.S.
Corporate Director Human Resources | Atrium Hospitality
Enclosure



Renaissance St. Augustine Resort

Accounting Clerk
Accounting Clerk
Administrative Assistant, Sales
Area Group Rooms Coordinator I
Assistant Banquet Manager II
Assistant Executive Housekeeper I
Assistant General Manager III
Assistant General Manager III
Banquet Bartender
Banquet Captain
Banquet Captain
Banquet Captain
Banquet Manager III
Banquet Server
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Bell Captain
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Chief Engineer III
Controller II
Director, Human Resources II
Director, Sales & Marketing III
Engineering Supervisor
Engineering Supervisor
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Service Manager I
Event Service Manager I
Executive Chef III
Executive Housekeeper III
Executive Sous Chef I
Executive Sous Chef II
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
General Manager III
Greeter/Seater/Cashier
Greeter/Seater/Cashier
Greeter/Seater/Cashier
Greeter/Seater/Cashier
Greeter/Seater/Cashier
Groundskeeper
Group Rooms Coordinator
Guest Services Assistant Manager II
Guest Services Manager II
Guest Services Supervisor
Guest Services Supervisor
Housekeeping Inspector
Housekeeping Inspector
Housekeeping Inspector
Housekeeping Inspector
Houseperson
Houseperson
Houseperson
Houseperson



Human Resources Coordinator
Kitchen Steward
Kitchen Steward
Kitchen Steward
Kitchen Steward
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Lead Cook
Lead Cook
Line Cook
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender
Navigator
Navigator
Navigator
Night Auditor
Night Auditor
Night Auditor
PBX Operator
PBX Operator
Public Area Attendant
Public Area Attendant
Public Area Attendant
Restaurant Busser
Restaurant Manager III
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Supervisor
Restaurant Supervisor
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Service Server

