

VISTANA VACATION OWNERSHIP, INC.
SHERATON VISTANA RESORT: 8800 Vistana Centre Drive, Orlando, FL

September 2, 2020

Via Email (WARNnotices@deo.myflorida.com) and US Mail

Steven Gustafson, State Trade and Rapid Response Coordinator
REACT Program
MSC 229
107 E. Madison Street
Tallahassee, FL 32399-4137

Re: WARN Notice— Permanent Layoffs

Dear Mr. Gustafson:

Due to the sudden, dramatic, and, unfortunately, continuing effects of the COVID-19 pandemic, **VISTANA VACATION OWNERSHIP, INC.** (“the Company”) has experienced unforeseen business circumstances, including enormous and unexpected financial losses. As a result, pursuant to the Worker Adjustment and Retraining Notification Act (“WARN”), we are writing to notify you that the Company will be conducting permanent layoffs at its facility located at 8800 Vistana Centre Drive, Orlando, FL.

The Company will layoff affected employees on November 13, 2020. At this time, we anticipate that 12 employees will be affected by this layoff, and we expect these layoffs to be permanent. A list of the job titles of positions to be affected and the number of affected employees in each job classification is attached hereto. No bumping rights exist, and no employees are represented by a union.

The vast reach of the coronavirus outbreak, as well as the declaration of a national emergency, and various governmental directives for individuals to avoid congregating, limit travel, and limit occupancy was unforeseeable and caused, and will continue to cause, among other things, a drastic impact on our business. Specifically, resort occupancy levels and sales tours have been drastically reduced since the state of Florida declared a Public Health Emergency on March 1, 2020, and Orange County’s March 24, 2020 Executive Order to temporarily close non-essential businesses. In May 2020, some business operations reopened but with limited occupancy and sales activity. Additionally, spiking levels of coronavirus cases in Florida in July and August 2020, have further contributed to the unforeseen business circumstances. After reviewing our staffing and business needs, we are providing this notice to you at the earliest possible time.

If you have any questions, please contact Adriana DaCosta at 407-529-2505 or via email at Adriana.DaCosta@vacationclub.com.

Sincerely,

Candace Shipp
Director HR Service Center
On behalf of Vistana Vacation Ownership Inc.

Enclosure

VISTANA VACATION OWNERSHIP, INC.
SHERATON VISTANA RESORT: 8800 Vistana Centre Drive, Orlando, FL

List of Job Titles of the Affected Positions

Job Title of the Affected Position	Number of Affected Employees in this Position
FA1150 - Administrator Cash Control	2
FA1151 - Lead Cash Accountant	1
RO1007 - Housekeeper Public Area	2
RO1050 - Coordinator Facilities Maintenance	1
RO1081 - Guest Services Associate	2
RO1107 - Coordinator Guest Relations	1
RO1241 - Specialist Guest Experience	1
RO5082 - Director Activities AAA	1
RO5224 - Director Resort Education & Learning	1
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