



RECEIVED

By Handberg at 2:21 pm, May 22, 2020

May 22, 2020

Via Email with Read Receipt

Breeyn Handberg
Rapid Response Program Manager
Office of Workforce Development
4020 E Fifth Ave
Columbus, OH 43219
Email: breeyn.handberg@jfs.ohio.gov

Re: Announcement of Planned Action

Dear Ms. Handberg:

The rapidly progressing responses to the threat of COVID-19, including shelter-in-place orders and mandatory closures of several types of business establishments, have caused the 21c Museum Hotel's business needs and circumstances to change in ways that were not reasonably foreseeable as recently as just weeks ago. This resulted in, among other things, an unanticipated and dramatic economic downturn beyond our control, and the furlough of a number of our employees.

However, in light of the continuing threat of COVID-19, in addition to recent federal, state and local guidance regarding the slow and phased re-openings of communities and businesses, we anticipate that many furloughs will be extended potentially beyond a 6-month period, and a number of positions will be eliminated. Accordingly, I am writing on behalf of 21c Museum Hotels to give you notice that we anticipate further action that is likely to result in a mass layoff at the 21c Museum Hotel Cincinnati facility located at 609 Walnut Street in Cincinnati, Ohio beginning May 20, 2020. This mass layoff is expected to be permanent in nature, given the current economic circumstances. We consider this to be an "unforeseeable business circumstance", given the unforeseeable, dramatic, and rapidly changing circumstances brought on by ever-increasing threat of COVID-19, the slow and phased return-to-work requirements and guidance on the federal, state and local level, and the economic impact on the hotel industry on the whole, including the property listed herein. Accordingly, please find this notice pursuant to the Federal Worker Adjustment and Retraining Notification ("WARN") Act.

All potentially affected employees have been notified of their separation dates and that their separation from employment will be permanent. Those employees are expected to be separated from employment beginning on May 20, 2020 with all separations accomplished by July 1, 2020. There will not be any bumping rights for the affected employees. All potentially affected employees have also been informed that they may be eligible to apply for unemployment insurance benefits and where to apply.

Attached as Appendix A is a list of job classifications to be affected, the number of employees to be laid off in each job classification. Should additional employees be affected, the Company will provide an updated Appendix.



If you have any questions or want additional information concerning this matter, please contact Andrew Lotter, Corporate Director of Talent & Culture, at 502.882.6228.

Sincerely,

A handwritten signature in blue ink that reads "Andrew J. Lotter". The signature is written in a cursive style with a large initial 'A' and 'L'.

Andrew Lotter, Corporate Director of
Talent & Culture

cc: The Honorable Mayor John Cranley (via E-Mail)



APPENDIX A

Location of Affected Facility	Job Classification of Affected Employee	Approximate Number of Employees Affected in Each Job Classification
609 Walnut Street Cincinnati, Ohio	Accounting Coordinator	1
609 Walnut Street Cincinnati, Ohio	Accounting Manager	1
609 Walnut Street Cincinnati, Ohio	Bartender	5
609 Walnut Street Cincinnati, Ohio	Chef de Cuisine	1
609 Walnut Street Cincinnati, Ohio	Chief Engineer	1
609 Walnut Street Cincinnati, Ohio	Cook	11



Location of Affected Facility	Job Classification of Affected Employee	Approximate Number of Employees Affected in Each Job Classification
609 Walnut Street Cincinnati, Ohio	Director of Operations	1
609 Walnut Street Cincinnati, Ohio	Engineer	5
609 Walnut Street Cincinnati, Ohio	Event Captain	2
609 Walnut Street Cincinnati, Ohio	Event Manager	1
609 Walnut Street Cincinnati, Ohio	Event Sales Manager	1
609 Walnut Street Cincinnati, Ohio	Event Server	13
609 Walnut Street Cincinnati, Ohio	Executive Chef	1
609 Walnut Street Cincinnati, Ohio	Food & Beverage Director	1
609 Walnut Street Cincinnati, Ohio	Front Office Assistant Manager	1
609 Walnut Street Cincinnati, Ohio	Front Office Bell Staff	3
609 Walnut Street Cincinnati, Ohio	Front Desk Agent	6
609 Walnut Street Cincinnati, Ohio	Front Office Supervisor	3
609 Walnut Street Cincinnati, Ohio	Housekeeping Houseperson	4
609 Walnut Street Cincinnati, Ohio	Housekeeping Manager	1
609 Walnut Street Cincinnati, Ohio	Housekeeping PM Room Attendant	5
609 Walnut Street Cincinnati, Ohio	Housekeeping Public Area Attendant	5
609 Walnut Street Cincinnati, Ohio	Housekeeping Room Attendant	9
609 Walnut Street Cincinnati, Ohio	Housekeeping Supervisor	6
609 Walnut Street Cincinnati, Ohio	Mini Bar Attendant	1
609 Walnut Street Cincinnati, Ohio	Museum Manager	1
609 Walnut Street Cincinnati, Ohio	Night Auditor	3
609 Walnut Street Cincinnati, Ohio	Parking Attendant	6
609 Walnut Street Cincinnati, Ohio	Restaurant AM Server	10
609 Walnut Street Cincinnati, Ohio	Restaurant Busser	4
609 Walnut Street Cincinnati, Ohio	Restaurant Host	6
609 Walnut Street Cincinnati, Ohio	Restaurant Manager	3
609 Walnut Street Cincinnati, Ohio	Restaurant PM Server	10
609 Walnut Street Cincinnati, Ohio	Sales Coordinator	1
609 Walnut Street Cincinnati, Ohio	Sales Manager	2
609 Walnut Street Cincinnati, Ohio	Sous Chef	4
609 Walnut Street Cincinnati, Ohio	Spa Attendants	14
609 Walnut Street Cincinnati, Ohio	Steward	5