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**Via Facsimile, E-mail and Certified Mail**

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Mayor Andrew J. Ginther  
Office of the Mayor  
City of Columbus  
City Hall 2nd Floor  
90 West Broad Street  
Columbus, OH 43215

**RE: WARN NOTICE – Crowne Plaza Columbus-Downtown**

To Whom it May Concern:

This notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (“WARN”), which requires employers to give official notice to certain government units or officials of a pending mass layoff.

Because of emergency efforts being imposed as a result of the COVID-19 outbreak and worldwide pandemic (as declared by the World Health Organization), we are writing to give you notice that there will be a mass layoff at the **Crowne Plaza Columbus-Downtown** located at 33 East Nationwide Blvd. Columbus, Ohio 43215 (the “Hotel”). This action is a result of unforeseeable business circumstances, namely a dramatic reduction in room occupancy and business operations. Furthermore, as discussed, recent directives from federal, state, and local authorities, to close bars, restaurants, and other places of public gathering has made the continuation of business operations unfeasible.

Accordingly, certain employees have been laid off either temporarily or permanently, on 3/20/2020 or during a 14-day period starting on that date. Unfortunately, because of the sudden, dramatic, and unexpected nature of this unforeseen calamity, we are unable to provide employees with additional notice of these layoffs. While we do not expect this layoff to exceed 6 months, we are issuing this notice out of an abundance of caution, and due to the uncertainty at this time.

We anticipate that these plans, when finalized, will affect approximately 103 employees at the Hotel. Attached is a list of the job titles and number of employees currently holding positions that

the Hotel anticipates will be affected by this lay off. There are bumping rights applicable to the employees being separated. Additionally, no unions represent the affected employees.

This is a difficult, but necessary decision that we are making to help ensure health and safety of our staff, guests, and their families. To the extent that the workforce reduction constitutes a covered event under the Worker Adjustment and Retraining Notification Act (WARN), or any similar state statute, this letter is intended to fulfill any requirements imposed under these provisions. By providing this information, however, the Company does not concede that any such provision applies or that notice is required.

This information is based on the best information currently available to us, but may change due to subsequent events beyond our control.

Should you have any questions, please contact me at 33 East Nationwide Blvd. Columbus, Ohio or 614.461.2640.

Sincerely,

Naomi Stonerock, Director of Human Resources

Enclosure

Bell Person- 9

Mng. Bell Person- 1

Maintenance Reps- 3

Agent Reservations- 1

Manager Sales- 2

Coordinator Sales- 2

Director of Catering-1

Director of Conference and Events-1

Chef Commis- 13

Chef Demi de Partie- 4

Steward- 1

Chef Sous-1

Server Banquet- 11

Houseperson Banquet- 1

Cashier/Greeter- 3

Server Restaurant- 12

Busperson-1

Bartender- 10

Supervisor Restaurant- 1

Manager Restaurant- 1

Head Manager Restaurant- 1

Server Room Service- 2

Administrative Assistant- 1

Clerk Receiving- 1

Income Auditor- 1

Paymaster- 1

Human Resources Manager - 1

Front Desk Agents- 5

Manager Front Office- 1

Manager Night Duty- 1

Night Auditor- 1

Room Attendant-4

Houseperson- 1

Attendant Public Area- 1

Supervisor Housekeeping- 2