



September 17, 2020

Breeyn Handberg, Rapid Response Program Manager
Office of Workforce Development
4020 E Fifth Ave
Columbus, OH 43219

Re: Notice of Job Actions

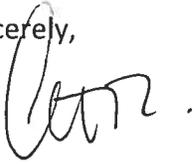
This letter is to inform you that, due to the unprecedented and ongoing impact of the novel coronavirus and related governmental actions, Hilton Management LLC (“Company”) is taking the job actions described on the attached schedule affecting employees who work at Hilton Columbus Downtown located at 401 N. High Street, Columbus, OH, 43215.

We are taking these actions because of COVID-19 related business circumstances that were not reasonably foreseeable at the time notice would have been required. We did not and could not have foreseen how broadly and deeply the COVID-19 epidemic would spread and affect our business; nor did we foresee that “lockdown” orders, initially issued for short durations in certain specific cities, would spread throughout the country and be constantly and continually extended and/or changed, thus not merely interrupting commerce and travel for a short period, but now disrupting commerce and travel for the foreseeable future. Contrary to our expectations governmental orders continue to impose substantial limits on our operations at this location (such as social distancing guidelines, limits on large public gatherings, and capacity limitations). The deteriorating economy as a result of the pandemic and resulting governmental restrictions and lack of consumer confidence continue to negatively impact business.

We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties Hilton and our entire industry face in projecting future staffing needs under these unprecedented circumstances. We would have liked to have given you more advance notice of this action, but were unable to do so due to these factors and the rapidly evolving impact of the novel coronavirus epidemic national disaster and national emergency. We are providing this notice as the Worker Adjustment and Retraining Notification Act, and any applicable state law, encourages employers to provide information even when a notice requirement does not exist. To the extent that the Hotel’s actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, and any applicable state law, this letter is intended to fulfill any notice requirements.

Please let me know if you have any questions, or if I can be of further assistance to you during this time. I can be reached at (614) 484-5264.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Coffin", with a period at the end.

Chris Coffin
General Manager

Enclosure (Schedule of Job Actions)

CC:

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

John O'Grady, President
Franklin County Board of Commissioners
373 S. High Street, 26th Floor
Columbus, OH 43215

SCHEDULE OF JOB ACTIONS

**Location Address:
401 N. High Street
Columbus, OH 43215
As of September 17, 2020**

Temporary Furloughs:

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on March 20, 2020 at which time it was forced to implement temporary furloughs. The Company reasonably expected these furloughs to last 6 months or less.

Positions Affected by Permanent Termination:

The Company is permanently terminating the employment of approximately 42 employees. The first permanent terminations of employment at this property in response to the COVID-19 pandemic occurred effective on August 28.

Additional Information:

The following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for implementing these job actions (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any. This information is available broken down by location if multiple locations are involved.