



Received April 3, 2020 7am

April 2, 2020

Via Facsimile, E-mail and Certified Mail

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

Office of the Mayor
City of Cleveland
Cleveland City Hall
601 Lakeside Ave
Cleveland, Ohio 44114

RE: WARN NOTICE – InterContinental Hotels Cleveland Conference Center

To Whom it May Concern:

On behalf of CCF Hotel Services Inc., Inter-Continental Hotels Corporation is providing this notice 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 **InterContinental Hotels Cleveland Conference Center, 9801 Carnegie Road, Cleveland, OH 44106** (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 will be laid off either temporarily or permanently, on April 10, 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.

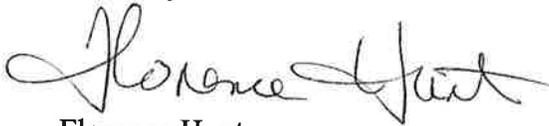
We anticipate that these plans, when finalized, will affect approximately 120 employees at the Hotel. Attached is a list of the job titles and number of employees currently holding positions that the Hotel anticipates will be affected by this lay off. There are bumping rights applicable to the employees being separated.

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 InterContinental Hotel Cleveland Conference Center, 9801 Carnegie, Cleveland, OH 44106, (216) 707-4127.

Sincerely,

A handwritten signature in cursive script that reads "Florence Hunt". The signature is written in black ink and is positioned above the typed name.

Florence Hunt
Area Director of Human Resources
Enclosure

STATE OF OHIO

Breeyn Handberg
Rapid Response Program Manager
Office of Workforce Development
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Columbus, OH 43219
614-466-9897
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DEPARTMENT	TEMPORARY LAY-OFF	POSITIONS
Banquets	27	Servers
Banquets	5	Housepersons
Banquets	2	Bartenders
Banquets	3	Supervisors
Culinary	9	Cooks
Employee Cafeteria	1	Cafeteria Attendant
Engineering	6	Shift Engineer
Engineering	1	Administrative Assistant
Front Office	4	Agents
Front Office	5	Bell Staff
Front Office	1	Concierge
Gift Shop	1	Cashier
Housekeeping	10	Room Attendants
Human Resources	1	H R Assistant
Instant Service Center	4	PBX Operator
Laundry	5	Attendants
North Coast Café	1	Hostess
Pastry	3	Cooks
Room Service	1	Server
Sales & Catering	2	Coordinators
Sales & Catering	7	Managers
Stewarding	6	Stewards
T45	8	Servers & Server Aides
T45	2	Bartenders
T45	5	Cooks
TOTAL	120	120