



March 30, 2020

Via Certified Mail and Email

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

Mayor Frank Jackson
Cleveland City Hall
601 Lakeside Ave
Cleveland, Ohio 44114
mayorsactioncenter@city.cleveland.oh.us

Re: The Westin Cleveland Downtown

Dear Mr. Handberg and Mayor Jackson:

I write on behalf of the Westin Cleveland Downtown (the “Company” or the “Hotel”), to give you notice that there will be a temporary closure and a layoff impacting more than 50 employees of the Westin Cleveland Downtown located at 777 St. Clair Avenue NE, Cleveland, OH 44114 on March 16, 2020. This closure and layoff are expected to be temporary and will affect at least 256 employees.

While we believe the layoff to be temporary and may not trigger state or federal WARN Act notice requirements, we do not know what the future will hold at this juncture and are providing the following information to ensure you are fully informed and in an abundance of caution. Should any notice be required, notice was given as soon as possible given the unforeseen circumstances of a loss in business due to the unprecedented COVID-19 pandemic, the National Emergency declared by the President of the United States, and the State of Emergency declared by the Governor of Ohio. The COVID-19 pandemic has crippled the Company’s business and businesses around the Country causing notice to not be foreseeable at the time that notice would have been required to be given.

All affected employees have been notified of their layoff dates and that their layoff from employment is believed to be temporary. Employees are expected to be separated from employment beginning on March 16, 2020, with all separations completed by March 25, 2020.

Attached is a list of the job positions and number of individuals who will be affected by the layoff.

Employees who are covered by collective bargaining agreements have bumping rights. Employees not covered by a collective bargaining agreement do not have bumping rights.

Received March 31, 2020 at 11:35am



We have notified the following union representative(s) of the layoff:

Kathy Hanshew
Manager, International Vice President
Chicago and Midwest Regional Joint Board, Workers United
333 S Ashland Ave
Chicago, IL 60607

Richard Dalton
Business Manager
IUOE Local 18
3515 Prospect Avenue
Cleveland, OH 44115

All questions, concerns, and contact regarding this notice and associated layoffs or Hotel operations should be directed to Shanti Dickinson at shanti.dickinson@westincleveland.com or 440-730-4282.

Sincerely,

A handwritten signature in cursive script that reads "Shanti E. Dickinson".

Shanti E. Dickinson

Attachment

**Positions Furloughed
Due to COVID-19 National Emergency
Westin Cleveland Downtown**

Positon Title	Number of Positions
Human Resources Assistant	1
Accounting Manager	1
Accounting - AP/AR	2
Purchasing Manager	1
Purchasing Assistant	1
Engineering Manager	1
Maintenance Engineer	3
Bellman	4
Club Lounge Attendant	4
VIP Concierge	1
Front Office Manager	1
Front Desk Agent	13
Front Office Supervisor	3
Night Audit	3
Phone Operator	3
Rooms Coordinator	2
Executive Housekeeper	1
Housekeeping Manager	1
Housekeeping Supervisor	3
Houseperson	5
Laundry Attendant	2
Public Area Attendant	4
Room Attendant	32
Rooms Inspector	1
Director of Sales & Marketing	1
Catering Sales & Service	3
Sales Manager	4
Security Officer	3
Banquet Captain	3
Director of Banquets	1
Banquet Manager	1
Banquet Service	24
Banquet Set Up	3
Executive Sous Chef	1
Banquet Chef	1
Banquet Sous Chef	1
Sous Chef	3
Sous Chef - Butcher	1
Pastry Chef	1
Kitchen Supervisor	1
Pasty Cook	3
Cook	27
Steward/Dishwasher	12
Restaurant Manager	3

Restaurant Supervisor	1
Sales/Event Manager	1
Restaurant Server	21
Bartender	7
Busser	6
Cocktail Server	2
Food Runner	6
Host	7
Room Service Manager	1
Room Service Attendant	6
Starbucks Manager	1
Starbucks Supervisor	1
Starbucks Barista	6
Total	256