



**WARN NO.**  
7184

**EMBASSY SUITES®**

**Portland - Downtown**

07/31/2020

Office of Workforce Investments  
Oregon Higher Education Coordinating Commission  
3225 25th St SE  
Salem, OR 97302  
Phone: (503) 947-2413

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, Embassy Suites Management LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at Embassy Suites Portland Downtown 319 SW Pine Street, Portland, OR 97204.

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. 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



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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 (503) 416-7205.

Sincerely,  
Adriana Rodriguez  
Director of Human Resources

Enclosure (Schedule of Job Actions)



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SCHEDULE OF JOB ACTIONS

Location Address: 319 SW Pine Street, Portland, OR 97204  
As of 07/31/2020

**Temporary Furloughs:**

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on 03/20/2020, at which time it was forced to implement temporary furloughs. The Company reasonably expected these furloughs to last 6 months or less.

**Positions Now Affected by Temporary Furloughs Expected to Last Longer Than Six Months:**

The Company now expects the temporary furloughs of approximately 70 employees to last longer than 6 months. The Company is still hopeful that it may be able to return some of these employees to work sooner, but that is no longer the Company's best estimate based on the information available to it at this time.

**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.