



WARN NO.
4038

March 31, 2020

VIA U.S. MAIL & ELECTRONIC MAIL

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Deborah Kafoury, County Chair
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Portland, OR 97214-3587

mayorwheeler@portlandoregon.gov

Ted Wheeler, Mayor
1221 SW 4th Ave, Room 340
Portland, OR 97204

Re: Meritex Portland Central Laundry

This letter is to inform you that as a result of unforeseen business circumstances resulting from the sudden and unprecedented effects of the coronavirus (COVID-19) outbreak on our business, the Meritex Portland Central Laundry facility ("Facility") will conduct a mass-layoff of employees located at 738 SE Lincoln St, Portland, OR 97214. Employee separations will take place on April 2, 2020.

At this time, and based on the information currently available, we anticipate the layoffs will be temporary. Enclosed is a listing of the job titles of the positions to be affected and the number of affected employees in each job classification. The affected employees at this facility are not represented by any union. There are no bumping rights to employees at this location or related to this action.

We apologize that we were unable to provide more advance notice of the action. We are providing this notice as soon as possible in light of the rapidly developing events surrounding COVID-19, which is now recognized as a global pandemic, natural disaster, and national emergency. There are numerous government and health directives impacting our business and making it impossible



to continue operations for the time being including President Trump's recent announcement of extended social distancing guidelines through April 30, 2020. The speed and vast impact of the coronavirus outbreak has been unprecedented and, even now, cannot be fully assessed; however, after reviewing our staffing and business needs, we are providing this notice at the earliest possible time.

We truly regret that these actions are necessary. We deeply appreciate the loyalty of our team members and managers. You may contact me at the phone number listed below if you have questions or want additional information.

Sincerely,

Aubrey N. Johnson
General Manager
503-209-2266
AJohnson@PKHotelsandResorts.com

Enclosure: Listing of all job titles with number of impacted employees



Tex Holdings, Inc.
Meritex Portland Central Laundry

Job Title of the Positions to be Affected	Number of Affected Employees	First Day of Layoffs (i.e., "furloughs")
Sorter	7	April 2, 2020
Processor	25	April 2, 2020
Laundry Attendant	7	April 2, 2020
Janitor	1	April 2, 2020
Maintenance Mechanic	1	April 2, 2020
Order Filler	2	April 2, 2020
Supervisor	6	April 2, 2020
Production Manager	1	April 2, 2020

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