

March 30, 2020

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**Via Certified Mail and Email**

John Asher  
Rapid Response Coordinator  
Oregon Dislocated Worker Unit  
Oregon HECC – Office of Workforce Investments  
875 Union Street NE  
Salem, OR 97311  
John.e.asher@oregon.gov

Mayor Ted Wheeler  
1221 SW 4th Ave  
Room 340  
Portland, OR 97204  
mayorwheeler@portlandoregon.gov

*Re: Employee Layoffs at the Courtyard Portland City Center and The Original Dinerant*

Dear Mr. Asher and Mayor Wheeler:

I write on behalf of the Courtyard Portland City Center (hereinafter “the Company” or the “Hotel”) to give you notice that there will be a temporary layoff impacting more than 50 employees of the Courtyard Portland City Center hotel located at 550 SW Oak Street, Portland, OR 97204 beginning on March 16, 2020. This layoff is expected to be temporary and will affect at least 83 employees. The Hotel is expected to remain open.

While we believe the layoff will 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, it has been 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 Oregon. 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 laid off from employment beginning on March 16, 2020, with the last layoff to be initiated on or about April 3, 2020.

Attached is a list of the job positions and number of individuals in each position who will be affected by the layoff. There are no bumping rights associated with the layoff.



All questions, concerns, and contact regarding this notice and associated layoffs or Company operations should be directed to Jill Strauss at [jill.strauss@sagehospitalitygroup.com](mailto:jill.strauss@sagehospitalitygroup.com) or 303-405-8379.

Sincerely,



Jill Strauss

Attachment

Job Title	Count	Job Code
Accounting-Non-Exempt	1	
Admin Assistant	1	
Director of Human Resources	1	
Director of Sales	1	
Front Desk	4	
Housekeeping Utility	5	
Housekeeping Room Attendant	12	
Lead Cook	1	
Line Cook	4	
Maintenance	3	
Night Audit	1	
Prep Cook	4	
Sales Manager	3	
Specialty Cook	3	
Banquet Captain	1	
Banquet Service	4	
Bartender	3	
Bus Person	5	
Executive Chef	1	
Food Runner	2	
Host/Cashier	3	
Kitchen Utility	3	
Mid Manager-Exempt	3	
Senior Manager	1	
Wait Staff	8	
Sous Chef- Exempt	3	
Supervisor	2	
<b>Total</b>	<b>83</b>	