

# COURTYARD®

BY MARRIOTT

March 26, 2020

Statewide Rapid Response Coordinator  
[dhir.workforce.council@hawaii.gov](mailto:dhir.workforce.council@hawaii.gov)

Honorable Kirk Caldwell  
Mayor, City and County of Honolulu  
[mayor@honolulu.gov](mailto:mayor@honolulu.gov)

Re: WARN Act Notice – Courtyard by Marriott Waikiki Beach

To Whom It May Concern:

The escalating COVID-19 public health crisis continues to have a profound and sustained impact on the global economy and has created unprecedented challenges for the lodging industry. The COVID-19 pandemic has caused our hotel to suffer an enormous loss of business, resulting in the loss of work opportunities and temporary layoffs.

We do not believe that the federal Worker Adjustment Retraining Notification Act, 29 U.S.C. §§ 2101-09 (the "WARN Act") is applicable to this situation. However, out of an abundance of caution, Highgate Hotels, L.P., as the employer of the employees at the Courtyard by Marriott Waikiki Beach ("Hotel"), 400 Royal Hawaiian Ave, Honolulu, HI 96815, is providing this notice to comply with any obligations it may have under the WARN Act.

The actions being taken by the Hotel were caused by COVID-19-related business circumstances that were not reasonably foreseeable as of the time that notice would have been required. As you are probably aware, the COVID-19 pandemic prompted numerous restrictions on travel and group meetings. This led to the recent cancellation of most guest reservations and other anticipated Hotel business for the next two to three months. We are providing this notice at the earliest possible time in light of rapidly changing developments.

Affected employees have been or will be placed on temporary layoff status effective during the 14-day period beginning March 13, 2020 and ending March 27, 2020. No bumping rights exist. No employees are represented by a union.

Enclosed is a list of the affected job classifications and the number of affected employees in each job classification. Please contact me at 808-954-4007 or [jpaulon@waikikicourtyard.com](mailto:jpaulon@waikikicourtyard.com) if you have any questions.

Sincerely,



Jim Paulon  
General Manager

Enclosure

**Courtyard by Marriott® Waikiki Beach**

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Honolulu, HI 96815

P 808.954.4000

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[courtyard.com](http://courtyard.com)

<b>Job Classification</b>	<b>Affected Number of Employees</b>
Director of Operations	1
Assistant Front Office Manager	2
Front Office Manager	1
Guest Services Agent	8
Night Auditor	1
Director of Housekeeping	1
Housekeeping Manager	1
Room Attendant	34
House Attendant	8
PublicArea Attendant	2
Housekeeping Desk Clerk	2
Inspector/inspectress	1
Reservations Agent	1
Rooms Control Agent	1
Guest Services Supv	1
General Manager	1
Accountant	1
Controller	1
HR Manager	1
Complex Director of Sls & Mkt	1
Sales Director	1
Sales Manager	1
Sales Assistant	1
Revenue Analyst	1
Director of Revenue Mgmt	1
Director of Engineering	1
Engineering Manager/Asst Chief	1
Engineer 1	6