



P.O. Box 9
Hana, HI 96713
Phone: (808)248-8211
Facsimile: (808)248-7264

Facsimile

TO: Mr. Scott Murakami, Director (Department of Labor & Industrial Relations)

#PGS: 5 (including cover)

FROM: Green Tea LLC / Travaasa Hotel Hana

DATE: March 27, 2020

FAX #: (808) 586-9099

RE: Federal WARN Act Notice

Dear Mr. Murakami:

See attached Federal WARN Notice. This notice has also been mailed via Certified Mail, Return Receipt Requested.

Sincerely,

Cheyenne Pico
Human Resources Generalist
Phone: (808) 270-3278
Fax: (808) 248-7264
Email: kamalel.pico@travaasa.com

2020 MAR 30 AM 11:11
DEPT. OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE

March 27, 2020

Via Facsimile (808) 586-9099
Certified Mail, Return Receipt Requested

Mr. Scott Murakami
Director
Department of Labor & Industrial
Relations
830 Punchbowl Street, Room #321
Honolulu, HI 96813

Via Facsimile (808) 270-7870
Certified Mail, Return Receipt Requested

The Honorable Michael Victorino
Mayor of the County of Maui
Office of the Mayor
200 S. High St.
Kalana O Maui Bldg. 9th Fl.
Wailuku, HI 96793

Re: Federal WARN Act Notice

Dear Sir or Madame:

The COVID 19 crisis is a natural disaster. It has caused the State of Hawaii to close the Hana Highway ("Highway") to non-resident traffic as well as impose a mandatory 14-day quarantine for visitors. Since the Highway is the major access point and visitors are essential to our Hotel, our bookings have fallen drastically. This is an unforeseen business development.

Under the Federal Worker Adjustment and Retraining Notification ("WARN") Act, we are providing you the following notice. On March 26, 2020, all employees except a skeleton crew of managers, security and engineering personnel, will be laid-off. Initially, the lay-off will be temporary but depending on the duration of the Highway's closure and the imposed travel restrictions, the lay-offs could be permanent. Bumping will not be allowed.

The Hotel is located at 5031 Hana Hwy, Hana, HI 96713.

All 141 employees in all classifications will receive this notice, including those on the skeleton crew.

Exhibit A contains a listing of the job titles of each impacted classification and the number of employees in each job classification.

Employees are not represented by any union.

If you have any questions, please contact Marni Aina, Resident Manager, Travaasa Hana 5031 Hana Hwy, Hana, HI 96713, 808-270-3258.

Sincerely,

A handwritten signature in black ink, appearing to read "Marni Aina". The signature is fluid and cursive, with the first name "Marni" being more prominent than the last name "Aina".

Marni Aina, Resident Manager

**Exhibit A
POSITIONS**

DEPARTMENT	POSITION	No.
Accounting	Assistant Controller	1
Accounting	Accounting Clerk	1
Accounting	Staff Accountant	1
Activities & Fitness	Fitness Instructor	5
Activities & Fitness	Activities Supervisor	1
Activities & Fitness	Activities Specialist	3
Activities & Fitness	Concierge	2
Activities & Fitness	Beach Attendant	1
Bell Staff	Bell Staff	5
Culinary	Head Chef	1
Culinary	Location Chef	1
Culinary	Sous Chef	2
Culinary	Lead Line Cook	1
Culinary	Cook	16
Culinary	Dishwasher	6
Executive Office	Night Security	1
Executive Office	Executive Assistant	1
Facilities	Assistant Facilities Manager	1
Facilities	Facilities Team Member	6
Facilities	Project Technician I	1
Facilities	Project Technician II	1
Facilities	Painter I	1
Facilities	Painter II	1
Food and Beverage	Food & Beverage Manager	1
Food and Beverage	Restaurant Manager	1
Food and Beverage	F & B Supervisor	3
Food and Beverage	Server	20
Food and Beverage	Host	5
Food and Beverage	Bartender	7
Food and Beverage	Food Expediter	3
Guest Services	Hospitality Supervisor	2
Guest Services	Front Desk Agent	4
Guest Services	Night Auditor	1
Guest Services	PBX/Switchboard Operator	1

Guest Services	Guest Services Intern	1
Guest Services	Hospitality Utility	1
Housekeeping	Assistant Housekeeping Manager	1
Housekeeping	Housekeeping Team Lead	3
Housekeeping	Housekeeper	9
Housekeeping	Driver	1
Reservations	Reservations Agent	3
Sales	Sales & Events Manager	1
Spa & Retail	Spa & Retail Manager	1
Spa & Retail	Retail Sales Associate	2
Spa & Retail	Spa Front Desk Agent	3
Spa & Retail	Lead Massage Therapist	1
Spa & Retail	Massage Therapist	6