



# SPIRE HOSPITALITY

March 27, 2020

To Whom it May Concern,

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (“Act”). The Act requires employers to give official notice to certain governmental units or officials of a pending facility shutdown.

As a result of Spire Hospitality’s (“Spire”) decision to temporarily lay off employees at Doubletree Hotel Grand Rapids Airport at 4747 SE 28th Street, Grand Rapids, MI, 49512 such employees’ employment will terminate on 3/20-26/2020. As a result of the World Health Organization’s declaration of COVID-19 as a pandemic and the resulting Center for Disease Control’s guidance banning of group gatherings of more than 10 people, Spire is facing a situation that has escalated without warning and that requires a reduction in its staffing levels. These sudden and unforeseen business circumstances a shortened notice period. We anticipate that at least 95 employees will be affected by the layoff. A list of the affected positions is attached. Affected employees do not have bumping rights. There are no affected employees that are represented by a union.

Should you have any questions, please contact Barbara Doucet, VP of Human Resources, at: 469-788-8710 or [bdoucet@spirehotels.com](mailto:bdoucet@spirehotels.com).

Very truly yours,

SPIRE HOSPITALITY

BY: Kristin Broadhead, Director of L&D

*Kristin Broadhead*



# SPIRE

## HOSPITALITY

### Positions Impacted:

- Server
- Bartender
- Banquet Server
- Banquet Superviros
- Cook
- Hostess
- Dishwasher
- Restaurant Supervisor
- Restaurant Manager
- Maintenance
- Engineer
- Housekeeper
- Housekeeping Inspector
- Housemen
- Laundry
- Room Attendant
- Executive Housekeeper
- Bellman
- Concierge
- Front Desk
- Reservations
- Front Desk Supervisor
- Sales Events Manager
- Catering Sales
- HR Admin