



DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE

2020 MAR 30 AM 11:05

March 23, 2020

**FEDEX First Class Mail**

Re: Unexpected Temporary Closure of Restaurants

To whom it may concern:

As a result of unforeseen circumstances associated with the pandemic and in compliance with all Counties within Hawaii who have required all restaurants to close all on-site dining due to COVID-19 (the "Order"), Islands Restaurants ("Company") has closed all operations except for those involved in providing food thru take-out as provided for by the Order.

Accordingly, the Company has closed all but the essential functions necessary to service the limited take-out orders at all Islands Restaurants located in the following Counties within Honolulu:

Ala Moana County

A complete list of each Hawaii Islands Restaurants complying with the shutdown Order and thus forced to furlough its employees is attached as **Attachment A**.

Currently, the Effective date of the furlough is March 23, 2020. The end date of these Orders and the mandated restaurant closures varies from county to county and the end date may change depending on public health recommendations, further orders by state or local officials, the status of the virus and other business conditions. Islands Restaurants plans to lift the furlough as soon as the government mandated closures are lifted, and it is safe to have our employees return to their jobs. We will continue to monitor the situation closely and update you as we learn more.

Islands Restaurants does not anticipate further layoffs or furloughs currently. A list of the number of employees impacted by the closure of our restaurants, broken down by county is also attached as **Attachment B**.

There are no unions associated with the furloughed employees impacted by this order.

If you have any questions or comments, please feel free to contact me at [wboone@islandsrestaurants.com](mailto:wboone@islandsrestaurants.com).

Sincerely,

A handwritten signature in black ink, appearing to read "W. Boone", written over a horizontal line.

Warren Boone, Vice President Human Resources

Islands Restaurants, L.P.



**Attachment A**

List of Islands Restaurants in Hawaii impacted by Government mandated shutdown

Store #	Store Name	Address	City	State	Zip	County	Store Phone
#057	Ala Moana	1450 Ala Moana Blvd., #4230,	Honolulu	HI	96814	Honolulu	808-943-6670

**Exhibit B**

**Furloughed Employees/Restaurant**

# of Furloughed Employees	Restaurant Location	Job Descriptions
38	Ala Moana	Dish Washer, Shift Lead, Cook, Cashier, Baker, Shift Lead, Assistant Manager, Bartender, Server, Host-Busser, Catering, General Manager, Service Partners, 1 <sup>ST</sup> Assistant Manager, Vacation Manager – Full/Part, PM Prep, 3 <sup>rd</sup> Prep