

DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE

KO'A KEA OPERATIONS, LLC

2251 POIPU ROAD 2020 APR 13 PM 12: 06

KOLOA, HAWAII 96756

April 6, 2020

**Via U.S. First Class Mail**

Honorable Derek S.K. Kawakami  
Mayor  
County of Kauai  
444 Rice Street, Suite 235  
Lihue, Hawaii 96766

Director  
State Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 321  
Honolulu, Hawaii 96813

To Whom It May Concern:

Due to the sudden economic downturn caused by the COVID-19 pandemic, **Ko'a Kea Operations, LLC** must lay off all of our part-time, on-call and seasonal employees, and place virtually all of our full-time employees in "zero hours" furlough status, at the Ko'a Kea Resort, 2251 Poipu Road, Koloa, Hawaii 96756.

This action commenced on March 23, 2020 and completed by March 31, 2020. Although we hope to resume normal operations at the Resort as soon as possible, the layoff is permanent and the "zero hours" furlough status is temporary but for an indefinite duration. None of the affected employees has bumping rights.

Affected employees include the following:

Front Desk and Guest Services: 28 employees  
Housekeeping and Laundry: 38 employees  
Food and Beverage: 48 employees  
Sales and Marketing: 1 employees  
Maintenance and Engineering: 6 employees  
Human Resources, Accounting and Administrative: 7 employees  
Security: 5 employees  
Spa: 16 employees

No union represents the affected employees.

This constitutes notice to you of a "mass layoff" pursuant to the federal Worker Adjustment and Retraining Notification ("WARN") Act (29 U.S.C. § 2101 *et seq.*). Pursuant to 29 U.S.C. § 2101(b)(2)(A), the reduction in the notification period is a result of business circumstances associated with the sudden economic downturn caused by the COVID-19 pandemic that were not reasonably foreseeable at the time that notice would have been required.

If you have any questions or need any further information, please contact Danny Aki at (808) 742-4220.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharolyn Kawakami". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**SHAROLYN KAWAKAMI**  
Director of Operations

# PHG

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