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By Jan Kusakabe at 1:22 pm, May 12, 2020

SHERATON  
Kauai Coconut Beach Resort

Michelle Miyashiro, Office Manager  
Workforce Development Council  
Michelle.R.Miyashiro@hawaii.gov

Honorable Derek S.K. Kawakami, Mayor  
Kaua'i County  
[mayor@kauai.gov](mailto:mayor@kauai.gov)

Aloha:

I am writing on behalf of the Sheraton Kauai Coconut Beach Resort (the "Hotel") located at 650 Aleka Loop, Kapaa, Hawai'i 96746. As you know, the COVID-19 public health crisis continues to have a profound and sustained effect on the global economy and has created unprecedented challenges for the lodging industry, and the Hotel is no exception. Due to the crisis, Hotel employees have been impacted by layoffs or significant loss of hours.

At this time, we believe the layoff to be temporary, such that it would not trigger state or federal Worker Adjustment Retraining Notification Act (the "WARN Act") requirements. However, the duration of the current crisis, and its continued impact on our business, is unclear. Travel for both business and pleasure will take some time to rebound, so unfortunately it is impossible to predict with any certainty when we will be able to recall affected employees. Therefore, out of an abundance of caution, we are providing this notice to comply with any obligations we may have under the WARN Act. We are doing so as soon as was practicable given the continuing uncertainty of the duration of the COVID-19 crisis, which as you know is recognized as a global pandemic, natural disaster, physical calamity, and designated National Emergency.

Impacted employees are being notified, beginning May 7, 2020, that the duration of the layoffs may be extended beyond the time originally thought. The Hotel's employees are not represented by a union, and no bumping rights exist for employees.

Enclosed is a list of the affected job classifications and the number of affected employees in each job classification.

Please contact me directly at 808-320-3661 or [cmachorek@sheratonkapaa.com](mailto:cmachorek@sheratonkapaa.com) if you have any questions.

Mahalo,

Chris Machorek  
General Manager

<b>Job Title</b>	<b># of Team Members on Lay Off</b>
Guest Services Manager	3
Front Desk Agent	7
Night Audit Agent	1
Bellstaff	8
Reservations Agent	2
Housekeeping Supervisor	1
Room Inspector	2
Room Attendant	31
Lobby Attendant	3
Houseperson	8
Laundry Attendant	1
Kitchen Supervisor	1
Greeter/Cashier - Outlet	4
Outlet Server - Outlet 1	6
Bus Staff - Outlet 1	4
Director of Food & Beverage	1
Outlet Manager - Outlet	2
Banquet Captain	2
Cook 1 - Outlet 1	13
Cook 2 - Outlet 1	3
Dishwasher	10
Barista - Outlet 1	3
Banquet Server	1
Sous Chef	1
Food Runner	2
Bartender	6
Bar Server	8
Bar Utility	3
Bartender - Fran	1
Bus Staff - Fran	2
Accounting Clerk	3
Sales Coordinator	1
Director of Event Sales	1
Engineer 3 - Entry Level	2
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