

**FAIRMONT ORCHID**

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One North Kaniku Drive  
Kohala Coast, Hawaii USA 96743  
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February 4, 2021

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

2021 FEB -8 PM 12:15  
DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE

Re: Worker Adjustment and Retraining Notification (WARN) Act Notice Update

Dear Mr. Murakami:

It's going to be almost a year now since the pandemic and while we have opened up the Hotel doors with minimal occupancy levels, we continue to be optimistic of what the future holds.

Due to the increased cases and continued spread of COVID-19, and the Governor's most recent order enforcing mandatory COVID testing or 14-day self-quarantine for travelers, the Fairmont Orchid, LLC dba The Fairmont Orchid, located at One North Kaniku Drive, Kohala Coast Hawaii, is extending its temporary furlough until April 1, 2021 or earlier if needed. It remains that the Hotel may not be able to resume normal operations and may need to reduce some of its workforce. Given the unusual circumstances, there is still a great level of uncertainty and we will continue to keep you informed as we regularly re-assess the business environment. Please note that bumping rights do not exist for any non-bargaining unit positions but do exist for bargaining unit positions.

Exhibit "A" contains a listing of the job titles of each impacted classification and the number of employees in each job classification. The lists are separated between non-bargaining and bargaining unit employees. Bargaining unit employees are represented by the ILWU, Local 142.

We are hopeful that business levels resume soon and employees will be recalled based on business levels.

If you have any questions or need further information, please don't hesitate to contact Doreen DeSilva, Director of Talent and Culture at (808) 345-6146.

Sincerely,  
The Fairmont Orchid Hotel

  
Charles Head  
General Manager

Attachment: Exhibit A – Non-Union and Union Employees

**EXHIBIT A**  
**NON-UNION AND UNION POSITIONS & NAMES**

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**NON-UNION:**

|   |   |
|---|---|
| Accounts Receivable Credit Specialist     | 1 |
| Administrative Assistant                  | 1 |
| Assistant Director of Banquets            | 1 |
| Catering Sales Manager                    | 3 |
| Coordinator                               | 2 |
| Director of Guest Experience              | 1 |
| Director, Training & Learning Development | 1 |
| Engineering Generalist                    | 1 |
| Executive Administrative Assistant        | 1 |
| Executive Steward                         | 1 |
| Fairmont Gold Supervisor                  | 3 |
| Group Billing Coordinator                 | 1 |
| Guest Services Manager                    | 1 |
| Housekeeping Supervisor                   | 2 |
| Japanese Guest Service Agent              | 4 |
| Recreation Manager                        | 1 |
| Recreation Supervisor                     | 2 |
| Reservations Agent                        | 1 |
| Resort Assistant Manager                  | 1 |
| Restaurant Manager                        | 4 |
| Royal Service Agent                       | 2 |
| Talent & Culture Generalist               | 1 |
| Talent & Culture Supervisor               | 1 |

**UNION:**

|                            |    |
|----------------------------|----|
| Banquet Captain (T)        | 3  |
| Banquet Porter (T)         | 6  |
| Banquet Porter Captain (T) | 2  |
| Banquet Server (T)         | 13 |
| Bar Porter (T)             | 4  |
| Bartender (T)              | 7  |
| Concierge                  | 6  |
| Cook 1- Banquets           | 1  |
| Cook 1- Garde Manger       | 1  |
| Cook 2 - Binchotan         | 1  |
| Cook 2 - Garde Manger      | 2  |

*Fairmont*

Fairmont Orchid  
One North Kaniku Drive  
Kohala Coast, Hawaii  
United States 96743

fairmont.com

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