



March 26, 2020

Workforce Development Agency, State of Michigan
WIOA Title I Section
ATTN: Jimelle Blakley
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Dear Ms. Blakeley,

This letter serves as an official notice that the Detroit Foundation Hotel, managed by Aparium Hospitality Services LTD, has implemented a temporary layoff for employees at 250 W Larned Street, Detroit Michigan, 48226, which began March 17th and ended on March 22nd of this year, due to the impact of COVID-19.

For the safety and well-being of the employees, the hotel has temporarily suspended services and is not open to the public. We are hopeful that this is temporary, although the date when the hotel may resume operations is unknown.

Due to the rapid onset of COVID-19 and the executive orders by Governor Whitmer, the Detroit Foundation Hotel is asking for an exception to the WARN Act 60-day notification due to unforeseeable business circumstances.

The Detroit Foundation Hotel is a non-unionized workforce and attached is a list of the impacted job titles. Each associate who was temporary laid off has received a notification, that stated:

- The effective date of the associate's temporary lay-off
- The duration of the temporary layoff is unknown
- The name and telephone number of a company official to contact
- The associate does not have bumping rights
- The letter serves as a WARN notice

Before the Temporary Layoffs, Detroit Foundation Hotel had 167 employees, 164 employees have been temporarily laid off, as of March 22, 2020.

- 145 Full-Time employees
- 19 Part-Time employees
- 38 employees who have worked six (6) or less months
- 3 employees remain employed

Please contact me if you should have further questions.

Don Gillette
Chief People Officer
Aparium Hotel Group
don@aparium.com
248-843-1117



List of impacted job titles at Detroit Foundation Hotel at 250 W Larned Street, Detroit Michigan, 48226.

#	JOB TITLE	# OF EMPLOYEES
1	Accounting Clerk	1
2	Ambassador (Front Desk)	5
3	Barback	4
4	Barista	3
5	Bartender	9
6	Catering Sales Manager	1
7	Cook	29
8	Director of Facilities	1
9	Director of Food and Beverage	1
10	Director of Lifestyle	1
11	Director of Rooms	1
12	Director of Rooms	1
13	Director of Sales	1
14	Dishwasher	10
15	Engineer (Maintenance)	4
16	Events Manager	1
17	Executive Chef	1
18	Food and Beverage Coordinator	2
19	Food and Beverage Manager	3
20	Food and Beverage Supervisor	1
21	Front Desk Supervisor	1
22	Front Office Manager	1
23	Host	8
24	House Attendant	7
25	Housekeeping Attendant	9
26	Housekeeping Supervisor	2
27	Pastry Chef	1
28	Receiving Clerk	1
29	Receiving Porter	1
30	Reservation Agent	2
31	Sales Coordinator	2
32	Sales Manager	1
33	Server	42
34	Sous Chef	6
	TOTAL	164