

June 1, 2020

**VIA CERTIFIED MAIL**

**WARN Coordinator**

Missouri Department of Higher Education and  
Workforce Development  
Office of Workforce Development PO Box 1087  
Jefferson City, MO 65102

**Re:    *WARN Notice for TEI (STLH), LLC.***

To Whom it May Concern:

On behalf of TEI (STLH), LLC (“Four Seasons Hotel St. Louis”), please accept this letter as notification and follow-up to our correspondence dated March 23, 2020. Due to the continued impact of the Coronavirus pandemic (“COVID-19”) and corresponding decline in business levels, employees at Four Seasons Hotel St. Louis, located at 999 N. 2<sup>nd</sup> Street St. Louis, MO 63102, will be permanently laid off starting on or about (DATE).

The Notice is provided in accordance with the Federal Worker Adjustment Retraining Notification Act, 29 U.S.C. §2101 et. seq. (“WARN Act”). Due to the continued loss of business and uncertainty surrounding COVID-19, the layoffs are the result of business circumstances that were not reasonably foreseeable as of the time that notice would have been required. Therefore, notice was provided as soon as practicable under the given circumstances.

A total of 77 individuals will be laid off. A list of the job titles of the affected employees, and the number of employees with each job title, is attached. Employees will not have the right to bump any other employees. No employees are covered by a collective bargaining agreement.

Pursuant to the requirements under the WARN Act, all potentially impacted employees have been notified of the above information as of this date.

<u>Position</u>	<u>Count</u>
Accounting Manager	1
Assistant Food & Beverage Outlet Manager	1
Assistant Room Service Manager	1
Banquet Chef	1
Banquet House Attendant	2
Bar Assistant	1
Bar Manager	1
Bell Attendant	1
Catering Sales / Conference Services Manager	1
Cocktail Server	2
Concierge	1
Conference Services Manager	2
Cook 2	5
Cook 3	3
Engineering Manager	1
Food Runner	1
Front Desk Receptionist	5
General Maintenance	1
Group Rooms Coordinator	1
Group Sales Manager	1
Guest Recognition Specialist	1
Guest Service Agent	1
Guestroom Attendant Self Inspector	7
Host/ess	2
Housekeeping House Attendant	1
Pastry Cook 2	2
Pastry Sous Chef	1
Plant/Shift Engineer	2
PM Server	1
Public Area Attendant	1
Receiving Clerk	1
Room Service Server	5
Sales Coordinator	1
Senior Conference Services Manager	1
Server Assistant/Busperson	3
Sous Chef	1
Spa Attendant	1
Spa Manager	1
Spa/Health Club Receptionist	5
Storeroom Clerk	1

Turndown Attendant
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March 23, 2020

**SENT VIA CERTIFIED MAIL**

WARN Coordinator  
Missouri Department of Higher Education and Workforce Development  
Office of Workforce Development  
PO Box 1087  
Jefferson City, MO 65102

**Re: *WARN Notice for TEI (STLH), LLC.***

To Whom It May Concern:

Please accept this letter as notification on behalf of TEI (STLH), LLC (“Four Seasons Hotel St. Louis”) that due to the unforeseeable, unanticipated and substantial reduction in business levels resulting from the sudden and widespread impact of an infectious disease pandemic known as Coronavirus Disease 2019 (“COVID-19”), employees at Four Seasons Hotel St. Louis, located at 999 N. 2<sup>nd</sup> Street St. Louis, MO 63102, will be furloughed starting on or about March 25, 2020 12:00pm. The restaurant, bar, and spa were closed for the foreseeable future, effective March 18, 2020. Four Seasons Hotel St. Louis will be closed for business starting on or about March 25, 2020 12:00pm for the foreseeable future.

This Notice is provided to you in accordance with the Federal Worker Adjustment Retraining Notification Act, 29 U.S.C. §2101 et. seq. (“WARN Act”). This notice is unfortunately provided less than 60 days before the effective date of furlough. While the WARN Act ordinarily requires 60-days advance notice, due to the rapid spread of the pandemic COVID-19, compliance with such requirement was not possible as the furlough was the result of business circumstances that were not reasonably foreseeable at the time that notice would have been required. Therefore, this notice is given as soon as practicable under the given circumstances.

A total of 291 individuals who are employed at Four Seasons Hotel St. Louis will be furloughed by TEI (STLH), LLC. A list of the job titles of the employees who will be affected by the furlough, and the number of employees with each job title, is attached.

The furlough will start on or about March 25, 2020 12:00pm. TEI (STLH), LLC. intends this furlough to be temporary; however, given the unknown certainty surrounding COVID-19, it possible that this furlough could become permanent. Employees will not have the right to bump any other employees. No employee is covered by a collective bargaining agreement.

<b>Business Title</b>	<b># of Employees</b>
Accounting Coordinator	1
Accounting Manager	1
F&B Administrative Assistant (S)	1
Assistant Banquet Manager	1
Assistant Credit Manager	1
Assistant Director of Finance	1
Assistant Director of People and Culture	1
Assistant Engineering Manager	1
Assistant Food & Beverage Outlet Manager (Management)	3
Assistant Front Desk Manager	1
Assistant Housekeeping Manager	1
Assistant Reservations Manager	1
Assistant Room Service Manager	1
Assistant Spa Manager	1
Banquet Captain (Non-Management)	4
Banquet Chef	
Banquet House Attendant	3
Banquet Server	40
Bar Assistant	3
Bar Manager	1
Bar Supervisor	2
Bartender	4
Bell Attendant	1
Catering Administrative Assistant	1
Catering Sales / Conference Services Manager	2
Chef de Cuisine	
Chef de Partie	5
Coat Check	1
Cocktail Server	2
Concierge	2
Conference Services Manager	3
Cook 1	4
Cook 2	9
Cook 3	8
Core Coordinator	2
Core Supervisor	1

Corporate and Travel Industry Sales Coordinator	1
Director of Catering	1
Director of Finance	1
Director of Food and Beverage	1
Director of Housekeeping	1
Director of Information Technology	1
Director of Marketing	1
Director of Public Relations	1
Director of Rooms	1
Engineering Manager (DH)	1
Esthetician	3
Executive Steward	1
Floor Supervisor (Non-Management)	1
Food Runner	4
Front Desk Receptionist (Non-Management)	5
Front Office Manager	1
General Maintenance	1
General Manager	1
Group Rooms Coordinator	1
Group Sales Manager	4
Guest Recognition Specialist	
Guest Service Agent	2
Guest Services Supervisor	1
Guestroom Attendant Self Inspecor	18
Hair Stylist	3
Health Club Attendant	3
Host/ess	6
Housekeeping House Attendant	3
Information Technology Specialist (Non-Management)	1
Lead Esthetician	1
Lead Therapist	1
Learning & Development Manager	1
Mechanic (Non-Management)	1
Nail Technician	4
Night Manager	1
Pastry Chef de Partie	1
Pastry Cook I	1
Pastry Cook II	3
People and Culture Manager	1
Plant/Shift Engineer	5
Public Area Attendant	3

Purchasing Manager	1
Receiving Clerk	1
Regional Golden Sales & Catering Operator	1
Reservations Agent (Non-Management)	2
Restaurant General Manager	1
Room Service Server	9
Sales Coordinator	1
Security Manager (DH)	1
Senior Sales Manager	1
Server	15
Server Assistant/Busperson	7
Sommelier (Non-Management)	1
Sous Chef (Management)	4
Spa Attendant	1
Spa Coordinator & Inventory Specialist	1
Spa Director	1
Spa Groups & Membership Supervisor	1
Spa Therapist	18
Spa/Health Club Receptionist	5
Stewarding Supervisor	1
Storeroom Clerk	1
Turndown Attendant	5
Utility Steward	6
<b>TOTAL Employees</b>	<b>291</b>