



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. 2nd 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.

Business Title	# of Employees
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 Inspeor	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
TOTAL Employees	291