

March 19, 2020

Carolyn G. Goodman  
Mayor, City of Las Vegas  
[officeofthemayor@lasvegasnevada.gov](mailto:officeofthemayor@lasvegasnevada.gov)

Rapid Response Department  
[detrinfo@detr.nv.gov](mailto:detrinfo@detr.nv.gov)

Re: WARN Act Notice – The Westin Las Vegas Hotel & Spa

To Whom It May Concern:

The escalating COVID-19 public health crisis continues to have a profound and sustained impact on the global economy and has created unprecedented challenges for the lodging industry. The COVID-19 pandemic has caused our hotel to suffer an enormous loss of business, resulting in the loss of work opportunities, temporary layoffs, and possible temporary closing of our hotel.

We do not believe that the federal Worker Adjustment Retraining Notification Act, 29 U.S.C. §§ 2101-09 (the “WARN Act”) is applicable to this situation. However, out of an abundance of caution, Highgate Hotels, L.P., as the employer of the employees at The Westin Las Vegas Hotel & Spa (“Hotel”), 160 E. Flamingo Rd, Las Vegas, NV 89109 is providing this notice to comply with any obligations it may have under the WARN Act.

The actions being taken by the Hotel were caused by COVID-19-related business circumstances that were not reasonably foreseeable as of the time that notice would have been required. As you are probably aware, the COVID-19 pandemic prompted numerous restrictions on travel and group meetings. This led to the recent cancelation of most guest reservations and other anticipated Hotel business for the next two to three months. We are providing this notice at the earliest possible time in light of rapidly changing developments.

Affected employees have been or will be placed on temporary layoff status effective during the 14-day period beginning March 16 and ending March 30. No bumping rights exist. No employees are represented by a union.

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

Please contact me at 702-836-5930 or [kshopnick@westinvegas.com](mailto:kshopnick@westinvegas.com) if you have any questions.

Sincerely,

Keith Shopnick  
General Manager

Enclosure

<b>Positions</b>	<b>Count</b>
Account Receivable Specialist	2
Accounts Payable Specialist	1
Administrative Assistant	1
Associate Dir. Of Sales	1
Banquet Captain	3
Banquet Houseperson	11
Banquet Manager	1
Banquet Server	18
BarBack	2
Bartender	8
Business Travel Sales Mgr	1
Cashier	16
Catering Manager	1
Catering Sales Manager	1
Complex Director of SlS & Mkt	1
Convention Svcs Mgr	1
Cook 1	19
Credit Manager	1
Engineer 1	12
Executive Meeting Manager	2
Executive Sous Chef	1
F&B Manager	3
Front Desk Agent	15
Front Office Manager	3
Groundskeeper	2
Host/Hostess	1
House Attendant	10
Housekeeping Desk Clerk	1
Housekeeping Floor Supervisor	3
Housekeeping Manager	5
In Room Server	7
IT/Network Specialist	1
Lead Cook	1
Linen Attendant	5
Lounge Server	3
Night Auditor	1
Outlet 1 Busser	4
Outlet 1 Server	9
PublicArea Attendant	8
Purchasing Coordinator	1
Reservations Agent	2
Restaurant Supervisor	1
Revenue Analyst	1
Room Attendant	65
Rooms Control Agent	2
Sales Coordinator	3
Sales Manager	1
Security Officer	6
Security Supervisor	1
Spa Attendant	11
Spa Manager	1
Sr. Sales Manager	2
Steward	10
Telecom Attendant	6
	<b>299</b>