



April 2, 2020

Mayor Ethan Berkowitz
Municipality of Anchorage
632 W. 6th Avenue, #840
Anchorage, AK 99501

Kim Kolvig, Rapid Response Coordinator
Alaska Dislocated Worker Unit
P.O. Box 115509
Juneau, AK 99811-5509

Dear Mayor Berkowitz & Ms. Kolvig,

This letter is written pursuant to the WARN Act. As of this date South Restaurant + Coffeehouse has laid off 82 employees. However, because 36 of those employees are part time as defined by the Act, we believe that the layoff does not trigger a WARN notice. Nevertheless, in keeping with the spirit of the statute and out of an abundance of caution, we have issued a notice to our staff that includes information required by the Act and we are providing this notice to you.

The majority of layoffs occurred on or around March 17, 2020. Further layoffs may happen in the future. We do not have bumping rights in our employee policies. On March 24, the Municipality of Anchorage extended Hunker Down orders and the State of Alaska has also required Shelter In Place, which will be re-evaluated in two weeks. This extends our anticipated temporary layoff that occurred around March 17 to an unknown date. We hope to reopen mid-summer but will await guidance from our local government.

For about three weeks, we operated at greatly reduced capacity and tomorrow we will cease operations completely and don't know when we will reopen completely. Once the ban on dining in restaurants is lifted, it may take awhile for guests to have confidence and frankly, money to return, to prior levels of business. We will rehire laid off employees as we are able.

As of April 1, we have laid off:

- 16 -- line cooks, prep cooks, bakers
- 29 -- servers and bartenders
- 25 -- support staff, e.g. bussers, hosts, expos, food runners, counter help
- 5 -- dishwashers
- 3 -- managers and supervisors
- 4 -- office/admin



If you have any questions, please contact Kasey Johnson, HR Manager, 907.334.9700. Please know that we are working limited hours so leave a message if the call is not picked up immediately. Or send an email to kasey@locallygrownak.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Laile Fairbairn". The signature is stylized and fluid.

Laile Fairbairn
President, Locally Grown Properties
laile@snowcitycafe.com

South Restaurant + Coffeehouse
Katherine Cooper, General Manager
907.770.9200
1124 Old Seward Highway
Anchorage, AK 99515



1 April, 2020

Dear South Restaurant + Coffeehouse Team,

This letter is sent to you pursuant to the WARN Act. The WARN Act is a federal law that requires certain employers to provide notice of "mass layoffs." Although we believe that our recent layoff does not fall within the Act's definition of a mass layoff, we are providing this notice out of a desire to provide as much information as possible to our employees.

The majority of layoffs, due to the COVID-19 pandemic, occurred on or around March 17, 2020. Further layoffs may happen depending on business levels, perceived ability to operate safely, and/or potential government action. We do not have bumping rights in our employee policies, i.e. senior employees whose position has been eliminated may take the position of a less senior employee.

On March 27, the Municipality of Anchorage extended Hunker Down orders and the State of Alaska has also required Shelter In Place, which will be re-evaluated in two weeks. This extends our anticipated temporary layoff that occurred around March 17 to an unknown date. We hope that we will be reopening mid-summer but will await guidance from our local government.

Currently, we are operating at greatly reduced capacity and don't know when we will reopen completely. Once the ban on dining in restaurants is lifted, it may take awhile for guests to have confidence and frankly, money to return, to prior levels of business. We will rehire laid off employees as we are able.

Please make sure that we have the best contact information so that we can get in touch as soon as things change. In the meantime it is important that you file for unemployment as soon as possible.

Anchorage UI Claim Center

P.O. Box 241767

Anchorage, AK 99524-1767

(907) 269-4700

(907) 375-9520 FAX

<https://labor.alaska.gov/unemployment/>

Anyone being laid off who participates in our health, dental, and/or vision insurance will be given the opportunity to extend their coverage through our COBRA provider, Employee Benefits Corporation. COBRA coverage allows you to keep your current

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coverage plan by taking financial responsibility for the full premium. Alternatively, you can apply for health insurance through the federal government marketplace, [healthcare.gov](https://www.healthcare.gov). It is likely that the marketplace will offer a less costly alternative to COBRA.

If you need it, the state offers a hotline for community resources, 211, that you can call for information about a wide variety of social service issues. You can also email alaska211@ak.org. It's free, confidential, and available in almost any language.

If you have any questions or need assistance with applying for benefits, please contact Kasey Johnson, HR Manager, 907.334.9700. Please know that we are working limited hours so leave a message if the call is not picked up immediately. Or send an email to hr@locallygrownak.com.

We wish for the safety and well-being of you and your family during these difficult times.

Sincerely,

A handwritten signature in black ink, appearing to read "Laile Fairbairn", with a long, sweeping horizontal line extending to the right.

Laile Fairbairn
President
Locally Grown Restaurants
laile@snowcitycafe.com

Katherine Cooper
General Manager
South Restaurant + Coffeehouse
katherine@locallygrownak.com

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