

DAVID Y. IGE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
919 Ala Moana Boulevard, 4th Floor
Honolulu, Hawaii 96814

NOLAN P. ESPINDA
DIRECTOR


Maria C. Cook
Deputy Director
Administration

Shari L. Kimoto
Deputy Director
Corrections

Renee R. Sonobe Hong
Deputy Director
Law Enforcement

No. 2020-1599

April 30, 2020

TO: All Inmates/Defendants
FROM: 
Nolan P. Espinda, Director
RE: **INMATE MASK ISSUANCE**

Effective May 1, 2020, all inmates shall be provided with a cloth mask covering to wear. Use of a protective face mask is highly encouraged.

Inmates in custody shall wear protective masks when transported outside of the correctional center or facility. In all other circumstances, the determination of when the protective masks shall be used will be at the Warden's discretion based on security and health care protocols.

DAVID Y. IGE
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Law Enforcement

No. _____

April 30, 2020

Mr. Randy Perreira
Executive Director
Hawaii Government Employees Association
888 Mililani Street, Suite 401
Honolulu, Hawaii 96813

Re: Notice to HGEA Regarding Directive to PSD Employees to Wear
Mask or Cloth Face Covering

Dear Mr. Perreira:

I am giving you notice that I will be issuing a directive tomorrow to all employees of the Department of Public Safety directing them to use masks or cloth face covering while on duty at their place of employment to the fullest extent possible, effective Friday, May 1, 2020. Exceptions will be allowed based on security or other legitimate reasons (e.g., individual health needs) preventing the use of masks or cloth face covering. This precaution is necessary out of concern for the safety of the staff, persons having business with the Department, and the offenders under our supervision. This directive is also in accordance with the Governor's Sixth Supplementary Proclamation. For your information, the Department has provided all employees with two cloth face covering. Employees can also wear their own personal masks or cloth face covering.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Nolan P. Espinda".

Nolan P. Espinda
Director

DAVID Y. IGE
GOVERNOR



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Law Enforcement

No. _____

April 30, 2020

Mr. Dayton Nakanelua,
State Director
United Public Workers
1726 School Street
Honolulu, Hawaii 96817

Re: Notice to UPW Regarding Directive to PSD Employees to Wear
Mask or Cloth Face Covering

Dear Mr. Nakanelua:

I am giving you notice that I will be issuing a directive tomorrow to all employees of the Department of Public Safety directing them to use masks or cloth face covering while on duty at their place of employment to the fullest extent possible, effective Friday, May 1, 2020. Exceptions will be allowed based on security or other legitimate reasons (e.g., individual health needs) preventing the use of masks or cloth face covering. This precaution is necessary out of concern for the safety of the staff, persons having business with the Department, and the offenders under our supervision. This directive is also in accordance with the Governor's Sixth Supplementary Proclamation. For your information, the Department has provided all employees with two cloth face covering. Employees can also wear their own personal masks or cloth face covering.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Nolan P. Espinda".

Nolan P. Espinda
Director

Aguilar, Patricia MQ

From: Hoffman, Michael J
Sent: Tuesday, June 2, 2020 8:51 AM
To: PSD Wardens
Cc: PSD Chiefs of Security; Kimoto, Shari L
Subject: Face Masks
Attachments: CL20-1598 Employee Mask Issuance Memo to All PSD EEs 200430.pdf

Wardens and Chiefs,

With the onset of the state beginning to reopen, the face masks will become more important. I have attached the Directors initial email as reference. I strongly encourage all of you to explain the necessary benefits to all staff to wear a mask, either face to face, memorandum or both. It may be uncomfortable for some especially with the hot weather approaching, but it will be a lot worse if the virus makes its way into the facility.

Keep up the reminders for hand washing, staying home when sick and overall hygiene for staff and inmates. Now is not the time to lose sight of the importance to continue fighting this virus with good clean hygiene habits within the facility, inclusive of wearing masks. One alternative if the face mask is uncomfortable and/or hot, they can wear the face shield. I cannot over stress the importance of not letting our guard down.

Thank you

DAVID Y. IGE
GOVERNOR



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Shari L. Kimoto
Deputy Director
Corrections

Renee R. Sonobe Hong
Deputy Director
Law Enforcement

No. 2020-1598

April 30, 2020

TO: All PSD Employees
FROM: 
Nolan P. Espinda, Director
RE: **EMPLOYEE MASK ISSUANCE**

All employees have been issued a mask or cloth face covering. Effective May 1, 2020, and in accordance with the Governor's Sixth Supplementary Proclamation, all employees shall wear a mask or cloth face covering while on duty at their place of employment to the fullest extent possible. Exceptions will be allowed based on security or other legitimate reasons. See your immediate supervisor if you cannot comply with this directive. You may choose to use the Department-issued mask or cloth face covering, or your own.

Aguilar, Patricia MQ

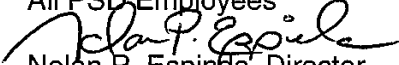
From: Hoffman, Michael J
Sent: Tuesday, July 28, 2020 7:26 AM
To: PSD Wardens; PSD Chiefs of Security
Cc: Espinda, Nolan P; Kimoto, Shari L
Subject: FW: Face Coverings

Wardens and Chiefs,

Even though the original face mask memo from the Director stated face masks to be worn to the fullest extent, times have changed regarding this mandate from the Governor and Mayor. Please remind all employees, not just uniformed staff, that masks must be worn at all times.

Thank you

August 17, 2020

TO: All PSD Employees
FROM: 
Nolan P. Espinda, Director
SUBJECT: EMPLOYEE FACE COVERING REQUIRED

The directive issued on July 29, 2020 on the above referenced subject is hereby rescinded and superseded by the following directive:

Effective immediately, all PSD employees shall wear face coverings over their nose and mouth while at work. The wearing of face coverings under this directive is to complement, not serve as a substitute, for physical distancing.

Employees who request an exemption from wearing a face covering due to a medical condition are directed to contact the DHRO for approval/disapproval.

Any employee requesting an exemption shall provide confirmatory documentation to the DHRO as part of the approval/disapproval process.

All supervisors are directed to ensure that staff complies with this directive and shall verbally direct those not wearing face coverings to do so. Failure to immediately and fully comply with such verbal directives may be subject to discipline for insubordinate behavior and endangering the health and safety of others.

Aguilar, Patricia MQ

From: Harrington, Shelley D
Sent: Tuesday, September 8, 2020 7:39 AM
To: Cook, Maria C; Sonobe Hong, Renee R; Kimoto, Shari L; Fernandez, Teresita V; Takenaka, Gavin K; Hoffman, Michael J; PSD Wardens; Lortz, Monica M; Young, Francis P; Laulusa, Renee L; Kemmerlin, Virginia F; Gasmen, Jeannette B; Cummings III, Albert; Ogata, Reid P; Nadamoto, Laurie J; Woodward, Marc D; Nakashima, Patrick K; Hernandez, Oscar A; Amy Jodar; Johnson, Tommy; Ferguson-Brey, Pamela F; Hyun, Edmund K B
Cc: PSD Warden Secretaries; Yamato, Blythe S; Harrington, Shelley D
Subject: EEOC Updates COVID-19 Technical Assistance Publication

DHRD update of EEOC Q+A's:

A.8. May employers ask all employees physically entering the workplace if they have been diagnosed with or tested for COVID-19? (9/8/20; adapted from 3/27/20 Webinar Question 1)

Yes. Employers may ask all employees who will be physically entering the workplace if they have COVID-19 or symptoms associated with COVID-19, and ask if they have been tested for COVID-19. Symptoms associated with COVID-19 include, for example, fever, chills, cough, and shortness of breath. The CDC has identified a [current list of symptoms](#).

An employer may exclude those with COVID-19, or symptoms associated with COVID-19, from the workplace because, as EEOC has stated, their presence would pose a direct threat to the health or safety of others. However, for those employees who are teleworking and are not physically interacting with coworkers or others (for example, customers), the employer would generally not be permitted to ask these questions.

A.9. May a manager ask only one employee—as opposed to asking all employees—questions designed to determine if she has COVID-19, or require that this employee alone have her temperature taken or undergo other screening or testing? (9/8/20; adapted from 3/27/20 Webinar Question 3)

If an employer wishes to ask only a particular employee to answer such questions, or to have her temperature taken or undergo other screening or testing, the ADA requires the employer to have a reasonable belief based on objective evidence that this person might have the disease. So, it is important for the employer to consider why it wishes to take these actions regarding this particular employee, such as a display of COVID-19 symptoms. In addition, the ADA does not interfere with employers following [recommendations by the CDC](#) or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate.

A.10. May an employer ask an employee who is physically coming into the workplace whether they have family members who have COVID-19 or symptoms associated with COVID-19? (9/8/20; adapted from 3/27/20 Webinar Question 4)

No. The Genetic Information Nondiscrimination Act (GINA) prohibits employers from asking employees medical questions about family members. GINA, however, does not prohibit an

employer from asking employees whether they have had contact with anyone diagnosed with COVID-19 or who may have symptoms associated with the disease. Moreover, from a public health perspective, only asking an employee about his contact with family members would unnecessarily limit the information obtained about an employee's potential exposure to COVID-19.

A.11. What may an employer do under the ADA if an employee refuses to permit the employer to take his temperature or refuses to answer questions about whether he has COVID-19, has symptoms associated with COVID-19, or has been tested for COVID-19? (9/8/20; adapted from 3/27/20 Webinar Question 2)

Under the circumstances existing currently, the ADA allows an employer to bar an employee from physical presence in the workplace if he refuses to have his temperature taken or refuses to answer questions about whether he has COVID-19, has symptoms associated with COVID-19, or has been tested for COVID-19. To gain the cooperation of employees, however, employers may wish to ask the reasons for the employee's refusal. The employer may be able to provide information or reassurance that they are taking these steps to ensure the safety of everyone in the workplace, and that these steps are consistent with health screening recommendations from CDC. Sometimes, employees are reluctant to provide medical information because they fear an employer may widely spread such personal medical information throughout the workplace. The ADA prohibits such broad disclosures. Alternatively, if an employee requests reasonable accommodation with respect to screening, the usual accommodation process should be followed; this is discussed in Question G.7.

A.12. During the COVID-19 pandemic, may an employer request information from employees who work on-site, whether regularly or occasionally, who report feeling ill or who call in sick? (9/8/20; adapted from *Pandemic Preparedness Question 6*)

Due to the COVID-19 pandemic, at this time employers may ask employees who work on-site, whether regularly or occasionally, and report feeling ill or who call in sick, questions about their symptoms as part of workplace screening for COVID-19.

A.13. May an employer ask an employee why he or she has been absent from work? (9/8/20; adapted from *Pandemic Preparedness Question 15*)

Yes. Asking why an individual did not report to work is not a disability-related inquiry. An employer is always entitled to know why an employee has not reported for work.

A.14. When an employee returns from travel during a pandemic, must an employer wait until the employee develops COVID-19 symptoms to ask questions about where the person has traveled? (9/8/20; adapted from *Pandemic Preparedness Question 8*)

No. Questions about where a person traveled would not be disability-related inquiries. If the CDC or state or local public health officials recommend that people who visit specified locations remain at home for a certain period of time, an employer may ask whether employees are returning from these locations, even if the travel was personal.

D.15. Assume that an employer grants telework to employees for the purpose of slowing or stopping the spread of COVID-19. When an employer reopens the workplace and recalls

employees to the worksite, does the employer automatically have to grant telework as a reasonable accommodation to every employee with a disability who requests to continue this arrangement as an ADA/Rehabilitation Act accommodation? (9/8/20; adapted from 3/27/20 Webinar Question 21)

No. Any time an employee requests a reasonable accommodation, the employer is entitled to understand the disability-related limitation that necessitates an accommodation. If there is no disability-related limitation that requires teleworking, then the employer does not have to provide telework as an accommodation. Or, if there is a disability-related limitation but the employer can effectively address the need with another form of reasonable accommodation at the workplace, then the employer can choose that alternative to telework.

To the extent that an employer is permitting telework to employees because of COVID-19 and is choosing to excuse an employee from performing one or more essential functions, then a request—after the workplace reopens—to continue telework as a reasonable accommodation does not have to be granted if it requires continuing to excuse the employee from performing an essential function. The ADA never requires an employer to eliminate an essential function as an accommodation for an individual with a disability.

The fact that an employer temporarily excused performance of one or more essential functions when it closed the workplace and enabled employees to telework for the purpose of protecting their safety from COVID-19, or otherwise chose to permit telework, does not mean that the employer permanently changed a job's essential functions, that telework is always a feasible accommodation, or that it does not pose an undue hardship. These are fact-specific determinations. The employer has no obligation under the ADA to refrain from restoring all of an employee's essential duties at such time as it chooses to restore the prior work arrangement, and then evaluating any requests for continued or new accommodations under the usual ADA rules.

D.16. Assume that prior to the emergence of the COVID-19 pandemic, an employee with a disability had requested telework as a reasonable accommodation. The employee had shown a disability-related need for this accommodation, but the employer denied it because of concerns that the employee would not be able to perform the essential functions remotely. In the past, the employee therefore continued to come to the workplace. However, after the COVID-19 crisis has subsided and temporary telework ends, the employee renews her request for telework as a reasonable accommodation. Can the employer again refuse the request? (9/8/20; adapted from 3/27/20 Webinar Question 22)

Assuming all the requirements for such a reasonable accommodation are satisfied, the temporary telework experience could be relevant to considering the renewed request. In this situation, for example, the period of providing telework because of the COVID-19 pandemic could serve as a trial period that showed whether or not this employee with a disability could satisfactorily perform all essential functions while working remotely, and the employer should consider any new requests in light of this information. As with all accommodation requests, the employee and the employer should engage in a flexible, cooperative interactive process going forward if this issue does arise.

D.17. Might the pandemic result in excusable delays during the interactive process? (9/8/20; adapted from 3/27/20 Webinar Question 19)

Yes. The rapid spread of COVID-19 has disrupted normal work routines and may have resulted in unexpected or increased requests for reasonable accommodation. Although employers and employees should address these requests as soon as possible, the extraordinary circumstances of the COVID-19 pandemic may result in delay in discussing requests and in providing accommodation where warranted. **Employers and employees are encouraged to use interim solutions to enable employees to keep working as much as possible.**

The EEOC has issued updated COVID-19 Guidance, which is available at: https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

Shelley Harrington
808-587-1219

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FOR IMMEDIATE RELEASE
Sept. 8, 2020

Contact: newsroom@eeoc.gov or 202-663-4191

EEOC Updates COVID-19 Technical Assistance Publication

***Comprehensive Guide Compiles Resources to Address Common
Workplace Questions***

WASHINGTON – Today, the U.S. Equal Employment Opportunity Commission (EEOC)

posted an updated technical assistance document, "[What You Should Know About COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws](#) (WYSK)," which incorporates information from other agency resources and modifies two existing Q&As in order to create a user-friendly comprehensive guide that addresses common questions about COVID-19 and federal equal employment opportunity laws for employers, advocates, and workers.

The updated WYSK adds 18 questions and answers that have been adapted from two other EEOC technical assistance resources: "[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)" and a March 27, 2020 publicly available EEOC [webinar](#). These newly incorporated Q&As are identified on the WYSK with a parenthetical that lists today's date and provides the source from which it was adapted.

In addition, the EEOC updated two existing WYSK Q&As in order to provide helpful clarifications that reinforce prior EEOC statements about COVID-19 and the EEO laws. First, in the updated "A.6.," the EEOC more fully explains its existing position about employers administering COVID-19 tests before permitting employees to enter the workplace. Second, in the updated "D.8.," the EEOC clarifies its existing position on employers' authority to invite employees not currently in the workplace to request disability accommodation in advance of their expected return if they choose to do so.

The EEOC advances opportunity in the workplace by enforcing federal laws prohibiting employment discrimination. More information is available at www.eeoc.gov. Stay connected with the latest EEOC news by subscribing to our [email updates](#).

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U.S. Equal Employment Opportunity Commission · 131 M Street, NE · Washington, DC 20507



Aguilar, Patricia MQ

From: Woodward, Marc D
Sent: Friday, September 11, 2020 9:21 AM
To: PSD Wardens
Cc: PSD Chiefs of Security; Hoffman, Michael J; Kimoto, Shari L
Subject: MASKS AND FACE SHIELDS

All,

This is a reminder that Director Espinda's Directive requiring all staff to wear a face covering while at work is still in effect.

Wearing a face shield in conjunction with the mask will greatly reduce the possibility of infection from COVID.

Though not required, please encourage your staff to wear the face shield along with a mask for better protection.

Here is a link to COVID information to post and share with staff.

<https://aip.scitation.org/doi/pdf/10.1063/5.0022968>

Thanks,

Marc

Marc D. Woodward
Security Programs Coordinator
Department of Public Safety
919 Ala Moana Boulevard Room #116
Honolulu, Hawaii 96814
OFFICE: 808-587-1332

Aguilar, Patricia MQ

From: Aipopo, Rosalina P
Sent: Wednesday, September 16, 2020 10:30 AM
To: Arias, Nettie; Dydasco, Tani N; Kong, Terrence YV; PSD Administration; PSD CPS AAFES; PSD DEP C; PSD DEP E; PSD DIR; PSD HCD AAFES; PSD IC; PSD ID; PSD ISC AAFES; PSD OMO
Subject: DISTRIBUTION OF FACE SHIELDS
Attachments: CL20-2994 Directive re Face Covering Requirement 200729.pdf

Importance: High

Aloha All:

I will be coming around the offices starting today (09-16-2020) to issue face shields to all staff within the AAFES building. The face shields are added protection and not required to be worn **BUT** masks are required as per Director Espinda's directive. Please see attached for your reference. Using both the face shield and mask will greatly reduce the possibility of infection. Please feel free to reference the link below:

<https://aip.scitation.org/doi/pdf/10.1063/5.0022968>

Stay safe and Have a great day.

Rosalina P. Aipopo a.k.a. Lina
Executive Assistant
Office of the Director
State of Hawaii
Department of Public Safety
919 Ala Moana Blvd, RM 401
Honolulu, Hawaii 96814
Tel# (808) 587-1384
Email: Rosalina.P.Aipopo@hawaii.gov

“Great minds discuss ideas; average minds discuss events; small minds discuss people.”– Eleanor Roosevelt

Inter-Office
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. 2020-2994

Suspense: _____

July 29, 2020

TO: All PSD Employees
FROM: 
Nolan P. Espinda, Director
SUBJECT: EMPLOYEE FACE COVERING REQUIRED

The directive issued on April 30, 2020 on the above referenced subject is hereby rescinded and superseded by the following directive:

Effective immediately, all PSD employees shall wear face coverings over their nose and mouth while at work. The wearing of face coverings under this directive is to complement, not serve as a substitute, for physical distancing.

Employees who request an exemption from wearing a face covering due to a medical condition are directed to contact the DHRO for approval/disapproval.

Any employee requesting an exemption shall provide confirmatory documentation to the DHRO as part of the approval/disapproval process.

Aguilar, Patricia MQ

From: Aguilar, Patricia MQ
Sent: Thursday, September 17, 2020 8:34 AM
To: PSD AAFES
Subject: Social Distancing

Aloha all,

Please practice social distancing, limit two occupants in the elevators and restrooms.

Thank you,

Patti M.Q. Aguilar, Private Secretary to
Maria C. Cook, Deputy Director for Administration
State of Hawaii, Department of Public Safety
919 Ala Moana Boulevard
Honolulu, Hawaii 96814
Ph: 808.587.1251

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Aguilar, Patricia MQ

From: Harrington, Shelley D
Sent: Monday, October 19, 2020 3:48 PM
To: Hyun, Edmund K B; Aipopo, Rosalina P; Nakashima, Patrick K; Hernandez, Oscar A; Woodward, Marc D; Nadamoto, Laurie J; Fernandez, Teresita V; Martinez, J Marte; Maracle-Sweeney, Susan; Takara, Wayne J; Kimoto, Shari L; Kimura, Heather D; Takenaka, Gavin K; Kaaui, Jonah-Kuhio K; Jodar, Amelia G; Propato, Roseanne; Hironaka, Steven I; Camara, GinaLyn C; Kojima, Dwayne T; Berschauer, Agnes A; Young, Francis P; PSD ISC Managers; Hoffman, Michael J; PSD Wardens; Sonobe Hong, Renee R; Cook, Maria C; Sonobe Hong, Renee R; Wong, Jennifer MS; Landagora, Gilbert M; Sniffen, Patrick H; Marciel, Bryan D; Ferguson-Brey, Pamela F; Johnson, Tommy; Iha, Craig Y; Lortz, Monica M; Redulla, Jared K; Cummings III, Albert; Ogata, Reid P; Kawai, Patrick K; Dela Cruz, Thomas M; Thom, Glenn C; Nagamine, Robin M; De Cenzo, Michael V; Tsuha, Shawn H; Piimauna, Jeffrey N; Oakland, Michael S; Murota, Michael A; Muraki, Betty F; Dobrowolsky, Lanikoa K; Harrington, Shelley D; Laulusa, Renee L; Kemmerlin, Virginia F; Gasmen, Jeannette B
Cc: PSD PER - LR; Yanagihara, Joan K; Aguilar, Patricia MQ; Tui, Neichelle-Ann H; Nakamura, Valerie Y; De Guzman, Pamela K K; Medeiros, Jan S; Arakaki, Janice F; Shimokihara, Suzette S; PSD ISC Secretaries; PSD Warden Secretaries; Myers, Nalani; Yamato, Blythe S
Subject: AMENDED PSD DIRECTIVE RELATED TO PERSONAL TRAVEL OUT OF STATE AND/OR TO A NEIGHBOR ISLAND
Attachments: PSD PERSONAL TRAVEL DIRECTIVE OS & NI UPDATE DISTRIB 10-19-20.PDF

Deputy Directors, DAs, BAs, Wardens, Sheriff, First Deputy, SOs, and Division/Branch Policy Coordinators,

Please ensure that all affected staff members, volunteers, and contractors are provided a copy of this directive.

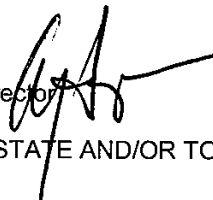
Also, please documents receipt with a written acknowledgement.

Shelley Harrington
808-587-1219

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October 19, 2020

TO: ALL PSD STAFF

FROM: Edmund "Fred" Hyun, Acting Director 

SUBJECT: PERSONAL TRAVEL OUT OF STATE AND/OR TO A NEIGHBOR ISLAND

This Travel Directive applies to personal travel and supersedes the Travel Directive dated, August 27, 2020. This directive is necessary to contain and control the spread of COVID-19 in our correctional institutions and workplaces. It will be in effect so long as the Governor's travel quarantine remains in effect.

PSD employees, volunteers, and contractors (hereafter "Individual") who will travel Out of State or Neighbor Island travel returning to their Counties of Kauai, Maui, or Hawaii (not applicable to returning to Oahu for Neighbor Island travel) shall be subject to a 14-day quarantine. To bypass the quarantine, an Individual must show proof of negative test results pre and post travel.

PROCEDURES

1. The Individual shall submit in advance a written request with their travel itinerary to utilize available personal leave hours for Out of State or Neighbor Island (island specific) travel to their Administrator/Manager, Warden, or Sheriff. An "after the fact" travel request will require the individual to complete the full 14-day quarantine.
2. If the advance leave request is approved, the Individual has the option of doing the full 14-day quarantine or a Pre-travel and Post-travel Testing:

a. **14-DAY QUARANTINE**

Upon return to their home island, the Individual shall provide proof of compliance with the 14-day quarantine by submitting the final travel itinerary and tickets/boarding passes to their Administrator/Manager, Warden, or Sheriff, prior to returning to the worksite.

PSD Employees shall be required to utilize available personal leave as indicated in the Collective Bargaining Agreement. PSD employees are exempt from Leave under the Families First Coronavirus Response Act. Also, Adult Correctional Officers are reminded that the Attendance Program is applicable. If paid leave is not available to cover any portion of the quarantine period, only the Director has the discretion to approve a written request for leave without pay made prior to the personal travel.

b. **PRE- AND POST TRAVEL TESTING**

The Individual shall provide: 1) A negative pre-travel test result in compliance with the State Testing Program rules; and 2) An "upon arrival to home island" negative test result from a certified Lab along with a final itinerary and/or tickets/boarding passes to their Administrator/Manager, Warden or Sheriff, prior to returning to the worksite.

3. The Administrator/Manager, Warden or Sheriff shall review the documents and confirm compliance. Any questions related to compliance with 2a. or 2b. should be directed to PSD's Department Personnel Officer.

If you have any questions, please contact PSD's Personnel, Labor Relations Unit.

Aguilar, Patricia MQ

From: Harrington, Shelley D
Sent: Sunday, November 1, 2020 3:24 PM
To: PSD All
Cc: Cook, Maria C
Subject: RE: AAFES COVID POSITIVE STAFF MEMBER

Everyone,

Information on the contact tracing process for your information.



Stopping COVID-19 in its tracks

Terms to Know



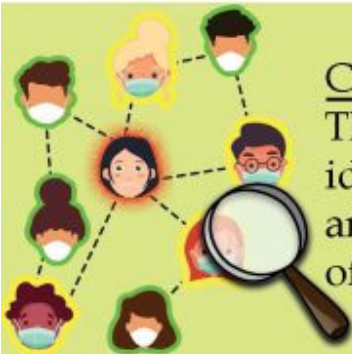
Case

A person who has tested positive for the COVID-19 virus



Close Contact

A person who was within 6 feet of a case for at least 15 minutes



Contact Tracing

The process of identifying, locating, and monitoring contacts of the Case



Isolation

Separates sick people with a contagious disease from people who are not sick



Quarantine

Separates and limits the movement of people who were in contact with a person who has a contagious disease in case they were infected and become sick



Stopping COVID-19 in its tracks

What is Contact Tracing?

Laboratory test confirms COVID-19 Case

If a close contact develops symptoms they will be tested for COVID-19. If they test positive, they become a new case.



The Hawai'i Department of Health's contact tracers protect the community from the spread of COVID-19 by identifying, quarantining, and monitoring persons who have close contact with a case.

Department of Health is notified.



Dep advise isolate, n for at least 1 and notifi when r



Close contacts are told to quarantine for 14 days and are contacted over that time to monitor their health. The Department will notify them when they are released from quarantine.



Department of Health works with the case to identify anyone they may have had close contact with and calls all those identified.

How You Can Help Your Community



Wear your mask

Physical Distance (6 feet apart)



Contact tracing is done by official Department of Health employees and volunteers. They only confirm identifying information such as your name and birthdate. They will never give you your social security number or any other personal information.

Shelley Harrington

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From: Harrington, Shelley D
Sent: Sunday, November 1, 2020 2:50 PM
To: PSD All <psd.all@hawaii.gov>
Cc: Cook, Maria C <maria.c.cook@hawaii.gov>
Subject: AAFES COVID POSITIVE STAFF MEMBER

Everyone,

We were notified today that a staff member assigned to AAFES Personnel Office, who last worked on 10/29/20 is positive for COVID 19.

The case is currently with DOH for contact tracing.

The staff member reported that they practiced social distancing, utilized a face covering, and used good hygiene practices.

If you visited the Personnel Office, you may contact me for more information.

AS A REMINDER, you are to social distance, wear your face covering, frequently hand wash, sanitize regularly, and practice good hygiene to reduce the risk of transmission. Please stay home if you are experiencing symptoms and notify your supervisor. Any medical questions should be directed to your health care provider.

Shelley Harrington, DHRO
808-587-1219

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