

## Aguilar, Patricia MQ

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**From:** Harrington, Shelley D  
**Sent:** Monday, August 31, 2020 2:03 PM  
**To:** PSD All  
**Cc:** Harrington, Shelley D  
**Subject:** SURGE TESTING INFORMATION

PSD Staff (Administrators please print, post and/or distribute to those employees without email),

The City and County of Honolulu is collaborating with the federal government to host “surge” testing over a two-week period. This test is free, is self-administered, and does not require a physician referral. Advance registration is recommended at [www.doineedacovid19test.com](http://www.doineedacovid19test.com).

Any State Employee, who elects testing through “surge” testing will be granted leave similar to a medical appointment, as the Employee may apply for sick leave per the CBA. Those Employees who take the “surge” testing option purely to be tested (***not based on symptoms or exposure to a COVID 19 positive individual***) are **NOT REQUIRED** to isolate or quarantine until the results are received, usually 2-3 days because the swab is assessed on the mainland.

Please remember, if you are experiencing symptoms or had exposure to a COVID-19 positive patient, you should contact your medical provider to determine next steps. The surge test might not be appropriate in this scenario. All Employees who feel ill should notify their supervisor immediately and should not physically report to work.

In our fight against this pandemic, please ensure compliance with wearing face coverings (especially when in common areas), practice good hygiene and physical social distancing at work and off hours. The proactive approach is to treat every person as having the potential of being positive and **NEVER** relax the above requirements.

If you have any questions, please call me at 587-1219. Be safe!

Shelley Harrington  
DHRO

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## Aguilar, Patricia MQ

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**From:** Woodward, Marc D  
**Sent:** Thursday, September 3, 2020 2:38 PM  
**To:** PSD Chiefs of Security  
**Cc:** Hoffman, Michael J; Kimoto, Shari L; Cook, Maria C  
**Subject:** PPE SIGNAGE  
**Attachments:** cloth-face-covering.pdf; cloth-face-covering-building-entrance.pdf; cloth-faces-5667x3200-1.jpg; COVID-19\_StopSpread\_Cough\_ENG\_1200x675.png; COVID-19\_StopSpread\_Disinfect\_ENG\_1200x1200.png; COVID-19\_StopSpread\_Touch\_ENG\_1200x675.png; COVID-19\_StopSpread\_Wash\_ENG\_1200x675.png; COVID19-symptoms.pdf; Hand washing.png; Handwashing-poster-adults.pdf; key-times-wash-hands-poster.pdf; PPE Requirement or modules with infected or suspected COVID v2.docx; prevention-H.pdf; Symptoms.png

Please utilize this signage to help educate and protect your staff and inmates.

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

# CORONAVIRUS DISEASE 2019 (COVID-19)

**Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include**

- Fever
- Cough
- Shortness of breath

**\*Symptoms may appear 2-14 days after exposure.**

**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**

[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

314705-B March 21, 2020 4:58 PM

# How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



CS 316291A 06/30/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Cover your mouth and nose with a mask when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
  - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

## Cover coughs and sneezes

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- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

## **Personal Protective Equipment Requirement or modules with infected or suspected COVID-19 inmates**

ACOs working in those modules are required to do N95 respirator, eye protection, gloves, and gown/coveralls at all times. They need to be clean-shaven to ensure a good fit for the N95 respirator.

Outside the module, there should be some wet paper towels, a trash bag, and clean storage bags for N95 respirators, and eye protection. There should be two chairs outside the module. One chair is to be labeled "entry". Another chair is to be labeled "exit".

On exiting, ACO shall remove coveralls in a peel down fashion, and put them in a trash bag. Then ACOs remove gloves and wipe their hands and face with wet paper towels. The N95 respirator and eye protection, in good condition, may be kept in separate storage bags. ACOs should proceed to the closest bathroom to wash their hands and face again with water and soap. ACOs may obtain a new set of coveralls/gowns, and gloves from their supervisor before they go back to the module. This procedure will be followed each time the ACOs entry or exit from the module.

### How to don a coverall before you enter the module:

Wipe the entry chair with a wet towel. Sit on the "entry" chair and remove your footwear. Put your feet into the leg of the coverall one by one. Put your footwear back. Stand up, pull the suit up to your waist and place your arms into the sleeves. Put on eye protection and respirator. Ensure close fit of hood to face (if a hood is available), zip-up garment, put on gloves. Stretch to ensure fit.

### How to remove a coverall after you exit the module:

Remove as much visible contamination from your coveralls and other PPE as practical with a disinfectant before you exit the module.

With gloves on, roll the hood back (if a hood is available), taking care not to let the outside of the coverall touch the head. Unzip the coverall and begin rolling that outwards, rolling it down over your shoulders. Place both hands behind your back and pull down each arm until completely removed. Sit on the "exit" chair and remove each shoe then roll the coveralls down (ensuring the contaminated side is not touched or comes into contact with clothing) over your knees until completely removed. Finally, discard the suit in a trash bag. Remove your gloves, eye protection, and respirator. Put the gloves in a trash bag. Put eye protection and respirator in separate storage bags. Take the bags. Wipe the chair with a wet towel.

# KEY TIMES to Wash Your Hands



## ✓ Before

- Eating or preparing food
- Touching your face

## ✓ After

- Using the restroom
- Coughing or sneezing
- Leaving a public place
- Handling mask
- Changing a diaper
- Caring for someone sick
- Touching animals or pets

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS319544-A 08/05/2020

# CORONAVIRUS DISEASE 2019

(COVID-19)



## Before

- Eating or preparing food
- Touching your face



## After

- Using the restroom
- Coughing or sneezing
- Leaving a public place
- Handling mask
- Changing a diaper
- Caring for someone sick
- Touching animals or pets



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

CS319544-A 08/05/2020



# CORONAVIRUS DISEASE 2019

## (COVID-19)



### **Before**

- Eating or preparing food
- Touching your face



### **After**

- Using the restroom
- Coughing or sneezing
- Leaving a public place
- Handling mask
- Changing a diaper
- Caring for someone sick
- Touching animals or pets

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS319544-A 08/05/2020

# WASH YOUR HANDS

**1 Wet**



**2 Get Soap**



**3 Scrub for at least 20 seconds**



**4 Rinse**



**5 Dry**



CS 319651-A 08/12/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# CORONAVIRUS DISEASE 2019

(COVID-19)



## You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316159-A March 25, 2020 8:00 AM

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316475-A 07/21/2020

Att 4

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

**Wash your hands often  
with soap and water for  
at least 20 seconds.**



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

CS316038A March 17, 2020 2:06 PM

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

**Avoid touching your  
eyes, nose, and mouth.**



[cdc.gov/COVID19](https://cdc.gov/COVID19)

CS316038A March 17, 2020 2:06 PM

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

**Clean and disinfect frequently touched objects and surfaces.**



[cdc.gov/COVID19](https://cdc.gov/COVID19)

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

**Cover your cough or  
sneeze with a tissue,  
then throw the tissue  
in the trash.**



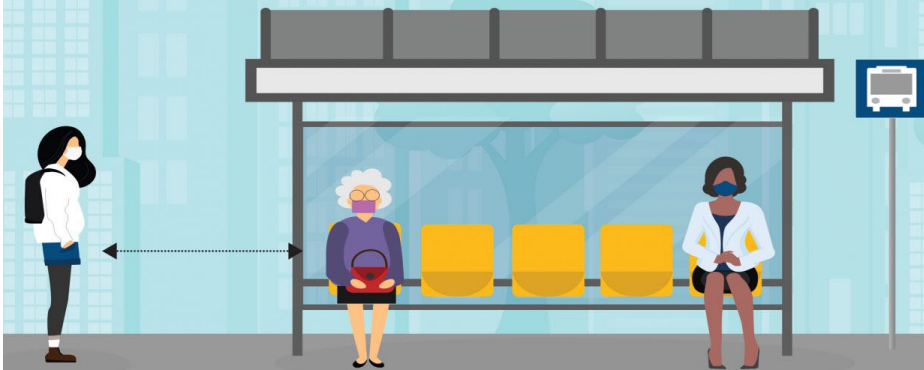
[cdc.gov/COVID19](https://cdc.gov/COVID19)

CS316038A March 17, 2020 2:06 PM



# Help Protect Yourself and Others from COVID-19

## Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.



CS 317291-0 07/05/2020

## And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.  
You could be infected and not have symptoms.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Please wear a mask.



**Maintain a distance of 6 feet  
whenever possible.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

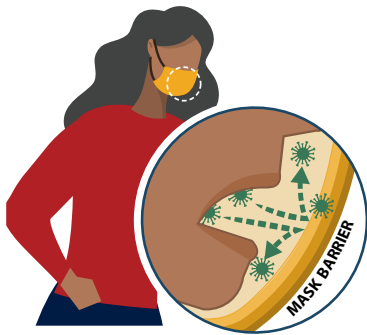
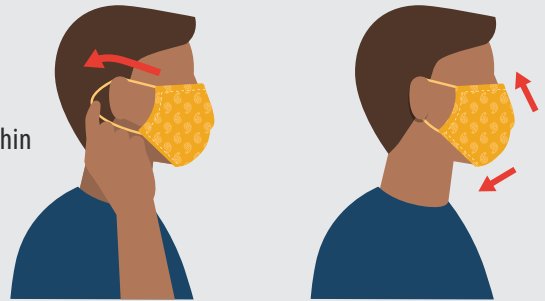
CS 317176-B 08/05/2020

# How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE A MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



CS 164881 08/19/2020

**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## **Aguilar, Patricia MQ**

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**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=](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](mailto: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](http://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**

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**From:** Harrington, Shelley D  
**Sent:** Tuesday, September 8, 2020 6:02 AM  
**To:** PSD All  
**Subject:** STATE OF HAWAII OAHU SURGE TESTING INFORMATION - THIS IS BEING DISTRIBUTED FOR INFORMATION PURPOSES ONLY

Surge testing for Oahu is scheduled on the following dates and locations from 0900 to 1600 hours.

### **Tuesday 9/8**

Aloha Stadium  
Wahiawa District Park  
Kakaako Waterfront Park  
Kaneohe District Park  
Kapiolani Bandstand

### **Wednesday 9/9**

Aloha Stadium  
Ewa Beach Community Park  
Kapolei Regional Park  
Palolo District Park  
Waialae Iki Neighborhood Park

### **Thursday 9/10**

Aloha Stadium  
Waipahu District Park  
HPD Headquarters  
Makiki District Park (Awaiting on-line registration site to be posted)  
Pacheco Neighborhood Park

Please note that additional dates and locations are forthcoming.

Shelley Harrington

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## **Aguilar, Patricia MQ**

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**From:** Harrington, Shelley D  
**Sent:** Saturday, September 12, 2020 10:38 AM  
**To:** PSD Wardens; Fernandez, Teresita V; Jodar, Amelia G; Takenaka, Gavin K; Agaran, Tina K; Hoffman, Michael J; Lortz, Monica M; Woodward, Marc D; Nadamoto, Laurie J; Harrington, Shelley D; Tavares, Geraldine P; Johnson, Tommy; Kaaui, Jonah-Kuhio K; Martinez, J Marte; Nakashima, Patrick K; Hernandez, Oscar A; Redulla, Jared K; Cummings III, Albert; Ogata, Reid P  
**Cc:** PSD Warden Secretaries; Matsumoto, Emily M; Corpuz, Karen M; Nakamura, Valerie Y; Kamada, Shaye M; Shimokihara, Suzette S; Medeiros, Jan S; Arakaki, Janice F; Isaki, Blanche M; De Guzman, Pamela K K; Myers, Nalani; Cook, Maria C; Aguilar, Patricia MQ; Tui, Neichelle-Ann H; Kimoto, Shari L; Sonobe Hong, Renee R; Wong, Jennifer MS; Hyun, Edmund K B; Yamato, Blythe S  
**Subject:** IF YOU WANT TO UPDATE OR CHANGE OUT YOUR SIGNS ABOUT COVID PROACTIVE MEASURES - SEE ATTACHED FILE  
**Attachments:** 11x17 COVID-19 Signs & Posters 8-31-20.pdf

Shelley Harrington

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# Signage for Your Reopening!

## In this file, you'll find:

- Know the Symptoms poster (x1)
- #StopTheSpread posters (x3)
- How to Wear a Mask instructions (x2)
- How to Wash Hands instructions (x1)
- Physical Distancing reminders (x5)
- Safety Entrance Sign for Businesses (x2)
- Temporary Changes template (x3)

## Instructions:

- Print on 11x17 paper
- Post at entrances of high traffic areas

Want to talk to an expert? Schedule a 15-minute consult at [proservice.com/consult](https://proservice.com/consult)

Produced by:  ProService HAWAII





# Know the COVID-19 Symptoms

The following symptoms may appear 2-14 days after exposure:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an area with ongoing spread of COVID-19

FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)



#StopTheSpread

# Keep Our Workplace Safe!

Please practice good hygiene:



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing reminders**



**Disinfect surfaces** like doorknobs, tables, and desks regularly

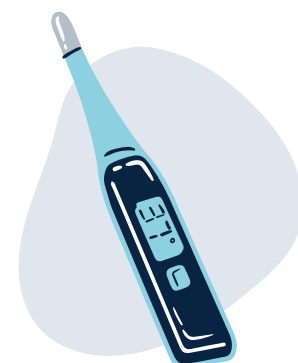


**Increase ventilation** by opening windows or adjusting air conditioning

---

## Stay home if...

- You are **feeling sick**
- You have a **sick family member at home**



**#StopTheSpread**

# 6 STEPS TO PREVENT THE SPREAD OF COVID-19

- 01** Wear a mask and required PPE at all times.
- 02** Wash your hands frequently and avoid touching your eyes, nose and mouth.
- 03** Maintain 6 ft physical distance from others and avoid crowded spaces.
- 04** Limit your exposure to shared surfaces and objects.
- 05** Frequently clean and disinfect your workspace and high-touch surfaces.
- 06** If you have any symptoms of COVID-19 do NOT come to work. Seek medical advice.



SOURCE: WORLD HEALTH ORGANIZATION

# #StopTheSpread



## WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



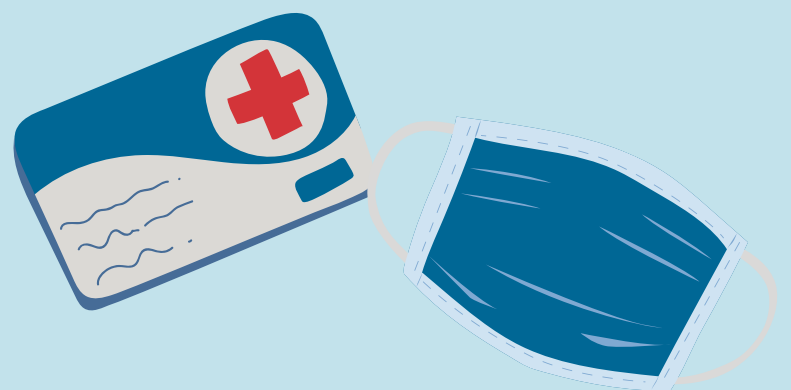
## MAINTAIN PHYSICAL DISTANCING

Maintain at least 6 feet distance between yourself and anyone who is coughing or sneezing.



## AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

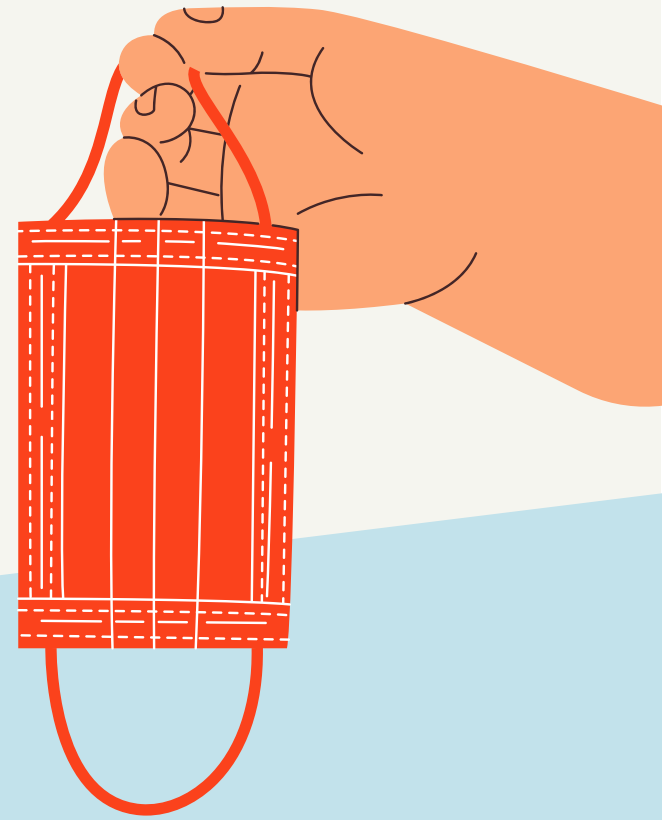


## IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical advice.

# How to Use a Mask 101

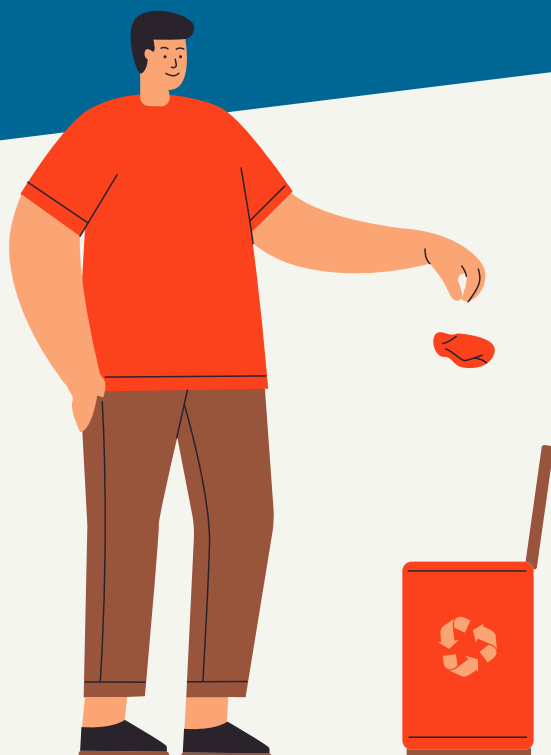
Source: World Health Organization



**Before Putting on a Mask:**  
Clean hands with alcohol-based hand rub or soap and water.

## While Wearing a Mask:

1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the mask.
2. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. **Do not re-use single-use masks.**



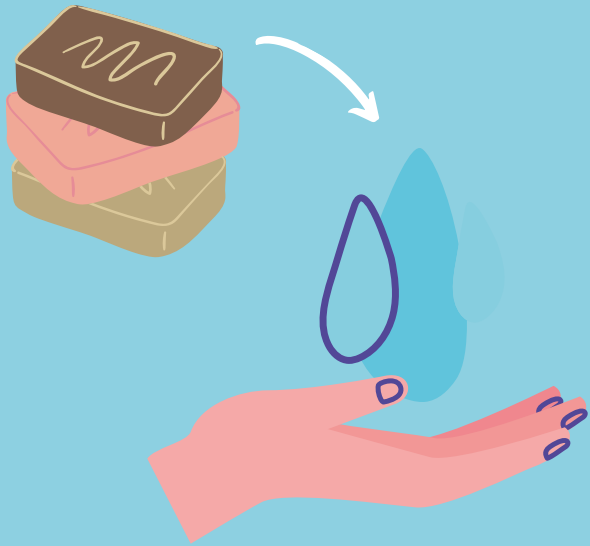
## To dispose of the mask:

1. Remove the mask from behind using the strings. **Do not touch the front of mask.**
2. Discard the mask **immediately** in a closed bin.
3. **Clean hands** with alcohol-based hand rub or soap and water.

**ProService** HAWAII



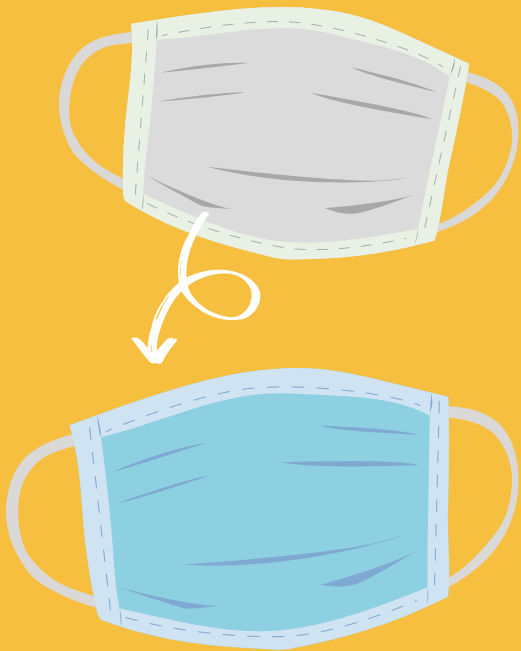
# A GUIDE TO PROPER MASK USE



Before putting a mask on, clean hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.



To remove mask: remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

#StopTheSpread

Proper hygiene stops the spread of the virus.

# Handwashing 101

ProService HAWAII

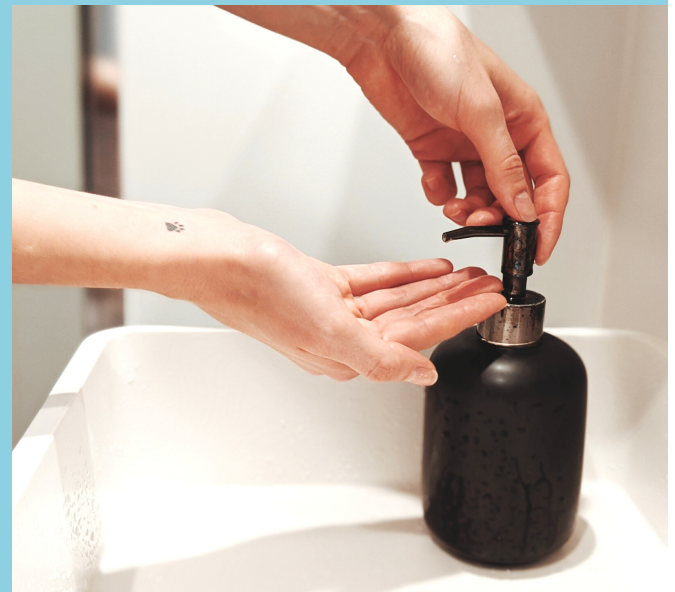
01

Wet your hands before applying soap.



02

Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.



03

Wash your hands for at least 20 seconds.



04

Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.



Source: WHO

#StopTheSpread

# Physical Distancing 101

Stay away from **mass gatherings**.

Keep a distance of **6 feet** away from other people.

**Avoid touching** other people,  
and that includes handshakes.

Physical distancing slows down  
the spread of the coronavirus,  
which keeps resources available  
to those in need.

**ProService** HAWAII

SOURCE: WHO



#StopTheSpread

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which keeps resources available  
to those in need.

SOURCE: WHO

**ProService** HAWAII



**PREVENTION**

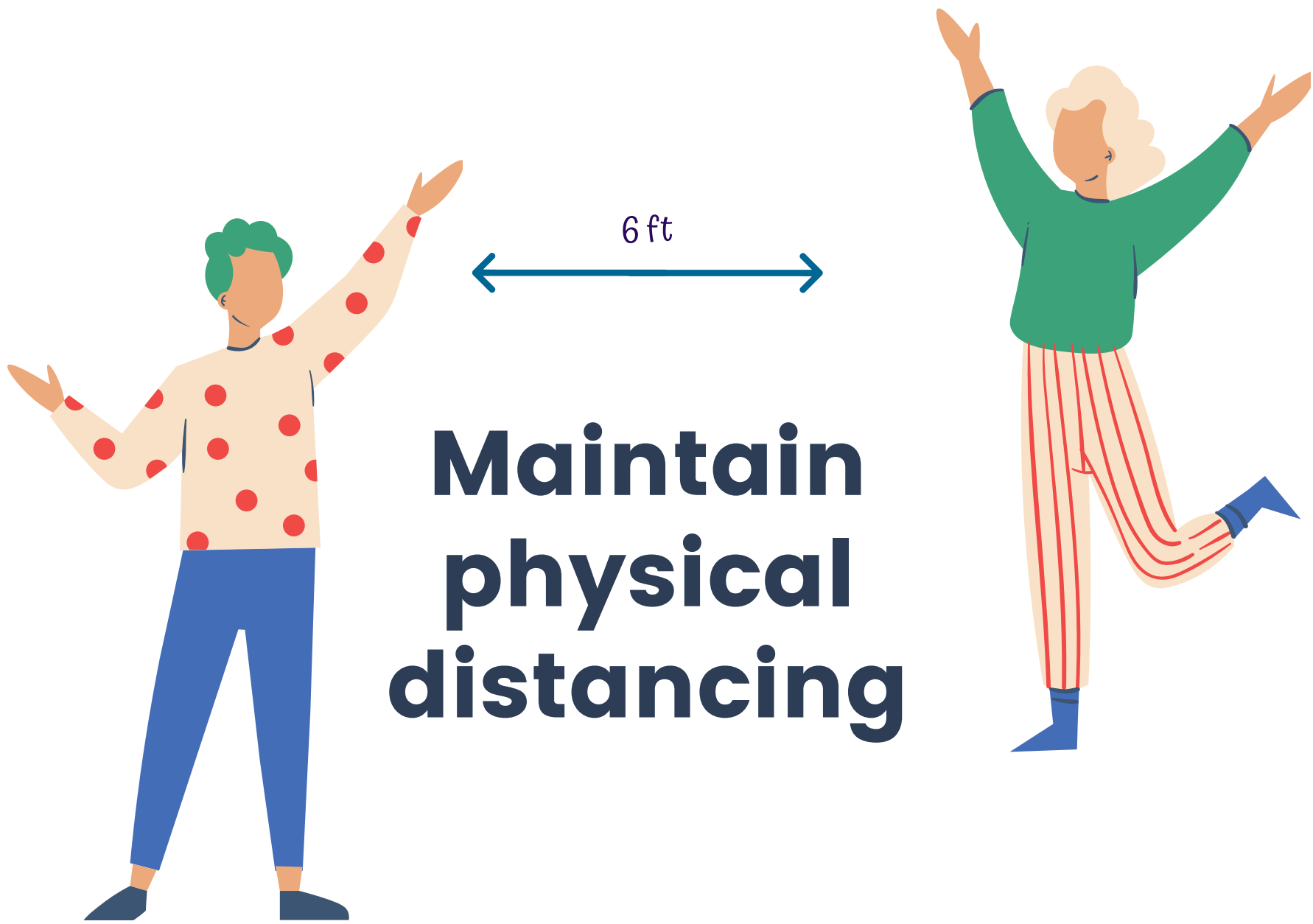


**Maintain  
physical  
distancing**



SOURCE: WORLD HEALTH ORGANIZATION

**PREVENTION**



SOURCE: WORLD HEALTH ORGANIZATION





# DISTANCE MAKES US STRONGER

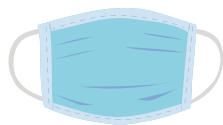
#StopTheSpread



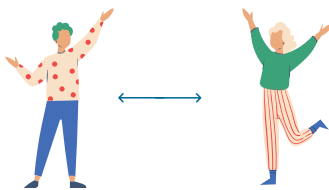
# Help us protect our employees & customers.



**Do NOT enter** if you have a cough,  
fever or do not feel well.



Wear a **face mask** or covering



Keep 6 feet **physical distance**  
between you and others



Refrain from from  
shaking hands, **shakas only**

*Mahalo for your kokua*



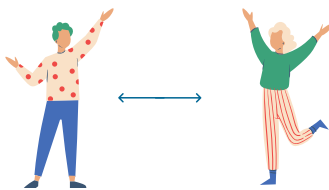
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shaking hands, **shakas only**

*Mahalo for your kokua*

# We've made temporary changes to help stop the spread of COVID-19

We'll keep you posted with any future updates



# We've made temporary changes to help stop the spread of COVID-19

We'll keep you posted with any future updates



# We've made temporary changes to help stop the spread of COVID-19

We'll keep you posted with any future updates



## **Aguilar, Patricia MQ**

---

**From:** Harrington, Shelley D  
**Sent:** Monday, September 14, 2020 11:06 AM  
**To:** PSD All  
**Subject:** FREE COVID 19 Test at Pier 2 Terminal on Monday, September 14 (today)

**Importance:** High

---

**From:** Chow, Derek J <[derek.j.chow@hawaii.gov](mailto:derek.j.chow@hawaii.gov)>  
**Sent:** Monday, September 14, 2020 7:58 AM  
**Subject:** FREE COVID19 Test at Pier 2 Terminal on Monday, September 14 (today)  
**Importance:** High

<https://www.doineedacovid19test.com/>

For those who are interested in receiving a free COVID19 test, you may now get your test at Pier 2 cruise terminal, Honolulu Harbor (across the Federal Bldg), today (Monday). The test was originally scheduled for maritime industry workers but has now been extended to the general public. You can either drive through or walk-up.

To facilitate the testing process, please register online at the link above and choose the Pier 2 location and select a time. Other sites are also available. The tests are complimentary from the US Dept of Health and Human Services along with the City & County of Honolulu.

Please feel free to distribute this message to coworkers, family and friends.

Derek

-----  
V/R  
*DEREK J. CHOW*  
*Deputy Director*  
*Department of Transportation, Harbors Division*  
*State of Hawaii*  
*79 S. Nimitz Hwy (Pier 11)*  
*Honolulu, HI 96813*  
*(808)587-3651*  
[derek.j.chow@hawaii.gov](mailto:derek.j.chow@hawaii.gov)

## Aguilar, Patricia MQ

---

**From:** Harrington, Shelley D  
**Sent:** Friday, January 15, 2021 3:47 PM  
**To:** Fernandez, Teresita V; Nogami, Ross B  
**Subject:** FW: SIGNS ABOUT COVID PROACTIVE MEASURES - SEE ATTACHED FILE  
**Attachments:** 11x17 COVID-19 Signs & Posters 8-31-20.pdf

Shelley Harrington, DHRO  
Phone: 808-587-1219

*Office Location:*  
1177 Alakea St. #201  
Honolulu, HI 96813

*Mailing Address:*  
919 Ala Moana Blvd. #400  
Honolulu, HI 96814

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---

**From:** Cummings III, Albert <Albert.X.Cummings@hawaii.gov>  
**Sent:** Monday, September 14, 2020 9:13 AM  
**To:** Aiolupotea, Aretaseta <aretaseta.aiolupotea@hawaii.gov>; Akana, Kanamu <kanamu.akana@hawaii.gov>; Anderson III, John W <john.w.andersonIII@hawaii.gov>; Ayala, Roxanne D <roxanne.d.ayala@hawaii.gov>; Borges-Myers, L Ray C <L.Ray.C.Borges-Myers@hawaii.gov>; Boswell, Kevin E <Kevin.E.Boswell@hawaii.gov>; Brito Jr, Michael S <Michael.S.BritoJr@hawaii.gov>; Brown III, Norman K <Norman.K.BrownIII@hawaii.gov>; Cazimero, Tanny M <tanny.m.cazimero@hawaii.gov>; Chinen, Sean <sean.a.chinen@hawaii.gov>; De Cenzo, Michael V <michael.v.decenzo@hawaii.gov>; Dela Cruz, Thomas M <thomas.m.delacruz@hawaii.gov>; Dobrowolsky, Lanikoa K <lanikoa.k.dobrowolsky@hawaii.gov>; Fujisue, Kyle T <Kyle.T.Fujisue@hawaii.gov>; Fukumoto, Ralph R <ralph.r.fukumoto@hawaii.gov>; Furtado, Ezra E <ezra.e.furtado@hawaii.gov>; Giltner, Kaipo J <kaipo.j.giltner@hawaii.gov>; Hicks, Geoffrey A <geoffrey.a.hicks@hawaii.gov>; Jaentsch, Kalani A <kalani.a.jaentsch@hawaii.gov>; Kalua, Penny P <penny.p.kalua@hawaii.gov>; Kam, Roderick A <roderick.a.kam@hawaii.gov>; Kauahi, Peter K <peter.k.kauahi@hawaii.gov>; Kawai, Patrick K <patrick.k.kawai@hawaii.gov>; Kekaulike, Keola M <Keola.M.Kekaulike@hawaii.gov>; Lacaden Jr, Charles F <charles.f.lacadenjr@hawaii.gov>; Landagora, Gilbert M <gilbert.m.landagora@hawaii.gov>; Makue, Refford J <refford.j.makue@hawaii.gov>; Malani, Colin K <colin.k.malani@hawaii.gov>; Marciel, Bryan D <bryan.d.marciel@hawaii.gov>; Medeiros, James A <james.a.medeiros@hawaii.gov>; Muraki, Betty F <betty.f.muraki@hawaii.gov>; Murota, Michael A <michael.a.murota@hawaii.gov>; Naauao, Daryl U <daryl.u.naauao@hawaii.gov>; Nagamine, Robin M <robin.m.nagamine@hawaii.gov>; Ng, Darryl F <darryl.f.ng@hawaii.gov>; Nishida, Carl M <carl.m.nishida@hawaii.gov>; Oakland, Michael S <michael.s.oakland@hawaii.gov>; Okano, Craig S <craig.s.okano@hawaii.gov>; Ozaki, Derek <derek.s.ozaki@hawaii.gov>; Park, Glenn J <glenn.j.park@hawaii.gov>; Piimauna, Jeffrey N <jeffrey.n.piimauna@hawaii.gov>; Rente Jr, Henry L <henry.l.rente.jr@hawaii.gov>; Sniffen, Patrick H

<patrick.sniffen@hawaii.gov>; Souza, Shane C <shane.c.souza@hawaii.gov>; Springer, Sean K <sean.k.springer@hawaii.gov>; Stankos, Edward C <edward.c.stankos@hawaii.gov>; Thom, Glenn C <glenn.c.thom@hawaii.gov>; Tsuha, Shawn H <shawn.h.tsuha@hawaii.gov>; Yarbrough, Samuel J <samuel.j.yarbrough@hawaii.gov>; Yonesaki, Bruce M <bruce.m.yonesaki@hawaii.gov>  
**Cc:** Myers, Nalani <nalani.myers@hawaii.gov>; Moeava, Kristine P <pohai.moeava@hawaii.gov>; Harrington, Shelley D <Shelley.D.Harrington@hawaii.gov>; Ogata, Reid P <reid.p.ogata@hawaii.gov>; Sonobe Hong, Renee R <renee.r.sonobehong@hawaii.gov>

**Subject:** SIGNS ABOUT COVID PROACTIVE MEASURES - SEE ATTACHED FILE

Attached are signage and posters on pro-active measures to keep your work space safe and deter the spread of Covid 19. Please copy and post throughout your work space. Please be vigilant about universal mask wearing, social distancing, frequent hand washing, sanitizing your work place and vehicles, and good hygiene.



# Signage for Your Reopening!

## In this file, you'll find:

- Know the Symptoms poster (x1)
- #StopTheSpread posters (x3)
- How to Wear a Mask instructions (x2)
- How to Wash Hands instructions (x1)
- Physical Distancing reminders (x5)
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Produced by:  ProService HAWAII







# Know the COVID-19 Symptoms

The following symptoms may appear 2-14 days after exposure:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
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- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an area with ongoing spread of COVID-19

FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)



#StopTheSpread

# Keep Our Workplace Safe!

Please practice good hygiene:



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing reminders**



**Disinfect surfaces** like doorknobs, tables, and desks regularly

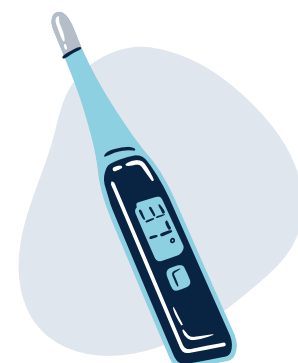


**Increase ventilation** by opening windows or adjusting air conditioning

---

## Stay home if...

- You are **feeling sick**
- You have a **sick family member at home**



**#StopTheSpread**

# 6 STEPS TO PREVENT THE SPREAD OF COVID-19

- 01** Wear a mask and required PPE at all times.
- 02** Wash your hands frequently and avoid touching your eyes, nose and mouth.
- 03** Maintain 6 ft physical distance from others and avoid crowded spaces.
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- 06** If you have any symptoms of COVID-19 do NOT come to work. Seek medical advice.



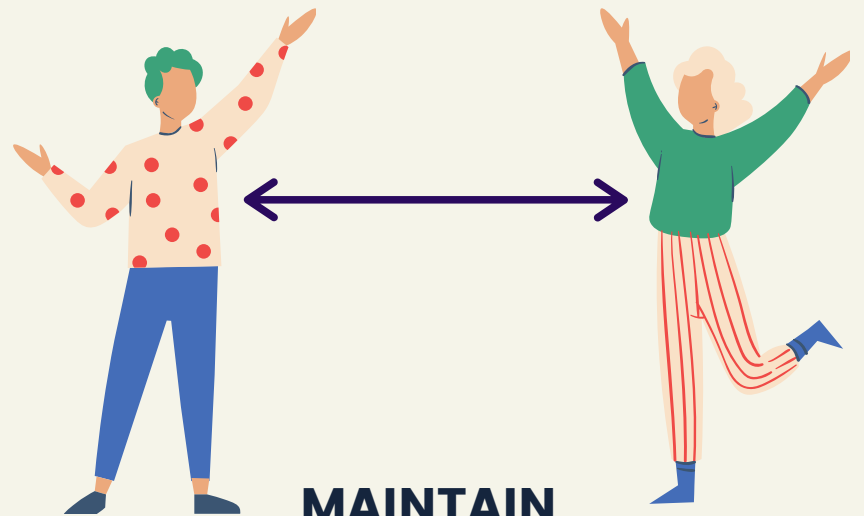
SOURCE: WORLD HEALTH ORGANIZATION

# #StopTheSpread



## WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



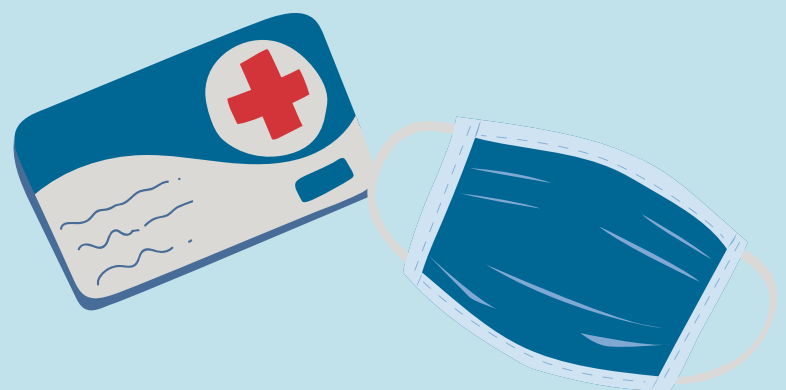
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## AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



## IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical advice.

# How to Use a Mask 101

Source: World Health Organization

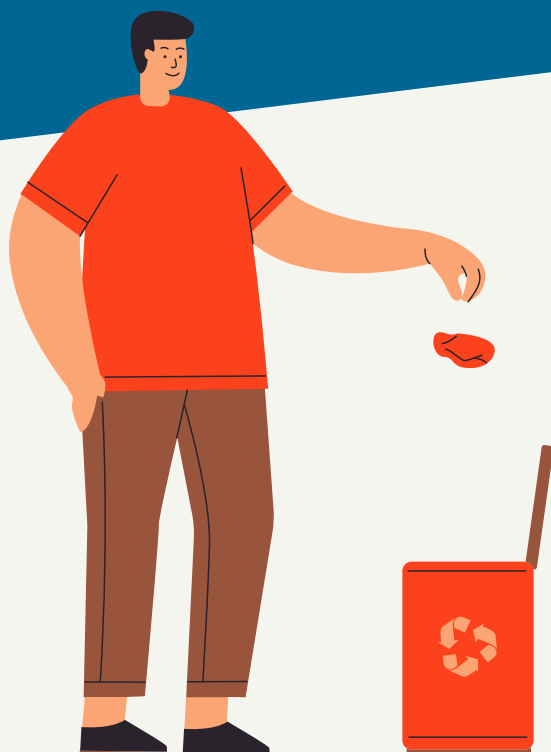


## Before Putting on a Mask:

Clean hands with alcohol-based hand rub or soap and water.

## While Wearing a Mask:

1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the mask.
2. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. **Do not re-use single-use masks.**

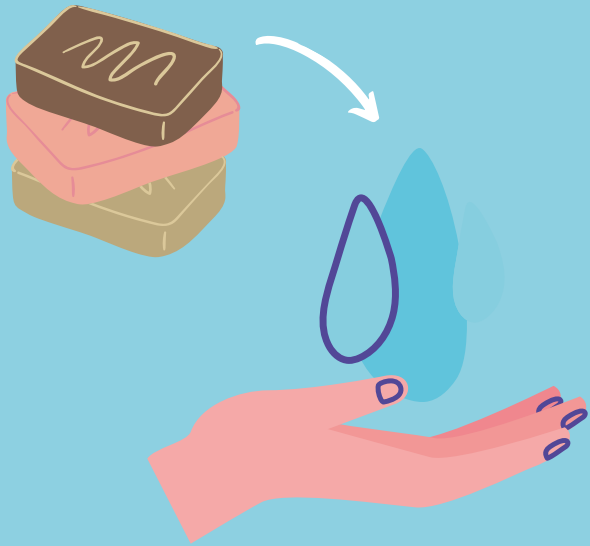


## To dispose of the mask:

1. Remove the mask from behind using the strings. **Do not touch the front of mask.**
2. Discard the mask **immediately** in a closed bin.
3. **Clean hands** with alcohol-based hand rub or soap and water.

 ProService HAWAII

# A GUIDE TO PROPER MASK USE



Before putting a mask on, clean hands with alcohol-based hand rub or soap and water.



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#StopTheSpread

Proper hygiene stops the spread of the virus.

# Handwashing 101

ProService HAWAII

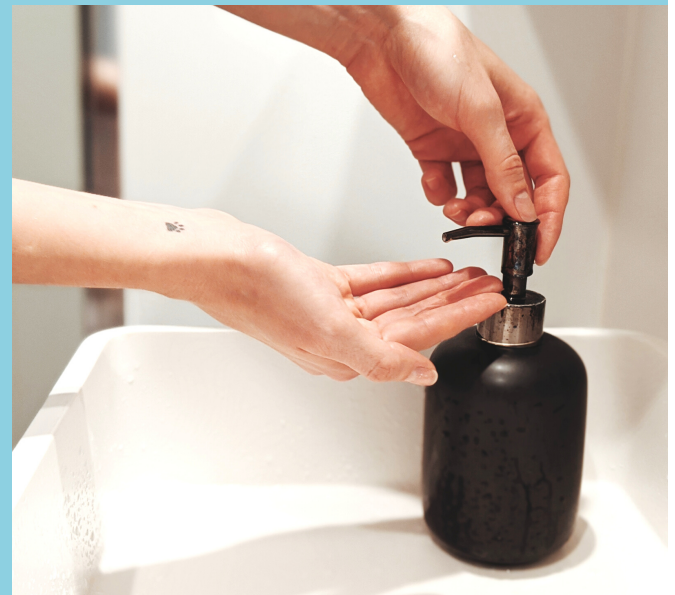
01

Wet your hands before applying soap.



02

Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.



03

Wash your hands for at least 20 seconds.



04

Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.



Source: WHO

#StopTheSpread

# Physical Distancing 101

Stay away from **mass gatherings**.

Keep a distance of **6 feet** away from other people.

**Avoid touching** other people,  
and that includes handshakes.

Physical distancing slows down  
the spread of the coronavirus,  
which keeps resources available  
to those in need.

**ProService** HAWAII

SOURCE: WHO





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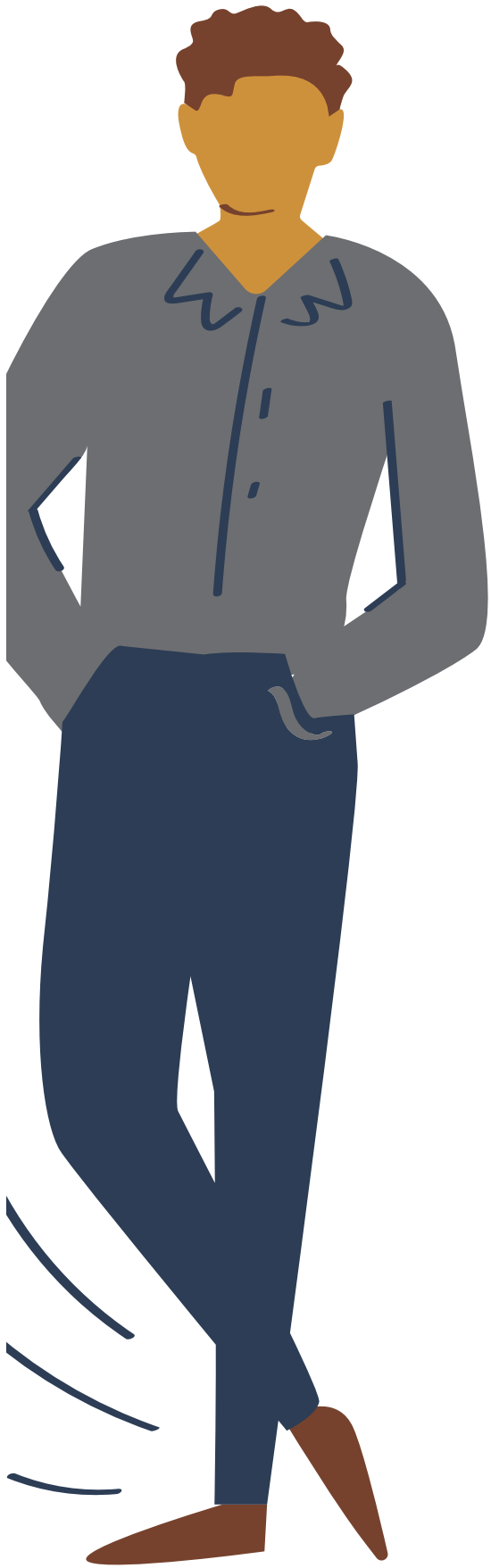
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SOURCE: WHO

**ProService** HAWAII



**PREVENTION**

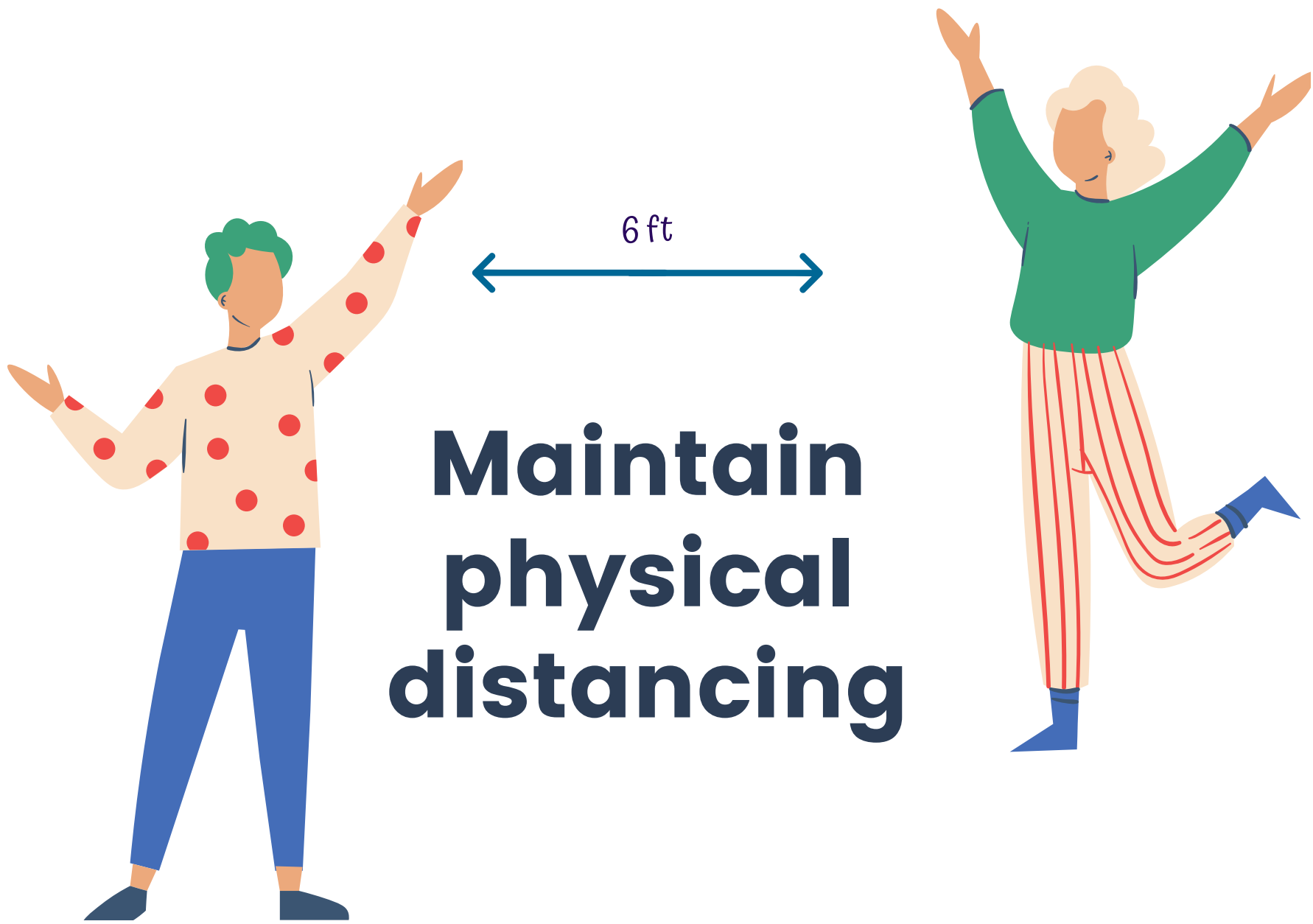


**Maintain  
physical  
distancing**



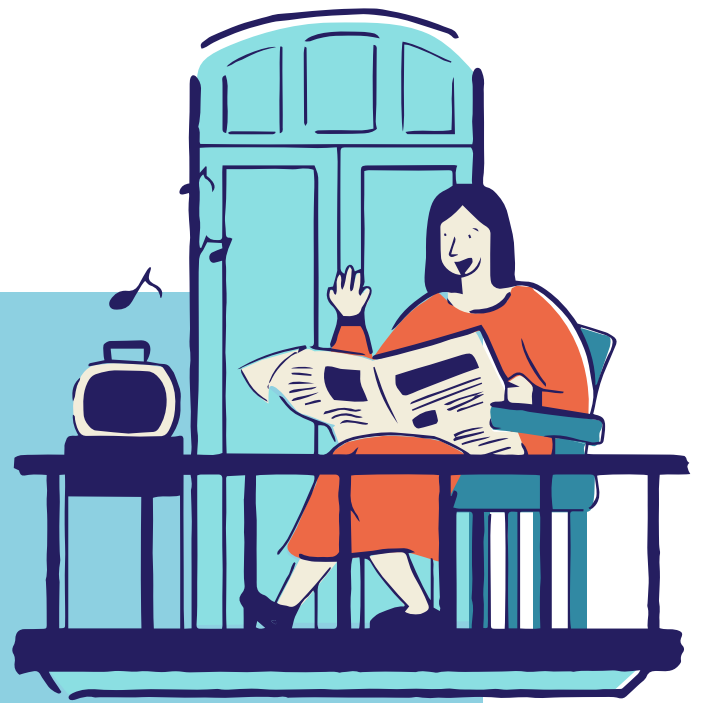
SOURCE: WORLD HEALTH ORGANIZATION

**PREVENTION**



SOURCE: WORLD HEALTH ORGANIZATION





# DISTANCE MAKES US STRONGER

#StopTheSpread



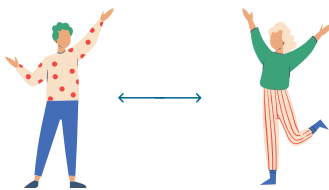
# Help us protect our employees & customers.



**Do NOT enter** if you have a cough,  
fever or do not feel well.



Wear a **face mask** or covering



Keep 6 feet **physical distance**  
between you and others



Refrain from from  
shaking hands, **shakas only**

*Mahalo for your kokua*

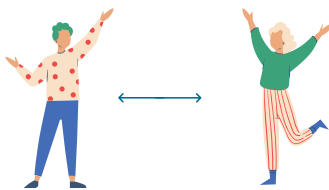
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We'll keep you posted with any future updates



## **Aguilar, Patricia MQ**

---

**From:** Harrington, Shelley D  
**Sent:** Tuesday, September 15, 2020 5:45 PM  
**To:** PSD All  
**Subject:** CARING FOR STAFF IN THE COVID STORM & HOW TO MANAGE A POSITIVE CASE (PLEASE DISTRIBUTE TO THOSE WITHOUT EMAIL)  
**Attachments:** CARING FOR STAFF IN THE COVID STORM PROSERVICE HI 9-11-20.pdf; MANAGING A POSITIVE COVID CASE PROSERVICE HI 9-11-20.pdf

PSD Administrators, Managers, Supervisors, and all Staff,

Please read these handouts as it offers excellent information to supplement PSD's current information on our website.

Be safe and ensure compliance with protocols to avoid exposure.

Shelley Harrington  
[DHRO 808-587-1219](tel:808-587-1219)

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## WEBINAR RECAP:

# Caring for Your People in the COVID Storm:



Managing a company through a pandemic is no easy feat. As employers, we bear the responsibility of keeping employees and customers safe if we are open for business. In this webinar, we heard from business leaders in the healthcare industry who shared candidly not only what they're facing on the frontlines of COVID-19, but *how* they are keeping their teams safe in doing so. Here are our top insights and takeaways.

The webinar featured:

- **Tricia Medeiros**, COO, The Plaza Assisted Living
- **Donna Schmidt**, CEO, Urgent Care Hawaii
- **Dr. Emmanuel Kintu**, CEO, Kalihi-Palama Health Center
- **Michelle Kim Stone**, Associate Counsel & Director of Legal Operations, ProService Hawaii
- **Moderated by Janina Abiles**, Director of HR & Safety Training, ProService Hawaii

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### **Educate, train, communicate, repeat!**

While everything around them was shutting down, healthcare facilities had to keep their doors open. This meant they needed to anticipate protocols, regulations, and changes on a whim and make the adjustments immediately with their team. So how did these essential businesses keep their team safe through it all? The answer: employee education and training.

Our featured leaders could not stress enough how frequent training and education had become the key to ensuring their teams were safe and healthy while under their roof. They also encouraged constant communication. The more owners talk about what is happening, the more it becomes normalized. The more managers communicate with their teams, the easier procedures are to enforce. Plus, constantly communicating with employees is a great way to reassure them that you are adequately *prepared* for every scenario.

## **Get people focused on your workplace facts**

Although some may doubt the realities of COVID, employees (and customers) must understand that regardless of their beliefs and opinions, your workplace policies come first! Since this pandemic is a fluid situation, your company's safety policies and procedures should be clearly articulated and presented in the most digestible way. This both communicates what you expect, but also what the consequences are if expectations aren't met.

## **Safety is *your* responsibility (not someone else's)**

Because of long wait times, relying on the state's contact tracing program has proven to be more harmful than helpful. Our panelists encouraged businesses to implement their own micro systems to manage threats and prevent the spread of COVID-19 in their workplaces. When it comes to safety, you have to look out for your own (and not depend on the work of others).

For example, one panelist shared how they created a process for tracing and logging connections from positive cases within their own organization. Having immediate information on hand was critical for containing and preventing further spread.

ProService's [three key steps for managing a positive COVID case](#) was also reiterated as a way to ensure information is shared and spread is contained within a workplace:

- 1) *Take immediate action* - Communicate with the infected person(s) and send them home immediately.
- 2) *Minimize the spread* - Contain people who may have been in contact with the infected person while cleaning and sanitizing the spaces they frequented.
- 3) *Take care and offer support* - Listen to their concerns, answer questions, and show them that you care.

## **Come together around your mission**

The #1 priority among our panelists was making sure their employees felt safe and confident doing their jobs. A big #2 was encouraging employees to stay anchored in the mission of the business and remaining employees about *why* they do the hard and difficult work they do.

When people are aligned with a common goal, it creates a sense of purpose and fuels motivation and engagement, especially when the tough gets going.

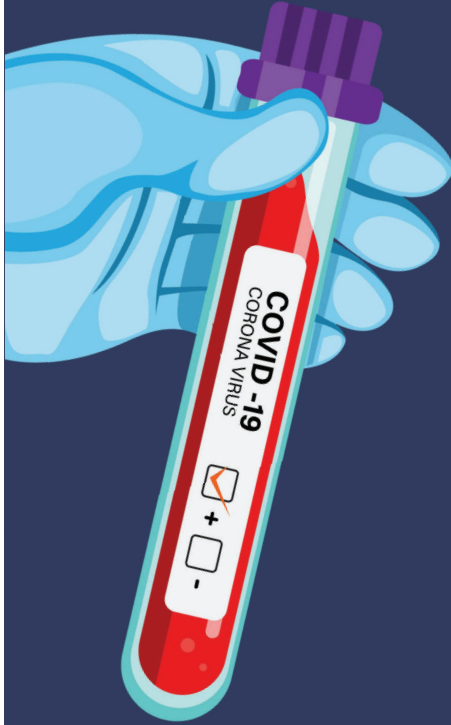
### **An emotionally safe workplace matters too**

Our panelist talked about how burnout, fatigue, and stress were among the biggest challenges for employees on the frontlines of COVID-19. Managing their fears and anxiety was something the business needed to address. It's not just about physical safety, but emotional safety too. Here were a few of their tips to consider:

- Create a space where they can air and voice their concerns. Make sure it's private and that they feel like they are being heard.
- Give them choices. Let them know that they have the power to ultimately do what feels right to them.
- Continue pre-covid activities that employees enjoyed such as team and culture building exercises even if done remotely.

### **Get information and share information!**

In conclusion, remember there is no right or wrong answer. Lots of employers are working through what feels right for their companies. Lean on other business owners and find out their best practices. Constantly learning and sharing information helps normalize our new workforce reality.



# The Right Way to Handle a Positive COVID-19 Case at Work

Checklists, templates and more  
for the first 48 hours.

# Your employee tests **positive** for **COVID-19**. What do you do?

As Hawaii re-opens its economy, employers must be prepared to handle a potential rise in COVID-19 cases. This means knowing what to do if an employee\* tests positive, or if an employee has been exposed to someone who has COVID-19. Even though employers may be hoping for the best, it is best to have a plan for the worst.

Here are **three steps** to follow:

- Step 1: Take immediate action.
- Step 2: Minimize the spread.
- Step 3: Offer support.

**Bonus content:** Guidelines for returning to work.

*\* [Separate guidelines have been created by the CDC](#) for those who work in **critical infrastructure** (e.g. healthcare) or those with "high-value human assets" (e.g. military) where introduction of COVID-19 could cause major disruptions or reduce national security. This content was curated to inform guidelines for non-critical workers.*

# 01: Take immediate action

If an employee has confirmed a positive COVID-19 diagnosis, or presumes they have the disease, take these steps *immediately*.

## A first things first checklist:

- ❑ **Immediately send home the employee** who has a confirmed/presumptive case of COVID-19.
- ❑ **Take action with empathy.** The employee is likely anxious even if symptoms may be mild.  
**Sample script:** *"I know that this is a scary thing to deal with. I understand that you may not be able to work for a little while or that your productivity may go down. Don't worry about that, I understand."*
- ❑ **Encourage them to seek immediate medical advice** from their healthcare provider to determine whether testing or self-quarantining or other next steps are appropriate.
- ❑ **Designate a separate area** where they can wait for transport to their home or to medical care.
- ❑ **Designate a point of contact** with whom they should communicate any updates with.
- ❑ **Connect with your HR partner.** You'll want to utilize their support and guidance.
- ❑ **Ask the employee to identify co-workers/vendors** they've come into **"close contact"** (within 6 feet) for a prolonged period of time (10-30 minutes depending on the interaction) in the last 14 days, according to the CDC. Make a full list.
- ❑ **Communicate potential exposure to "close contact" employees** (or third parties) but **DO NOT** identify the name of the affected employee. Expect a lot of questions. Stick to the facts.
- ❑ **Inform and send home any individuals who came into close contact** with the affected employee. Advise them to self-quarantine for a 14-day period. **Sample script:** *"Someone in our workplace has tested positive for Covid-19, and they have identified you as a close contact according to the CDC definition. We are here to support you. If you are at work, please prepare to leave as quickly as you can. Once you get home, find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctors."*
- ❑ **Consider informing all employees.** Respect the confidentiality of the affected employees and simply state the facts. **Sample script:** *"The person tested positive on a certain date and is now self-isolating. The close contacts have been told and were asked to leave the workplace and self-isolate. If you were not already told you were a close contact, then you are not one. If you have questions about Covid-19 or your situation please call your doctor and look at the CDC website. The company is here to support everyone during this difficult time, and we all send our best wishes to the people affected."*
- ❑ **Provide the employees with information on sick leave and other applicable benefits** (e.g. local/federal benefits such as TDI and COVID-19 related absences under the Families First Coronavirus Response Act - see page 6)
- ❑ **Inform building management** so they can take disinfecting precautions they deem necessary.
- ❑ **Remind all managers and employees** of COVID-19 safe work policies and best practices.
- ❑ **Thoroughly disinfect the workplace** according to CDC guidelines.



## Important HR Reminders:



- **Do not identify the name of affected employees.** Keep health information confidential, per the ADA, HIPPA, and other state laws.
- During a pandemic, the **ADA permits employers to ask all employees physically entering the workplace** if they have COVID-19, symptoms of COVID-19, or if they have been tested for COVID-19. If the answer is “yes” to any of these questions, the employer may prevent the employee from entering the workplace since doing so will pose a direct threat to the health or safety of him/herself or others.
- If an employee is confirmed positive for COVID-19 while performing a work-related duty, you **may need to indicate such an incident on your OSHA Form 300 log**. If you're a ProService client, please seek advice from one of our safety experts to determine if the incident must be recorded.
- There is **no requirement for employers to notify either the CDC** or any state's department of health to inform them of the positive diagnosis of an employee.

## Sample Announcement to Employees:

*Aloha, We learned [today] that one of our employees has tested positive for/contracted COVID-19. The person who tested positive on [date] is now [self-isolating]. [Identify the area(s) where and the date(s) when the employee frequently worked].*

*Due to privacy laws, we cannot identify the employee who tested positive for the virus. However, we have gathered the names of those employees or others that worked in close proximity (within 6 feet for 15 minutes or more) of the employee and have been advised to leave the workplace and seek medical advice from their healthcare provider on next steps. If you were not already told you were in close contact, then you have not worked in close proximity with the employee.*

*At [Company Name], the health and well-being of our employees is paramount. Out of an abundance of caution, we are closing the [Location] office on [Dates]. While the office is closed, we will clean and disinfect the [Location] office. All [Location] employees with remote work capabilities are expected to work from home while the office is closed. Each employee should consult with their manager for additional instructions.*

*Should you have any questions or concerns, please contact [Company Contact]. The company is here to support everyone during this difficult time, and we all send our best wishes to the people affected. You may also check the [CDC COVID-19 website](#) for additional information, and also check out [Hawaii's health department website](#).*

*Mahalo,*

## 02: Sanitize the workplace

Clean and disinfect any area of the workplace in which the affected employee (or “close contacts”) spent time in.

### Pre-cleaning checklist:

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19 and provide instruction about what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training to all cleaning staff** on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- **Ensure workers are trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA’s Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply with OSHA’s standards** on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#))

### Cleaning & Disinfecting checklist:

- Close off areas** used by the affected persons.
- Open outside doors** and windows to increase air circulation in the area.
- If possible, **wait up to 24 hours** before beginning cleaning and disinfection to reduce exposure to respiratory droplets in the air.
- Clean and disinfect all areas** used by the affected employee.
- Clean and disinfect all high-touch surfaces** like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Wear disposable gloves and gowns for all tasks** in the cleaning process, including handling the trash, and **wash hands often** for 20 seconds for longer.
- Additional cleaning and disinfection is not necessary** if more than 7 days have passed since the person who is sick visited or used the facility.
- Once the area has been appropriately disinfected, it can be **opened for use**.
- Continue routing cleaning and disinfection**, which includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- For more info, read the CDC’s guidelines for [Cleaning and Disinfecting Your Facility](#).**



Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting **kills** germs on surfaces. Here is a [list of disinfectants](#) that meet the EPA’s criteria for use against SARS-CoV-2, the virus that causes COVID-19.

## 03: Offer support

Remember, it's a scary situation for employees too. Listen to their concerns and share practical advice they can do while they seek medical advice on next steps.

### Remind employees to...

- ❑ **Stay home.** Go outside only to seek medical care.
- ❑ **Have groceries, meals or medication dropped off** by family, friends or delivery services.
- ❑ **Stay in a specific room** if possible and separate from others in their household.
- ❑ **Avoid sharing** personal household items.
- ❑ **Wear a cloth mask** that covers their nose and mouth.
- ❑ **Check their temperature** at least two times a day.
- ❑ **Clean hands** and high-touch **surfaces** often.
- ❑ **Take care** of themselves with over-the-counter medicine and by staying hydrated.
- ❑ **Seek medical immediate attention** if they have trouble breathing, persistent chest pain/pressure, new confusion or inability to arouse, bluish lips or face.



## Share benefits information with employees...

Don't forget! Make sure to communicate the pay policies and other company benefits to the affected employee and close contacts. If they do not use available paid leave benefits provided by your company, they may be eligible to take advantage of these additional paid leave benefits:

	Family First Coronavirus Response Act (FFCRA)	Temporary Disability Insurance (TDI)
<b>COVID-19 Eligibility:</b>	<ul style="list-style-type: none"> <li>Employees employed by a company less than 500 employees</li> <li>Employees who have been employed for at least 30 days prior to their leave request may be eligible.</li> </ul>	<ul style="list-style-type: none"> <li>Have a minimum of 20 hours for the 14 weeks in the previous four completed calendar quarters.</li> <li>Contraction or self-quarantine cannot be because of a work-related injury.</li> <li>Cannot be receiving UI or WC benefits.</li> </ul>
<b>Benefit Details:</b>	<ul style="list-style-type: none"> <li>80 hours of sick leave, regardless of whether or not the employee has accrued sick leave.</li> </ul>	<ul style="list-style-type: none"> <li>58% of your average weekly wages</li> <li>A maximum of \$650 per week</li> </ul>
<b>How to File:</b>	<p>An employee should complete and submit a request form with their supervisor/HR manager as soon as possible.</p> <p><a href="#">Sample request form</a></p>	<p>The "Claim for Disability Benefits" form (Form TDI-45) is not available online. Employees can ask their employer for a claim form or contact the state.</p>
<b>Resources:</b>	<p><a href="#">Required FFCRA Poster</a></p>	<p><a href="#">COVID-19 Labor FAQs, State of Hawaii Department of Labor</a></p>

7 | **Want to talk to an expert?** Schedule a 15-minute consult at [proservice.com/consult](https://proservice.com/consult)

## Bonus Content:

# Return to Work Guidelines

When can your staff return to work and do so as safely as possible? Based on their health status, here are various scenarios where your employees may be able to come back to work.

	Unconfirmed COVID-19	Confirmed COVID-19
<b>With Illness:</b>	<ul style="list-style-type: none"> <li>At least 3 days have passed since recovery, with no fever for a minimum of 72 hours.</li> <li>Have no abnormal temperature for 72 hours without the use of any fever-reducing medicines.</li> <li>Respiratory symptoms have improved</li> <li>10 days have passed since the beginning of any symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 days have passed since their recovery, with no abnormal fever for a minimum of 72 hours.</li> <li>Have no significant temperature for 72 hours without the use of any fever-reducing medicines.</li> <li>Respiratory symptoms have improved.</li> <li>No continuing illness: the employee exhibits no symptoms of COVID-19.</li> <li>The employee has had 2 confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.</li> </ul>
<b>With No Illness:</b>	X	<ul style="list-style-type: none"> <li>After at least 10 days have passed since the date of their first positive COVID-19 test</li> <li>They have not become ill.</li> <li>For an additional 3 days after they end isolation, they continue to limit contact (stay 6 feet away) with others.</li> <li>They wear a mask or other covering of their nose and mouth to limit the potential of dispersal of respiratory secretions.</li> </ul>
<b>Requiring Hospitalization:</b>	X	The CDC recommends a test-based strategy before returning high-risk and hospitalized employees to work. Employees with conditions that might weaken their immune system may have “prolonged viral shedding after recovery.” The CDC recommends these employees discuss returning to work with their personal healthcare provider to best assess if they pose no threat to coworkers. This may include re-testing to verify they are no longer shedding the virus. Businesses should consider each of these staff members on a case-by-case basis, requiring verified testing and return to work authorizations from the worker’s healthcare professional.

# How Does ProService Hawaii Help?

**ProService Hawaii is the state's leader in HR management.**

We give local employers access to payroll services, benefits, WC/TDI, HR training and compliance support that make it easier to run a business through the ups and downs.

With ProService Hawaii, your business can get guidance on new COVID-19 rules and regulations like:

- The Coronavirus Aid, Relief and Economic Security Act (CARES)
- The Paycheck Protection Program (PPP)
- The Family First Coronavirus Response Act (FFCRA)

Plus, your business can get local support when you need it the most.

Get more COVID-19 tips and advice for your business.

[proservice.com/coronavirus](https://proservice.com/coronavirus)

## **Aguilar, Patricia MQ**

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**From:** Harrington, Shelley D  
**Sent:** Tuesday, September 15, 2020 11:25 AM  
**To:** PSD All  
**Subject:** DOH SUPPORT SERVICES FOR HOTEL QUARANTINE OPTIONS, INFORMATION ON RULES FOR QUARANTINE, AND PSD DIRECTIVE ON TRAVEL QUARANTINE REQUIREMENTS (PLEASE COMMUNICATE THIS INFORMATION TO STAFF WITHOUT EMAIL ACCESS)  
**Attachments:** DOH SUPPORT SVC - INFO ON QUARANTINE AND PSD TRAVEL QUARANTINE DIRECTIVE 9-15-20.pdf

Shelley Harrington  
808-587-1219

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# COVID-19 Isolation and Quarantine Guidelines for Hotels

## Best Suited For:

- Individuals who are **confirmed positive** and unable to safely isolate in residence.
- Individuals who are **close contacts to a confirmed positive case** and unable to safely quarantine in residence.
- Person under investigation, awaiting test results, and **cannot safely isolate in residence.**
- Notes:
  - Individuals need to be ambulatory (no wheelchair) and able to independently feed, dress, and bathe themselves.
  - Individuals need to be able to independently manage their chronic health condition and their own medications.
  - Individuals need to be able to walk up 2 flights stairs without assistance.

## May be suited for other sites:

(Requests will be reviewed on a case by case basis)

- Individuals who are **unable to manage their care independently.**
- Individuals who **require constant medical care.**
- **Minors** (under age 18) without a parent or legal guardian.
- Individuals who **need acute behavioral health services.**
- Individuals that **require Continuous Positive Airway Pressure (CPAP) or supplemental oxygen.**

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## For Isolation/Quarantine Placement



**HAWAI'I  
CARES**

Call the Hawai'i CARES line @ **(808) 832-3100** to start an inquiry or go to <http://go.hawaii.edu/323> and fill out the form.



# ISO-QUAR REQUEST FORM v3

**ISOLATION AND QUARANTINE REQUEST FORM** | Updated 2020-09-08

The purpose of this form is to request isolation and quarantine services and related support services. Contact: **cares@hawaii.edu** or call Hawai'i CARES line at **(808) 832-3100**.

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**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE:**

Are you experiencing any symptoms of extreme difficulty breathing, shortness of breath, bluish lips/face, persistent pain or pressure in chest, new confusion or inability to arouse?

Yes

No

Are you a medical or social services provider completing this form on the behalf of an individual requesting isolation or quarantine?

Yes, I am a medical provider

Yes. I am a social services provider

No. I am an individual requesting isolation or quarantine for myself or for someone I know

**Provide the referring organizational information:**

Referral Organization Name: \_\_\_\_\_

Name of Person Making Referral: \_\_\_\_\_

Title (referring person's title) \_\_\_\_\_

Phone Number: \_\_\_\_\_

**REQUIRED CONTACT INFORMATION FOR  
THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE**

**Please fill this out for yourself if you are self-referring or for your client if you are referring a client:**

- First Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_
- Date of Birth (mm-dd-yyyy): \_\_\_\_\_
- Gender: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Address of Current Location: \_\_\_\_\_
- Occupation: \_\_\_\_\_
- Emergency Contact Name and Number: \_\_\_\_\_

**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE:**

**Which races does the individual requesting isolation or quarantine primarily identify with? Please check all that apply**

- Native Hawaiian or Other Pacific Islander
- White
- Asian
- American Indian or Alaskan Native
- Black or African American
- Hispanic, Latino, or of Spanish origin
- Other \_\_\_\_\_

**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE**

**Does the individual ONLY request food services and not external placement?**

Yes, no external placement is requested

No, external placement is requested

**Food allergies or Dietary info for Food Service? (If Yes, please explain)**

Yes \_\_\_\_\_

No

**If "Yes, no external placement is requested"**

Point of Contact (POC): \_\_\_\_\_

# of Individuals (# adults, # teens, # kids, # babies): \_\_\_\_\_

Phone: \_\_\_\_\_

Release Date: \_\_\_\_\_

Please comment all that you will need: \_\_\_\_\_

**Does the individual require CPAP or supplementary oxygen?**

Yes

No

**Does the individual require supplementary oxygen?**

Yes

No

**Is the individual able to follow directions when provided appropriate language or other facilitation?**

Yes

No

**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE:**

**COVID-19 TEST RESULTS:**

- Positive
- Negative
- Pending
- No test has been taken yet for this period of time

**Date of LATEST test (If applicable):**

\_\_\_\_\_

**Has the individual requesting isolation or quarantine recently had close contact (closer than 6 feet for more than 15 minutes) with someone or been directly sneezed/coughed on from someone who has tested positive. If yes, enter the date of last exposure.**

- Yes \_\_\_\_\_
- No

**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE:**

**Symptoms:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

Diarrhea

Other \_\_\_\_\_

None

**Date symptom onset (if applicable):**

\_\_\_\_\_

**FOR THE INDIVIDUAL REQUESTING ISOLATION OR QUARANTINE:**

**Does the individual have the ability to safely quarantine/isolate? Does the individual have at least one of the following conditions indicating to safely quarantine/isolate in their own home?**

Live in a crowded area? e.g. multiple people in a living space, hard to stay away from others

Live with anyone who is elderly or have chronic conditions?

Share a bedroom?

Share a bathroom?

Homeless, live in transitional housing, or in public housing?

Are there others that need to be isolated too?

**Please explain:**

\_\_\_\_\_

**Please answer the following questions:**

	<b>Yes</b>	<b>No</b>
Smokes?	<input type="radio"/>	<input type="radio"/>
Medical Conditions? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>
Any medical problems that need monitoring or treatment adjustment beyond the level that can typically be provided in outpatient care? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>
Requires dialysis (if yes, locations and days)?	<input type="radio"/>	<input type="radio"/>
Can self-administer and monitor own meds?	<input type="radio"/>	<input type="radio"/>
Mental Health Disorders? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>
Substance Use Disorders? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>
Alcohol dependent and/or at risk of alcohol withdrawal? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>
Feed/toilet/bathe/dress self?	<input type="radio"/>	<input type="radio"/>
Step into a bath tub without personal assistance? (If No, please explain)	<input type="radio"/>	<input type="radio"/>
Can they walk up to four flights of stairs?	<input type="radio"/>	<input type="radio"/>
Can the patient walk at least 30 feet?	<input type="radio"/>	<input type="radio"/>
Fully ambulatory? (If No, please explain)	<input type="radio"/>	<input type="radio"/>
Will need supervision? (If Yes, please explain)	<input type="radio"/>	<input type="radio"/>

**Please fill out the following form:**

- Height (ft/in) (required for medical providers) \_\_\_\_\_
- Weight (required for medical providers) \_\_\_\_\_
- Veteran Status: \_\_\_\_\_
- Legal Status: \_\_\_\_\_

**ISOLATION-QUARANTINE BACKGROUND**

- If fever, date fever started and ended: \_\_\_\_\_
- Behavioral Health Notes: \_\_\_\_\_
- Current Mental Health Status (Alert, Oriented to time/place, Memory Loss Short Term/Long Term/Both):  
\_\_\_\_\_
- Likely to leave the site? \_\_\_\_\_
- Medications: \_\_\_\_\_
- Have prescriptions with them? \_\_\_\_\_
- Adherent with medical prescriptions \_\_\_\_\_
- Other: \_\_\_\_\_
- Testing Facility/Provider Name: \_\_\_\_\_
- Testing Facility/Provider Contact Information: \_\_\_\_\_
- Last set of vital signs if available: Temp/SpO2/RR/BP/HR/Height/Weight: \_\_\_\_\_

**TQIC REFERRAL QUESTIONS (For medical professionals only)**

- Health Plan: \_\_\_\_\_
- Health Plan #: \_\_\_\_\_
- Service Coordinator: \_\_\_\_\_
- Service Coordinator: \_\_\_\_\_
- Service Coordinator Contact #: \_\_\_\_\_

- Mental Health Provider/Psychiatrist: \_\_\_\_\_
- Mental Health Provider/Psychiatrist Contact #: \_\_\_\_\_
- Other Mental Health CM or PO: \_\_\_\_\_
- Other Mental Health CM or PO Contact #: \_\_\_\_\_
- Community Care Services (CCS) member? \_\_\_\_\_
- If yes, Case Manager (CM) Name and Contact #: \_\_\_\_\_
- History of violent behavior? \_\_\_\_\_
- History of self-harm/past suicidal attempts? \_\_\_\_\_
- Drug Screen results? (If POS list drug of choice) \_\_\_\_\_
- Length of current homelessness episode: \_\_\_\_\_
- Name of Homeless outreach provider: \_\_\_\_\_
- Homeless outreach provider's Contact #: \_\_\_\_\_
- Area most frequent homeless: \_\_\_\_\_
- Able to prep simple meals independently? \_\_\_\_\_
- Ability to communicate in English (if no what language)? \_\_\_\_\_
- Positive PPD (Yes or No; Date done; Date read) \_\_\_\_\_
- Chest X-Ray date with Results (Positive/Negative): \_\_\_\_\_
- Other Comments \_\_\_\_\_

Please confirm today's date:

\_\_\_\_\_



# Behavioral Health & Homelessness Statewide Unified Response Group (BHHSURG)

## COVID-19 UPDATE

### Welcome!

Mahalo for reaching out for isolation/quarantine placement with the Department of Health-Behavioral Health Administration (DOH-BHA). Below are a few reminders while in isolation/quarantine here.

Do not leave your entire room unless authorized by the Department of Health (DOH) and adhere to the quarantine/isolation rules.
There could be legal repercussions if you violate quarantine/isolation pursuant to HRS 321-1 and 127A-29.
No visitors are allowed.
Smoking is not allowed in a non-smoking room. Smoking is only allowed in rooms with a balcony.
Weapons, illegal drugs, or pets are not allowed on premises.
You will be responsible to manage your own medication and have enough supply to last you during your quarantine/isolation.
Please respond immediately to daily monitoring calls from DOH staff.
Monitor your health and if any symptoms get worse, immediately call your usual health care provider and inform the Case Manager on property.
You are fully liable for property damage.

#### CASE MANAGEMENT

This property is staffed with a Case Manager on duty 24/7. Case Managers will be conducting wellness checks 2-3x a day. It is important to let the Case Manager know if you are experiencing any new symptoms and/or if any of your symptoms worsen. Case Manager on site can be reached at \_\_\_\_\_.

#### MEALS

Meals are provided 3x a day (breakfast, lunch and dinner). Case Managers will deliver meals using the “knock and drop” system. They will knock on your door and your meals will be left right outside of your door.

If you choose to order meals on your own through various food delivery programs (i.e., UberEats, DoorDash, Grubhub, etc.), please inform the driver to deliver your meals to the front desk under your name. Case Managers will “knock and drop” items to your room.

#### HOUSEKEEPING

During your stay, linens and towels will NOT be changed. If you have trash to be picked up, please tie your trash and leave it right outside of your door. Housekeeping will come by to pick them up. If additional items are needed (i.e., linens, towels, etc.), please contact the Case Manager on site.

#### CHECKING OUT

A Case Manager will inform you the day before your scheduled check out day. If you need any assistance with behavioral health services and/or temporary housing placement after isolation/quarantine, please inform the Case Manager.

Please make sure all personal belongings are removed from the room and your trash is tied up and left outside of your door.

On the day of your scheduled check out date, please call the Case Manager on site when you are ready to check out. A Case Manager will escort you off property and can arrange transportation to your designated residence if needed.

**Hotel Check In / Out Checklist**

**ISOQUAR Hotel Check In Checklist**

- I agree to not leave and adhere to the quarantine/isolation rules.
- I agree to not bring in more than 3 suitcases per person.
- I agree to not have any visitors.
- I agree to not smoke in a non-smoking room.
- I agree to not have any weapons, drugs, or pets.
- I agree to be responsible for and manage my own medication.
- I agree to respond immediately to daily monitoring calls from Dept. of Health staff.
- I agree to monitor my health and if my symptoms get worse, I will immediately call my usual health care provider.
- I agree that I am fully liable for property damage.
- I agree to have available transportation to pick me up after I check out.
- I am able to walk up and down at least two flights of stairs.
- I am able to perform all activities of daily living and instrumental activities of daily living by myself. These activities include, but are not limited to walking, eating, dressing and grooming, toileting, bathing, transferring, managing communication, and managing medications.
- I agree to check out before 11:00 am.

---

Print Name

Signature

Date

**ISOQUAR Hotel Check Out Checklist**

- I have removed all of my personal items from the hotel room.
- I have completed all quarantine check out protocols.
- I have put all designated trash in the assigned garbage bag and left the bag outside of the door.
- I have turned off the air conditioner.
- I have opened room windows.
- I acknowledge that I did not leave my room and have adhered to the quarantine/isolation rules.
- I left the key in the room and closed the door.

---

Print Name

Signature

Date

Waiver and Release of Liability By Hotel Guests

I understand that in connection with responding to the COVID-19 pandemic, the City and County of Honolulu (the "*City*"), in conjunction with the State of Hawaii Department of Health ("*DOH*") has booked a block of rooms from HCI 415 NAHUA OWNER LP, dba Pearl Hotel Waikiki Beach (the "*Hotel*") to arrange for accommodations for people who do not need treatment in hospitals but who may need to be isolated because they have contracted COVID-19 or quarantined either because they have been exposed to persons with COVID-19 or they are members of high risk groups who need to be protected from exposure to COVID-19. The waiver, release and other representations and covenants set forth herein are given in consideration for the Hotel, the City and DOH permitting me and/or my child or ward to become a guest of the Hotel and occupy one of the booked rooms in the hotel.

1. Acceptance of Risk; Release; Indemnification. I am fully aware that there are a number of risks associated with me and/or my child or ward entering on the Hotel property, becoming a hotel guest and/or occupying a room at the hotel during the COVID-19 pandemic under the circumstances of the City's booking of rooms, including without limitation: (a) I and/or my child or ward or our visitors could contract COVID-19 or other diseases such as the flu or legionnaires disease which could result in a serious medical condition requiring medical treatment in a hospital or could possibly lead to death; and (b) I and/or my child or ward or our visitors will be subject to normal risks associated with staying in a hotel such as physical injuries or even death or loss or damage to personal property, including without limitation, from slips or falls, food poisoning or allergic reaction to food served in the hotel, physical or verbal altercations with hotel staff, employees of City or DOH, or their vendors or third party providers, or other guests, electrocution from appliances or equipment within the hotel, drowning in pools or tubs, terrorist or other violence, theft or vandalism, auto accidents around the hotel, or fires or other disasters affecting the hotel. On behalf of myself and/or my child or ward and our heirs, successors and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my and/or my child's or ward's occupancy of a hotel room and being a guest at the Hotel as described above, and I hereby forever release, waive, relinquish, and discharge the Hotel, the City, and DOH, along with their officers, directors, managers, officials, trustees, agents, employees, or other representatives, and their successors and assigns (collectively, the "*Hotel, City and DOH Representatives*"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "*Damages*") as a result of me and/or my child or ward being a guest at the Hotel and occupying a room at the Hotel as described above, including but not limited to those related to the above described personal Injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any Hotel, City or DOH Representative or any other person. I further promise not to sue the Hotel, the City or DOH, or any Hotel, City or DOH Representative, and agree to indemnify and hold them harmless from any and all Damages resulting from my and/or my child's or ward's being a guest or occupying a room at the Hotel.

**READ CAREFULLY -- BY SIGNING THIS DOCUMENT YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.**

Print Name of Hotel Guest \_\_\_\_\_  

Last
First
MI

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN (if Guest is under 18 years old or subject to guardianship)**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

State of Hawaii | Department of Health  
 Behavioral Health & Homelessness Statewide Unified Response Group (BHHSURG)  
**QUARANTINE/ISOLATION CHECK-IN / CHECK-OUT FORM**

Guest Information			
Name	Date of Birth	Insurance Plan	Policy Number
Street Address		City, State, Zip Code	
Primary Contact Number	Alternate Contact Number	Email Address	

Emergency Contact Information		
Name	Relationship to Guest	Primary Contact Number

Check-In Details			
Check-In Date	Check-In Time	Property	Assigned Room #
<b>SYMPTOM SCREENING</b>		<b>Temperature at Check-In:</b> _____	
Fever or Chills .....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Shortness of Breath / Difficulty Breathing .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Cough .....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Loss of Taste or Smell .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Sore Throat .....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Muscle or Body Aches .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Fatigue .....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Congestion or Running Nose .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Nausea or Vomiting .....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Diarrhea / Gastrointestinal Dysfunction .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Other Flu-like Symptoms .....		<input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____	

Health & Medical Information	
Smoker .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Diabetes .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Able to walk up/down at least two flights of stairs .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Able to independently perform all activities of daily living (e.g. walking, eating, dressing, grooming, toileting, bathing, transferring, managing communication, and managing medications) .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Allergies .....	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____
Dietary Restrictions .....	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____
Other Medical Conditions: _____	
Additional Information: _____	

Check-In Checklist
<input type="checkbox"/> Reviewed & Signed Quarantine/Isolation Guidelines
<input type="checkbox"/> Explained Daily Monitoring Process
<input type="checkbox"/> Explained Meal Program
<input type="checkbox"/> Reviewed Other Assistance Available/Requested (e.g. Transportation)
<b>Check-In Staff Member:</b> _____

State of Hawaii | Department of Health  
Behavioral Health & Homelessness Statewide Unified Response Group (BHHSURG)  
**QUARANTINE/ISOLATION CHECK-IN / CHECK-OUT FORM**

Check-Out Details	
_____	_____
<i>Check-Out Date</i>	<i>Check-Out Time</i>
<b>SYMPTOM SCREENING</b>	<b>Temperature at Check-Out:</b> _____ <b>Date of Last Fever:</b> _____
Fever or Chills .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Cough .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Sore Throat .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Fatigue .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Nausea or Vomiting .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Other Flu-like Symptoms .....	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____
Shortness of Breath / Difficulty Breathing .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Loss of Taste or Smell .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Muscle or Body Aches .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Congestion or Running Nose .....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Diarrhea / Gastrointestinal Dysfunction .....	<input type="checkbox"/> No <input type="checkbox"/> Yes

Check-Out Destination	
_____	_____
<i>Street Address</i>	<i>City, State, Zip Code</i>

Secondary Contact Information		
_____	_____	_____
<i>Name</i>	<i>Relationship to Guest</i>	<i>Primary Contact Number</i>

Check-Out Tasks <i>(confirm all have been completed)</i>
<input type="checkbox"/> Removed all personal items from the room.
<input type="checkbox"/> Put all designated trash in the assigned garbage bag and left the bag outside the door / in the hallway.
<input type="checkbox"/> Completed all quarantine/isolation check-out protocols.

On-Going Service Needs <i>(notify assigned Case Manager)</i>
<input type="checkbox"/> Financial Supports (Welfare, SSI / SSDI)
<input type="checkbox"/> Behavioral Health Supports (ADAD, AMHD, CAMHD, DDD)
<input type="checkbox"/> Employment Supports
<input type="checkbox"/> Other Supports (describe): _____
<b>Check-Out Staff Member:</b>

# Mental Health Tips for Isolation & Quarantine

*Aloha!*

*During your isolation and quarantine, you are required to remain in the hotel room for the entire period.*

*Living alone with no in-person contact with family and friends is hard for everyone. Feeling worried or stressed about your health is normal.*

Here are some tips to help keep you physically and emotionally healthy during your stay.

## Minimize the amount of news.

Stay updated, but limit what you watch, listen to or read if it makes you feel anxious.

*Check out the latest information once or twice a day if needed.*



## Maintain a healthy diet.

Eat healthy foods at regular times.

Avoid drugs and limit the amount of alcohol you drink.



## Make time for calming things you enjoy.

Consider talking with friends, reading, or watching a fun movie.



## Set up a daily routine.

Get up and go to bed at the same time every day.

Keep up with your personal hygiene.

Exercise regularly in your room. If you are working remotely, make sure to take time to rest.



## Social contact is important.

Keep in regular contact with people close to you by phone, text, email or video chat.



## Need immediate assistance?

For mental health, substance use, crisis and support services:

- Call Hawaii CARES at 832-3100 or
- Text ALOHA to 741741

A trained professional will help you right away.



## Reach out if you need help.

It is normal to feel anxious or stressed while you are isolated from things.

You are not alone and there are people available to support you through this time. Call your case manager for help.



Source • World Health Organization



August 27, 2020

TO: PSD All  
FROM:   
Nolan P. Espirida, Director

SUBJECT: 14-Day Quarantine for Out-of-State and Neighbor Island Travel

You are hereby advised that any State Employee traveling out of State for personal reasons shall be subject to the Governor's mandated 14-day travel quarantine requirement for as long as it remains in effect. This means that upon return to the State of Hawaii, they must self-quarantine for 14 days, counting 14 calendar days including the date of return to Hawaii. No exemption to the 14-day quarantine will be given.

You are also hereby advised that any State Employee traveling to the Islands of Kauai, Hawaii, and the Islands comprising the Counties of Maui and Kalawao, and between these Islands, for personal reasons, shall be subject to the Governor's mandated 14-day travel quarantine requirement for as long as it remains in effect. The period of self-quarantine shall begin from the date of entry onto the Island and shall last 14 calendar days or the duration of the person's presence on the Island, whichever is shorter. No exemption to the 14-day quarantine will be given.

All employees must take their appropriate personal leave as indicated in the Collective Bargaining Agreement for the 14-day quarantine. The Families First Coronavirus Response Act (FFCRA) leave shall not apply to the 14-day quarantine as all PSD employees are considered Emergency Responders and exempt from FFCRA. When paid leave is not available to cover any portion of the 14-day quarantine, the Director has the discretion to approve a written request for a leave without pay made prior to the out-of-state or neighbor island travel.

Any personal leave requests should indicate if out-of-state or neighbor Island travel is involved and should be submitted in advance to obtain authorization from all appropriate authorizing authorities. If the leave request is approved, the employee must show proof to his/her supervisor that he/she self-quarantined for 14 calendar days from the date of arrival to the State. This proof must be submitted prior to the employee returning to his/her place of work. Such proof can include, but is not limited to, reservation confirmation, ticket, and boarding pass. An employee who shows signs or experiences symptoms of COVID-19 during self-quarantine must continue to self-quarantine and seek medical advice.

All Adult Correctional Officers (ACO) are reminded that the Attendance Program is applicable.

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



**Interim COVID-19 Guidance for Self or Home Isolation and Quarantine**

Contents

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**Specific Purpose of Document**

The purpose of this document is to clearly outline the mandates and guidance for isolation and quarantine for individuals and households.

**Why isolation and quarantine are important**

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

If you have been in close contact with someone who has or is suspected to have COVID-19, it is important for you to stay home, separate yourself from others, and monitor your health. Please read these instructions carefully.

**Definitions**

Isolation and Quarantine can help to prevent the spread of COVID-19 among vulnerable populations and mitigate the long-run social and economic impacts of the pandemic on our economy.

- **Isolation** refers to the practice of separating those who have been infected in order to reduce their potential to expose others.
- **Quarantine** refers to the practice of separating those who have been exposed to an infectious disease and observing their health until it can be determined whether they have been infected.

## Mandatory Quarantine: Who, How Long, and How?

Sources: [Hawai'i Tourism Authority](#); [Hawai'i Department of Transportation](#); [Hawai'i Department of Health](#)

### Statewide Order by Governor David Ige: You Must Self-Quarantine For 14 Days

#### Inbound travelers to the state

All individuals, both residents and visitors, arriving from out-of-state to Hawaii are subject to a mandatory 14-day self-quarantine.

#### Interisland travelers within the state

The mandatory 14-day interisland self-quarantine applies to any person arriving to Kaua'i, Hawai'i Island or Maui County (Maui, Moloka'i, Lana'i), and traveling between these islands.

Interisland travelers arriving on O'ahu are not required to self-quarantine.

#### How long is the period of self-quarantine?

The period of self-quarantine will begin immediately upon arrival, and last 14 days or the duration of the person's stay on the island, whichever is shorter. The interisland quarantine continues through September 30 unless it is terminated or extended by a separate proclamation.

#### How does one comply with mandated self-quarantine?

- You must stay in your visitor lodging/home to prevent the possible spread of COVID-19 to other people. This also means:
  - You must not use shared facilities such as pools, spas, gyms, restaurants, or bars
  - You must not rent a car, whether through a rental car company, online service or through a peer-to-peer platform or car-sharing service
  - You must not go to public places such as the beach, work, school, shopping centers, childcare, or local attractions
- You must not let visitors in. Only people who usually live with you should be in your home.
- If you do not have adequate food stocks prior to self-quarantine, you must ask someone to drop off food and other necessities at your front door or order room service. Do not open the door until they have left.
  - A list of food delivery services is available [here](#).
- You may also call the following Hawaii Tourism Authority Call Lines:
  - Visitor or intended resident: 808-468-9952
  - Hawaii resident: 808-377-4760

- For general travel-related questions, please contact the Hawaii Visitors and Convention Bureau Call Center at 1-800-GO-HAWAII (1-800-464-2924).

### What do you do if you get sick?

Call a healthcare provider for an urgent assessment if you develop symptoms within 14 days of arriving in Hawaii. If you experience a medical emergency, call 911 and tell them your travel history.

### How do you pass the time during quarantine?

- Keep in touch with family members and friends via telephone, video calls, or other means
- Keep up normal daily routines, such as eating and exercise, within the confines of your home.
- Arrange to work remotely during your quarantine period, if possible.
- Ask your child's school to supply assignments or homework
- Call the CARES Line (24/7) at 1-800-753-6879 or 808-832-3100 for access to behavioral health services.

### How do you report an individual who is violating self-quarantine?

To report violators, contact local law enforcement by utilizing the following resources:

- Oah'u: 808-723-3900 or email [HPDcovidenforce@honolulu.gov](mailto:HPDcovidenforce@honolulu.gov)
- Maui County: Non-emergency line at 808-244-6400 or email [mpdquarantine@mpd.net](mailto:mpdquarantine@mpd.net)
- Hawai'i County: Non-emergency line at 808-935-3311
- Kaua'i: File report online at [www.kauai.gov/KPD-Online-Reporting](http://www.kauai.gov/KPD-Online-Reporting)

### Who is exempt from the mandatory self-quarantine?

- **Individuals arriving to the State on recreational boats** that have been at sea for at least 14 days do not have to self-quarantine if no one on the boat is ill or experiencing COVID-19 symptoms;
- **Individuals traveling to the State to perform critical infrastructure functions** as described in the proclamation will be subject to self-quarantine but may break quarantine to perform their critical functions. Those who receive approval for the partial exemption should note they are still required to self-quarantine when they are not performing their approved essential functions. This means they may only break self-quarantine to perform their critical infrastructure and not for grocery shopping, outdoor exercise, or anything else outside their self-quarantine location. Essential employees can submit an exemption request by emailing [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov).
- **Out-of-state College Students** but not accompanying family members attending any University of Hawaii campus on Oahu, Chaminade University, Hawaii Pacific University, and Kauai Community College for the 2020 fall semester, with the conditions and procedures outlined [here](#).
- **Pre-Travel Testing Program:** The start of the state's Pre-Travel Testing Program has been delayed to October 1, at the earliest.

## What do you do if you cannot quarantine or isolate safely in your home?

Below are current DOH criteria as of 8/9/20 to determine whether an individual cannot safely isolate or quarantine in their own:

- Do you live in a congregate setting with 8 people or more?
  - If yes, are you unable to maintain a six feet distance at all times?
- Do you live with anyone who is elderly or has chronic conditions?
- Do you live in a house with a shared bedroom?
- Are you homeless or at risk of being homeless?
- Do you live in transitional housing or public housing?
- Do you feel unable to safely quarantine at your current location or residence?
- Do you want to externally quarantine?

If you fulfill these criteria, you may be eligible to request external isolation and quarantine through the Hawaii Department of Health Behavioral Health Administration's Hawaii CARES Line. Please call 808-832-3100 for assistance.

### Can I get placed into the Temporary Quarantine & Isolation Center (TQIC)?

The state's first dedicated Temporary Quarantine & Isolation Center was announced on 3/27/20 and opened on 4/2/20. In general, the TQIC is intended for homeless clients or those with medical conditions. Specific criteria for placement into TQIC are available on the BHHSURG website:

<https://health.hawaii.gov/bhhsurg/tqic/>

## When does self-quarantine or home isolation end?

### If you had no symptoms:

If you have completed the 14-day quarantine without developing symptoms, you can return to your daily activities. Travelers from out of state may return directly home before the end of their 14-day quarantine.

### If you tested negative during the quarantine:

If you were exposed through a close contact and get tested negative within the 14-day quarantine, you should quarantine the entire 14 days.

### If you had symptoms, you must stay home until:

- At least 10 days\* have passed since your symptoms first started and
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers) and
- Your symptoms have improved (for example, cough or shortness of breath)

### If you tested positive for COVID-19 but never had any symptoms:

- You must stay home for 10 days after the test was taken, but
- If you develop symptoms, you need to follow the instructions above

\*If you have a condition that severely weakens your immune system, or if the severity of your COVID-19 is high, then your doctor may suggest to stay home for longer than 10 days, in some cases 20 days. Talk to your healthcare provider for more information.

Source: [LA County Public Health](#); [US Centers for Disease Control and Prevention](#)

## What do you do if you test positive for COVID-19?

### Stay home

Stay at home except to get medical care. Do not go to work, school, or public areas, and do not use public transportation or taxis.

### Separate yourself from other people in your home

As much as possible, you should stay in a different room from other people in your home. You should also use a separate bathroom, if available. If unavailable, somebody should be cleaning public spaces after use.

### Do not allow visitors

If food is delivered, have the food left at the door. Do not open the door while the visitor is outside.

### Wear a facemask

Wear a facemask when you are in the same room with other people and when you visit a healthcare provider. If you cannot wear a facemask or cloth covering, the people who live with you should wear one while they are in the same room with you.

### Social distance in your household

Stay at least 6 feet away from others in your household.

### Cover your coughs and sneezes

Cover your mouth and nose with a tissue (or into your upper sleeve) when you cough or sneeze. Dispose of used tissues in a lined trash can, and immediately wash your hands with soap and water for at least 20 seconds (or use alcohol-based hand sanitizer).

### Wash your hands

Wash your hands often and thoroughly with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available and if your hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid sharing household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water.

### Monitor yourself for severe symptoms

Symptoms of COVID-19 are fever, cough, and shortness of breath/difficulty breathing.

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Before going to your appointment, call the medical provider. This will help the healthcare provider's office take steps to keep other people from getting infected.

Other symptoms can include a combination of two or more of the following: chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. If you develop symptoms, follow the prevention steps described above, and call your healthcare provider as soon as possible.

Source: Adapted from [South Dakota Department of Health](#)

## What do I do if I have had close contact with someone with confirmed or suspected COVID-19?

### If you had close contact with someone who is a confirmed COVID-19 case, you should:

- Monitor your health starting from the last day you had contact with the person and continue for 14 days.
- Watch for these signs and symptoms:
  - Fever (100.4° F or greater). Take your temperature twice a day.
  - Cough
  - Shortness of breath
- Household members should stay in another room or be separated from the person as much as possible. Household members should use a separate bedroom and bathroom, if available.
- Prohibit visitors who do not have an essential need to be in the home.
- Household members should care for any pets in the home and restrict pets from access to the patient as much as possible.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (that contains at least 60% alcohol).
- Avoid touching your eyes, nose, and mouth with unwashed hands.

**If you are taking care of a family member who has tested positive for COVID-19:**

- Make sure that you understand and can help the patient follow their healthcare provider's instructions for medication(s) and care.
- Help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient's symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed COVID-19.
- The patient should wear a facemask when around other people. If the patient is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the patient.
- Throw out disposable facemasks and gloves after using them. Do not reuse.
- Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see How to Clean & Disinfect guidance)
- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them. (see How to Clean & Disinfect guidance)
- Wash laundry thoroughly (adhering to precautions in Cleaning Guidance)

**Do my household members need to quarantine with me?**

All household contacts should remain at home until test results return

- If COVID-19 test results are NEGATIVE, household contacts to the person who was tested may leave home if they are symptom-free
- If COVID-19 test results are POSITIVE:
  - Household contacts must remain at home until 14 days AFTER the person with COVID-19 is released from isolation
  - Household contacts who develop symptoms of COVID-19 (fever, cough, shortness of breath) should call their usual healthcare provider and let them know they have been in contact with a person with COVID-19

Further detail and updates can be found from the US Centers for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

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**About the BHHSURG**

The Hawai'i Department of Health's Behavioral Health Administration (DOH/BHA) in partnership with the Governor's Coordinator on Homelessness and the Department of Human Services' Homeless Programs Office (DHS/HPO) has prioritized the control of the spread of coronavirus disease (COVID-19) in Hawai'i among behavioral health and homeless populations while ensuring continuity of coverage of essential services including behavioral health and homelessness services.

These three entities along with City and County agencies as well as the University of Hawai'i will be coordinating as the Behavioral Health and Homelessness Statewide Unified Response Group (BHHSURG) in response to COVID-19. Together, these entities oversee the majority of the state's behavioral health and homelessness services systems. Other partners will be added to help coordinate and lead the response as needed. Behavioral health and homelessness services remain essential during this worldwide pandemic and will be vital far beyond its resolution because of the pandemic's economic, social, and psychological impacts. One purpose of the BHHSURG to provide unified guidance and support to staff and providers across the behavioral health and homelessness services systems of Hawai'i during the COVID-19 pandemic.



## Aguilar, Patricia MQ

**From:** Harrington, Shelley D  
**Sent:** Wednesday, December 16, 2020 10:36 AM  
**To:** PSD All  
**Subject:** FW: REMINDER ABOUT COVID 19 INFORMATION ON PSD'S WEBSITE (PLEASE COMMUNICATE THIS INFORMATION TO THOSE STAFF WITHOUT EMAIL ACCESS)

Everyone,

Information related to COVID-19 is ever-changing and that's why we have added a link at the top of our webpage for the latest CDC and Department of Health guidelines as well as travel, labor and human services information. Go directly to the Department of Public Safety webpage ([DPS.Hawaii.gov](https://dps.hawaii.gov)). There is a yellow banner at the top of the page that says COVID-19 Related Information: Health / Safe Travels Info / Safe Travels / Labor FAQ's / Human Services / Recovery Navigator. Click on the information/subject of interest and it will take you to the latest information. (Example: if you are interested in changes to CDC guidelines, click on "Health". It will take you to the DOH page where you can access health dashboards, DOH/CDC guidance and other related links)



For more information on PSD-specific planning and response to COVID-19, testing data, and information detailing the efforts made to safeguard the inmates, staff and public, visit: <http://dps.hawaii.gov/blog/2020/03/17/coronavirus-covid-19-information-and-resources/>.

Shelley Harrington, DHRO  
Phone: 808-587-1219

*Office Location:*  
1177 Alakea St. #201  
Honolulu, HI 96813

*Mailing Address:*  
919 Ala Moana Blvd. #400  
Honolulu, HI 96814

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copying of this message is prohibited by law. If you received this in error, please notify the author at 808-587-1219 and destroy the message immediately.

**From:** Harrington, Shelley D  
**Sent:** Sunday, September 27, 2020 9:34 AM  
**To:** PSD All  
**Subject:** CDC TIPS FOR WEARING A BASIC MASK (NOT N95 OR RESPIRATOR TYPES)

## How to Select, Wear, and Clean Your Mask

CDC recommends that you wear [masks](#) in public settings around people who don't live in your household and when you can't stay 6 feet away from others. Masks help stop the spread of COVID-19 to others.

### Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.

### How to Select

When selecting a mask, there are many choices. Here are some do's and don'ts.

# DO choose masks that



**Have two or more layers of washable, breathable fabric**



**Completely cover your nose and mouth**



**Fit snugly against the sides of your face and don't have gaps**

# DO NOT choose masks that



**Are made of fabric that makes it hard to breathe, for example, vinyl**



**Have exhalation valves or vents, which allow virus particles to escape**



**Are intended for healthcare workers, including N95 respirators or surgical masks**

# Caution: Gaiters & Face Shields



**Evaluation is on-going but effectiveness is unknown at this time**



**Evaluation is on-going but effectiveness is unknown at this time**

# Special Situations: Glasses



**If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging**

# Special Situations: Children



If you are able, find a mask that is made for children



If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin



Do NOT put on children younger than 2 years old

## How to Wear

Wear a mask **correctly** and **consistently** for the best protection.

- Be sure to wash your hands before putting on a mask
- Do **NOT** touch the mask when wearing it



Do wear a mask that

- Covers your nose and mouth and secure it under your chin
- Fits snugly against the sides of your face

Do NOT wear a mask



# Do NOT wear a mask



**Around your neck**



**On your forehead**



**Under**



**On your chin**



**Dangling from one ear**

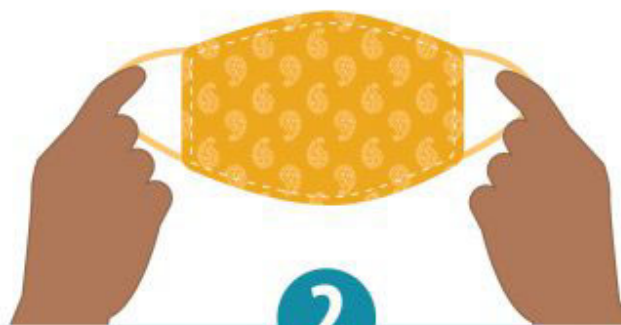
How to take off a mask

# How to take off a mask



1

Carefully, untie the strings behind your head or stretch the ear loops



2

Handle only by the ear loops or ties



3

Fold outside together



## How to Clean

Masks should be washed regularly. Always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

For more information, visit CDC website with keywords, Mask, Recent Studies, and [How to Wash Masks](#).

**REMEMBER BE SAFE, DON'T BE LAX, PRACTICE SOCIAL DISTANCING, AND WASH HANDS REGULARLY!**

Shelley Harrington

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**Dangling from one ear**

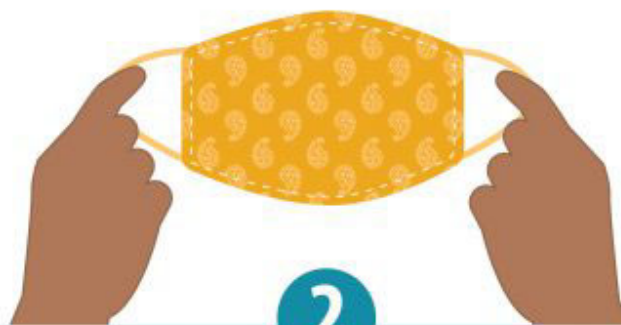
How to take off a mask

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For more information, visit CDC website with keywords, Mask, Recent Studies, and [How to Wash Masks](#).

**REMEMBER BE SAFE, DON'T BE LAX, PRACTICE SOCIAL DISTANCING, AND WASH HANDS REGULARLY!**

Shelley Harrington

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## **Aguilar, Patricia MQ**

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**From:** Schwartz, Toni E  
**Sent:** Sunday, October 4, 2020 3:09 PM  
**Subject:** Department of Public Safety COVID-19 update for 10/4/20

### **Department of Public Safety COVID-19 update for 10/4/20: Statewide testing at all facilities underway.**

The Hawaii Department of Public Safety (PSD) Health Care Division is working with the Hawaii Department of Health (DOH) to conduct mass testing for COVID-19 at all correctional facilities statewide. The Women's Community Correctional Center (WCCC) health care and security staff have begun inmate testing with the help of the Waimanalo Health Center. There were no new inmate or staff results received today.

Information on PSD's planning and response to COVID-19 can be found at: <http://dps.hawaii.gov/blog/2020/03/17/coronavirus-covid-19-information-and-resources/>.

Toni Schwartz  
Public Information Officer  
Hawaii Department of Public Safety  
Office: 808-587-1358  
Cell: 808-683-5507  
Toni.E.Schwartz@hawaii.gov  
<http://hawaii.gov/psd/>  
Facebook: [www.Facebook.com/HawaiiPSD](http://www.Facebook.com/HawaiiPSD)  
Twitter: [www.Twitter.com/HawaiiPSD](http://www.Twitter.com/HawaiiPSD)

**Aguilar, Patricia MQ**

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**From:** Schwartz, Toni E  
**Sent:** Monday, November 16, 2020 4:43 PM  
**To:** PSD All  
**Subject:** Fwd: COVID-19 - Governor message about masks

Hi everyone,

Here's a new press release from the governor's office – he has signed his 15<sup>th</sup> emergency proc, which has a statewide mask mandate:

[https://governor.hawaii.gov/wp-content/uploads/2020/11/2011051-ATG\\_Fifteenth-Proclamation-Related-to-the-COVID-19-Emergency-distribution-signed.pdf](https://governor.hawaii.gov/wp-content/uploads/2020/11/2011051-ATG_Fifteenth-Proclamation-Related-to-the-COVID-19-Emergency-distribution-signed.pdf)



**DAVID Y. IGE**  
**GOVERNOR**

## **Governor Ige issues 15<sup>th</sup> COVID-19 emergency proclamation that extends statewide mask mandate**

*Mask mandate has been in place since April*



**FOR IMMEDIATE RELEASE**

November 16, 2020

HONOLULU – Gov. David Ige issued a 15<sup>th</sup> COVID-19 emergency proclamation that extends and clarifies the statewide mask mandate as agreed to by all four counties and the state. The proclamation states:

*All persons in the State shall wear a face covering over their nose and mouth when in public. The requirements of this statewide mask mandate are set forth in Exhibit J, which will be enforced in each county.*

*All persons shall comply with applicable safety, hygiene and physical distancing guidance from the Centers for Disease Control and Prevention (CDC) as well as with State, county, industry and regulatory practices for safety, hygiene and physical distancing, including standards and requirements adopted and issued by Hawaii Department of Health (DOH).*

The proclamation also specifies that “An owner or operator of any business or operation *shall* refuse admission or service to any individual who fails to wear a face covering, unless an exception applies under this section.” Those that do not may be subject to enforcement, including fines and mandatory closure.

A face covering mandate has been in place in Hawai‘i since April 25 when Gov. Ige signed the [Sixth Emergency Proclamation](#).

In addition, as the state’s visitor arrivals increase as a result of the pre-travel testing program, the 15<sup>th</sup> proclamation now requires all hotel operators in the state to adopt a COVID-19 Health and Safety Plan for each property. The plan must address guidance from the CDC, identify measures enacted in response to COVID-19 and what guests/employees may expect in terms of service, accommodations and safety protocols.

The proclamation also makes clear that it is the responsibility of the hotel operator to accommodate guests (on or off site) who become COVID-19 positive or have been identified as a close contact of someone who is positive for COVID-19. Hotel operators are required to submit their plan to the Hawai'i Tourism Authority and publish it on their website.

The 15<sup>th</sup> Covid-19 emergency proclamation also extends the moratorium on evictions for non-payment of rent until this proclamation expires on Dec. 31, 2020.

The 15<sup>th</sup> COVID-19 emergency proclamation can be found [here](#).

###

## **Aguilar, Patricia MQ**

---

**From:** Harrington, Shelley D  
**Sent:** Thursday, November 26, 2020 6:28 PM  
**To:** PSD All  
**Subject:** OAHU SURGE TESTING

Everyone,

The City and County of Honolulu will be conducting COVID-19 surge testing in the Capitol Rotunda on **Monday, November 30, 2020 from 9 a.m. to 2 p.m.**

You may register for this COVID-19 Surge testing location by visiting [doineedacovid19test.com](https://doineedacovid19test.com) and click on Hawaii. They will accepted walk-ins.

You can also visit <https://www.oneoahu.org/covid19-testing> for additional testing locations.

Be safe, social distance, and wear your mask.

Shelley Harrington

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## **Aguilar, Patricia MQ**

---

**From:** Harrington, Shelley D  
**Sent:** Tuesday, January 12, 2021 10:02 AM  
**To:** PSD All  
**Subject:** MASS VACCINATION CENTERS PLANNED FOR OAHU NEXT WEEK (STAR ADVERTISER)

Starting Monday, thousands of Hawaii residents will have access to COVID-19 vaccines as the state opens mass vaccination centers on Oahu.

The state is partnering with Hawaii Pacific Health — parent company of Kapiolani Medical Center for Women & Children, Straub Medical Center, Pali Momi Medical Center and Wilcox Health on Kauai — to ramp up immunizations at Pier 2 on Monday, and with The Queen’s Medical Center to operate a large-scale vaccination clinic a week later at the Neal S. Blaisdell Center, Lt. Gov. Josh Green told the Honolulu Star-Advertiser’s Spotlight Hawaii.

Health officials are hoping to administer as many as 100,000 shots this month and up to 150,000 doses monthly in February, March, April and May, Green said. That’s up from 26,000 vaccines in December. As of Monday nearly 39,000 residents had been vaccinated, and 109,250 doses were delivered by drugmakers Pfizer and Moderna. Tens of thousands more vaccines are expected to be shipped later this week, according to the state Health Department, which reported 172 new coronavirus infections Monday, bringing the total since the start of the pandemic to 23,513 cases.

## **Aguilar, Patricia MQ**

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**From:** Harrington, Shelley D  
**Sent:** Friday, January 15, 2021 3:37 PM  
**To:** Fernandez, Teresita V; Nogami, Ross B  
**Subject:** FW: KHON INFORMATION FOR VACCINE ON HAWAII ISLAND FOR IB CATEGORY

Shelley Harrington, DHRO  
*Phone:* 808-587-1219

*Office Location:*  
1177 Alakea St. #201  
Honolulu, HI 96813

*Mailing Address:*  
919 Ala Moana Blvd. #400  
Honolulu, HI 96814

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---

**From:** Harrington, Shelley D  
**Sent:** Friday, January 15, 2021 3:36 PM  
**To:** Cook, Maria C <maria.c.cook@hawaii.gov>; Aipopo, Rosalina P <rosalina.p.aipopo@hawaii.gov>  
**Subject:** FW: KHON INFORMATION FOR VACCINE ON HAWAII ISLAND FOR IB CATEGORY

Shelley Harrington, DHRO  
*Phone:* 808-587-1219

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**From:** Harrington, Shelley D  
**Sent:** Wednesday, January 13, 2021 7:05 AM  
**To:** PSD KCCC <[psd.kccc@hawaii.gov](mailto:psd.kccc@hawaii.gov)>; PSD KISC <[psd.kisc@hawaii.gov](mailto:psd.kisc@hawaii.gov)>; Landagora, Gilbert M <[gilbert.m.landagora@hawaii.gov](mailto:gilbert.m.landagora@hawaii.gov)>  
**Subject:** FW: KHON INFORMATION FOR VACCINE ON HAWAII ISLAND FOR IB CATEGORY

**Everyone,**

I have not received information from DOH for Kauai island, but this was on the news. If an individual elects to get the vaccine, please ask them to email me. The individual is on their own time (vacation or sick-similar to dr. appointment).

Shelley Harrington, DHRO  
Phone: 808-587-1219

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---

**From:** Harrington, Shelley D  
**Sent:** Wednesday, January 13, 2021 7:04 AM  
**To:** PSD KCF <[psd.kcf@hawaii.gov](mailto:psd.kcf@hawaii.gov)>; PSD HCCC <[psd.hccc@hawaii.gov](mailto:psd.hccc@hawaii.gov)>; Dela Cruz, Thomas M <[thomas.m.delacruz@hawaii.gov](mailto:thomas.m.delacruz@hawaii.gov)>; Kawai, Patrick K <[patrick.k.kawai@hawaii.gov](mailto:patrick.k.kawai@hawaii.gov)>  
**Cc:** Otani, Max N <[Max.N.Otani@hawaii.gov](mailto:Max.N.Otani@hawaii.gov)>; Johnson, Tommy <[tommy.johnson@hawaii.gov](mailto:tommy.johnson@hawaii.gov)>; Lowe, Jordan <[Jordan.Lowe@hawaii.gov](mailto:Jordan.Lowe@hawaii.gov)>  
**Subject:** KHON INFORMATION FOR VACCINE ON HAWAII ISLAND FOR IB CATEGORY

## Big Island hospital says you can call to make vaccination appointments

[CORONAVIRUS](#)  
by: [Sara Mattison](#)

WAIMEA, Hawaii (KHON2) — Another Hawaii hospital is now scheduling vaccinations for kupuna 75 years and up. Queen’s North Hawaii Community Hospital on the Big Island lists those in Phase 1-B and says they can call to make an appointment.

**[Hawaii’s Breaking News—Download the FREE KHON2 app for [iOS](#) or [Android](#)]**

Officials say those under 1-B include:

- Kupuna 75 and older
- First responders
- Other essential workers including corrections officers, teachers and U.S. Postal Service employees

The North Hawaii Community Hospital says, the public can call (808)-881-4668 to make an appointment to get vaccinated.

**Wilcox Medical Center on Kauai will be administering the Pfizer vaccine to kupuna 75 and up starting on Friday, Jan. 15. Participants can complete an [online appointment request form](#) to start the process.**

KHON2 asked the Department of Health about how to sign-up as the state plans for mass vaccinations on Oahu. A spokesman tells us, methods by which kupuna and frontline essential workers can register will be shared once details are ironed-out.

Healthcare workers and residents in long-term care facilities have already been getting vaccinated. Ilima at Leihano senior living community held its first clinic on Monday, Jan. 11. 90-year-old Helen Yano said, she did it not only for herself but for those around her.

“I’m worried about everyone here. And our director has been very, very cautious during this period of COVID. And we have not had any patient with COVID,” said Yano.

Yano tells KHON2, during the process they had a video presentation with health officials explaining the vaccine. Participants had to wait for about 15 minutes to see if they were okay after receiving the shot.

“There is a side effect. My arm is a little heavy. I’m having a little difficulty lifting it. but I think it’s working,” she said.

Yano says, she is hoping to get into Tier 3 after this experience.

“I would like to see a point where we could have our family visiting us by having lunch or dinner with us, it would be nice,” Yano said.

Shelley Harrington, DHRO  
Phone: 808-587-1219

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**From:** [Harrington, Shelley D](#)  
**To:** [Fernandez, Teresita V](#); [Nogami, Ross B](#)  
**Subject:** FW: [EXTERNAL] 17 printable signs to keep your workplace safe  
**Date:** Friday, January 15, 2021 3:49:30 PM

---

Shelley Harrington, DHRO  
*Phone:* 808-587-1219

*Office Location:*  
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---

**From:** Kim from ProService <kimteruya@proservice.com>  
**Sent:** Monday, August 31, 2020 7:10 AM  
**To:** Harrington, Shelley D <Shelley.D.Harrington@hawaii.gov>  
**Subject:** [EXTERNAL] 17 printable signs to keep your workplace safe

An effective way to keep employees and customers safe is with frequent and friendly reminders!

I'm excited to share this pack of brightly colored signs to help keep your people safe [17 Printable Signs to Keep Your Workplace Safe & Clean](#)

In this free, printable file, you'll find the following signs:

- Know the Symptoms poster
- #StopTheSpread posters
- How to Wear a Mask instructions
- How to Wash Hands instructions
- Physical Distancing reminders
- Safety Entrance Sign for Businesses
- Temporary Changes template

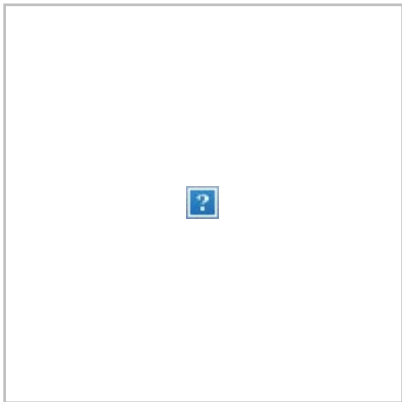
Print the ones applicable to your business and post them in high-traffic areas.

I hope you find these useful and if you have any questions about this or anything else related to human

resources or caring for your people, just reply to this email and I'll be happy to help!

Aloha,  
Kim

Kim Teruya  
Marketing Manager



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