

RCUH COVID-19 UPDATE - AUGUST 20, 2020

This advisory provides guidance to Principal Investigators and RCUH employees as project staff prepare to return to the workplace, and as the University of Hawai'i starts the 2020 Fall Semester.

UNIVERSITY OF HAWAI'I COVID-19 GUIDELINES

(applicable to RCUH employees working for UH projects, working on a UH campus/off-campus facility, and/or working in a UH-managed operation)

In addition to complying with federal, state, and county COVID-19 mandates, all RCUH employees working for a University of Hawai'i project must comply with all applicable [UH COVID-19 rules and guidelines](#). These guidelines address health and safety issues for all students, faculty, and staff (including RCUH staff) on each UH campus/off-campus facility and/or working in a UH-managed operation. All RCUH employees (including student assistants and full or part-time temporary employees) working on a UH campus/off-campus facility and/or working in a UH-managed operation are required to comply with these UH COVID-19 guidelines. Principal Investigators will be responsible to ensure their RCUH employees fully comply with these guidelines and the following:

- 1. UH Daily Health Check (applicable to all UH campuses/off-campus facilities and UH-managed operations):** All RCUH employees will be required to register and use the UH's Daily Health Check-In App (for more information, review the [UH LumiSight Quick Start Guide](#)). Principal Investigators should direct their RCUH employees to download the "LumiSight UH" app onto their smartphone or access the web app at: <https://uh.campus.lumisight.com/>. It is available for free on the Apple App Store and the Google Play Store. Per the University's guidelines, "Any individual who refuses to use the daily check-in app will not be allowed on campus."
- 2. COVID-19 UH Employee Safety Training (applicable to all RCUH employees, including non-UH projects):** All RCUH employees will be required to register and successfully complete the University's COVID-19 UH Employee Safety Training (3 videos + assessment) through the [RCUH Training Portal](#). New Training Portal users must complete the [enrollment form](#) to request access. Existing users can log in using their email address as their username. Upon logging in, the course should appear in the learner dashboard. After reviewing the introduction and viewing all three videos, learners will be required to complete an assessment and must score 70% or higher in order to receive credit. Employees should email their certificate of completion to their supervisor. For assistance with the RCUH Training Portal, please email rcuh@rcuh.com.
- 3. Compliance with Facility/Building/Property Management's rules and procedures:** All RCUH employees, regardless of work location, are required to comply with all facility, building, and/or property management COVID-19 rules and/or procedures.
- 4. Compliance with State and County temporary or interim measures:** All RCUH employees are expected to comply with any temporary or interim measures, such as the City & County of Honolulu "[No Social Gatherings Order](#)" (as of August 20, 2020 effective for the next 28 days). All O'ahu-based RCUH employees will be prohibited from indoor or outdoor gatherings exceeding five (5) people and there will be no social gatherings at work (e.g., no eating meals together, no office birthday or retirement parties, etc.).
- 5. Employee responsibility to comply with Project's COVID-19 safety rules and practices:** All RCUH employees must comply with their project's COVID-19 safety rules and practices. These safety rules and practices include those issued by the RCUH, UH, or state/federal employing agency (e.g., USGS, USAG-HI, NOAA, etc.). Failure to comply may result in disciplinary action (severity will depend on facts and circumstances) consistent with [RCUH Policy 3.420](#).

RCUH COVID-19 GUIDELINES FOR NON-UH PROJECTS

(e.g., Subaru Telescope, State Agencies, etc.)

Principal Investigators for Non-UH projects must have their RCUH employees comply with numbers 2, 3, 4, and 5 under “University of Hawai‘i COVID-19 Guidelines” on page 1.

RCUH OPERATIONS UPDATE

For the last six months, RCUH has continued to provide services to your projects under modified internal operating procedures. These modified operations will continue until further notice. Here is an overview of those changes:

- **Electronic processing:** RCUH continues to encourage projects to adopt electronic processing and eliminate the use of paper documents as much as possible. Fiscal Administrators may request **eSign** accounts for project staff who routinely route documents for signature by emailing rcuh@rcuh.com.
- **Visitors to RCUH offices:** Visitor access is restricted at both RCUH office locations. If the visit is necessary, please contact the appropriate department—Human Resources: rcuhhr@rcuh.com. Finance/Corporate Services: rcuh@rcuh.com.
- **Checks and cash:** Check pickup is not available. Please mail deposits to the RCUH Finance Department, 2800 Woodlawn Drive, Suite 200, Honolulu, HI 96822. Cash deposits will be received by appointment only. Email rcuh_accounting@rcuh.com to request an appointment.

QUESTIONS: If you have personnel questions, please contact the RCUH Human Resources Director at nsakamoto@rcuh.com.