

RCUH COVID-19 ADVISORY #7 - FEBRUARY 22, 2021

The RCUH has been working with the University of Hawai'i (UH) on a COVID-19 Vaccination Plan. We were informed late last week that RCUH employees may be provided an opportunity to be vaccinated starting this week. We encourage employees to take the vaccination, and to contact their personal physician if they have any questions regarding the COVID-19 vaccine.

COVID-19 VACCINATIONS

Vaccination on Paid Work Time or Unpaid Time: Following the University's guidance, Principal Investigators may allow RCUH employees who have scheduled their vaccination during their normal work schedule up to 2.0 hours of paid work time to travel to and from their vaccination site. Employees are to charge normal work hours on the timesheet for the 2.0-hour vaccination process and commute time. Employees must provide their Principal Investigator or Supervisor with their vaccination confirmation email as a verification of the date/time/location of their vaccination. Paid time should not be granted if the vaccination site is on your campus or if the date/time of the employee's vaccination is during their non-work hours.

RCUH working with the Hawai'i Department of Health (DoH) through the UH for employee vaccinations:

The DoH is coordinating the state-wide vaccination plan. The RCUH has supplied the DoH with the RCUH employees' email address listed on their RCUH Employee Self-Service Portal. The employees' email address will be the primary method of notifying these RCUH employees that they are eligible for the COVID-19 vaccination.

Email Notification of Eligibility and Registration/Scheduling for COVID-19 Vaccination: RCUH employees will receive an email directly from the vaccination provider (e.g., Adventist Health Castle, Hawai'i Pacific Health, Kaiser Medical, etc.). The employees must follow the instructions in the email that they receive from the vaccination provider. These instructions will direct the employee to the provider's website. The provider's website registration process requires the employee to verify their identity, then schedule the date/time for their vaccination. The dates/times are limited based on the provider's vaccine supply and number of vaccinations already scheduled for that period. Upon completion, the employee will receive a confirmation email from the provider. The confirmation email provides instructions and what to expect on the day of their vaccination. Employees will be asked to report on time, provide a copy of their photo ID (e.g., driver's license, etc.), copy of their medical insurance card, their completed CDC registration form (provided to the employee during their online registration process at the provider's website), a copy of their employment ID (e.g., UH ID Card, identifying the individual as an RCUH employee), etc. Any employee without a UH ID Card should contact/email rcuhr@rcuh.com, the employee will be supplied with a verification of employment letter as their employment ID.

Dates, Times and Locations will vary by Island: Each island will have designated providers and locations for administering the COVID-19 vaccination. Dates, Times and Locations will vary depending on the provider and the availability of the vaccine.

If you have any questions, please contact Nelson Sakamoto, RCUH Director of Human Resources, at (808) 956-6965 or nsakamoto@rcuh.com.