



April 12, 2021

MEMORANDUM

TO: Principal Investigators and RCUH New Hires

FROM: Nelson Sakamoto
Director of Human Resources

SUBJECT: RCUH Employees May Self-Register for COVID-19 Vaccinations

Over the past few months, the RCUH has worked closely with the University of Hawai'i to provide our employees the opportunity to schedule a COVID-19 vaccination appointment under the University of Hawai'i's 1B priority group classification. As staff considered essential to university operations, we encourage employees to take advantage of the COVID-19 vaccination opportunities. As the vaccine rollout rapidly expands here in Hawai'i, the RCUH will no longer be providing weekly new hire information to the Department of Health. RCUH Employees are encouraged to self-register for COVID-19 vaccinations using the links below.

As information and guidance on this dynamic matter is subject to change, for the latest information on COVID-19 resources and the COVID-19 vaccination, please refer to the [Hawai'i State Department of Health website](http://www.hawaiiicovid19.com/) (www.https://hawaiiicovid19.com/).

All individuals aged 16 years or older in Hawai'i County, Kaua'i County, and Maui County are eligible for COVID-19 vaccinations. Detailed information regarding registrations can be found in county websites (subject to change).

Hawai'i Island: Phase 2 – All individuals aged 16 years and older are eligible
[Hawai'i County Registration Information](#)

Kaua'i: Phase 2 – All individuals aged 16 years and older are eligible
[Kaua'i County Registration Information](#)

Maui: Phase 2 – All individuals aged 16 years and older are eligible
[Maui County Registration Information](#)

The Hawai'i Department of Health (DOH) will expand COVID-19 vaccine eligibility to O'ahu residents aged 50 years and above beginning Monday, April 12, 2021. As a vital part of the University of Hawai'i community, RCUH employees are considered essential workers (in Phase 1C or higher) and are eligible for COVID-19 vaccine registration.

O'ahu: Phase 1C – All individuals aged 50 years and older, Essential Workers are eligible
[O'ahu City and County Registration Information](#)

Recommended Process to Register under the Essential State Government Worker Designation 1C: (a) RCUH employees should use their Hawaii.edu email if they have one. To obtain/activate a UH email account: refer to the UH ITS website ([here](#)) and click on "Get a UH Username!" to provide the necessary information. (b) Register as a 1C essential state government worker. Please type in "RCUH/University of Hawaii" as your employer and be prepared to show proof of affiliation with RCUH/University of Hawaii (RCUH ID, email, pay stub). (c) If you do not have an RCUH ID card, please email rcuh_employment@rcuh.com and request a Verification of Employment for your COVID-19 vaccination. It is important for RCUH employees to identify as a "RCUH/University of Hawaii" employee because RCUH employees were included in the University of Hawai'i's request for consideration under the Department of Health's Essential State Government Worker Designation.

Additional resources may be available as local pharmacies obtain access to additional doses of the vaccine. You may use the [CDC Vaccine Finder](#) for vaccination scheduling at a local pharmacy near you.

For vaccine appointments scheduled during work hours, RCUH employees should coordinate with their supervisors. For information on reporting hours for vaccinations, please refer to the guidance provided in [RCUH Advisory #7 – COVID-19 Vaccinations](#) (issued February 22, 2021).