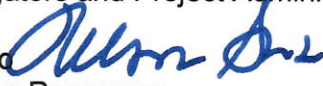August 19, 2021

MEMORANDUM

TO: All RCUH Employees

CC: Principal Investigators and Project Administrators with Supervisory Authority

FROM: Nelson Sakamoto
Director of Human Resources

SUBJECT: **RCUH HR URGENT: "My COVID-19 Data App" – Now available via Employee Self Service – Update your information by Thursday, August 19th at 5:00pm HST**

All RCUH employees are required to update their "My COVID-19 Data App" for RCUH to determine whether employees are:
  1) Subject to the vaccination and testing mandate outlined in Governor David Ige's August 5, 2021 Emergency Proclamation
  2) Compliant with the vaccination and testing mandate

The RCUH Employee Self Service portal is a secure method for employees to provide information and upload their COVID-19 vaccination cards and/or weekly COVID-19 test results. This information will be reviewed by limited staff at the RCUH Human Resources Department.

RCUH Human Resources will be pulling data from the Employee Self Service secure portal on a weekly basis every Thursday afternoon and providing Principal Investigators with reports on their employees' compliance with the Emergency Proclamation.

If you have any updates to your profile in the "My COVID-19 Data App" such as work location, leave status, or to upload weekly test results, please update. Each Thursday (for the duration of this Emergency Proclamation), employees must log onto their ESS to: (a) Upload their vaccination card, (b) Upload their weekly test results. These Thursday updates reflect the employee's test status for that week only.

Failure to comply may result in disciplinary action.

If you have any difficulty updating or uploading your information to the "My COVID-19 Data App", please contact the RCUH HR Help Desk at (808) 956-8900 or via email: hrhelpdesk@rcuh.com.

NS:tgs

Attachment