

RCUH COVID-19 ADVISORY #12 - AUGUST 13, 2021

For Principal Investigators & RCUH Employees | Implementation of the Emergency Proclamation

This advisory is intended to provide guidance to Principal Investigators and RCUH Employees on the RCUH's implementation of [Governor David Ige's August 5, 2021 Emergency Proclamation](#), which requires all State and County employees to be fully vaccinated or undergo weekly tests for COVID-19, effective August 16, 2021. This advisory is in a question and answer format and addresses issues pertaining to the mandatory vaccination or weekly testing. Failure to comply may result in disciplinary action. Additional guidance will be sent to Principal Investigators during the week of August 16-19, 2021.

1. Can the State/RCUH require COVID-19 vaccinations?

YES. Both federal and state laws allow the State/RCUH to require vaccinations for employees who work in Hawai'i and at their project's work site, or if there are other business reasons to be fully vaccinated.

2. If an employee working/residing in Hawai'i is teleworking, will the employee be subject to the mandatory vaccination or weekly testing?

NO, if the employee is teleworking 100% of the time and is not required to return to the project's workplace.
YES, if the employee returns to the project's workplace, even if only once or intermittently.

3. If an employee is working/residing outside of Hawai'i, will the employee be subject to the mandatory vaccination or weekly testing?

NO, these employees would not be subject to the Emergency Proclamation. However, these employees must follow their work location's regulations.

4. How will RCUH know if an employee is working at their project work site or teleworking?

All RCUH employees (including all employee categories and all work locations including telework and outside of Hawai'i) must register themselves on a special COVID-19 Vaccination and Testing site on their [RCUH Employee Self-Service \(ESS\)](#) Portal commencing August 19, 2021.

5. Can an employee working/residing in Hawai'i request a religious accommodation or a vaccination exemption due to a medical condition?

YES, but those who receive exemptions will still be required to undergo weekly testing. The RCUH will review these requests on a case by case basis. Employees seeking a religious accommodation based on their religious belief, practice or observance must submit a request for a religious accommodation. Employees with a medical condition prohibiting them from receiving the COVID-19 vaccination must provide a physician's medical certification attesting that the employee is medically ineligible for the COVID-19 vaccination. Requests for a religious accommodation or medical exemption must be sent to the RCUH Director of Human Resources (nsakamoto@rcuh.com).

Deadline to request an exemption: Wednesday, August 18, 2021, 12:00 Noon

6. Who is responsible for the testing costs?

RCUH encourages employees to visit a free testing location (<https://health.hawaii.gov/coronavirusdisease2019/testing-locations/>), otherwise the employee will be responsible for testing costs.

Implementation Timeline for the Mandatory Vaccination or Weekly Testing

AUGUST 16-18, 2021

- **Prepare document for submission:** All employees should gather their vaccination cards or test results.
- **Request for Religious Accommodation or Medical Exemption:** Any employee requesting a religious accommodation must send an email to the RCUH Director of Human Resources (nsakamoto@rcuh.com). Any employee requesting a Medical Exemption must send an email and attach a doctor's certification indicating the employee is medically ineligible for the vaccination to the RCUH Director of Human Resources (nsakamoto@rcuh.com). All requests must be received no later than **12:00 noon on Wednesday, August 18, 2021**.

AUGUST 19, 2021

- **Registration and Upload:** All employees should log onto the [RCUH Employee Self-Service \(ESS\)](#) portal to complete their online registration and upload their vaccination card (if fully vaccinated) or their weekly test result. See attachment for what will appear on your ESS portal on August 19, 2021.
- **Exhibits of RCUH ESS Site available on August 19, 2021:** Pages 3 and 4 display exhibits of the [RCUH Employee Self-Service \(ESS\)](#) portal: **(Exhibit 1)** Displays the location of the COVID-19 Vaccination and Testing site located directly below the employee's eTimesheet. **(Exhibit 2)** Displays the registration and upload panel. There are four (4) steps that the employee must complete to upload their applicable document. This is the same site for the employee to upload their future vaccination card and/or weekly test result.

EVERY THURSDAY – (Only for partially vaccinated and unvaccinated employees)

- **Weekly Update of Employee Status:** 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.

Exhibit 1 – COVID-19 Vaccination and Testing (see red arrow)

The screenshot shows an HR portal interface. On the left is a navigation menu with four items: 'Personal Information', 'Payroll and Compensation', 'Benefits', and 'Recruitment and Employment'. The main content area features a header banner with the text 'Enhancing Research, Development & Training in Hawai'i' and an image of a robotic arm in an underwater environment. Below the banner are two main sections: 'eTimesheet' and 'COVID-19 Vaccination and Testing'. The 'eTimesheet' section contains a red 'Payroll Deadline: 08/16/2021 12:00 Noon (HST)' and three blue links: 'eTimesheet - 8/1/2021 - 8/15/2021', 'eTimesheet - Past Timesheets', and 'eTimesheet Resource Link'. The 'COVID-19 Vaccination and Testing' section contains two blue links: 'Click Here to Insert or Update Your COVID-19 Vaccination & Testing Information' and 'Click Here for Information About COVID-19 Vaccination & Testing'. A red arrow points from the left towards the 'COVID-19 Vaccination and Testing' section. On the right side of the portal is a 'Special Announcements' section with a list of dates and meeting information, including 'August 12, 2021 RCUH HR IMPORTANT Meetings', 'July 26, 2021 - RCUH IMPORTANT -', 'July 21, 2021 - RCUH HR IMPORTANT 6:00PM to Sunday 07/25/21 12:00 No', 'July 8, 2021 - RCUH HR INFORMATION (Virtual Meetings)', 'June 24, 2021 - RCUH HR INFORMATION 30, 2022', and 'June 23, 2021 - RCUH HR INFORMATION Schedules'.

Exhibit 2 – Registration and Upload Panel

COVID-19 Vaccination & Testing

123456 **Name**
Vaccination Status **Unknown**

Instructions:

1. Review the accuracy of your contact information.
2. Check the applicable boxes.

[Click here for information about COVID-19 Vaccination & Testing](#)

Step 1: Check for Accuracy

Home Address	1601 East-West Road Honolulu, HI 96848 USA
Email Address	rcuhr@rcuh.com
Mobile Phone #	(808) 555-1234

[Click here if you need to update your information](#)

Step 2: Are you subject to the Mandatory Vaccination or Testing?

Yes – I am based in Hawai'i and work at the project work site or office at least part of the time.

No (choose one from drop down).

[Click Next to Continue](#)

Step 3: Vaccination Status – Determining your compliance with the Vaccination and Testing Mandate

PICK ONE:

Fully Vaccinated (exceeded the 14-day post-vaccination waiting period)

Not Fully Vaccinated (if checked, must choose one from drop down)

[Click Next to Continue](#)

Step 4: Fully Vaccinated – Input vaccination details and upload your vaccination card

[Click Here to Input Your Vaccination Information](#)

Step 4: Not Vaccinated – Input test details and upload your test results

[Click Here to Input Your COVID-19 Test Result](#)