


MEMORANDUM

TO: Principal Investigators employing RCUH Employees

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: RCUH Mandatory Vaccination Policy – Effective March 26, 2022

Effective March 26, 2022 all active RCUH employees must be compliant with the RCUH Mandatory Vaccination Policy. Principal Investigators are responsible to ensure compliance with this policy.

Non-compliance will result in No Work Allowed and Possible Disciplinary Actions: Non-compliant employees are those who have failed to upload their vaccination or test records into their RCUH My COVID-19 Data App (located on the employee's RCUH Employee Self-Service (ESS) Portal). Fully vaccinated employees must upload their records by March 25, 2022. Partially vaccinated employees or employees who were granted either a religious or medical accommodation must upload their weekly COVID-19 test result by Thursday, March 24, 2022. You need to inform any employee who is non-compliant (as of March 26, 2022), effective March 28, 2022 they will not be allowed to work and may be subject to disciplinary action.

How to identify non-compliant employees: Principal Investigators can identify any non-compliant employee by going to your RCUH Human Resources Portal>Reports>Employee COVID Information>Enter your Distribution Code (see red arrows below):



Name	Empl Status	Country	State	Island	Genus	Status
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant
	Active	USA	OR		Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)
	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant
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	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)
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	Active	USA	HI	Oahu	Fully Vaccinated	Employee is compliant (1 or 2 shot + 1 booster)

Questions: If you have any questions contact me at rcuhhrdirector@rcuh.com.