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May 28, 2021

Ms. Jan Gouveia, Vice President for Administration
University of Hawaii System
2444 Dole Street, Bachman Hall 109H
Honolulu, Hawaii 96822

Dear Ms. Gouveia:

RE: Consultation – University of Hawaii Transition to On-Campus Operations and Activities

This is in response to your May 20, 2021 letter regarding the above-mentioned consultation. Please note that while we are responding to your letter, the short turn-around time to respond does not provide adequate time for a complete and meaningful initial communication on such an important matter. Although you requested a response by May 28, 2021, the HGEA expects dialogue and communication to be open and ongoing as we proceed through this consultation process.

That said, we have reviewed the information provided and received feedback from the affected employees. Please see our questions/comments below:

1. Please provide more clarification as to why the decision was made to rescind the COVID-19 Voluntary Telework Policy in its entirety effective August 3, 2021. COVID-19 is still present in the community and while we are hopefully closer to the end of this pandemic, herd immunity through vaccination efforts has not yet been attained. We believe a total rescission of the COVID-19 Voluntary Telework Policy is premature. In many instances, telework has proven to result in increased efficiencies while at the same time allowing employees to enjoy a better work-life balance. Where feasible and beneficial, telework should be allowed to continue.
2. What consideration has been given to allow departments and programs to independently assess the viability of continuing telework and to determine their own plans, such as continued telework or modified telework, within the system-wide intent to 'open for full, in-person services during normal business hours by July 6, 2021'?
3. How will exceptions or requests be considered to allow employees to continue to telework either full-time or on a part-time basis?

4. How were the target dates of June 1, July 6 and August 3, 2021 determined? Is there guidance and a more detailed timeline in place for each target date? If so, please provide a copy.
5. Please clarify what is meant by ‘...open for full, in-person services during normal business hours by July 6, 2021’.
6. What measures are being taken to ensure all employees will be returning to a safe campus and work environment?
 - a. Will the current cleaning/sanitizing procedures remain in place or be modified with the reopening of campuses?
 - b. Will all buildings be equipped/enhanced with a clean ventilation system and monitored on a regular basis?
 - c. Will employees have access to reports, if any, on the monitoring of the ventilation system?
 - d. Will physical distancing guidelines be maintained in work areas/offices? If so, how will it be addressed in offices where physical distancing is not possible?
 - e. Will plexiglass and other physical barriers still be available as additional mitigation options, especially for offices and services where there is face-to-face interaction with students and the general public?
 - f. Will PPE (i.e. cleaning supplies, face covering, face shields, hand sanitizer, gloves, etc.) still be made available for all staff?
 - g. Will temperature or other screening methods be implemented? If so, how?
7. Please provide a copy of the current *University of Hawaii COVID-19 Guidelines*. What revisions or amendments have or will be made to the guidelines as a result of this transition to campus reopening?
8. Has the University developed return to work guidelines for this transition? If so, please provide a copy.
9. How does this transition to campus reopening affect any current requirements to perform a daily self-assessment or undergo any health screening prior to reporting to work?
10. Please provide a copy of the current procedures regarding the response and actions taken when a positive COVID-19 case is reported. Will these procedures be revised or modified as a result of the reopening of campuses?
11. With the reopening of the UH campuses, will COVID-19 testing be available to staff and students on campus?

12. Please provide an update on the University's intent and plans to require that all students and possibly employees be vaccinated.
13. Will there be guidance provided how to manage the public as the campuses are fully reopened? What can the public expect regarding health and safety protocols when entering a UH campus?
14. What is the process for employees to submit to renew/purchase parking permits prior to their return to campus? We understand that many employees who are teleworking surrendered their parking permits, however parking permits may not be available until the week before the Fall 2021 semester begins. Will accommodations be made for this situation?

Thank you for the opportunity to provide input. Please contact me at 543-0078 or jkuwabara@hgea.org if there are any questions.

Sincerely,



Joy Kuwabara
Field Services Consultant