

Aloha Kākou,

Mahalo nui for your continued work, support and flexibility during these changing times.

I am sending you this note after consulting with UH leadership. Attached to this email is a copy of the Mayor's "Stay At Home / Work from Home" order. This order complements the Hawaii Emergency Management Agency's announcements made earlier this weekend. For most of Honolulu, including UH, there will be little change in what has become a "new normal" for us.

JABSOM will be open as before. At the direction of the Provost, all classroom activity is to be provided on line. We will continue to practice social distancing in regards to meetings and research. Additionally, entering our medical education building, similar to the basic science building, will be by access card only. Visitors are still permitted in the building, but must be met in the lobby by our students or employees who are expecting them. We will follow our standard visitor sign in policy (i.e., similar to the policy in the basic science building). Per the Mayor's order and with permission from UH leadership, we will continue to have Sweet Revenge in our cafe for food take out offerings only.

We continue to ask that all who are ill take sick leave and stay at home until recovered. We will continue to permit employees with an approved work plan to either work from home or use a hybrid work plan (part work from home / part work at the normal worksite). Our supervisors are working with our employees to alter our workplace and schedule adjustments where possible such that our missions can be continued while minimizing risk for illness, and keeping everyone safe.

We can expect these precautions to be needed for months rather than weeks. We are counting on each employee to do her/his part and to assist and support each other as we do the essential work of the medical school.

Mahalo for making a commitment to help strengthen Hawaii's health through the education and training of healthcare providers and supportive scientists.

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Jerris R. Hedges, MD, MS, MMM
Professor & Dean
Barry & Virginia Weinman - Endowed Chair
John A. Burns School of Medicine
University of Hawai'i - Mānoa