



## The Senate

STATE CAPITOL  
HONOLULU, HAWAII 96813

August 20, 2020

### MEMORANDUM

TO: Department and Division Heads

FROM: Senator Donovan M. Dela Cruz, Chair  
Senate Special Committee on COVID-19

RE: Department Telework Policies

Please provide your respective department and any attached agencies telework policies.

Please submit your response by **4:00 p.m. Tuesday, August 25, 2020**. Should you have questions regarding the above request, please contact Dane Wicker, Committee Clerk, at [d.wicker@capitol.hawaii.gov](mailto:d.wicker@capitol.hawaii.gov).

We appreciate your assistance.

Sincerely,

Senator Donovan M. Dela Cruz  
Senator Jarrett Keohokalole  
Senator Michelle N. Kidani  
Senator Donna Mercado Kim  
Senator Sharon Moriwaki  
Senator Kurt Fevella

Cc. Senate President