



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

March 26, 2020

MEMORANDUM

TO: Ms. Linda C. Takayama, Chief of Staff
Office of the Governor, State of Hawaii
Executive Chambers
415 S. Beretania Street
Honolulu, HI 96813

FROM: Special Committee of the Senate on COVID-19

RE: COVID-19 State of Hawaii Response Plan

On March 11, 2020 the attached memo was distributed to all department heads requesting their review of the Washington State CEMP NPI Policy and Implementation Playbook and to submit to the office of Senator Dela Cruz department mitigation protocols and activities by **4:00 p.m. Friday, March 13, 2020.**

As of the date of this memo, responses were received from only four departments, the Department of Education, Department of Human Services, Department of Labor and Industrial Relations, and Department of Budget and Finance. Per your directive all departments were to have submitted their response to your office. We have since been informed that departments had submitted their responses timely to your office, but we have yet to receive them.

The committee again request that the departments adhere to the request as outlined in the March 11th memo and to provide this special committee their responses on mitigation protocols and activities. The committee requests a meeting with you on **Friday, March 27, 2020, 11:30 a.m., in Room 211.** Please bring with you copies of the plans that have been submitted to your office. For all other departments, please have them submit a copy of their plan by 4:30 p.m. tomorrow via email to Dane Wicker at d.wicker@capitol.hawaii.gov.

Sincerely,

Senator Donovan M. Dela Cruz
Senator Jarrett Keohokalole
Senator Michelle N. Kidani

Senator Donna Mercado Kim
Senator Sharon Y. Moriwaki
Senator Kurt Fevella

Attachment

Cc: Governor David Y. Ige
Attorney General Clare E. Connors