



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

August 10, 2020

Dr. Sarah Park
Department of Health
1250 Punchbowl Street
Honolulu, HI 96813

Dear Dr. Park:

In response to the August 6th meeting with the Senate Special Committee on COVID-19, the Committee requests documentation outlining the requested information below.

To better clarify the current state of the department's contact tracing operations, the Committee requests a full accounting of active Contact Tracers operating through the Department of Health's divisions and programs. Please utilize the attached sheet and include the following information for each Contact Tracer:

- Department;
- Division;
- Position title;
- Percentage of workload (dedicated to contact tracing);
- Volunteer status (yes or no); and
- Start date (of contact tracing).

Additionally, if you believe there to be other relevant information that would help the Committee and public to better understand an individual contact tracer's relationship or employment status with the department, please include those details.

As there are concerns that the current influx of infection statewide threatens to overrun your contact tracing efforts, the Committee requests that you provide information on your current Division staff, including the following for each investigator and contact tracer:

- Scope of work;
- Number of cases;
- Rates of completion;
- Rates of new cases; and
- Monthly overtime data for the period of March to present

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Please also provide metrics on what you believe to be manageable caseload numbers per employee so that the Committee might better understand what sufficient staffing would look like, given our current infection rates.

Much of our discussion revolved around the continued expansion of the department's contact tracing operations. As such, the Committee requests that you provide all pertinent information regarding the department's plans to scale up the contact tracing program. The Committee is particularly concerned with the slow rate of hire for much-needed contact tracers. In that regard, please provide specific details on all barriers, including resources, hindering the department's ability to bring on board the additional contact tracers at a rate greater than 20 at a time. Please also provide us with your plan for recruiting, orienting, and assigning work to the over 400 contact tracers trained by the UH. What is the status of the recruitment of the 400 trainees?

It is worth noting that the Committee has a significant interest in ensuring that the department is successful in its efforts to finalize an agreement with the Hawaii Tourism Authority to utilize the Convention Center for the expansion of the state's contact tracing operations. The Committee asks that as part of these discussions you identify and communicate the following components of a plan to utilize the space, including:

- Space needed based on the number of staff /volunteers to be trained and hired;
- A phased timeline to accommodate the onboarding of additional contact tracers;
- Whether demobilized equipment from the UI volunteer effort is still available to be utilized; and
- How many National Guard personnel will be required.

As part of your response, please report on the status of these discussions, and provide details on any barriers currently preventing the department from utilizing the facility.

Additionally, given the disproportionately higher infection rates in certain minority groups, please provide a list of current and potential partnerships the department is pursuing to address language barriers in its contract tracing efforts. Please also provide details on the scope of those partnerships.

During our discussion, you also mentioned that the department has a liaison to facilitate communication between the Department of Health and the Department of Education on COVID-19 related matters. The Committee asks that you provide the contact information for that liaison in a separate communication.

Finally, our discussion also highlighted the possible need to expand related data operations within the department. For this reason, the Committee requests that you produce and provide personnel requirements that would allow for the timely re-deployment of state workers, should the need arise.

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The Committee requests that you provide documentation of the requested information by **10:00 a.m., Friday, August 14, 2020**. Please email your response to all Senate Special Committee COVID-19 members. Should you have any questions, please contact Duncan Osorio at 586-6800 or via email at d.osorio@capitol.hawaii.gov.

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