



HAWAII ELECTRICIANS ADMINISTRATIVE OFFICE

1935 HAU STREET, ROOM 300 • HONOLULU, HAWAII 96819-5003 • PHONE (808) 841-6169 • FAX 847-4596

Date: March 23, 2020
To: To all Hawaii Electricians and CATV Industry-IBEW Trust Fund Participants
From: Travis Umemoto, Administrator
Re: Additional Operational Changes due to Covid-19/Coronavirus

Out of an abundance of caution, due to recent developments after the letter sent on March 16 from the Union, we will be taking the measures below to help prevent the spread of Coronavirus or Covid-19, and to protect the health of our staff.

- Until further notice, all benefit checks will be mailed out to participants. No pick-ups will be allowed.
 - Please download any forms and fill them out at home, or at your company. Forms can be downloaded from the following website: <https://www.hawaiielectricians.com/forms.html>. After completion, forms can be faxed to 808-847-4596, or scanned and emailed to covid19@heao.us.com. If you don't have access to a computer or printer and need a form, please call 846-2318, or send an email to covid19@heao.us.com. Be sure to clearly state your first and last name, your phone number, and the benefit form that you are requesting.
 - If you don't have access to a scanner or fax, you can do one of the following:
 - Drop off any forms with the receptionist, or in the drop box at the front door of 1935 Hau Street;
 - Take a picture of the form(s) with your smartphone and email or text the picture to covid19@heao.us.com; or
 - Mail your form to the Hawaii Electricians Administrative Office, 1935 Hau Street, Room 300, Honolulu, HI 96819.
- *Please note that Annuity and Pension Applications must be notarized. Please inquire with your financial institution for notary services. Completed applications may be faxed or emailed for faster service. Please mail or drop off the original applications.
- In person Appointments will only be allowed for those retiring in April, May, and June. Please call 808-846-2304 to schedule an appointment. (PLEASE NOTE THAT INDIVIDUALS COMING TO IN PERSON APPOINTMENTS WILL BE ASKED TO CONFIRM THAT THEY DO NOT HAVE ANY SYMPTOMS OR EMERGENCY WARNING SIGNS FOR COVID-19/CORONAVIRUS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING (**FROM THE CENTERS FOR DISEASE CONTROL**):

SYMPTOMS

- Fever
- Cough
- Shortness of Breath

EMERGENCY WARNING SIGNS

- Trouble Breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips of face