

DAGS RESPONSE PLAN (COVID-19)

Risk Assessment Levels:

- 1. Known Potential Threat; No Presence in Hawaii**
- 2. Present in Hawaii; Limited/No Community Spread**
- 3. Sustained Community Spread**
- 4. Widespread; and Sustained Spread**
- 5. Widespread; Sustained Spread; and Restrictions on Travel to US**

Mitigation Protocols and Activities:

1. Known Potential Threat; No Presence in Hawaii

- Maintain situational awareness
- Educate about potential exposure to COVID-19 by using DOH or CDC flyers (we will not be producing our own educational flyers to prevent the spreading of incorrect information).
- Emphasize normally recommended actions to prevent the spread of disease.
 - o Wash hands often with soap and water and/or use alcohol-based hand sanitizer.
 - o Cough and sneeze into the elbow or into a tissue. Throw away the tissue immediately after use and wash hands.
- Perform routine cleaning.

2. Present in Hawaii; Limited/No Community Spread

- Maintain situational awareness
- Educate about potential exposure to COVID-19 by using DOH or CDC flyers (we will not be producing our own educational flyers to prevent the spreading of incorrect information).
- Emphasize normally recommended actions to prevent the spread of disease.
 - o Wash hands often with soap and water and/or use alcohol-based hand sanitizer.
 - o Cough and sneeze into the elbow or into a tissue. Throw away the tissue immediately after use and wash hands.
 - o Refrain from handshakes.
- Perform routine cleaning.
- Clean and disinfect frequently touched surfaces in public areas.
- Encourage sick individuals to remain home if they are sick with cough, sneezing and/or fever.

- Discourage users of conference rooms from holding non-essential large gatherings and meetings.

3. Sustained Community Spread

- Maintain situational awareness
- Educate about potential exposure to COVID-19 by using DOH or CDC flyers (we will not be producing our own educational flyers to prevent the spreading of incorrect information).
- Emphasize normally recommended actions to prevent the spread of disease.
 - o Wash hands often with soap and water and/or use alcohol-based hand sanitizer.
 - o Cough and sneeze into the elbow or into a tissue. Throw away the tissue immediately after use and wash hands.
 - o Refrain from handshakes.
- Perform routine cleaning.
- Increased frequency of cleaning and disinfecting frequently touched surfaces in public areas.
- Encourage sick individuals to remain home if they are sick with cough, sneezing and/or fever.
- Instruct users of conference rooms not to hold large gatherings and meetings.
- Limit access to buildings as directed by the Governor, DOH and/or CDC.
- Encourage trade crews to minimize the number of different sites visited daily, and be sure to use gloves, disinfect surfaces before starting their work, and perform regular handwashing and/or use of hand sanitizers (if available) at all times.

4. Widespread; and Sustained Spread

- Maintain situational awareness
- Educate about potential exposure to COVID-19 by using DOH or CDC flyers (we will not be producing our own educational flyers to prevent the spreading of incorrect information).
- Emphasize normally recommended actions to prevent the spread of disease.
 - o Wash hands often with soap and water and/or use alcohol-based hand sanitizer.
 - o Cough and sneeze into the elbow or into a tissue. Throw away the tissue immediately after use and wash hands.
 - o Refrain from handshakes.
- Perform routine cleaning.

- Increased frequency of cleaning and disinfecting frequently touched surfaces in public areas.
- Encourage sick individuals to remain home if they are sick with cough, sneezing and/or fever.
- Instruct users of conference rooms not to hold large gatherings and meetings.
- Limit access to or shutdown buildings as directed by the Governor, DOH and/or CDC.
- Encourage trade crews to minimize the number of different sites visited daily, and be sure to use gloves, disinfect surfaces before starting their work, and perform regular handwashing and/or use of hand sanitizers (if available) at all times.

5. Widespread; Sustained Spread; and Restrictions on Travel to US

- Maintain situational awareness
- Educate about potential exposure to COVID-19 by using DOH or CDC flyers (we will not be producing our own educational flyers to prevent the spreading of incorrect information).
- Emphasize normally recommended actions to prevent the spread of disease.
 - o Wash hands often with soap and water and/or use alcohol-based hand sanitizer.
 - o Cough and sneeze into the elbow or into a tissue. Throw away the tissue immediately after use and wash hands.
 - o Refrain from handshakes.
- Perform routine cleaning.
- Increased frequency of cleaning and disinfecting frequently touched surfaces in public areas.
- Encourage sick individuals to remain home if they are sick with cough, sneezing and/or fever.
- Discontinue the use of conference rooms.
- Limit access to or shutdown buildings as directed by the Governor, DOH and/or CDC.
- Instruct trade crews to only respond to emergency requests, and to restrict activities to the DAGS baseyard and assist janitors by cleaning and sanitizing the facility to allow janitors to focus their efforts on the larger buildings.
- Cancel all staff out-of-state travel.

Considerations:

1. Day-to-day cleaning and disinfecting may be performed by janitorial staff.
2. When an incident occurs where a confirmed or suspected infected person has been present in a building, the space(s), where the person was present, shall be vacated and secured; the DOH shall be consulted and their recommendations shall be followed for disinfecting of the space(s) prior to re-opening. DOH shall determine if it is safe for janitorial staff to perform the cleaning or if an environmental contractor shall perform the cleaning.
3. As the need for and frequency of cleaning and disinfecting public areas increases contractors will be required to perform these additional tasks.

Estimated costs for the 22 facilities on Oahu that DAGS provides janitorial services is \$45,000 per week to clean and disinfect twice per day (40 additional staff).

4. Contractor services may be required to address the lack of janitorial staff if an excess number of staff remain home due to illness or suspicion of possibly being infected.
5. There are multiple contractors capable to safely perform proper cleaning and disinfecting services. DAGS will be contacting and coordinating with them to prepare for the need of their services.
6. Please see attached for additional cleaning and procedures that will be followed. Occupants shall be responsible for cleaning/disinfecting their own spaces.

DAGS

DAGS Protocol for Accounting Division

Purpose

To take precautionary measures in light of COVID-19 to support a healthy and safe environment for State employees, vendors, and the public we serve.

Goal

To be able to provide payments on behalf of the Comptroller for vendors and our employees.

A. *Known Potential Threat; No Presence in Hawaii*

Business as usual.

1. Clerical Section: Departments/agencies continue to drop off/pick up various documents - Summary Warrant Vouchers, reports, checks, etc. Checks are prepared for distribution by route or mail.
2. Vouchering Section: Pre-Audit and process Summary Warrant Vouchers, Contracts, Contract Encumbrances, Vendor Maintenance Table requests, Assignments, etc.
3. Central Payroll Section: normal operations to pay employees on the 5th and 20th of each month plus off-cycle runs 2 days before and 2 days after the pay date.
4. UARB: Pre-audit Journal Vouchers, A-19s, A-15s, batch and release Summary Warrant Vouchers, Treasury Deposit Receipts, A-19s, A-15s, etc. Work on daily processes for month end.
5. Systems Accounting: Pre-audit and reconciles Daily Warrant Writer. Reconciliation reports are distributed to B&F. Provide support to users of Datamart and FAMIS.

Recommendation: Employees to sign up for direct deposit

B. *Present in Hawaii; Limited/No Community Spread*

- Some telework offered to staff.
 - Delay in processing as employees get use to new workflows and business processes.
1. Clerical Section: Departments/agencies continue to drop off/pick up various documents - Summary Warrant Vouchers, reports, checks, etc. Checks are prepared for distribution by route or mail.

2. Vouchering Section: Pre-Audit and process Summary Warrant Vouchers, Contracts, Contract Encumbrances, Vendor Maintenance Table requests, Assignments, etc.
3. Central Payroll Section: normal operations to pay employees on the 5th and 20th of each month plus off-cycle runs 2 days before and 2 days after the pay date.
4. UARB: Pre-audit Journal Vouchers, A-19s, A-15s, batch and release Summary Warrant Vouchers, Treasury Deposit Receipts, A-19s, A-15s, etc. Work on daily processes for month end.
5. Systems Accounting: Pre-audit and reconciles Daily Warrant Writer. Reconciliation reports are distributed to B&F. Provide support to users of Datamart and FAMIS.

Recommendation: Employees to sign up for direct deposit. Communication to departments to strongly encourage employees to opt for direct deposit.

C. *Sustained community spread*

- Employees to telework unless needed to be on premise which would be the Clerical Section and other employees without access to computers and the internet.
 - Doors closed for drop off and pick up.
 - All documents sent through eSign.
1. Clerical: All checks to be mailed. No checks will be allowed for routing for pick up by departments or messengers. If messengers are unavailable to drop off checks to be mailed, the Office Assistants will drive it to the Post Office.
 - Alternative would to outsourced to Cardinal Services, Ltd. for the mailing of checks.
 2. Vouchering Section: Pre-Audit and process Summary Warrant Vouchers, Contracts, Contract Encumbrances, Vendor Maintenance Table requests, Assignments, etc.
 3. Central Payroll Section: normal operations to pay employees on the 5th and 20th of each month. Discontinue off-cycle runs. Pay employees on the next pay period.

Recommendation: Highly recommend all employees sign up for direct deposit.

4. UARB: Pre-audit Journal Vouchers, A-19s, A-15s, batch and release Summary Warrant Vouchers, Treasury Deposit Receipts, A-19s, A-15s, etc. Work on daily processes for month end.
5. Systems Accounting: Pre-audit and reconciles Daily Warrant Writer. Reconciliation reports are distributed to B&F. Provide support to users of Datamart and FAMIS.

D. *Widespread sustained spread*

- All employees to telework.
 - Doors closed for drop off and pick up.
 - All documents sent through eSign.
1. Clerical: All checks to be mailed. No checks will be allowed for routing for pick up by departments or messengers. If messengers are unavailable to drop off checks to be mailed, the Office Assistants will drive it to the Post Office.
 - Alternative would to outsourced to Cardinal Services, Ltd. for the mailing of checks.
 2. Vouchering Section: Pre-Audit and process Summary Warrant Vouchers, Contracts, Contract Encumbrances, Vendor Maintenance Table requests, Assignments, etc.
 3. Central Payroll Section: normal operations to pay employees on the 5th and 20th of each month.
 - Discontinue off-cycle runs. Pay employees on the next pay period.
 - If staff is unable to process payroll, the prior ACH file will be recreated to pay employees.
 - Employees with physical checks must wait till payroll can process payroll and staff can distribute checks.

Recommendation: Highly recommend all employees sign up for direct deposit.

4. UARB: Pre-audit Journal Vouchers, A-19s, A-15s, batch and release Summary Warrant Vouchers, Treasury Deposit Receipts, A-19s, A-15s, etc. Work on daily processes for month end.
5. Systems Accounting: Pre-audit and reconciles Daily Warrant Writer. Reconciliation reports are distributed to B&F. Provide support to users of Datamart and FAMIS.

E. *Widespread sustained spread and restrictions on travel to the United States*

- No different than risk #4.
 - All employees to telework. Doors closed for drop off and pick up.
 - All documents sent through eSign
1. Clerical: All checks to be mailed. No checks will be allowed for routing for pick up by departments or messengers. If messengers are unavailable to drop off checks to be mailed, the Office Assistants will drive it to the Post Office.
 - Alternative would to outsourced to Cardinal Services, Ltd. for the mailing of checks.

2. Vouchering Section: Pre-Audit and process Summary Warrant Vouchers, Contracts, Contract Encumbrances, Vendor Maintenance Table requests, Assignments, etc.
3. Central Payroll Section: Normal operations to pay employees on the 5th and 20th of each month.
 - Discontinue off-cycle runs. Pay employees on the next pay period.
 - If staff is unable to process payroll, the prior ACH file will be recreated to pay employees.
 - Employees with physical checks must wait till payroll can process payroll and staff can distribute checks.

Recommendation: Highly recommend all employees sign up for direct deposit.

4. UARB: Pre-audit Journal Vouchers, A-19s, A-15s, batch and release Summary Warrant Vouchers, Treasury Deposit Receipts, A-19s, A-15s, etc. Work on daily processes for month end.
5. Systems Accounting: Pre-audit and reconciles Daily Warrant Writer. Reconciliation reports are distributed to B&F. Provide support to users of Datamart and FAMIS.