

September 11, 2020

Aloha,

Pacific Administrators, Inc. (PAI – Trust Fund Office) is focused on the well-being of our employees, clients, and community.

Considering the Mayor's September 8, 2020 Emergency Order 2020-26 (go to www.honolulu.gov and select "Proclamations, Orders and Rules re: COVID-19"), signed by the Governor, effective Thursday, September 10, 2020 through Wednesday, September 23, 2020, until further notice, the following precautions have been implemented to provide the safest possible environment for our employees, visitors to our office and clients.

- Our office will be CLOSED to the public. (i.e. no appointments or walk-ins) until the "stay at home" order is lifted.
- Our staff will continue to be available by phone/email during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays).
- As an alternative to mailing in, a locked drop box near our main entrance doors is available for document drop off, as long as the building elevators remain open.

If you have any questions, please contact PAI at (808) 441-8600, or email us at the following link: <https://pacadmin.com/contact-us/>.

Take care, be safe and stay informed! Please refer to the sites below for resources regarding the coronavirus:

- Hawaii State Department of Health (<http://www.health.hawaii.gov>)
- CDC Situation Summary (<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>)

Mahalo and Aloha,

Pacific Administrators, Inc. (PAI)

Trust Fund Office

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