

**April 8, 2022**

Aloha,

Effective Monday, April 11, 2022, please be aware of the following for all Pacific Administrators, Inc. (PAI – Trust Fund Office) visitors:

1. Our Receptionist will:
  - No longer ask health questions.
  - Continue to ask that face masks be worn. If needed, masks will be made available.
  - Continue to encourage temperature checks and hand sanitization.
2. Our front door will remain closed for security, crowd control and social distancing purposes.
3. Making an appointment will continue to be encouraged; however, all walk-ins will be assisted.

Take care and be safe.

**September 24, 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](http://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, has ended, 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 REOPENING to the public by appointment effective Thursday, October 1, 2020.
- 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>)