



HNHP Member

Request for Alternative Assignment

Aloha HNHP Members,

We have had discussions with upper management about protecting our HNHP members who fall under the vulnerable populations that may be, or have been, assigned to work in patient care areas where COVID-19 patients will be located during the surge. As previously mentioned those who are older than 60 years of age, pregnant, immunocompromised, or are the primary caregiver for those in your household that are in high risk populations, a work note from your PCP stating that you are ineligible to provide care for PUI or positive COVID-19 patients should be submitted.

If you meet the criteria suggested above, HNHP members should request for an alternative work assignment away from patient care deemed as exposure to the COVID population. The request should include a written response from your manager within three business days that explains how the request will be addressed. A sample email template is provided below.

Please forward a copy of any & all communications to/from your manager to info@hnhp.org. Please also include a phone number we can reach you at if we need to contact you. Avoid having verbal communications regarding this request. If verbal communication is unavoidable please document conversation for your records to ensure an accurate “paper trail”.

Your interim HNHP leadership and KPHI management will be reviewing these requests and ensuring appropriate accommodations are being made. The correspondence you provide to support your case will ensure that those accommodations are provided.

Any changes to your working conditions including workflow changes need to be bargained with HNHP. Unilateral changes or direct bargaining are violations of the “status quo” contract. During this time of crisis, there may be some changes that are inevitable, and we need to know of these changes ASAP in order to protect you.

If you have any questions or concerns, please let us know via e-mail info@hnhp.org or www.hnhp.org website.

In unity,
Interim HNHP Leadership

4.13.20

Sample template email to management. Please adjust/edit to your specific needs

(Date)_____

Dear __ (Manager's name) _____,

I am writing to you in regards to being provided an alternative work assignment away from direct patient care of patients deemed as part of the COVID or PUI population during the COVID-19 outbreak period because of _____. My PCP has provided me with a work note effective _____ that states _____. Please respond to this email within three business days with a response as to how I will be accommodated.

Thank you for your time and cooperation to ensure my safety.

Sincerely,

(Name, Phone #, Dept)