

March 23, 2020

Aloha,

Pacific Administrators, Inc. (PAI – Trust Fund Office) is focused on the well-being of our employees, clients, and community. As Coronavirus (COVID-19) related developments evolve daily, PAI is monitoring guidance from the Centers for Disease Control & Prevention (CDC) and the Hawaii State Department of Health.

Update - We have considered the Mayor's March 22, 2020 Emergency Order 2020-02 effective Monday, March 23, 4:30 p.m., which defines "Essential Businesses" including what PAI does, critical labor union functions that are essential activities that include the administration of benefit funds and processing of employee benefits.

As such, PAI has taken the following actions to protect all concerned, and to ensure continued, limited service to our clients:

- **Effective Monday, March 23, 2020, through Thursday, April 30, 2020**, PAI's physical office at 1440 Kapiolani Blvd., Suite 800, Honolulu, HI 96814 is CLOSED to the public. Our staff will continue to be available by phone/email during regular business hours, 8:00 a.m. to 4:30 p.m.

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 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

1440 Kapiolani Blvd., Suite 800

Honolulu, Hawaii 96814

Tel: (808) 441-8600

Fax: (808) 441-8755