

DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT
GOVERNOR



MELANIE S. MATSUI
MEMBER

MARIE C.L. LADERTA
MEMBER

LABOR & INDUSTRIAL RELATIONS APPEALS BOARD
KEELIKOLANI BUILDING
830 PUNCHBOWL STREET, ROOM 404
HONOLULU, HAWAII 96813
(808) 586-8600

To: Workers' Compensation Parties and Practitioners
From: Labor and Industrial Relations Appeals Board
Re: Update #1: Operations and Information from Labor and Industrial Relations Appeals Board During COVID-19
Date: July 16, 2020

Starting July 20, 2020, the Labor and Industrial Relations Appeals Board will allow in-person review of files by parties or their representatives. The Board will arrange for one appointment per day, for up to two hours at a time, in one of the following time slots:

Morning appointment: 9:00 a.m. – 11:00 a.m.

Afternoon appointment: 2:00 p.m. – 4:00 p.m.

To make an appointment to review a case file, contact the Board by calling (808) 586-8600 or emailing dlir.appealsboard@hawaii.gov.

At this time, only appointments for reviewing files will be accepted. Documents may be filed in accordance with the [May 28, 2020 Order #5](#).

Anyone appearing at the Board is expected to comply with the Appointment Guidelines of the Board.

DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT
GOVERNOR



MELANIE S. MATSUI
MEMBER

MARIE C.L. LADERTA
MEMBER

LABOR & INDUSTRIAL RELATIONS APPEALS BOARD
KEELIKOLANI BUILDING
830 PUNCHBOWL STREET, ROOM 404
HONOLULU, HAWAII 96813
(808) 586-8600

APPOINTMENT GUIDELINES

PRE-APPOINTMENT

Please review these Appointment Guidelines. If on the day of your appointment, any of the Self-Assessments statements (next page) are true, please reschedule the appointment.

ARRIVAL & APPOINTMENT

Arrive at Keelikolani Building at 830 Punchbowl Street no earlier than 10 minutes before your scheduled appointment.

Call the Board at (808) 586-8600 ext. 2, to inform us of your arrival, and a member of the Board's staff will meet you at the Security/Sheriff's desk, to give you a "VISITOR PASS" badge. Please then make your way directly to Room 404. The "VISITOR PASS" badge only allows you to access Room 404.

You may be subject to a temperature check before your appointment. If your temperature at that time is 100.4° F or higher, then you will have to reschedule your appointment.

MASKS

Except if medically contraindicated, you must wear a mask that covers your nose and mouth at all times - from arrival at the building and throughout your appointment.

HAND SANITIZING

The Board will have hand sanitizer for your use. Sanitize your hands upon entering the Board's office and before touching the files.

FILE REVIEW

DO NOT LICK YOUR FINGERS TO TURN THE PAGES.

The Board will provide clips to mark any pages you need copied. From the conference room, call (808) 586-8600 ext. 2, to make arrangements for obtaining copies.

Call the Board's office at (808) 586-8600 ext. 2 from the conference room if you need assistance during your file review and when you have completed your review.

After you're done reviewing the files, leave your "VISITOR PASS" badge with the files in the conference room. Exit the building.

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY Dial 711 then ask for (808) 586-8600.

If you're unable to make it to your appointment, please contact us at (808) 586-8600 ext. 2 or email dliir.appealsboard@hawaii.gov to reschedule.

APPOINTMENT INFORMATION

Visitor's Name:			
Date of Appointment:		Time of Appointment:	

SELF ASSESSMENT

If any of the following is true on the day of your appointment, please contact the Labor and Industrial Relations Appeals Board and reschedule your appointment:

1.	In the past 14 days, I have tested positive for COVID-19.												
2.	I am feeling ill, now.												
3.	<p>In the past 14 days, I have at least one of the following symptoms:</p> <table border="0"> <tr> <td>a. Fever (temperature of 100.4° F or higher) or chills</td> <td>e. Muscle or body aches</td> </tr> <tr> <td>b. Cough</td> <td>f. Headache New loss of taste or smell</td> </tr> <tr> <td>c. Shortness of breath or difficulty breathing</td> <td>g. Sore throat</td> </tr> <tr> <td>d. Fatigue</td> <td>h. Congestion or runny nose</td> </tr> <tr> <td></td> <td>i. Nausea or vomiting</td> </tr> <tr> <td></td> <td>j. Diarrhea</td> </tr> </table>	a. Fever (temperature of 100.4° F or higher) or chills	e. Muscle or body aches	b. Cough	f. Headache New loss of taste or smell	c. Shortness of breath or difficulty breathing	g. Sore throat	d. Fatigue	h. Congestion or runny nose		i. Nausea or vomiting		j. Diarrhea
a. Fever (temperature of 100.4° F or higher) or chills	e. Muscle or body aches												
b. Cough	f. Headache New loss of taste or smell												
c. Shortness of breath or difficulty breathing	g. Sore throat												
d. Fatigue	h. Congestion or runny nose												
	i. Nausea or vomiting												
	j. Diarrhea												
4.	In the past 14 days, I have been around someone with these symptoms.												
5.	In the past 14 days, I have been near someone who has tested positive for COVID-19.												
6.	I have been outside the State of Hawaii in the past 14 days.												
7.	I have had close contact with someone who had been outside the State of Hawaii in the past 14 days.												