




**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

**ACTION REQUIRED**

September 2, 2020

TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)

FROM: Randall M. Tanaka   
Assistant Superintendent

SUBJECT: **Appointment of State Office, Complex Area, and School Level COVID-19 Logistics Coordinators**

The Office of Facilities and Operations is in the process of developing a Personal Protective Equipment (PPE) and Cleaning Supplies Inventory Management System to better track, inventory, and reorder PPE/cleaning supplies. To help support this new system, it is important that logistics coordinators are appointed at the state office, complex area, and school levels to input, review and validate inventory numbers to ensure all PPE/cleaning supply item quantities are accurate and justified.

The link to our COVID-19 Logistics Coordinator Appointment Form to identify and appoint logistics coordinators is <https://forms.gle/LonyoUPWCachH5xKw6>.

- Assistant Superintendents should appoint two logistics coordinators. Staff for consideration would be executive assistants, administrative services assistants (ASA), branch directors, etc. The primary role is to review and ensure specific school employees (e.g., tech coordinators, school health aides, special education teachers, custodians, cafeteria, etc.) PPE/cleaning supply inventories are valid.
- Complex Area Superintendents should appoint three logistics coordinators. Staff for consideration would be complex area business managers and ASAs. The primary role is to review, validate, input and if necessary, correct schools' inventory information.
- Principals should appoint three logistics coordinators. Staff for consideration would be vice principals (VP), school administrative services assistants (SASA), and head custodians. The VP and SASA can monitor/input PPE inventory data while the head custodian monitors/input cleaning supply inventory data. Inventories will need to be inputted in the new inventory management system on a weekly basis to help ensure timely restocking of used PPE and cleaning supplies for your staff and facilities.

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Please complete the COVID-19 Logistics Coordinator Appointment Form by close of business on **Tuesday, September 8, 2020**.

If you have any questions or need further assistance please contact Paul Graham, Safety and Security Specialist or Maynard Mendoza, Director of the Safety, Security and Emergency Preparedness Branch, at (808) 784-5170.

RMT:pg

c: Superintendent  
Safety, Security, and Emergency Preparedness Branch