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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

July 8, 2021

COMPTROLLER'S MEMORANDUM NO. 2020-24 - AMENDED

TO: Department Heads

FROM: Curt T. Otaguro, Comptroller
Department of Accounting and General Services

SUBJECT: Travel Policy Relating to COVID-19 For State Employees Returning From Out-Of-State Travel

Comptroller's Memorandum No. 2020-24 has been amended in light of changes to inter-county travel under the Governor's 21st Emergency Proclamation Related to the COVID-19 Emergency and also to clarify requirements for State employees traveling out-of-state, whether or not they have completed a vaccination regimen approved by the Hawaii Department of Health ("vaccinated employees").

INTER-COUNTY TRAVEL

State employees traveling inter-county for personal or business purposes are no longer subject to any travel restrictions or protocol when returning from such inter-county travels.

OUT-OF-STATE TRAVEL

All employees traveling out-of-State for work-related or personal purposes, and whether such employees are vaccinated or not, must still obtain approval from their department directors prior to returning to the workplace.

Department directors have full discretion to determine if employees traveling out-of-State can return to the workplace in a socially distanced environment or whether such employees must self-quarantine at home for up to 10-days prior to returning to the workplace. Although teleworking is preferred for employees who are requested to self-quarantine at home, those employees unable to telework may take personal leave if required by their department director to self-quarantine for up to 10-days prior to returning to the workplace.

Employees traveling out-of-state for personal reasons must discuss their return to the workplace with their supervisors before committing to their personal travel.

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State employees should be using the attached form to seek approval from their department director. State departments may impose additional requirements on employees before they are allowed to return to the workplace in order to provide further protection against the spread of COVID-19.

Travels domestically or internationally require employees to fill out a safe travel application at <https://travel.hawaii.gov/#/>.

Please direct any questions to the Office of the Comptroller at (808) 586-0400.

Attachment



STATE OF HAWAII

APPROVAL FOR STATE EMPLOYEES RETURNING FROM OUT-OF-STATE TRAVEL TO RETURN TO THE WORKPLACE

This confirms that the named individual is a State employee within a CISA critical infrastructure sector set forth in Exhibit B to the Governor's August 20, 2020 Twelfth Proclamation ("Proclamation") and any subsequent Governor's proclamation allowing exemptions for workers in CISA critical infrastructure sectors.

Accordingly, the individual below may break self-quarantine and return to the workplace for the purpose of performing critical infrastructure work. They may not break self-quarantine for any other purpose.

Name: _____
Department: _____
Worksite Address: _____
Travel Departure date: _____ Travel Return date: _____
Reason for Travel: _____

The individual named above must wear face coverings and adhere to all physical distancing requirements while not in self-quarantine and must follow other safe practices.

The individual must carry a copy of this letter while traveling and while performing work in the CISA critical infrastructure sector.

Employee intends to take the 72-hour pre-travel COVID-19 test (State of Hawaii approved trusted testing and travel partners) prior to returning to Hawaii:

____ YES ____ NO

Employee has taken a COVID-19 vaccine.

____ YES ____ NO

APPROVED BY: _____
(Signature of Department Director)

Print Name: _____
Department Director

Date: _____

THIS LETTER IS NOT AN AUTHORIZATION, EXEMPTION, CONFIRMATION, OR APPROVAL OF ANY KIND UNLESS THE DEPARTMENT DIRECTOR'S APPROVAL SIGNATURE IS CONTAINED ABOVE.

When performing any authorized activities, operations, or business – if any have been authorized – you must also comply with all physical-distancing rules in the Governor's December 16, 2020 Seventeenth Proclamation: https://governor.hawaii.gov/wp-content/uploads/2020/12/2012088-ATG_Seventeenth-Proclamation-Related-to-the-COVID-19-Emergency-distribution-signed.pdf and any subsequent Governor's proclamation requiring physical-distancing during this COVID-19 crisis period.