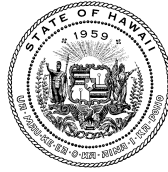


DAVID Y. IGE
GOVERNOR




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DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
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May 26, 2020

COMPTROLLER'S MEMORANDUM No. 2020-09

TO: Department Heads
FROM: Curt T. Otaguro, Comptroller 
SUBJECT: Updated Travel Policy Relating to COVID-19

Comptroller's Memorandum No. 2020-09 supersedes Comptroller's Memorandum No. 2020-05 issued on March 31, 2020. This memorandum provides guidance for travel by State employees during the emergency period set by Governor David Ige due to the COVID-19 crisis. All State travel (international, domestic, and inter-island) has been suspended until further notice unless approved by your department director. Exceptions to this policy must justify why travel is essential to the State and must receive the concurrence of the Comptroller.

Governor Ige mandated a "Stay-at-Home, Work-from-Home" order, effective March 25, 2020. A mandatory 14-day self-quarantine for all individuals arriving from outside the State of Hawaii became effective at 12:01 AM on March 26, 2020 in the Second Supplementary Proclamation. Another mandatory 14-day self-quarantine for individuals traveling inter-island became effective at 12:01 AM on April 1, 2020 in the Fourth Supplementary Proclamation. These quarantine requirements have been extended by subsequent supplementary proclamations through June 30, 2020.

State employees who travel during this period and return to Hawaii are subject to the 14-day mandatory self-quarantine. State employees are required to take leave from their own leave reserves or request leave without pay to fulfill this 14-day self-quarantine mandate, except as otherwise prohibited by State or federal law.

State employees who are approved for work-related travel are partially exempt from the travel quarantine requirement. While they are traveling for work, they are under self-quarantine, but they are authorized to rent cars and may break quarantine to perform necessary functions for their work. Upon return to their home island, they will not be subject to the travel quarantine requirement, provided that they wear appropriate gear, such as masks, and follow social distancing requirements. Such travel by State employees for work purposes must be approved by the Comptroller.

While these actions are extreme, they will help keep the curve flattened and lay the groundwork for a quicker recovery. We need everyone to comply with these quarantine orders to help protect everyone in the State of Hawaii. Direct questions to Comptroller's Office at (808) 586-0400 or Department of Human Resources Development at (808) 587-1100.