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**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL
SERVICES**

October 16, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-24

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

This Comptroller's Memorandum has been amended to reference the Governor's Fourteenth Supplementary Proclamation Related to the COVID-19 Emergency released on October 13, 2020.

Comptroller's Memorandum No. 2020-24 supersedes Comptroller's Memorandum No. 2020-18 issued on September 2, 2020. This memorandum provides guidance for State employees returning from out- of-state travel during the emergency period set by Governor David Ige due to the COVID-19 crisis.

WORK RELATED TRAVEL

State employees who receive approval by their Director and the Comptroller for **work-related** domestic and international travel are subject to the 14-day self-quarantine requirement imposed by the Governor's Fourteenth Supplementary Proclamation Related to the COVID-19 Emergency (October 13, 2020) and any subsequent Governor's proclamation continuing the 14-day travel self-quarantine. They may break quarantine to go to work and to perform necessary functions for their work. State employees should carry their approved State travel documents, a copy of this Comptroller's Memorandum, and the attached form containing their department director's signature while traveling to show to airport screeners. They should also carry the aforementioned documents with them while traveling between their residence and their workplace to show their limited exemption from the quarantine requirement. State employees must return to their residence directly after work to continue their self-quarantine.

Beginning October 15, 2020, in accordance with the Governor's Fourteenth Supplementary Proclamation, travelers landing in Hawaii can bypass the travel quarantine requirement if they have a negative COVID-19 test result and that test was administered by a State-approved provider within 72 hours of the final leg of the travelers' departure to Hawaii ("the Testing Program"). If a State employee opts to participate in the Testing Program and has obtained a negative test result that complies with the requirements of the Testing Program, that individual will not be under quarantine and can return to work after they have provided their negative test result to their department director.

PERSONAL TRAVEL

State employees who travel out of state for **personal reasons** are subject to the travel self-quarantine in the Governor's Fourteenth Supplementary Proclamation (October 13, 2020), and any subsequent Governor's proclamation continuing the travel self-quarantine. This means that upon return to the State, they must self-quarantine for 14 days.

Beginning October 15, 2020, in accordance with the Governor's Fourteenth Supplementary Proclamation, State employees traveling out of state for personal reasons also can bypass the travel quarantine requirement if they have a negative COVID-19 test result in accordance with the Testing Program described in the Governor's Fourteenth Supplementary Proclamation. If the State employee opts to participate in the Testing Program and has obtained a negative test result that complies with the requirements of the Testing Program, that individual will not be under quarantine and can return to work after they have provided their negative test result to their department director.

However, because travelers may not meet the Testing Program requirements for various reasons, State employees traveling out-of-state for personal reasons and who are unable to telework are encouraged to obtain their Director's approval, using the attached form, prior to their travel. Such approval will allow employees who are under the travel quarantine to break self-quarantine solely to go to the workplace to perform their work.

If such approval is granted, the employee must carry a copy of the approved form to show to airport screeners and law enforcement when the employee is traveling between home and the workplace during the 14-day self-quarantine period.

NEIGHBOR ISLAND TRAVEL

- **WORK RELATED** - This memorandum and the attached form do not apply to work-related interisland travel by State employees. Department directors must work with the appropriate counties for exemptions from the interisland travel quarantine for State employees traveling interisland for work-related purposes.
- **PERSONAL** - This memorandum and the attached form do not apply to personal interisland travel by State employees. State employees must apply with the appropriate county for an exemption from the interisland travel quarantine.

State employees, regardless of whether they are traveling for work-related or personal reasons, should NOT apply for an exemption from covidexemption@hawaii.gov or the travel quarantine exemption application on the Hawaii Department of the Attorney General website. They should be using the attached form to seek the exemption approval from their department director.

Travels to or within Hawaii are required 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 October 13, 2020 Fourteenth Proclamation (“Proclamation”) and any subsequent Governor’s proclamation containing the CISA critical infrastructure sectors in Exhibit B.

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 _____ UNSURE

APPROVED BY: _____
(Signature of Department Director)

Print Name: _____ **Date:** _____
Department Director

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 Proclamation: https://governor.hawaii.gov/wp-content/uploads/2020/09/2009139-ATG_Fourteenth-Supplementary-Proclamation-for-COVID-19-distribution-signed.pdf and any subsequent Governor’s proclamation requiring physical-distancing during this COVID-19 crisis period.