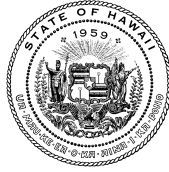


DAVID Y. IGE  
GOVERNOR



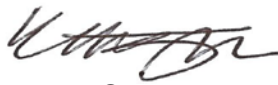
CURT T. OTAGURO  
COMPTROLLER  
AUDREY HIDANO  
DEPUTY COMPTROLLER

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

September 15, 2021

**COMPTROLLER'S MEMORANDUM NO. 2021-13- AMENDED**

TO: Department Heads

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

SUBJECT: Post-Travel Testing Requirement for State Employees

Comptroller's Memorandum (CM) No. 2021-13 - Amended supersedes Comptroller's Memorandum No. 2020-24 – Amended issued on July 8, 2021. This memorandum aligns with Executive Order No. 21-07 dated September 8, 2021 and signed by Governor David Ige for statewide implementation to access State facilities. This CM also establishes a post-out-of-state travel testing requirement at least three (3) days after returning to the State for both vaccinated and unvaccinated employees. The increased “breakthrough” cases occurring locally and throughout the world because of the highly contagious Delta variant has prompted the State to implement additional measures to protect employees and the public in the workplace.

**INTER-COUNTY TRAVEL**

State employees traveling inter-county for work-related or personal purposes must consult and comply with any applicable county restrictions.

**OUT-OF-STATE TRAVEL**

State employees are required to complete the attached form **prior** to travel (work-related or personal) and to obtain pre-travel approval from their Department Director before traveling out-of-state. Prior to travel (work-related or personal), employees must get approval from their director, or their director's designated agent, on what their workplace preference will be during the “3-day waiting period” before taking their post-COVID19 test results.

TO: All Department Heads  
September 15, 2021  
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SUBJECT: Post-Travel Testing Requirement for State Employees

State employees (vaccinated or not), traveling out-of-state for work-related, or personal purposes must comply with the State's Safe Travel's Program. Employees that recently returned from a Trans-Pacific trip must provide proof of a negative post-travel COVID-19 test (antigen or NAAT test) prior to returning to the workplace. Employees returning to the State should schedule a COVID-19 test within 3-5 days after they return to Hawaii.

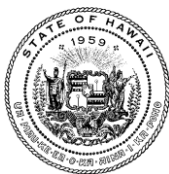
Employees experiencing any COVID-19 symptoms upon returning to the State will not be authorized to return to the workplace. Employees who are symptomatic should consult with their physician, isolate and get tested.

Department Directors have full discretion and authority to determine if their State employee traveling out-of-state can return to the workplace in a socially distanced environment. Directors may impose additional requirements on State employees before returning to their respective workplaces to provide additional protection against the spread of COVID-19 and the contagious Delta variant.

Travels domestically or internationally 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** (Revised: Approval For State Employees Returning From Out-Of-State Travel to Return to the Workplace - DAGS 9/14/21)



STATE OF HAWAII

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

This form shall be fully completed by the employee and approved by the employee’s supervisor and department director prior to intended departure.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Worksite Address: \_\_\_\_\_

Travel Departure date: \_\_\_\_\_ Travel Return date: \_\_\_\_\_

Intended Destination: \_\_\_\_\_

Reason for Travel: \_\_\_\_ Business \_\_\_\_ Personal

Table with 3 columns: Statement, YES, NO. Rows include vaccination status and post-travel testing requirements.

- Employees who choose not to take the post-travel COVID-19 test 3-5 days after arrival in Hawai'i will be restricted from returning to the workplace for 10 days...
Employees who choose the Safe Travels 10-day self-quarantine option may return to work at the end of this 10-day period...
Employees who have recovered from COVID-19 and are unable to obtain a negative post-travel COVID-19 test result should discuss their situation with their Employer prior to travel.

I understand that knowingly making a false statement on this form is a crime and can be punished by fine or imprisonment or both (HRS § 710-1063). I understand that making a false statement on this form may also result in disciplinary action, up to and including termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS LETTER IS NOT AN AUTHORIZATION, EXEMPTION, CONFIRMATION, OR APPROVAL OF ANY KIND UNLESS SIGNED BY THE DEPARTMENT DIRECTOR OR DIRECTOR DESIGNATE.

APPROVED BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature of Department Director)/Designate

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.