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December 6, 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. 2021-13 – Amended issued on September 15, 2021. This memorandum aligns with the emergency Rules Relating to Access to State Property appended as Exhibit E to the Governor's Emergency Proclamation signed on November 29, 2021.

This CM also requires a post-out-of-state travel test at least three (3) days after returning to the State for **unvaccinated employees**. Employees who are fully vaccinated can return to the workplace upon returning to Hawaii, unless your Department Director has implemented a more restrictive return-to-work policy. The continued breakthrough cases and new variants occurring locally and throughout the world have prompted the State to implement additional measures to protect employees and the public in the workplace. The State of Hawaii continues to do well with the mitigation of COVID-19 community spread, however, the State still needs to be vigilant in mitigating the contagious nature of new variants.

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. Employees must discuss what their Director's workplace preference will be during the "3-day waiting period" and for taking a post-COVID-19 test.

All State employees traveling out-of-state for work-related or personal purposes must comply with the State's Safe Travel's Program. Unvaccinated employees who recently returned from out-of-state travel must provide proof of a negative **post-travel** COVID-19 test (antigen or NAAT test) prior to returning to the workplace and within 3-5 days after they return to Hawaii.

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Any employee 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 how their State employees traveling out-of-state can return to the workplace safely. 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 variants present in the world.

Travels out-of-state (domestic or international) are required to complete a Safe Travel application at <https://travel.hawaii.gov/#/>.

Please direct questions to your respective Director for departmental policies before contacting 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 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 testing requirements.

- Unvaccinated or partially vaccinated employees who choose not to take the post-travel COVID-19 test 3 days after arrival in Hawai'i will be restricted from returning to the workplace for 10 days from the date they return to Hawaii and may be required to take vacation leave or leave without pay until they are able to return to the workplace.
Employees who choose the Safe Travels 10-day self-quarantine option may return to work at the end of this 10-day period and may be required to take vacation leave or leave without pay until they are able to return to the workplace.
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.