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March 31, 2020

COMPTROLLER'S MEMORANDUM No. 2020-05

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

This Comptroller's Memorandum supersedes Comptroller's Memorandum No. 2020-04 issued on March 12, 2020.

All State travel (international and domestic, including inter-island) has been suspended until further notice unless approved by your 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 through April 30, 2020. Additionally, Governor Ige issued a second supplemental emergency proclamation ordering all individuals, both residents and visitors, who are arriving or returning to the State of Hawaii to a mandatory 14-day self-quarantine. This mandate went into effect at 12:01am on Thursday, March 26, 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.

While these actions are extreme, they will help flatten the curve and lay the groundwork for a quicker recovery. We need everyone to comply with these quarantine orders to help protect all of us 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.