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DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

July 28, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-16

TO: Department Heads

FROM: Curt T. Otaguro, Comptroller

Ryker Wada, Director *Ryker J. Wada*
Department of Human Resources Development

SUBJECT: Updated Travel Policy Relating to COVID-19

Comptroller's Memorandum No. 2020-16 supersedes Comptroller's Memorandum No. 2020-13 issued on June 16, 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.

State employees who travel out of state **for personal reasons** will be subject to the travel self-quarantine in the Governor's Tenth Proclamation Related to the COVID-19 Emergency (July 17, 2020). This means that upon return to the State, they must self-quarantine for 14 days.

State employees who tele-work may do so with their Director's approval. Employees who are unable to tele-work must take the appropriate leave. However, because State employees are part of the critical infrastructure sector referenced in Exhibit B of the Tenth Proclamation, pursuant to the Proclamation, employees who cannot tele-work may break self-quarantine *only* to go to work and perform necessary functions for their work *if* they have obtained their Director's written approval *prior* to travel. State employees must return to their residence directly after work to continue their self-quarantine. For these reasons, covidexemption@hawaii.gov will NOT provide exemptions to State employees who travel out of state for personal reasons without the Director's written approval. State employees who have obtained their Director's written approval prior to their out of state travel will have to produce the written approval during the airport arrival screening process.

State employees who are approved by their Director and the Comptroller for **work-related** domestic and international travel are also subject to the 14-day self-quarantine requirement, but may break quarantine to go to work and to perform necessary functions for their work. Such State employees should carry their approved State travel documents and a copy of this Comptroller's Memorandum with them while traveling to show to airport screeners. They should also carry the aforementioned documents with them while traveling between their residence and their workplace

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to show their limited exemption from the quarantine requirement. State employees must return to their residence directly after work to continue their self-quarantine.

Direct questions to Comptroller's Office at (808) 586-0400 or Department of Human Resources Development at (808) 587-1100.