



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

January 27, 2021

**Action Required**

TO: Principals (All)  
State Office Administrators

FROM: Dr. Cynthia A. Covell   
Assistant Superintendent  
Cynthia A. Covell (Jan 28, 2021 16:33 HST)

**SUBJECT: Hepatitis B Vaccinations Schedule for School Year 2020-2021**

Please ensure that every employee identified on your *School or Office List for Hepatitis B Vaccination School Year (SY) 2020-2021* receives a copy of the attached *Employee Hepatitis B Vaccination Personal Record* (for retention by employee) and the *Hepatitis B Vaccination Schedule*. Please also allow your identified employees time off from work to obtain the series of vaccinations.

The Hepatitis B (Hep B) vaccination is a series of two shots over a period of a month. Approved employees are expected to commit to the two shots and report to the same site for both shots convenient for them (e.g., site that is near their workplace). Employees must bring a picture ID when reporting for the vaccination.

As a reminder, all employees should follow social distancing guidelines (e.g., stand six feet apart, wear a mask, and stay home if feeling ill). If an employee is planning on receiving the COVID-19 vaccination around the same time as the Hep B vaccination, it is recommended per the Centers for Disease Control and Prevention (CDC) guidelines to wait a minimum of fourteen days before or after administration with any other vaccine. The CDC guideline for coadministration with other vaccines can be found on their website at <http://bit.ly/3oKptxv>.

Principals, et al.  
January 27, 2021  
Page 2

Should there be any questions regarding the Hep B vaccination schedule, please contact Personnel Administrator Victor A. Casados of the Office of Talent Management, at 441-8466 or via email at [victor.casados@k12.hi.us](mailto:victor.casados@k12.hi.us). Please contact Kahu Malama Nurses at (808) 951-0111 ext. 6 for medical questions regarding the Hep B vaccination.

CAC:vac  
Attachments

c: Assistant Superintendents  
Complex Area Superintendents