



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

OFFICE OF THE SUPERINTENDENT

June 24, 2020

TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)  
Internal Audit Office  
Complex Area Business Managers  
Executive Office on Early Learning  
State Public Charter School Commission  
Hawaii Teacher Standards Board

FROM: Dr. Christina M. Kishimoto  
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto.

**SUBJECT: Updated Travel Policy Relating to COVID-19**

As we are still in the midst of the COVID-19 pandemic, travel through at least the first quarter of School Year (SY) 20-21 shall, to the extent practical, be kept to a minimum and limited to only critical needs. Although of value, mainland travel for professional development activities will not be approved. Use of teleconferencing and participation in webinars in place of travel is encouraged. In light of the evolving COVID-19 situation and to ensure alignment with the latest guidelines from the Governor, Comptroller, and health officials, until further notice, all work-related:

- out-of-state travel (international and domestic) must be approved by both your Complex Area Superintendent/Assistant Superintendent and myself as Superintendent; and
- inter-island travel must be approved by your Complex Area Superintendent/Assistant Superintendent.

Deputy Superintendent, et al.  
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In addition, per [Comptroller's Memorandum No. 2020-13](#), the 14-day mandatory self-quarantine on return from domestic (US) and international destinations has been modified.

State employees who traveled for **personal reasons** and returned from domestic (US) and international destinations and who are critical infrastructure sector workers, may be allowed to break self-quarantine to go to work and perform necessary functions. Employees can request a limited exemption from [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov), which will allow them to go to work upon return to Hawaii. See attached Comptroller's Memorandum No. 2020-13 for more information. If an exemption is not granted, employees will need to take appropriate leave for the duration of their quarantine.

State employees who traveled for **work-related reasons** and returned from domestic (US) and international destinations may break self-quarantine to go to work and perform the necessary functions. Such employees should carry their approved State travel documents and a copy of the Comptroller's Memorandum No. 2020-13 with them to show their limited exemption from the quarantine requirement. A request for limited exemption need not be made.

Should you have any questions, please email [craig.matsuda@k12.hi.us](mailto:craig.matsuda@k12.hi.us).

CMK:cm  
Attachment


c: Board of Education Office  
Chief of Staff to the Superintendent  
Operations Section

DAVID Y. IGE  
GOVERNORCURT T. OTAGURO  
COMPTROLLER  
AUDREY HIDANO  
DEPUTY COMPTROLLERSTATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 16, 2020

**COMPTROLLER'S MEMORANDUM NO. 2020-13**

TO: Department Heads

FROM: Curt T. Otaguro, Comptroller 

SUBJECT: Updated Travel Policy Relating to COVID-19

Comptroller's Memorandum No. 2020-13 supersedes Comptroller's Memorandum No. 2020-09 issued on May 22, 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. All State travel (international, domestic, and inter-island) has been suspended until further notice unless approved by your department 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. A mandatory 14-day self-quarantine for all individuals arriving from outside the State of Hawaii became effective at 12:01 AM on March 26, 2020 in the Second Supplementary Proclamation. Another mandatory 14-day self-quarantine for individuals traveling inter-island became effective at 12:01 AM on April 1, 2020 in the Fourth Supplementary Proclamation. These quarantine requirements were extended by subsequent supplementary proclamations through June 30, 2020. However, the Ninth Supplementary Proclamation signed on June 10, 2020 suspends the 14-day travel quarantine for all **interisland** travel effective 12:01 AM on June 16, 2020. The Ninth Supplementary Proclamation also changed the travel quarantine requirement for returning Hawaii residents who are critical infrastructure sector workers.

State employees who travel for personal reasons to domestic (US) and international destinations and return to Hawaii are still subject to the 14-day mandatory self-quarantine. However, State employees who travel for personal reasons and who are critical infrastructure sector workers (as listed in Exhibit B to the Ninth Supplementary Proclamation) may be allowed to break self-quarantine to go to work and perform necessary functions for their work. Such employees should request a limited exemption from [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov) which will allow them to go to work upon return to Hawaii.

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State employees who are approved by their department head and the Comptroller for **work-related** domestic and international travel also are 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 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 to show their limited exemption from the quarantine requirement. They do not need to request a limited exemption from [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov) provided that they have their approved State travel documents and a copy of this Comptroller's Memorandum.

These actions will help keep the curve flattened and lay the groundwork for a quicker recovery. We need everyone to comply with these quarantine orders to help protect everyone 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.