




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

March 11, 2021

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

FROM: Dr. Christina M. Kishimoto 
Superintendent

SUBJECT: Updated Travel Policy Relating to COVID-19 (supersedes memorandum dated November 9, 2020)

As families prepare for spring break travel plans, the Hawaii State Department of Education's (Department) priority is to ensure the safety of its employees and students when classes resume on Monday, March 22. In an effort to avoid the post-holiday spike experienced following winter break, supervisors, employees and parents should remain vigilant and follow health and safety guidance that has helped the Department avoid transmission of COVID-19 in its facilities.

As a reminder, individuals who become ill, exhibit COVID-19-like symptoms, or have been recently exposed to a positive case should not report to their school or worksite and follow the Return to School/Work Criteria, see attachment.

The Department follows federal, state and county issued travel requirements and may implement supplementary guidance in order to prevent the transmission of COVID-19 virus and maintain the health and safety of school campuses. It is highly recommended by the Department of Health that individuals are tested for COVID-19 upon return for out-of-state travel; however, it is not required by the Department for employees and students to return to their worksite or school.

Mainland travel for professional development activities will not be approved. Use of teleconferencing and participation in webinars in place of travel is encouraged. All work-related travel should be approved as follows:

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

Employees and students are subject to the out-of-state and inter-island Safe Travel Program requirements in order to return to a worksite or campus for personal travel, <https://hawaiiicovid19.com/travel>. Individuals traveling out-of-state or returning to Hawaii, Maui and Kauai counties from inter-island travel, are required to provide proof of a negative test result from the pre-travel testing program. Preschool students under the age of 5 are required to provide proof from their adult traveling companion.

A copy of a COVID-19 test result or boarding pass, if the individual is required to quarantine because they did not take a test from an approved travel partner, may be requested as documentation before returning to campus or worksite, <https://hawaiiicovid19.com/travel-partners/>. If an individual is required to quarantine, telework or distance learning options are encouraged to the greatest extent possible.

Medical exemptions, which would allow employees and students to return to work or campus following a trip both out-of-state and inter-island without quarantine, will not be accepted. Due to the increased risk of exposure to COVID-19 in a medical facility, these individuals are required to follow the Safe Travel Program requirements before returning to a worksite or campus (e.g., negative test from an approved partner or 10 day quarantine).

The Department of Accounting and General Services continues to offer exemptions for personal travel for state employees with the approval of a supervisor; however, the Department will not be participating in this exemption program.

CMK:lc

Attachment: [Return to Work/School and Wellness Check flyer](#)

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