



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

July 1, 2021

TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)

FROM: Dr. Christina M. Kishimoto  
Superintendent

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

This memorandum supersedes the memorandum dated March 11, 2021. The Hawaii State Department of Education (HIDOE) follows federal, state and county issued travel requirements and may implement supplementary guidance in order to prevent the transmission of the COVID-19 virus and maintain the health and safety of school campuses.

**Employee Travel**

Mainland travel for professional development activities will not be approved. The use of teleconferencing and participation in webinars in place of travel is still encouraged. All other 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 following any travel, <https://hawaiiicovid19.com/travel>.

In accordance with the Governor's Twenty-First Proclamation, mandatory self-quarantine requirements for persons traveling inter-island expired on June 15, 2021. As such, employees and students will no longer be required to provide proof of a negative test result for inter-island travel.

Trans-Pacific travel restrictions are in place until July 7, 2021. Beginning on July 8, 2021, the State will eliminate its pre-travel testing and quarantine requirement for domestic travelers to Hawaii who have been fully vaccinated in the United States. People are considered fully vaccinated two (2) weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two (2) weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

A copy of a COVID-19 test result and/or boarding pass may be requested as documentation prior to returning to a school campus or office, if an employee is required to quarantine. If an individual is required to quarantine, telework or distance learning options are encouraged to the greatest extent possible. If documentation is provided, it must be stored like a medical record.

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

### **Student Travel**

Student travelers must follow all applicable state and county rules at the time of the trip, including compliance with any required quarantine periods.

There are three (3) options for students returning from out-of-state travel:

1. Be fully vaccinated prior to the start of out-of-state travel and provide proof of vaccination to the school;
2. Obtain a COVID-19 test after return and submit a negative test result to the school; or
3. Quarantine for 10 days after return.

Schools can ask for the documentation but cannot require parents and guardians to provide a copy. If documentation is provided, it must be stored like a medical record.

### **Extracurricular Travel**

Extracurricular activities that require travel off campus for the following activities, but not limited to athletics, field trips, excursions, and other activities during the school day and after school may commence. Guidelines for utilizing school buses and other means of transportation shall be followed.

CMK:lc

Attachment: Return to Work/School and Wellness Check flyer

c: Office of Fiscal Services, Operations Section  
Complex Area Business Managers  
Executive Office on Early Learning  
Hawaii State Public Charter School Commission  
Hawaii Teacher Standards Board