




STATE OF HAWAII  
DEPARTMENT OF EDUCATION

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 13, 2021

TO: All Department of Education Employees and Volunteers

FROM: Keith T. Hayashi  
Interim Superintendent 

SUBJECT: **Attestation of COVID-19 Testing or Vaccination**

On August 5, 2021, Governor David Y. Ige issued an Emergency Proclamation Related to the COVID-19 Response. This proclamation requires all state and county employees to attest and provide proof to their respective department, office, or agency whether they are:

1. Fully vaccinated for COVID-19;
2. Partially vaccinated for COVID-19 (including receipt of one dose of a two-dose course of vaccination); or
3. Not vaccinated for COVID-19.

To comply with the Governor's proclamation, provide a safe environment for students and staff and support the Department's 3-1-1 initiative, the Hawaii State Department of Education (Department) is requiring all employees to be tested for COVID-19 weekly by August 23, 2021. If employees can attest and provide proof that they are fully vaccinated, they will not be subject to the weekly testing requirement. This requirement applies to all employees, including salaried and casuals/substitutes. This requirement also applies to all volunteers.

**How employees can attest and provide proof of vaccination or testing status:**

Beginning August 15, 2021, employees shall access the Department's [electronic human resource system \(eHR\)](#) to attest to their vaccination status, upload documentation, and/or provide weekly COVID-19 test results. Before accessing eHR, employees should have a copy of their vaccination card or weekly test result on hand. Digital copies of documents in pdf, jpeg, or png formats may be uploaded into eHR as proof of status. To request a replacement vaccination card, please see this site: [I received my COVID-19 Vaccination in Hawaii; what do I do if I lose my CDC Vaccination Record Card?](#). The Department is expecting a heavy volume of users completing this requirement. If you experience delays, please continue to try at another time. Quicksheet instructions for accessing, entering information, and uploading documents into eHR will be available by August 15, 2021, on the CHAP Portal ([https://hidoeotm.org/otm/chap\\_portal/chap\\_portal\\_training.htm](https://hidoeotm.org/otm/chap_portal/chap_portal_training.htm)).

The eHR system uses the Department's single sign-on authentication. Employees can click on the DOE Employee Login button to access eHR. As a reminder, the username is "[your employee ID #]@k12.hi.us." The password is the same as your Gmail, Infinite Campus, and PDE3 accounts. Employees who have difficulty accessing eHR or cannot upload documentation into the system may bring their vaccination card or weekly negative test result to their worksite office for verification and entry into eHR.

The Department ensures, consistent with the law, that any documentation related to vaccination status or test results obtained for purposes of this requirement are not disclosed to individuals other than as necessary to ensure compliance with the Governor's Proclamation.

**Partially vaccinated employees:**

Any partially vaccinated employee who is administered a two-part vaccine series (Pfizer or Moderna) will have four (4) weeks (28 calendar days) from the first vaccination date to complete the vaccination series and will not be subject to testing during that time period. Employees will also not be subject to testing after receiving their second dose as long as it was administered within four (4) weeks (28 calendar days) of the first dose.

Any partially vaccinated employee who is administered a single-dose vaccine (Johnson & Johnson) will not be subject to testing after receiving the single-dose vaccine.

**Leave:**

Employees who choose to become COVID-19 vaccinated are authorized to take up to two (2) hours of leave to get their initial COVID-19 vaccination during working hours.

Also, since the current vaccines being administered require a second shot three (3) to four (4) weeks after the initial vaccination (depending on which vaccine is administered), employees are authorized to take up to two (2) hours of time off to get their second COVID-19 shot during working hours.

Employees shall coordinate with and receive authorization from their supervisor before the scheduled appointment(s). Employees must complete and submit to their supervisor the appropriate leave request form (e.g., G-1 or DOE OTM 300-001), notating "Release Time-Vaccine" for the type of leave up to two (2) hours with the appropriate proof of registration or similar documentation attached. The appropriate leave form and proper documentation shall be kept at the school or office.

Also, timekeepers will need to enter the leave in the Time and Attendance (TnA) System and the Form 7, using the leave code "{" by selecting "Release Time-Vaccine" from the TnA drop-down menu.

**Leave Code Information:**

Release Time Vaccine Leave

Leave Code = "58"

TnA System and Form 7 Leave Code = "{"

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Please note that these leave procedures do not apply to substitute teachers and casual employees. Such employees do not earn leave, and therefore will have to complete their COVID-19 vaccination or testing requirement during non-work hours.

Employees who do not choose to become COVID-19 vaccinated are required to be COVID-19 tested weekly at the employee's expense and during non-work hours.

**How volunteers can attest and provide proof of vaccination or testing status:**

Beginning on August 23, 2021, volunteers at any Department school or office shall fill out the Department's Volunteer Attestation Statement and have it reviewed and approved by the designated school/office personnel. The volunteer shall only be allowed to volunteer if they can attest they are vaccinated or are able to show proof of an approved negative COVID-19 test within the past seven (7) days.

**Discipline:**

All Employees are expected to comply with the August 5, 2021, Governor's Emergency Proclamation Related to the COVID-19 Response, the Governor's email, Vaccine and Testing Policy for State Employees, and the Emergency Proclamation Implementation Guidance, dated August 11, 2021. Failure to comply may result in disciplinary action, up to and including termination.

As a final reminder, we all have a role to play in fighting this pandemic. All Employees are expected to serve as positive role models for students and engage only in conduct and behavior that will contribute to an appropriate learning environment. Please continue wearing face coverings, practicing good hygiene, and physical distancing.

For information on Vaccination Sites, see [Vaccination Sites](#).

For information on Testing Sites, see [Testing sites](#).

For password assistance, contact the IT Helpdesk Monday-Friday 7:45 am-4:30 pm at (808) 564-6000 (Oahu) or 8-1-808-692-7250 (HATS).

For classified employee leave questions, contact Julia English at [julia.english@k12.hi.us](mailto:julia.english@k12.hi.us).

For certificated employee leave questions, contact Maile Horikawa at [maile.horikawa@k12.hi.us](mailto:maile.horikawa@k12.hi.us).

For personnel support, contact Labor Relations at [Labor\\_Relations@k12.hi.us](mailto:Labor_Relations@k12.hi.us).

KTH:sb

Attachment: Volunteer Attestation Statement