




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

January 7, 2022

TO: All Department of Education Employees

FROM: Keith T. Hayashi 
Interim Superintendent

SUBJECT: **Attestation of COVID-19 Vaccination Booster**

At the start of 2022, more than 91% of the Hawaii State Department of Education's (Department) salaried employees have completed full COVID-19 vaccination. In the Fall of 2021, the Centers for Disease Control and Prevention approved vaccine boosters for fully vaccinated individuals six months after their second shot for the two-dose vaccines or two months after the single-dose vaccine.

Effective Monday, January 10, 2022, the Department's COVID-19 testing and vaccination status tracking in the [electronic, human resource system \(eHR\)](#) will be available to accept vaccination boosters. While proof of the vaccination booster is not currently required to be considered fully vaccinated, this information is necessary to determine appropriate quarantine and isolation requirements in accordance with the Return to School/Work Criteria outlined in the memorandum dated January 4, 2022, "Response to the Impact of the Coronavirus Disease 2019 for the Second Semester of School Year 2021-2022."

Instructions for entering booster information and uploading documents are available here: https://hidoeotm.org/otm/chap_portal/docs/COVID-19BoosterQuickSheet.pdf.

As a reminder, the eHR system uses the Department's single sign-on authentication. Employees can click on the DOE Employee Login button to access eHR. The username is "(your employee ID #)@k12.hi.us." The password is the same as your Gmail, Infinite Campus, and PDE³ accounts.

Employees are encouraged to get a COVID-19 vaccination booster and are permitted to take up to two (2) hours of release time to get the shot during work hours when authorized. Please refer to the memorandum dated October 28, 2021, "Release Time for COVID-19 Vaccination Booster." For information on Vaccination Sites, click on the link: [Vaccination Sites](#).

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

KTH:sa