



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

OFFICE OF THE SUPERINTENDENT

October 8, 2021

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

FROM: Keith T. Hayashi *Keith Hayashi*  
Interim Superintendent

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

This memorandum supersedes all previous memoranda that reference the Hawaii State Department of Education’s (Department) Travel Policy Relating to COVID-19. The Department follows federal, state, and county-issued travel requirements and may implement supplementary guidance to prevent the transmission of the COVID-19 virus and maintain the health and safety of school campuses and offices.

In accordance with the Department’s [COVID-19 Health and Safety Guidance for School Year 2021-22](#), all Department staff, contracted service providers, visitors, and students should complete a wellness check each morning before going to school or the office.

The table below outlines travel requirements for in-state and out-of-state travel for employees for work-related or personal travel.

Traveler Type of Travel	Subject to any applicable county travel restriction requirements	Subject to state’s Safe Travels Program requirements <sup>1</sup>	Encouraged, but not required, to take COVID-19 test after return to Hawaii <sup>2</sup>
<b>Employee</b> Work Related/Personal In State	✓		
<b>Employee</b> Work Related/Personal Out of State		✓	✓

<sup>1</sup> For current information on travel requirements, visit the Safe Travels website at [www.hawaiiicovid19.com/travel](http://www.hawaiiicovid19.com/travel).

<sup>2</sup> Employees returning from a trans-pacific trip, regardless of vaccination status, are encouraged but not required to take a COVID-19 test — antigen or Nucleic Acid Amplification Test (NAAT) — processed by a laboratory that is licensed or certified by Clinical Laboratories Improvement Amendments (CLIA) within three to five days after they return to Hawaii.

### **Work-Related Employee Travel**

The use of teleconferencing and participation in webinars in place of travel is highly encouraged.

Work-related travel for Department employees shall be approved as follows:

- Out-of-state travel (international and domestic) must be approved by both your complex area superintendent/assistant superintendent and superintendent.
- Interisland travel must be approved by your supervisor.

### **Student Travel**

Student travelers must follow all applicable state and county rules at the time of the trip, including compliance with any required COVID-19 testing or quarantine periods. The Department's protocol for students who travel out-of-state must comply with the following four options to return to school:

1. Be fully vaccinated before the start of out-of-state travel and show proof of vaccination to the school.
2. If participating in the Safe Travels Pre-Travel Test program or if under 5 years of age, obtain a COVID-19 test after returning to Hawaii and show proof of both the pre- and post-travel test results to the school (if the traveler is under 5 years of age, the adult traveling companion must show proof of a negative pre-travel test result).
3. Quarantine for ten (10) days after returning to Hawaii.
4. Provide the school with proof of a COVID-19 diagnosis obtained during out-of-state travel and return is allowed upon completion of the 10-day isolation period, no fever for at least 24 hours without the use of medication, and symptoms resolving (i.e., no COVID-19 test or quarantine required).

Schools may request documentation of COVID-19 vaccination, negative test results or diagnosis and/or a travel itinerary. If health information is provided, it must be stored like a medical record. If documentation is not provided, the student who traveled out of state must wait for 10 days after returning to Hawaii before returning to school campus.

### **Extracurricular Travel**

Activities that require travel will follow the school transportation guidelines for ground transportation. At this time, no out-of-state travel will be approved if any student or adult in the traveling group is not fully vaccinated.

All interisland and out-of-state travel must follow the county guidelines as well as Safe Travels requirements. When traveling interisland, the school must consider all travel routines, including the current advisories for safe travels, overnight stays, possible quarantine at destination if exposed to COVID, and adult supervision at all times.

Any individual who is not fully vaccinated must receive approval from the school principal and complex area superintendent to travel via ground transportation or interisland. Protocols must be in place to assess if the individual is healthy, safe to travel with the group, and can meet the learning expectations if there is a need to quarantine.

KTH:nk

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

c: Complex Area Business Managers