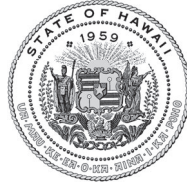


DAVID Y. IGE
GOVERNOR



KENNETH S. HARA
MAJOR GENERAL
ADJUTANT GENERAL

STEPHEN F. LOGAN
BRIGADIER GENERAL
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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

POLICY DIRECTIVE 2020-05 (**CHANGE 3**)

1 November 2021

SUBJECT: Hawaii National Guard (HING) Travel Policy During Restriction of Movement (ROM) - COVID-19

1. Effective 1 November 2021.

2. Applicability. This policy directive applies to all HING Title 32 Dual-Status Technicians, Title 5 Federal employees, Active Guard Reserve (AGR) Service Members, Active Duty Operational Support (ADOS) Service Members who accrue leave or who travel on government funded official business, and contractor personnel working at HING facilities. This population will henceforth be referred to as “employees”.

3. Purpose. To update the policies and procedures pertaining to requirements for employees to gain access to HING facilities upon return from travel during the COVID-19 pandemic.

4. References.

a. Secretary of Defense memorandum (Update to Conditions-based Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions), 15 March 2021

b. Under Secretary of Defense memorandum (Force Health Protection Guidance (Supplement 20) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic), 12 April 2021

c. Under Secretary of Defense memorandum (Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings), 24 September 2021

d. Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum (Force Health Protection Guidance (Supplement 23) Revision 1 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification), 18 October 2021

POLICY DIRECTIVE 2020-05 (**CHANGE 3**)

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e. Proclamation Related to the COVID-19 Emergency, Office of the Governor State of Hawai'i, 4 March 2020

f. Twenty-First Supplementary Proclamation Related to the COVID-19 Emergency, Office of the Governor State of Hawai'i, 7 June 2021

g. Emergency Proclamation Related to the COVID-19 Response, Office of the Governor State of Hawai'i, 5 August 2021

h. State of Hawaii, Department of Accounting and General Services memorandum (Post-Travel Testing Requirements for State Employees), 15 September 2021

i. U.S. Department of Defense Website, Coronavirus: Latest DOD Guidance, www.defense.gov/Explore/Spotlight/Coronavirus/-DOD-Response/Latest-DOD-Guidance

j. Office of the Governor Website, COVID-19 Related Information, <https://governor.hawaii.gov/covid-19/>

k. State of Hawai'i Portal, COVID-19 Free Testing Resources, <https://hawaiicovid19.com/testing-isolation-quarantine/>

l. Hawai'i Tourism Authority Website, COVID-19 (Novel Coronavirus), www.hawaiitourismauthority.org/news/alerts/covid-19-novel-coronavirus/

m. The aforementioned state and federal references and policies are subject to change without notice based on the evolution of the virus and scientific discoveries and developments. All employees and supervisors are encouraged to visit the links provided prior to making final decisions.

5. General.

a. During the COVID-19 emergency, this policy updates the established guidelines for travel during restriction of movement and quarantine requirements to stop the spread of the virus to maintain the safety and health protection of personnel in the HING.

b. Due to the virulent nature of the COVID-19 Delta variant, **effective immediately** all HING Federal employees travelling for both official government funded and personal leave, and whether vaccinated or not, are subject to ten (10) days of self-quarantine prior to returning to the workplace after travel. The exception to this is if the employee

POLICY DIRECTIVE 2020-05 (**CHANGE 3**)

SUBJECT: Hawaii National Guard (HING) Travel Policy During Restriction of Movement (ROM) - COVID-19

provides a negative COVID-19 test that was taken no sooner than three (3) days and no later than five (5) days after their return to the state. Employees not tested at a free testing site shall be responsible for any testing costs.

(1) During the 3-5 day period after the employee returns to the state and the period of time awaiting the negative COVID-19 test results, the employee will either be placed in a leave status or telework. Should the employee not be a candidate for telework, the supervisor, if appropriate, may provide the employee virtual or paper-based training or administrative requirements to be completed during this period of time.

(2) Similar to the reference at 4g above, all Federal HING employees, vaccinated or unvaccinated, are required to comply with the post-travel testing requirements at paragraph 5b above, as well as complete the **Out-of-State (Domestic and International) Government Funded and Personal Leave Travel Return to the Workplace Form** found at Enclosure 1. This form must be completed prior to travel to obtain pre-travel approval from the first Colonel/O-6 or equivalent in the employee's chain-of-command before travel is initiated. This form will eliminate the need for an Exception to Policy (ETP) Memo for Travel, as this form serves the same purpose.

(3) Prior to travel, employees must get approval on what their workplace location will be during the "3-day waiting period" before taking their post-travel COVID-19 test. Additionally, employees traveling out-of-state or internationally for work-related or personal travel must comply with the State's Safe Travel's Program at <https://travel.hawaii.gov/#/>. Employees must provide proof of a negative post-travel COVID-19 test (antigen or NAAT test) prior to returning to the workplace.

(4) Employees experiencing any COVID-19 symptoms upon returning to the State will not be authorized to return to the workplace. Employees who are symptomatic should consult with their physician, isolate, and get tested.

c. Fully vaccinated individuals as defined at reference 4c above are not restricted from official travel, both domestic and international. However, individuals who are not fully vaccinated or who decline to provide information about their vaccine status, are limited to mission-critical official travel, both domestic and international. "Mission-critical" travel for all unvaccinated personnel will be requested for approval from the Adjutant General or Deputy Adjutant General, before travel is initiated.

d. All travel, both official government funded and personal leave, shall be in accordance with restrictions and procedures articulated in references 4a through 4h and paragraph 5 above. Additional links are provided to facilitate access to emergent federal, state, and county policies as they are published. The most recent COVID-19

POLICY DIRECTIVE 2020-05 (CHANGE 3)

SUBJECT: Hawaii National Guard (HING) Travel Policy During Restriction of Movement (ROM) - COVID-19

Travel Restrictions Installation Status Update should be consulted prior to the initiation of travel.

6. Policy. It is the policy of this department that requests for exceptions to the guidelines contained herein be approved by the first Colonel/O-6 or equivalent before travel is initiated. Requests for exceptions should focus on the ramifications to operational/mission accomplishment and outline the mitigation factors that will be used in the absence of the requirements outlined above.

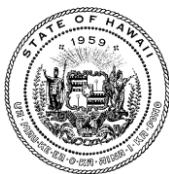
7. PROPONENT. The proponent of this policy directive is the Human Resources Office.

Encl
as

HARA.KENNETH.S
HIRO.1179527312

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KENNETH S. HARA
Major General
Hawaii National Guard
Adjutant General



HAWAII NATIONAL GUARD

APPROVAL FOR FEDERAL EMPLOYEES RETURNING FROM OUT-OF-STATE (DOMESTIC AND INTERNATIONAL) GOVERNMENT FUNDED AND PERSONAL LEAVE TRAVEL TO RETURN TO THE WORKPLACE

*This form shall be fully completed by the employee and approved by the first Colonel/O-6 or equivalent in the employee's chain-of-command **prior** to intended departure date.*

Name: _____ Unit: _____

Worksite Address: _____

Purpose of Travel: _____

Travel Departure Date: _____ Travel Return Date: _____

Intended Destination: _____

Reason for Travel: Business Personal

Please answer the following statements by checking either the "Yes" or "No" column:		
	YES	NO
Employee is fully vaccinated with the COVID-19 vaccine.		
Employee is not fully vaccinated and intends to take the 72-hours pre-travel COVID-19 test (<u>State of Hawaii approved trusted testing partners</u>) prior to returning to Hawaii.		
Employee will take a post-travel COVID-19 test 3-5 days after arrival in Hawaii and will return to the workplace only with a negative test result. Employee shall provide proof of the test result upon request.		

- *Employees who choose not to take the post-travel COVID-19 test 3-5 days after arrival in Hawai'i will be restricted from returning to the workplace for 10 days from the date they return to Hawaii and may be required to take vacation leave or leave without pay until they are able to return to the workplace.*
- *Employees who choose the Safe Travels 10-day self-quarantine option may return to work at the end of this 10-day period and may be required to take vacation leave or leave without pay until they are able to return to the workplace.*
- *Employees who have recovered from COVID-19 and are unable to obtain a negative post-travel COVID-19 test result should discuss their situation with their Employer prior to travel.*

To maximize risk mitigation during this pandemic, I will follow social distancing, masking, and hygiene requirements in accordance with all state and local policies. I understand that knowingly making a false statement on this form is a crime and can be punished by fine or imprisonment or both (HRS § 710-1063). I understand that making a false statement on this form may also result in disciplinary action, up to and including termination.

Employee Signature: _____ Date: _____

THIS LETTER IS NOT AN AUTHORIZATION, EXEMPTION, CONFIRMATION, OR APPROVAL OF ANY KIND UNLESS SIGNED BY THE FIRST COLONEL/O-6 OR EQUIVALENT IN THE EMPLOYEE'S CHAIN-OF-COMMAND.

APPROVED BY: _____ PRINT NAME: _____ Date: _____
(Signature of First Colonel/O-6 or equivalent in Employee's Chain-of-Command)