

ARRIVING CONUS/INTERNATIONAL OR DEPARTING INTERISLAND VERIFICATION PROCEDURES

This document supplements the DOTA Screening Process for Arriving CONUS/INTERNATIONAL Passengers or Departing Interisland Passengers – dated April 19, 2020

STEP 1 – VERIFY	
<p>A. Request Verification form with PAX Government photo ID.</p> <p>The following are Mandatory Verification forms:</p> <ul style="list-style-type: none"> State Agriculture Plant and Animals Declaration Form (AG form) OR Interisland Declaration Form <p>Optional Form</p> <ul style="list-style-type: none"> Safe Travels confirmation page <p>NOTE to SCREENER – DO NOT WRITE ON FORMS. ANY CORRECTIONS SHALL BE MADE BY THE PAX</p>	<p>Are forms complete?</p> <p>No – Take PAX to side to complete appropriate Verification Form</p> <p>Yes – Next Step 1B</p> <p>Does PAX have Safe Travels confirmation?</p> <p>If arriving CONUS/International, PAX must complete the AG form, then Step 1B</p> <p>If Interisland PAX, the Interisland Declaration form is not needed, Next Step 1B.</p> <p>Is PAX an unaccompanied minor?</p> <p>No – Next Step 1B</p> <p>Yes – Collect the appropriate Verification form. PAX can sign the form. Optional – escort PAX to awaiting parent/legal guardian to sign the form</p>
<p>B. Match the PAX FULL NAME with the form(s) presented and the Picture ID</p>	<p>Does PAX FULL NAME match the form and picture ID?</p> <p>No – Send PAX to LEO/Sherriff</p> <p>Yes – check the following:</p> <p>IF PAX shows Safe Travels confirmation page, go to STEP 4</p>
<p>C. For PAX Exemption</p> <p>Refer to GOV’s 25 exemption categories (see attached) PAX may show a company ID to confirm. If VERIFIED then release from gate, no further action</p> <p>IF exemption format is a memo, the memo must be signed. If signed, then release from gate, no further action.</p> <p>If memo not signed, the exemption is invalid and cannot be accepted, have PAX continues with STEP 2.</p>	<p>IF PAX has Exemption or Military, give a copy Order for Arriving Persons Traveling who are Exempt of Self Quarantine flyer. PAX released from gate area no further screening.</p>

STEP 2 – VERIFY CONTACT NUMBER

A. Locate phone number on AG form and call the number from State cell phone.

STATE OF HAWAII
Department of Agriculture
PLANTS AND ANIMALS DECLARATION FORM
FOR ALL PASSENGERS, OFFICERS, AND CREW MEMBERS

PLEASE LIST THE SPECIFIC TYPES/NUMBERS OF THE ITEMS MARKED ABOVE
(Items meeting State requirements will be inspected and released.)

1. _____
2. _____
3. _____
4. _____

Origin (State or Country) of above items: _____

Signature: _____ Date: _____

Locate phone number on Interisland Declaration Form and call the number from State cell phone.

INTERISLAND DECLARATION FORM

For information, please print carefully and mail return with the top of the form. The following information is required:

1. TRAVELER NAME: _____
2. RESIDENT ADDRESS: _____
3. CONTACT TELEPHONE: _____
4. DESTINATION: _____

Signature: _____ Date: _____

Does PAX cell phone ring?

No – obtain and verify another number where PAX will be called during quarantine period. If none, refer to LEO

Yes – continue to next step 3

Note: PAX needs to correct Phone number written on the form. Screener - DO NOT write on the form.

Notes to Verify Phone No.:

1. If the passenger's phone rings in your presence, it's VERIFIED.
2. If the passenger's phone does NOT ring, ask for another contact phone number and name of person answering the phone. Call the phone number and ask for the person. Tell the person on the phone that the passenger has given their phone number as a point of contact during their quarantine. If person on the phone is ok, it's VERIFIED
3. For the phone number to be verified, someone must answer the phone.
4. A hotel phone number is not an acceptable phone number.
5. For resident phone number, you can use the iPhone app called Phone Reveal (turn off any pop-up windows that may overlay the app) and check if person's name appears.
6. If person did not enable cell service only has data turned on to their iPhone, call the person using iPhone's facetime feature.

STEP 3 – VERIFY QUARANTINE LOCATION

A. Identify place of lodging from AG Form, take note of Island, and call the Place of Lodging.

- An email or printout of hotel/lodging confirmation is acceptable
- When calling the HOTEL/LODGING, ask for the Front Desk. Identify yourself. "Aloha, this is (your name) calling from the Dept. of Transportation at the XXX Airport. I'm calling to confirm that (passenger name) has a reservation at your hotel/lodging. He/She has listed your hotel/lodging as his/her place of self-quarantine. Can you please confirm he/she has a reservation and also the # of nights at your hotel/lodging?"

Identify place of lodging from Interisland Declaration Form, take note of Island, and call the Place of Lodging.

B. Verify page 2 of AG Form questions 9 and 10 are complete.

If Visitor/Non-Resident –

- Confirm length of stay matches the reservation, go to Step 3B.
- If the If PAX does not have a place of lodging, have PAX make reservation at the gate, then VERIFIED, go to Step 3B
- If length of stay cannot be Verified, then refer to LEO/Sherriff

IF Hawaii Resident –

- If the Home Address listed on the AG or Declaration Form matches the PAX ID's Home Address on the picture ID, it's **VERIFIED**, go to Step 4.
- Look up address listed using TMK or Google Search:
 - If address shows owner name matches PAX ID, it's **VERIFIED**, go to Step 4
 - If the property owner is not the same as the PAX, ask the PAX for the name of the owner of the property. If PAX provides the matching property owner name, then **VERIFIED** and go to Step 4
- If still not **VERIFIED**, refer to LEO/Sherriff

Notes:


- there are favorites on the iphone/laptop for each county property tax map website
- The state cell phone contact is pre-populated with Hawaii hotels statewide

PAX should complete before moving to Step 4

Note: We cannot hold PAX if they don't fill out this portion

STEP 4 – PROCESS ORDER FOR SELF-QUARANTINE

A. Witness PAX read and initial items #1-#6



STATE OF HAWAII
HAWAII EMERGENCY MANAGEMENT AGENCY
3900 KUMUHOA ROAD
HONOLULU, HI 96819

ORDER FOR SELF-QUARANTINE

On March 4, 2020, the Governor of the State of Hawai'i proclaimed a state of emergency in response to the COVID-19 pandemic, and on March 13, 2020, the President of the United States of America declared a national emergency. As part of the effort to contain the spread of COVID-19, on March 31, 2020, the Governor ordered all persons traveling to and between islands in the State of Hawai'i to self-quarantine and has adopted Rules Relating to COVID-19.

Pursuant to the Governor's proclamation and the Rules Relating to COVID-19, the Director of the Hawai'i Emergency Management Agency (HIEMA) hereby orders you to comply with the following:

- Truthfully, accurately and fully complete, authenticate and sign the mandatory State of Hawai'i Department of Agriculture Plants and Animals Declaration Form, the Interisland Declaration Form or the forms found on the Safe Travels website.
(initial)
- Proceed directly from the airport to your designated quarantine location, which is the location identified and affirmed by you on the applicable form identified in Section I.
 - If you are a resident, your designated quarantine location is your residence.
 - If you are a visitor, your designated quarantine location is your hotel room or rented lodging.
(initial)
- Remain in your designated quarantine location for a period of 14 days or the duration of your stay in the State of Hawai'i, whichever is shorter.
 - You may leave your designated quarantine location only for medical emergencies or to seek medical care.
(initial)
- Do not visit any public spaces, including but not limited to pools, meeting rooms, fitness centers or restaurants.
(initial)

Revised: 04/16/2020

- Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA.
(initial)
- Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.
(initial)

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

Does PAX initial lines #1 thru #6?

No – have person complete it or refer to LEO
Yes – Next step 4B.

MUST DO FOR ALL ARRIVING PAX:

Have each PAX sign this form even if it's a Transit flight.

Why?

- The PAX could be in Transit to interisland and not leave the sterile area and therefore will not have signed this form
- The PAX could change their mind and exit the Airport property and not return for their Transit flight

B. Witness PAX fill in the attestation portion – I, ..., Print Name, Sign, and date.

5. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA.

(initial)

6. Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

(initial)

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

Did PAX complete attestation portion?

No – have person complete it or refer to LEO

Yes – Next step 4C

C. Screener neatly completes Witness portion of the form
Fill in PAX's Unique Gov't ID Number from ID presented.

5. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA.

(initial)

6. Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

(initial)

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

Note: You may allow PAX to take a picture of the form with their smartphone.

PAX is released from Gate area