

DOTA

Screening Process for Arriving CONUS/INTERNATIONAL Passengers or Departing Interisland Passengers

April 17, 2020

Each Screener will be responsible for the following procedures when processing an **ARRIVING CONUS/INTERNATIONAL** or **DEPARTING INTERISLAND** passenger:

- All arriving **CONUS/International** passengers must have a fully completed **State of Hawaii Department of Agriculture Plants and Animals Declaration Form** or have **Confirmation Form from the Safe Travels Application**.
- All departing Interisland passengers must have a fully completed **Interisland Declaration Form** or have a **Confirmation Form from the Safe Travels Application**.
- Please validate all information on these **Forms** with a Pictured Government Identification Card.
- The **Hawaii Address, Hotel/Lodging Destination and Contact Phone Number** needs to be verified. (See separate instructions on verification procedures.)
- If the **Hawaii Address** or **Hotel/Lodging Destination** is not properly filled out or left blank, please refer to your **Guidance on Enforcement of State Quarantine & Stay-at-Home Orders under Traveler w/o lodging**. (the LEO and Sheriffs will get involved at this point).
- If the passenger needs assistance in locating a **Hotel/Lodging** or needs assistance returning home, please contact Jessica Rich of the Visitor Aloha Society of Hawaii at 808 926-8274 or her cell phone 808 218-0562. The passengers cannot leave the Check Points until the **FORMS** are properly filled out.
- Each Adult Passenger will then need to fill out the **Order for Self-Quarantine**. Please make sure they initial all 6 compliance items and Print, Sign and Date the form.
- Please keep these forms with their Declaration Forms. They may take a picture of the form with their Smart Phone or provide them with an unsigned form.
- If there are any issues/concerns regarding arriving CONUS/International or departing Interisland passengers, please **DO NOT** engage with the passengers. Please ask the assigned Law Enforcement Officer, (LEO), that is posted at your location will assist. The assigned National Guard (HING) will also assist if the need arises. If the incident escalates, the State Sheriff will be requested.
- If the passenger presents you with an **APPROVED** Attorney General's Office email or Essential Critical Infrastructure Company Letter stating they are Exempt from Self-

Quarantine, please provide them with the **Order for Arriving Persons Traveling Who Are Exempt From Self Quarantine** flyer. (I have attached the **Guidance on the Essential Critical Infrastructure Workforce** for your reference).

- If you are located on the Neighbor Island, please get all completed forms to the Hawaiian Airlines Station Manager who will get them to Honolulu. We have decided to have this done twice a day. (Mid-day and at the close of your Check Point). At DKI, please get it to the Processing Conference Room.