


DIRECTIVE NUMBER: COVID-19 D1-C		DIRECTIVE NAME: COVID-19 Emergency Use of Face Coverings	
ADOPTION DATE: July 17, 2020	LAST UPDATED: October 21, 2020		
DIRECTIVE APPROVED BY: Commissioner, NHDOT	SIGNATURE: 		
RESPONSIBLE OFFICE: Commissioner, NHDOT	CONTACT PERSON: Director, Policy and Administration		
REQUIREMENTS:	PROCEDURES AND RESOURCES: <ul style="list-style-type: none"> • Executive Order 2020-04 • CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 • RSA 659 44-a 		

DIRECTIVE SUMMARY

This directive communicates updated NHDOT expectations for the use of face coverings by employees while performing state duties during the COVID-19 declared state of emergency and until further written notice by the Commissioner.

SCOPE

This directive shall apply to all employees in all organizational units of the NHDOT.

DEFINITION(S)

Novel Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The spread of the virus has been declared a global pandemic.

Face Coverings are masks that provide a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, or speaks. Face coverings must have two or more layers of washable, breathable fabric that completely cover the wearer’s nose and mouth and fits snug against the sides of the face. Disposable medical grade surgical masks are allowed as long as they are properly disposed of after use.

Face Shields are primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. The CDC does not currently recommend the use of face shields as a substitute for face coverings.

Additional definitions related to this policy may be viewed on the SOS [Approved Definitions](#) page.

COMMENTS

1. NHDOT is providing face coverings to employees during the COVID-19 declared state of emergency. Face coverings continue to be a strong precaution NHDOT employees can take to help slow the spread of the virus. A face covering will help protect others in the event the wearer is infected and does not yet know.
2. NHDOT is implementing enhanced requirements for the use of face coverings by employees in the workplace given the ongoing spread of the virus, anticipated increased risk of spread of other illnesses that may be associated with normal flu season, activities moving indoors as opposed to outdoors, and the change in essential field activities taking place during winter working conditions.
3. The following enhanced requirements for use of face coverings will apply to all NHDOT employees effective October 23, 2020:
 - Face coverings are required when entering or exiting a building. Face coverings are required at all times inside a building, unless an employee is alone in the employee's personal work space with at least six feet distance from others. Garages and patrol sheds are considered buildings.
 - When there is a need to communicate in person with an employee who is alone in an employee's work space, the visiting employee shall wear a face covering and, to the extent possible, remain at least six feet away from the occupant. The work space occupant shall also don a face covering when a visitor arrives.
 - Face coverings are required in break rooms unless eating. If eating in a break room, please maintain at least six feet of social distancing and do not exceed room capacity limits.
 - Face coverings are required by all parties when more than one person is in a state vehicle, or while operating a personal vehicle on state time.
 - Unless alone, face coverings are required in conference rooms at all times.
 - All employees shall wear a face covering when visiting public business establishments and while interacting with the public on state time.

4. Using a face covering is not a substitution for social distancing and other preventive measures. Social distancing, frequent hand washing, and disinfecting work areas and work tools is still required.
5. The provided face coverings are not medical grade surgical masks or N-95 respirators and are not intended to replace the appropriate personal protective equipment (PPE) for job tasks. Employees must still wear the appropriate PPE for the task they are performing based on the relevant Job Hazard Analysis (JHA), which may replace the need for a face covering as defined in this directive.
6. Cloth face coverings should be laundered regularly and disposable face coverings should be replaced at the frequency recommended by the manufacturer.
7. The distribution of face coverings by the Employer does not prohibit employees from using a face covering from another source. All face coverings used by employees must meet the definition of a face covering as provided in this directive.
8. NHDOT employees are prohibited from wearing any item including face coverings that support the success of a particular political candidate, party, ticket, etc. in the current election and or future elections while in the performance of an employee's duties as a State employee. All face coverings must adhere to [RSA 659 44-a](#), which prohibits political messaging (electioneering).
9. Employees who have diagnosed medical conditions that may impact an employee's ability to safely use face coverings as prescribed above, should contact the NHDOT ADA Coordinator at 603-271-7843.
10. Administrators are authorized to purchase disposable face coverings. The purchase of all other types of face coverings must receive approval from the Commissioner's Office prior to implementing or expending funds.
11. All appointing authorities are responsible to ensure the distribution and enforcement of this directive. All supervisors are responsible to communicate, post, and enforce all components of this directive. This directive shall be posted in a conspicuous location at each work location.

This Directive:

- Is effective immediately upon Commissioner or Director (if applicable) signature.
- Supersedes all previous references or guidance related to this topic.
- Remains in effect until replaced with an updated, approved directive signed by Commissioner or Director, or by a policy signed by the Commissioner.
- Has the full force and effect of policy and any employee found to have violated this directive will be subject to appropriate disciplinary action up to and including discharge from employment pursuant to [PART Per 1002 of the Rules of the Division of Personnel](#).
- Is a document of the Standard Operating System (SOS) and all documents pertaining to it will be located in the [Index](#) on the Department’s Intranet, accessible to all employees with computer access. For employees without computer access, hard copies of the SOS will be made available upon request and at all Department work facilities.

AMENDMENT RECORD

This directive is reviewed every two years to ensure its continuing relevance and accuracy. The record of amendments is recorded below.

Date	Comments	Name	Title
10/21/2020	Revised Directive Issued	Victoria F. Sheehan	Commissioner
7/17/2020	Original Directive Adopted	Victoria F. Sheehan	Commissioner