




DIRECTIVE NUMBER: COVID-19 D1-D		DIRECTIVE NAME: Employee Daily Health Checks and Reporting Requirements	
ADOPTION DATE: July 17, 2020	LAST UPDATED: November 17, 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"> Employee Report of COVID 19 Symptoms or Contact with a Suspected or Confirmed Case Weekly Health Check Results Form

DIRECTIVE SUMMARY

This directive sets forth the expectations for helping to control the spread of COVID-19 at NHDOT by requiring employees to conduct daily health checks prior to reporting to the workplace. Employees shall not report to the workplace when experiencing potential symptoms of COVID-19 illness or after coming into direct contact with a suspected or confirmed COVID-19 positive person. Employees reporting to the workplace will certify that they have performed the daily health check and have been able to answer “no” to all of the questions.

SCOPE

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

DEFINITION(S)

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

Close contact: Currently defined by the State of NH as anyone who was within 6 feet of an infected person for a total of 10 minutes or more (aggregate) over a 48 hour period before the infected person has any symptoms or tests positive for COVID 19.

Health Check: A series of tests (in this case taking a temperature and answering a specific set of questions) an individual can independently assess to assist with detection of a health condition.

Any additional definitions related to this directive may be viewed on the SOS [Approved Definitions](#) page.

COMMENTS

1. The onset of COVID-19 has required change in ways that have been unprecedented and unanticipated. Many have been raised to believe it shows commitment to an employer to come to work when not feeling well. COVID-19 has changed that. It is critical to the mitigation of the spread of COVID-19 that all NHDOT employees err on the side of caution when experiencing potential symptoms of COVID-19 illness, by not reporting to the workplace.
2. All NHDOT employees are required to perform a daily health check on themselves each day prior to reporting to the workplace. This health check includes the taking of one's temperature and answering the questions below.
 - a. Have I been in close contact with a person who has tested positive for COVID-19 in the last 14 days, which has not already been discussed with HR?
 - b. Do I have a fever (100 degrees Fahrenheit or higher) or am I feeling feverish?
 - c. Am I experiencing any respiratory symptoms including a runny nose, nasal congestion sore throat, cough, or shortness of breath and this is unusual for me?
 - d. Am I experiencing any muscle aches, chills, or severe fatigue and this is unusual for me?
 - e. Am I experiencing any gastrointestinal symptoms such as nausea, vomiting, or diarrhea and this is unusual for me?
 - f. Am I experiencing any changes in sense of taste or smell which is unusual for me?
 - g. Have I traveled outside New England via any mode of transportation in the last 14 days?
 - i. If the answer to g. is "yes", see [COVID-19 Directive D1-G Travel](#) for further direction.
3. If you have been in contact with Human Resources regarding a positive response to any of these questions and are under active HR guidance, keep following the directions provided. If you develop new or unusual symptoms, please contact HR as this may change their guidance.
4. If an employee does not have a thermometer, a no touch option is available at the workplace. Each Bureau shall determine how their employees can access these thermometers. At some sites, a health checkpoint may be established due to the volume of employees and/or visitors reporting to that location. At these locations, a health screener will perform the temperature check and ask the COVID-19 health check questions. Both the screener and the person having their temperature checked shall wear a face covering while the screening is being performed.
5. If an employee does not have a fever, and answered "no" to all of the COVID-19 health check questions, they are to fill out the [Weekly Health Check Results](#) form that will be provided at each work location. Supervisors are responsible to maintain these forms at the work location for at least 2 weeks. These forms will provide a mechanism for contact tracing if necessary.

6. If an employee answers “yes” to any of the COVID-19 health check questions and/or has a temperature above 100 degrees Fahrenheit, they must NOT report to work or enter a work facility until further notice. The employee must contact their supervisor immediately.
7. Upon notice of employee absence for reasons detailed above;
 - a. The Supervisor will:
 - i. Complete the Supervisor Section of the [Employee Report of COVID 19 Symptoms or Contact with a Suspected or Confirmed Case](#) form with information provided by the employee.
 - ii. Direct the employee to stay home until further notice, and inform them that they will be contacted by a staff member of the Bureau of Human Resources to discuss further.
 - iii. Immediately forward the completed form to the Appointing Authority (District Engineer/Bureau Administrator).
 - b. The Appointing Authority will:
 - i. Review the Supervisor Section of the [Employee Report of COVID 19 Symptoms or Contact with a Suspected or Confirmed Case](#) form and complete the Appointing Authority section.
 - ii. Identify and coordinate remote work opportunities if the employee has indicated they feel well enough, and if those work opportunities exist.
 - iii. Place the completed form in the S: Restricted Folder shared with Human Resources, with a follow up email to DOT-CoreHR@dot.nh.gov to advise HR that a form exists for their review and consult.
 - iv. The email subject line will read- Employee Illness Report
 - v. The naming convention of the document will be “Last Name, First Name EE Consult”.
 - c. Human Resources will:
 - i. Review the completed sections of [Employee Report of COVID 19 Symptoms or Contact with a Suspected or Confirmed Case](#) form.
 - ii. Contact the employee to review their symptoms and/or exposure using a questionnaire to determine the appropriate amount of time the employee should be absent from work and if follow up is required.
 - iii. Determine if the symptoms/exposure meet the eligibility requirements for Emergency Paid Sick Leave (EPSL).
 - iv. Assist the employee in completing the EPSL form as necessary.

- v. Complete the HR section of the [Employee Report of COVID 19 Symptoms or Contact with a Suspected or Confirmed Case](#) form and return to the Supervisor and Appointing Authority, which will include the date the employee is authorized to return to the workplace.
8. An employee will not be able to return to the workplace prior to the date provided by Human Resources, unless they present a note from a medical provider that clearly states the employee is able to return to work. If received by the District/Bureau directly from the employee, that note shall be forwarded to Human Resources.
 - a. Employees are responsible to contact Human Resources if something changes while absent from the workplace due to symptoms/exposure that may lengthen their need to be absent from the workplace.
 9. If an employee has a work task that results in a visit to a facility that has a health checkpoint, such as the State Emergency Operations Center, New Hampshire Employment Security Call Center, or any other facilities, that employee is required to participate cooperatively in that checkpoint's process, regardless if they have performed a health check prior to arriving to work that day.
 10. Due to the potential severe impacts of failing to check and report on symptoms of illness, cooperation with this directive shall be considered a work assignment and a condition of employment.

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 the SOS policies and/or procedures 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
11/17/2020	Revised Directive Issued	Victoria Sheehan	Commissioner
8/21/2020	Revised based on 8/11/2020 issued <i>Safer at Home Universal Guidelines</i>	Victoria Sheehan	Commissioner
7/17/2020	Original Directive Adopted	Victoria Sheehan	Commissioner