




DIRECTIVE NUMBER: COVID-19 D1		DIRECTIVE NAME: COVID-19 State of Emergency	
ADOPTION DATE: <i>July 15, 2020</i>	LAST UPDATED: <i>July 15, 2020</i>		
DIRECTIVE APPROVED BY: <i>Commissioner, NHDOT</i>	SIGNATURE: 		
RESPONSIBLE OFFICE: <i>Commissioner</i>	CONTACT PERSON: <i>Director, Policy and Administration</i>		
REQUIREMENTS: <i>All Employees must read and sign this directive within 15 calendar days of implementation and/or date of hire.</i>	PROCEDURES AND RESOURCES: <ul style="list-style-type: none"> • Executive Orders Related to COVID-19 • RSA 21-P:44 • COVID-19 Directives as Issued 		

DIRECTIVE SUMMARY

On March 13, 2020 Governor Sununu issued *Executive Order 2020-04 An order declaring a state of emergency due to Novel Coronavirus (COVID-19)*, with additional extensions. The purpose of the Executive Orders is to limit the spread of COVID-19 infection in New Hampshire and to promote and secure the safety and protection of New Hampshire’s population. This directive communicates that the New Hampshire Department of Transportation (NHDOT) and its employees have been declared essential during this event and that our normal business activities may be impacted or modified during the course of this state of emergency. At the Commissioner’s discretion, the modifications to our normal business activities may continue beyond the Governor’s declared State of Emergency.

SCOPE

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

Essential Workers: For purposes of this directive, NHDOT employees have been designated as essential workers during the declared COVID-19 Emergency. This means that NHDOT shall continue to operate with necessary staff to complete critical and essential functions.

Emergency Support Functions: Emergency Support Functions (ESFs) are the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and

the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

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

COMMENTS

1. The Governor of the State of New Hampshire has issued Executive Orders declaring a State of Emergency due to Coronavirus COVID-19. Under this State of Emergency, all state agencies are deemed essential and act to ensure the effective and efficient management of incident efforts by coordinating operations and managing resources between all levels of government.
2. The State Emergency Operations Center (SEOC) serves as the central point of coordination for state-level emergency management and response activities. The emergency management process includes agencies coordinating through prevention, protection, mitigation, response and recovery phases of the declared emergency.
3. RSA 21-P:44 requires state departments, offices and agencies to assist in carrying out the provisions of emergency management. State agencies are expected to cooperate with and extend services and facilities upon request from the Governor and/or SEOC.
4. A series of eighteen Emergency Support Functions (ESF's) have been identified and state agencies assigned based upon their essential program function. NHDOT has been assigned as the lead agency for ESF 1 Transportation, and ESF 3 Public Works & Engineering. It also participates in other ESF functions as a support during the State of Emergency.
5. Under these circumstances and responsibilities, NHDOT may be required to manage operations and coordinate activities that are in addition to the transportation system. NHDOT may further be required to modify processes related to managing and operating the transportation system to support activities during the State of Emergency.

6. NHDOT will communicate information related to the COVID-19 State of Emergency through a series of channels including, but not limited to: Commissioner remote meetings and updates with Appointing Authorities, posts on the NHDOT Intranet Page [NHDOT COVID-19 News and Information](#), email communications and the Standard Operating System (SOS). Employees are required to review the most recent information when it is released and follow the guidance provided.
7. Appointing Authorities are responsible for distribution and proper implementation of directives for all employees. Where employees do not have access to electronic communications, Appointing Authorities and Supervisors are responsible to ensure their subordinates are informed when new information is released.
8. A series of directives related to the COVID-19 State of Emergency and altered or modified business processes will be issued. Employees shall sign receipt of this Directive, providing notice of expectations and adhere to those expectations. Signatures on this Directive will serve toward requirements of other Directives issued under the category of COVID-19.

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.



REQUIREMENTS

All employees shall receive and review this directive, have the opportunity to discuss and ask questions, sign below and return to the Bureau of Human Resources within 15 calendar days of the implementation date or date of hire.

- 1. For newly hired employees, this directive shall be provided at orientation.
- 2. For existing employees, Appointing Authorities shall provide a copy of the directive and ensure it is signed and returned to the Bureau of Human Resources within 15 calendar days.
- 3. All original, signed directives will be retained in the employee’s personnel file in the Bureau of Human Resources.

I received this directive and have been provided the opportunity to ask questions.

Employee Name (printed)

Date

Employee Signature

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
7/15/2020	Original Directive Adopted	Victoria Sheehan	Commissioner