


<b>DIRECTIVE NUMBER:</b> <b>COVID-19 D1-J</b>		<b>DIRECTIVE NAME:</b> <b>Vehicle Occupancy</b>	
<b>ADOPTION DATE:</b> <i>December 4, 2020</i>		<b>LAST UPDATED:</b> <i>December 4, 2020</i>	
<b>DIRECTIVE APPROVED BY:</b> <i>Commissioner, NHDOT</i>		<b>SIGNATURE:</b> 	
<b>RESPONSIBLE OFFICE:</b> <i>Commissioner</i>		<b>CONTACT PERSON:</b> <i>Director, Policy and Administration</i>	
<b>REQUIREMENTS:</b>		<b>PROCEDURES AND RESOURCES:</b> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 D1 COVID 19 State of Emergency</a></li> <li>• <a href="#">COVID-19 D1-C COVID-19 Emergency Use of Face Coverings</a></li> </ul>	

### DIRECTIVE SUMMARY

This directive communicates the NHDOT expectation that vehicle occupancy by employees while performing state duties during the COVID-19 State of Emergency is limited to one person per vehicle. This directive shall be strictly enforced.

### SCOPE

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

### DEFINITION(S)

**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.

**Social Distancing:** For purposes of this directive, and consistent with the Center for Disease Controls (CDC) guidelines, means keeping space between yourself and other people. To practice social or physical distancing stay at least six (6) feet (two arms lengths) from other people.

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

### COMMENTS

1. NHDOT is operating during a COVID-19 State of Emergency. The COVID-19 virus can cause illness ranging from mild to severe and, in some cases can be fatal. It is thought to spread mainly from person-to-person including through contact at distances of less than 6 feet, respiratory droplets, and touching a surface or object that has the virus on it.

2. The risk of becoming infected increases with any exposure – use of face coverings, six-foot social distancing, avoiding close contact, regular hand washing and cleaning all contribute to significantly lowering the risk of infection.
3. The CDC states that social distancing and avoiding close contact are key tools to eliminating risk of exposure to COVID-19. More than one person in a vehicle does not allow for social distancing of 6 feet or more. For this reason, every effort shall be made to avoid travelling with others in a state or personal vehicle for state business. If travel with others is absolutely necessary, then steps shall be taken to reduce the duration of the close contact.
4. It is expected that when employees must travel together, that they consistently travel with the same individual. This will minimize the number of employees that come into close contact with one another. Work assignments should be planned out with this in mind.
5. There are numerous tasks that require employees to come within 6 feet of others. By reducing close contact due to travel, those other activities that usually result in a shorter period of close contact can continue.
6. Prior to assigning work tasks that would involve more than one person in a vehicle at a time, Appointing Authorities, Managers and Supervisors are responsible for weighing the risk of potential COVID-19 infection to employees against the urgency of the work to be performed.
7. If it is critical to perform the task immediately, Appointing Authorities, Managers and Supervisors are responsible for considering and implementing alternative methods to mobilize employees for urgent and necessary tasks in compliance with this Directive. (IE: Identifying a safe parking location and having employees drive separately to that location near a work assignment, deploying more than one vehicle to complete the task assignment, performing work remotely rather than in person).
8. For critical task assignments that cannot be performed with a limit of one person per vehicle, the task shall be reviewed by the chain-of-command (Supervisors, Managers and Appointing Authorities) to ensure all potential options have been considered. If unable to develop a workable solution, the task shall be designed to minimize the length of time with more than one person in the vehicle. Approval from the Appointing Authority is required before you proceed with the task.

9. In all cases where there is approval to have more than one occupant per vehicle, each occupant shall wear a face covering at all times. Eating or drinking in a vehicle when someone else is present is prohibited.
  
10. All NHDOT employees in supervisory, management or appointing authority roles are responsible for the implementation and enforcement of this Directive.

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
12/4/2020	Original Directive Adopted	Victoria Sheehan	Commissioner