



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Date: **April 8, 2020**

To: **Local Public Agencies (LPA) & Consultant Community (ACEC)**

From: **Bureau of Planning and Community Assistance**
New Hampshire Department of Transportation (NHDOT)

Re: **Notice #2020-01: Covid-19 Guidelines and Procedures for New Hampshire Department of Transportation Construction Projects**

To our LPA Partners and other Stakeholders,

On March 26, 2020 Governor Sununu released Emergency Order #17 mandating the closure of all non-essential businesses in the State of New Hampshire and an accompanying Stay At Home order, both in response to COVID-19. This order and its companion document 17A defined Transportation and related construction as “essential business”. Pursuant to that order, Section 18, No. 3 required:

“All businesses or other organizations providing Essential Services shall develop strategies, procedures and practices to allow for social distancing protocols consistent with guidance provided by the CDC and the Division of Public Health.”

NHDOT in collaboration with representatives from the industry have prepared a guideline document in accordance with Rule No.3. That document is attached to this correspondence. It is our recommendation that our municipal partners will work with their prime contractors on NHDOT (state and federal) funded projects to implement these guidelines. We do not believe that a “do nothing” approach is appropriate on municipal transportation projects.

We are in the midst of a global pandemic. Our immediate adherence to CDC and Public Health guidelines and best practices is imperative for the health and safety of our citizens, and our employees. As our local partners involved in transportation projects, we thank you for everything that you are doing to support the transportation sector at this time of crisis.

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COVID-19 RECOMMENDED GUIDELINES AND PROCEDURES FOR ALL WORKERS AT ALL DOT CONSTRUCTION PROJECTS

The State of New Hampshire Department of Transportation recommends that all employees, contractors, and workers use their best efforts to implement the following guidelines on each construction site to the extent reasonably possible. The guidelines set forth below are designed to reduce the potential exposure of the COVID-19 virus to your employees. These recommendations are advisory only and this document is not intended to recommend replacement of any formalized procedures currently in place with the General Contractor.

It is strongly recommended that contractors working on behalf of the State adopt a policy consistent with the following.

Employee Health Protection - Recommendations

NHDOT Recommends:

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK.

IF YOU ARE SICK, STAY HOME!

IF YOU FEEL SICK, GO HOME!

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

COVID-19 Typical Symptoms:

Fever

Shortness of Breath

Cough

Contractors should be aware of the following risk factors that they may wish to discuss with their employees. Contractors should evaluate whether it should implement a policy that requests its employees to stay home if any of the following are true: An employee has signs of a fever or a measured temperature of 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.

- An employee has had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19.
- An employee has been asked to self-isolate or quarantine by their doctor or a local public health official.

If any of the above is true, or if an employee is exhibiting symptoms of the COVID-19 virus, it is recommended that contractors ask the employee to leave the work site and either consult their health care provider or call the State of New Hampshire's 211 hotline. Generally, it is recommended that these employees should not return to the work site until cleared by a medical professional or after following a recommended period of self-isolation or quarantine.

General On-the-Job Recommendations to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Contractor and State Agency Field Offices are locked down to all but authorized personnel
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6 feet from other individuals
- Avoid face to face meetings - critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene in-person meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion. Practice social distancing
- All individual work crew meetings/tailgate talks should be held outside and follow social distancing
- Keep all crews a minimum of 6 feet apart at all times to eliminate the potential of cross contamination
- At each job briefing/tool box talk, employees shall be asked if they are experiencing any symptoms. Those that have symptoms shall be sent home.
- Each jobsite shall have posted COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned/sanitized regularly and handwashing stations must be provided with soap and/or hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including desks, door handles, laptops, and other frequently touched items.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home

- Please maintain Social Distancing separation during breaks and lunch
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available then cough or sneeze into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings

Work Site Risk Prevention Practices

- o When entering a machine or vehicle which you are not sure you were the last person to enter, wipe down the interior and door handles with disinfectant prior to entry
- o In instances where it is possible, workers should maintain separation of 6 feet from each other (social distancing) per CDC guidelines.
- o Multi-person activities should be limited where feasible.
- o Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

If an authorized State of New Hampshire Department of Transportation representative finds the contractor in charge of the construction site has not implemented proper protocol for the construction site, NH DOT will contact the supervisor in charge of the site to discuss these recommended guidelines.