



January 5, 2021

To: Public Works Directors and Road Agents

New Hampshire Department of Transportation (DOT) and New Hampshire Division of Homeland Security (HSEM) recognize that Public Works Agencies and Municipal Highway Crews are part of our essential critical infrastructure workforce. We also recognize that Homeland Security Presidential Directive 8 (HSPD-8) identifies Public Works and other skilled support personnel as first responders. While so much of the work you do is critical every day, there are few responsibilities more immediate and impactful to the public, and other first responders, as snow and ice control. With the potential impacts of COVID-19 to your workforces, this year we have directed our staff to construct a WebEOC board to track Public Works and Highway Crews status during COVID-19. We are asking you to please populate this tracking board prior to January 12, 2021 and update it as needed with any changes, every Thursday and Tuesday thereafter until April 15, 2021.

You will find detailed directions on how to gain access to and update the DPW Exposure Board provided on the back of this letter. This board includes rows for every NH City and Town plus the 6 DOT Highway Maintenance Districts and the DOT Bureau of Turnpikes. The Board allows you to enter total number of DPW/Highway Crew workers in your community, how many are unavailable due to being COVID positive, how many are in quarantine, how many are out for other reasons and how many are available. This will give us a statewide snapshot of DPW staffing resources and allow us to quantify the potential impacts of COVID-19, as well as other issues keeping our critical partners out of the workforce.

We are very aware of how much you already have to do. We want this entry process to be easy for you and offer several options for updating the required information as follows:

1. Local EMD's may update information directly in WebEOC.
2. Public Works Directors, Road Agents or staff may request a WebEOC login and update information directly in WebEOC.
3. You can call the HSEM Local Liaison line at 603-223-3663 and they will update the information for you.

As always if you need assistance, resources or have questions do not hesitate to reach out to HSEM or work directly with Public Works Mutual Aid. We wish you the best for a safe and healthy winter season. Thank you for all you do!

Sincerely,

Victoria F. Sheehan
NHDOT Commissioner

Sincerely,

Jennifer L. Harper
NHDOS-HSEM Director

cc: Emergency Management Directors

Directions on how to gain access to and update the DPW Exposure Board

For login access to WebEOC, email a request to: NHEOC@dos.nh.gov or call 603-271-2231.

Directions to enter information:

Log into WebEOC

*Select Position: **Municipality/District Shed/EOC ESF-03 Public Works and Engineering***

*Select Incident: **2020 - 004 COVID-19***

Provide Additional Login Information

*Select under Boards Control Menu: **DPW Exposure***

You will see:

Municipality	County	Total Number of DPW Workers	DPW Workers Unavailable			DPW Workers Available	% of Staff Available	Hired Trucks Available	Hired Trucks Unavailable	Last Modified	Contact Name	Contact Phone	Actions
			Tested Positive	In Quarantine	Other Reasons								
All	All	0	0	0	0	0	95.0%						

*In upper right select the Green Box, **Create Record***

Update information:

Total DPW Workers

Unavailable due to Positive test

Unavailable due to Quarantine

Unavailable due to Other Reasons

Hired Trucks Available (0 if you do not use them)

Hired Trucks Unavailable due to COVID-19

Additional Information

Name

Phone Number

Email

*Bottom right click: **Save***

To update after initial entry, select the **Edit** box on the right side of the Board, on the same row as your Municipality and update.

If your municipality is unable to enter this data directly into WebEOC contact the HSEM Local Liaison line at 603-223-3663 for assistance.