



Div. of Transportation Systems Development
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Tony Evers, Governor
Craig Thompson, Secretary
Internet: www.wisconsin.gov

March 23, 2020

TO: All Prime Contractors

Subject: Contractor Employee COVID-19 Reporting Requirements

The purpose of this correspondence is to set forth reporting requirements related to COVID-19 exposure for all Prime Contractors performing work under construction contracts with the Department of Transportation (DOT) on any State construction project. **Nothing in this communication should be construed as directing Prime Contractors to stop work on projects. Construction work should continue to proceed in accordance with DHS guidelines. No work should stop unless directed by the State of Wisconsin.**

Effective immediately, in the event that a Prime Contractor knows or has reason to believe that any of its employees or any of the employees of its subcontractors performing work on a Department of Transportation construction project has contracted COVID-19 or been exposed to another person who has contracted COVID-19, the Prime Contractor shall promptly provide notice thereof to the DOT Project Manager. In addition, the Prime Contractor shall submit the attached form to the Project Manager as soon as possible, providing the information requested therein.

The purpose of this directive is to provide DOT with information necessary to take appropriate action to ensure the health and safety of State employees and members of the general public who are served by State government. Be assured that DOT will not seek information about individual employees that would violate their privacy rights under the Americans with Disabilities Act.

Prime Contractors are encouraged to visit the Wisconsin Department of Health and Services' website (<https://www.dhs.wisconsin.gov/covid-19/>) for information related to COVID-19 and its impact on public health and safety.