



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

March 21, 2020

TO: DOT Consultants

Subject: Consultant Employee COVID-19 Reporting Requirements

The purpose of this correspondence is to set forth reporting requirements related to COVID-19 exposure for all consultants performing work on the jobsites with the Department of Transportation (DOT) on any DOT project. Nothing in this communication should be construed as directing consultants to stop work on projects. Design and 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 consultant knows or has reason to believe that any of its employees or any of the employees of its subconsultants performing work on a DOT project jobsite or an in-person meeting has contracted COVID-19 or been exposed to another person who has contracted COVID-19, the consultant shall promptly provide notice thereof to the DOT Project Manager. In addition, the consultant 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.

Consultants 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.