

Memorandum

*Making Conservation
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: April 14, 2020

File: Division of Construction
CPD 20-10



From: RACHEL FALSETTI, Chief
Division of Construction

Subject: **NOTIFICATION TO CONTRACTOR OF COVID-19 POSITIVE TEST RESULTS**

In the event a California Department of Transportation employee tests positive for COVID-19 while working on a construction project, use the attached letter template to notify the contractor. Identify the dates on which the employee received the positive test result and when the employee last performed duties on the project. Maintain the anonymity of the employee who tested positive to comply with privacy laws and regulations.

If you have questions or comments regarding this directive, contact Ken Darby, Division of Construction, at Ken.Darby@dot.ca.gov or (916) 653-2032.

Attachments:

1. Sample Letter: "Notification of Caltrans Project Staff's Positive COVID-19 Test