March 12, 2020

MEMORANDUM

TO:    The Contracting Community
       District Engineers
       District Construction Engineers
       Area Construction Engineers

FROM:  Kerry A. Bates, P.E., State Construction Engineer

SUBJECT: COVID-19 / Coronavirus – Potential Impacts to Department Contractors

The Department has heard from many of its contractors regarding potential impacts to their
operations in the event that the COVID-19 / Coronavirus outbreak around the world or here in
the Commonwealth disrupts their supply chains, impairs their labor forces, or causes suspensions
of work or quarantines.

The Department is well aware that the COVID-19 / Coronavirus may have direct or indirect
impacts to existing and future construction contracts. Such impacts will likely vary from one
contract to another and, therefore, the Department is prepared to address these impacts on a case-
by-case basis. Specifically, the VDOT Road and Bridge Specifications authorize contract
modifications and time extensions, which the Department can use to provide appropriate contract
adjustments to address the impacts to construction attributable to the COVID-19 / Coronavirus.

In the event the COVID-19 / Coronavirus has wide-spread impacts on the Department's
contracts, the Department will issue statewide guidance to its contractors. The exact nature of
the guidance will depend on the severity of the impacts to construction throughout the
Commonwealth. At the present time, contractors should closely monitor projects for impacts of
the virus on ongoing and future work activities, suppliers and delivery dates of materials and
equipment, subcontractors, and labor forces. Contractors should notify the Department's projects
staff promptly if they have any reason to believe that the Project may be impacted by the
COVID-19 / Coronavirus.

The Department will continue to closely monitor developments, take action as needed, and keep
the contracting community informed as plans evolve. You can learn more at the Virginia
Department of Health and the Federal Centers for Disease Control.
Most importantly, the contracting community needs to do what they can to prevent the transmission and spread of the COVID-19 / Coronavirus and reduce any disruption to their construction projects. If they have not already done so, the Department recommends that all contractors increase their supply of sanitization and cleaning materials at their projects. In addition, everyone should practice these healthy habits:

1. **Stay home if you feel sick.**
   - Avoid close contact with others and seek medical treatment if necessary.
   - If you have a fever, stay home until you are fever-free for at least 24 hours without the use of fever-reducing medications.
   - Clean and disinfect frequently touched objects and surfaces.

2. **Practice good hand hygiene**
   - Wash your hands with soap and water for at least 20 seconds.
   - Use an alcohol-based hand sanitizer if soap and water are not available.

3. **Practice good coughing and sneezing etiquette**
   - Cover your mouth and nose with a tissue when you cough or sneeze.
   - Put your used tissue in a wastebasket.
   - If you don’t have a tissue, cough or sneeze into your upper sleeve—not your hand.

4. **Avoid touching your eyes, nose, and mouth.**