



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Stephen C. Brich, P.E.
Commissioner

March 13, 2020

MEMORANDUM

TO: DBI
AECOM
HDR
USF
District Engineers
District Construction Engineers
District Maintenance Engineers
Regional Operations Directors

FROM: Toya Peterson, Director Administrative Services 

SUBJECT: COVID-19 / Coronavirus – Potential Impacts to VDOT Contracting Partners

The Department has heard from many of our contracting partners 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 maintenance, operations and 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 expectation is that you will continue to meet the requirements in your contract and make specific plans to minimize the impacts of this virus on your 24/7 operations. Your plan for continuity of 24/7 operations should be submitted to your contract manager within the next five (5) business days if you have not already done so. Many of our districts and regions may have already reached out to you for a plan. In the event the COVID-19 / Coronavirus has wide-spread impacts on the Department's contracts, the Department will issue statewide guidance to its contracting partners. The exact nature of the guidance will depend on the severity of the impacts on our maintenance, operations and construction throughout the Commonwealth. At the present time, please closely monitor your operations for impacts of the virus on ongoing and future work activities, suppliers and delivery dates of materials and equipment, subcontractors, and labor forces. You should notify

your VDOT contract administrator promptly if you have any reason to believe that your work may be impacted by the COVID-19 / Coronavirus.

The Department will continue to closely monitor developments, take action as needed, and keep you informed as plans evolve. You can learn more at the Virginia Department of Health and the Federal Centers for Disease Control.

Most importantly, please continue to do what you can to prevent the transmission and spread of the COVID-19 / Coronavirus and reduce any disruption to your overall operations. If you 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.