



Memorandum

To: Mr. D. Scalzo
Mr. G. Marinopoulos
Mr. R. Radicchi
Mr. C. Whetstone

Date: April 7, 2020

From: Mr. R. Lee

Subject: Guidance for COVID-19 cases on NYSTA Construction Contracts

As part of our effort to identify potential or confirmed cases of COVID-19 and to limit the spread of the virus to the greatest extent possible the Authority is establishing the following reporting protocol for ongoing construction contracts.

If any of our Contractors (including Subcontractors) or Consultants have an employee who displays symptoms of, or tests positive for, COVID-19;

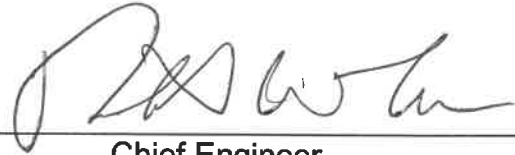
- Contractor/Consultant shall notify the Project Engineer with details including the name of the employee(s), date symptoms started, if tested – date results received, names of any other project personnel who had close contact with the individual.
- The Project Engineer shall notify the Assistant Division Director for Engineering who shall notify the Division Director.
- The Division will determine if any Thruway employees were in contact with the employee identified as having a potential or confirmed case.
 - If so, Division reports information to Administrative Services and to HQ Construction Management. The Project Engineer then notifies the contractor/consultant of the Thruway employee(s) identified as having contact with the individual.
- Contractor/Consultant maintains a log to track all potential or confirmed cases of COVID-19.

If a Thruway employee displays symptoms of, or tests positive for, COVID-19;

- The Division will notify Administrative Services
- The Division will determine if the Thruway employee was in contact with any Contractor/Consultant employees
 - If so, Division reports information to the Contractor/Consultant and to HQ Construction Management.

- Contractor/Consultant maintains a log to track all potential or confirmed cases of COVID-19

Thank you all for your efforts during this crisis to keep our projects moving forward and to ensure we are doing so in a safe manner.



Chief Engineer

RL:BW

cc: Mr. M. Driscoll
Mr. M. Trapasso
Mr. J. Barr
Mr. J. Konstalid
Mr. J. Stahl
Mr. P. Hoehn
Mr. M. Latko