



Capital Planning & Budget
UW-Managed Program

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March 20, 2020

To: All Contractors and Architects and Vendors contracted Directly with UWSA/BOR

From: Alexandria Roe
Senior Associate Vice President, University of Wisconsin System Administration (UWSA),
on behalf of the Board of Regents

Subject: COVID-19 Exposure Reporting Requirements

The purpose of this correspondence is to set forth reporting requirements related to COVID-19 for all contracted parties performing work under contract with the Board of Regents for the University of Wisconsin System ("BOR") as part of the UW-Managed program (also known as the Gift & Grant program).

Effective immediately, in the event that a Firm (aka Contractor or Architect in their respective contracts with BOR) knows or has reason to believe that any of its employees or any of the employees of its subcontractors/subconsultants performing work on a UW-Managed project at a University of Wisconsin institution has contracted or has been exposed to someone who has contracted COVID-19, the Firm shall (1) immediately remove the individual from UW property until cleared of COVID-19 and self-quarantine measures have been completed pursuant to CDC guidelines, and (2) immediately provide notice to the UW-Managed Project Manager and Patrick Rebholz (prebholz@uwsa.edu) by completing and providing the attached form.

The notice measures stated above will enable the BOR to take appropriate action to ensure the health and safety of state employees, students, and the general public. As part of the notification process described above, the BOR will not seek information about individual employees that would violate their privacy rights under the Americans with Disabilities Act.

Firms 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. In addition, the University of Wisconsin System has created a website (<https://www.wisconsin.edu/coronavirus/>) specific to the UW community.

Nothing in this communication should be construed as directing Firms to stop work on projects. Work should continue to proceed in accordance with DHS guidelines. No work should stop unless directed by the State of Wisconsin or BOR.

Contractor Employee COVID-19 Reporting Form

1. If you have reason to believe an employee has contracted COVID-19 specify the basis for this belief (e.g., employee has tested positive, employee is exhibiting symptoms).
2. If you have reason to believe an employee has been exposed to someone who has contracted COVID-19 specify the basis for this belief (e.g., employee's immediate family member has tested positive, employee traveled to a Level 3 country or an area of sustain community transmission in the last 14 days).
3. Indicate when the employee was directed to remove him/herself from the project site and to quarantine themselves.
4. Identify the UW-Managed project (and associated project number(s)) on which the employee was working.
5. Identify specific details regarding their presence at UW: the location they were working, date, approximate times, and other people they were in proximity to (less than 10'). Please provide this for as many days possible prior to the exposure/symptoms, up to 2 weeks prior – this complete information can lag begin the initial communication to expedite UW actions.
6. Please provide any other information you believe may be relevant to UW regarding potential state employee or general public exposure to COVID-19.