STATE OF CALIFORNIA – CALIFORNIA STATE TRANSPORTATION AGENCY Gavin Newsom, Governor

DEPARTMENT OF TRANSPORATION
DIVISION OF CONSTRUCTION
[Deputy District/Region Director of Construction Address]
[City, CA ZIP]
[PHONE *(Area Code) xxx-xxxx]*
[FAX *(Area Code) xxx-xxxx]*
TTY 711
www.dot.ca.gov

Making Conservation
a California Way of Life.

Date: [Month dd, yyyy]

[Contractor's Name]
[Address]
[City, State ZIP]

Subject: Notification of Caltrans Project Staff's Positive COVID-19 Test

Dear [contractor name]:

Caltrans has learned that a Caltrans employee at [insert project location] tested positive for the COVID-19 virus. The employee was tested for the virus and received positive results of this test on [insert date]. The employee was last at the project on [insert date]. This letter is to notify you that you and your workers have potentially been exposed to COVID-19. You should contact your local public health department for guidance and any actions to take based on individual circumstances.

While we understand you may have questions about the health of coworkers and associates, it is necessary that we protect the health-related information of our employees. We cannot confirm the health status of employees or communicate about coworkers' health.

Sincerely,

[Name of deputy district/region director of construction]

SAMPLE