



Purchasing Division
Pamela Simpkins, Purchasing Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Room 202
Roanoke, Virginia 24011

September 2020

Dear City of Roanoke Contractor:

Please be advised that, effective on July 27, 2020, the Virginia Department of Labor and Industry made effective 16 VAC 25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19, as adopted by the Safety and Health Codes Board on July 15, 2020 (the "DOLI COVID-19 Rules").

Sick Persons to Stay at Home. Pursuant to the DOLI COVID-19 Rules at 16 VAC 25-220-40(B)(7), you are advised that employees or other persons associated with your company, who are known or suspected to be infected with the SARS-CoV-2 virus, shall be sent home, stay home, and stay away from the work site until they are cleared to return to work, as set forth in 16 VAC 25-220-40(C). Symptoms and signs of COVID-19 include the following: unexplained cough, fever (100 degrees Fahrenheit or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, unexplained nausea, vomiting, or diarrhea. Other unexplained symptoms could also be an indication of COVID-19.

Notice to Trevor Shannon, Battalion Chief, Emergency Management of Required of Positive COVID-19 Tests at City of Roanoke Sites.

Pursuant to the DOLI COVID-19 Rules at 16 VAC 25-220-40(B)(8), you are required by law to advise Trevor Shannon within 24 hours in the event that an employee of your company or someone associated with your company, who was present at a place of employment owned or operated by the City of Roanoke, test positive for COVID-19. All such reports of positive COVID-19 tests shall be made to Trevor Shannon by telephone at 540-797-3706 and by email to Trevor.Shannon@Roanokeva.gov.

Adherence to DOLI COVID-19 Rules. City of Roanoke contractors are expected to comply in all respects with the DOLI COVID-19 Rules.

Subcontractors. City of Roanoke Government contractors are responsible for ensuring that their subcontractors comply with all the foregoing requirements.

Thank you for your cooperation during this time. We look forward to returning to normal operations when the COVID-19 pandemic has been abated. If you have questions, please contact Trevor Shannon at the contact information listed above.

Best Regards,

Pamela P. Simpkins, CPPO, VCO

A handwritten signature in blue ink that reads "Pamela P. Simpkins".

Purchasing Manager